

SCOPE OF WORK ATTACHMENT B

1. These standards are an outline of general expectations of cleanliness, but are not meant to replace or supersede the latest industry standards or materials and equipment per manufacturers' recommendations. The Contractor and/or the Contractor's Employee(s) shall be equipped with the necessary equipment to carry out the proper performance of the cleaning as specified. This equipment shall be available and in possession of the Contractor's Employees at all times while on the job.
2. Janitorial supplies necessary to provide the janitorial services will be provided by the Fairgrounds.
3. The Contractor or Contractor's designee shall keep an inventory of all supplies and advise the manager when stock is getting low so supplies can be reordered. The Contractor/designee should allow 2-weeks for ordering and receiving supplies.
4. The Contractor shall at all times employ sufficient skilled labor in accordance with Federal, State, and Local labor laws; and the proper equipment for completing the required tasks in the manner and time required by the Contract. The Contractor will supervise and direct all work.
5. The Contractor will be solely responsible for the means, methods, and safety practices of all the Contractor's employees, subcontractors, techniques, sequences, and procedures when performing work.
6. All buildings, arena, barns, concessions, kitchen, and restrooms are to be kept clean. All areas shall be restocked with items such as soap, paper towels, toilet tissue, trash bags, and other such items as needed so as to be ready for the next event.
7. All buildings, concessions, barns, and/or the arena are to be cleaned and stocked prior to each event and within 48 hours after the Walk-Through inspection by the Fairground's Manager or Manager's designee. The Manager or designee shall immediately communicate with the Contractor that the Walk-Through is complete and cleaning can commence. Cleaning is not to begin until the ok is given by the Manager or designee.
8. Janitorial contractor is required to work and communicate directly with the Fairgrounds Manager and take all directives from the Fairgrounds Manager.
9. Set-up and break-down of tables might be required from time to time, particularly during the monthly flea markets. The Fairgrounds Manager will notify the Contractor at least 48 hours in advance of the need to either set up or break down tables.
10. Prior to an event in the Smokey Mountain Arena, the bleachers must be cleaned by pressure washing. (They do not have to be cleaned after a particular event unless there is another event scheduled immediately following)
11. All tables and chairs must be cleaned periodically and should be wiped down prior to and after any event as necessary.
12. The grounds must be kept clean of trash and debris.
13. Indoor trash cans are to be cleaned after each use as necessary and thoroughly cleaned at least monthly.

14. Place outdoor trash cans with liners for events as directed by Fairgrounds Manager and store these under cover in Livestock Barn wash pit area after event is complete. Outdoor trash cans should be cleaned as needed or directed by Fairgrounds Manager.
15. Events are usually scheduled several weeks ahead of time, however, if an unexpected event should be scheduled, the Manager shall notify the Contractor immediately so a clean-up can be scheduled by the Contractor.
16. The services will also include any other tasks which the Parties may agree on. The Janitorial Services Provider, _____ agrees to provide such services to the HCFB.
17. This Contract may be terminated by either the HCFB or the Contractor by giving a 30-day written notice to the other party.



Haywood County Fairgrounds, Inc.
758 Crabtree Road
Waynesville, NC 28785

828-400-1704
www.haywoodcountyfairgrounds.org

Bid for Janitorial Services **Attachment A (General Terms & Conditions)**

Qualifications:

Must provide the following:

- \$1,000,000 liability insurance certificate
- Contact information, company name, bidder name, position and phone number
- Three business or work references with name and a valid contact number

Expectations:

- Janitor or janitor's staff is required to work some weekends, holidays, and nights, particularly during the annual Haywood County Fair.
- All cleaning supplies will be purchased by the Fairgrounds and will be stocked as needed. If something should be needed that is not on hand or existing stock running low, it shall be brought to the attention of the Manager timely so it can be purchased (if approved).
- All buildings including Apple Orchard, Dogwood, all concessions buildings, Lion's Club Barn, and/or Smokey Mountain Arena shall be cleaned prior to each event and cleaned after each event.
- Additional cleaning may be necessary at other times, particularly the annual Haywood County Fair.
- All areas within and surrounding the fairgrounds are expected to be free of trash and debris at all times.
- Trash barrels to be emptied, relined, positioned where needed for an event, and moved to a designated place inside when not in use.

Prior to submitting a bid for janitorial services, please make sure to read and understand the above expectations and Scope of Work. The job can be bid on a *per hour, per building or per square foot*. Hourly bidding requires a time sheet to be submitted to the Manager. You are **required** to meet with the Fairgrounds Manager, Jude Lowery or her designee, by making an appointment to discuss and view the size of the buildings, arena, livestock barn, concessions, rest rooms, and around the grounds. Questions and concerns will be addressed at that time. A calendar of events will be available as a guide for the bidding process. Call Jude Lowery at **828-400-1704**. We look forward to hearing from you.

My bid for Janitorial Services is as follows:

\$ _____ per hour

\$ _____ per square foot

\$ (see below) per building and grounds

I choose to bid by **each building separate** (listed below), **and the grounds separate.** This bid is specific to each cleaning. (Example: If Apple Orchard Building is cleaned, that is the only building that payment is rendered; if Apple Orchard Building & Dogwood Building are cleaned, then payment is rendered for 2 buildings, etc.).

\$ _____ per Apple Orchard Building

\$ _____ per Dogwood Building

\$ _____ per Smokey Mountain Arena

\$ _____ per livestock barn

\$ _____ per grounds

Notes:

Bidder Signature _____

Bidder Address _____

Contact Phone: _____

Date _____

This bidding process **must be complete and accurately reflect all bidding.** If there are questions regarding this Bid Sheet or the Scope of Work, it is the responsibility of the bidder to contact the Fairgrounds Manager, Jude Lowery, for an explanation.