

COUNTY OF WATAUGA
2026 CUSTODIAL SERVICES
SPECIFICATIONS AND CONTRACT DOCUMENTS

Contents

Section

A	Notice to Contractors (Advertisement)
B	Instructions to Bidders and General Conditions
C	Specifications and Project Description
D	Bid Form
E	Contract Form

COUNTY OF WATAGUA
2026 CUSTODIAL SERVICES

ADVERTISEMENT FOR BIDS

SECTION A

Watauga County Maintenance Department is seeking bids from persons or firms interested in providing custodial services for Watauga Community Recreation Center and sports facilities in Boone, NC. Bids may be delivered to the Watauga County Maintenance Department, 274 Winklers Creek Road, Suite B, Boone, NC 28607. Bids will be accepted until 5:00 p.m. on Monday, August 17, 2026. Contact Robert Marsh, Maintenance Director, at (828) 264-1430 for more information concerning this project.

* The award of contract is subject to approval by the Watauga County Board of Commissioners.

COUNTY OF WATAUGA
2026 CUSTODIAL SERVICES

INSTRUCTIONS TO BIDDERS AND GENERAL CONDITIONS

SECTION B

1. Defined Terms:
 - 1.1. The term "County" means the Owner, the County of Watauga.
 - 1.2. The term "Bidder" means one who submits a Bid directly to the County, as distinct from a sub bidder who submits a bid to a Bidder.
 - 1.3. The term "Successful Bidder" means the lowest, qualified, responsible and responsive Bidder to whom the County shall make an award of the Contract.
 - 1.4. The term "Bidding Documents" includes the Advertisement, these Instructions, the Bid Form, and the proposed Contract Documents.
2. Bidding Documents:
 - 2.1. Complete sets of the Bidding Documents may be obtained from the Maintenance Director's office at Watauga County Maintenance.
 - 2.2. Complete sets of Bidding Documents must be used in the preparations of bids. The County assumes no responsibility for errors or misinterpretations resulting from the use of incomplete sets of the Bidding Documents.
 - 2.3. The County, in making copies of the Bidding Documents available on the above terms, does so only to obtain bids on the Work, and does not confer a license or grant for any other use.
3. Qualifications of Bidders:
 - 3.1. Each Bidder must be prepared to submit upon request such written evidence as may be requested to demonstrate the Bidders qualifications to perform the Work. Such evidence may include financial data, previous experience and references, present commitments, and proposed contractors and suppliers.
 - 3.2. Bidder must submit a written list of equipment that will be used to accomplish the Work in this contract. (Appendix A)

4. Examination of the Contract Documents and Project Sites:

4.1. It is the responsibility of the Bidder to:

1. Thoroughly examine the Contract Documents,
2. Visit the sites and become familiar with the existing conditions and the scope of the project work; verify quantities and become familiar with the surrounding conditions that may affect the cost, progress, performance or furnishing of the work,
3. Consider all federal, state and/or local laws and regulations that may affect the cost, progress, performance or furnishing of the Work,
4. Study and carefully correlate the Bidders observations with the Contract Documents, and
5. Notify the Owner of all conflicts, errors or discrepancies found in the Contract Documents.

4.2. The submission of a bid will constitute an incontrovertible representation by the Bidder that the Bidder has complied with every requirement of this section, that without exception, the bid is premised upon performance and furnishing the work required by the Contract Documents, using the products, means, methods, techniques, sequences and/or procedures contained therein, and that the Contract Documents are sufficient in scope and detail and convey understanding of all specific products, materials or methods are specified, it is done to establish a standard of quality, function, dimension or appearance, and is not to restrict competition. Other products, materials and methods may be used, if approved in advance by the County.

5. Bid Form:

- 5.1. The Bid Form is included in the Bidding Documents.
- 5.2. All blanks on the Bid Form must be completed, either in ink or typewritten.
- 5.3. Bids by corporations must be executed in the corporate name by the President or Vice-President, or other corporate officer, when proper authorization to sign is attached to the bid.
- 5.4. Bids by a partnership must be signed by all partners.

- 5.5. Bids submitted on uncompleted bid forms or bids, which contain conditions, can be deemed to be unresponsive and may be rejected.
6. Submission of Bids:
- 6.1. Bids shall be submitted at or before the time indicated in the Advertisement and at the place therein stated. Bids sent through the mail shall be enclosed in a second envelope, both of which shall have the notation "Bid Enclosed" on the exterior.
7. Modifications and Withdrawal of Bid:
- 7.1. Bids may be modified or withdrawn by an appropriate document executed and delivered to the place where the bids are to be submitted at any time prior to the opening of bids.
8. Bid Opening:
- 8.1. All Bids will be opened and, unless obviously non-responsive or otherwise irregular, read publicly aloud. All bids are then available for inspection by the public and the other Bidders.
9. Bids Acceptance and Bonds:
- 9.1 All bids will remain subject to acceptance for 30 days after bid opening.
- 9.2 Bonds. Each bid must be accompanied by a certified check or Bid Bond in the amount of 5% of the total amount of the bid for one year's service. The certified check or Bid Bond is a guarantee that the bidder will honor his bid and he agrees to forfeit the same should a contract be offered, based upon his bid and the contract documents, and which the bidder fails to execute within ten (10) days of the offer.
10. Award of the Contract:
- 10.1. The County reserves the right to reject any and all bids, to waive any and all informalities, not involving price, time or changes in the work, and to negotiate contract terms with the Successful Bidder, and the right to disregard all non-conforming, non-responsive, unbalanced or conditioned bids. Also, the County reserves the right to reject in whole or in part the bid of any Bidder if the County when, in the County's sole opinion, believes that it would not be in the best interest of the project or the County to make an award either in whole or in part to that Bidder, whether because the bid is not responsive, the Bidder is not qualified, of doubtful financial ability, has a history of poor performance and/or difficulty with previous County work, or fails to meet any other pertinent standard or criteria established by the County.

- 10.2. In evaluating bids, the County will consider the qualifications of the Bidders, whether or not the bids comply with the prescribed requirements, and such alternates, unit prices and other data, as may be requested in the bid form or prior to the Notice of Award.
- 10.3. The County recognizes that award of the Contract is dependant on the availability of funding and, therefore, the County makes no guarantees as to an award of a contract, to any Bidder. If the contract is to be awarded, it will be awarded to the lowest Bidder whose evaluation by the County indicates to the County that the award will be in the best interest of the County.
11. Signing of the Agreement:
- 11.1. When the County submits to the Successful Bidder the "Notice of Award" and Agreement for execution, it will be in the number of copies necessary, all of which shall be signed and shall constitute an original Agreement. Within five days thereafter, the Successful Bidder shall sign and deliver all copies of the Agreement to the County, accompanied by a certificate of insurance. The County, within fourteen days thereafter, shall return to the Successful Bidder a fully executed copy of the agreement.
12. Notice of Award:
- 12.1. The County may give the Successful Bidder a Notice of Award at any time within the (10) days from the date of opening of bids. The Successful Bidder shall begin the Work within 30 days of receiving a Notice to Proceed.
13. Indemnity
- 13.1 The contractor will indemnify and save harmless the County, its officers, agents, servants, and employees from and against any and all suits, actions, legal proceedings, claims, demands, damages, costs, expenses, and attorneys' fees to the extent resulting from a willful or negligent act or omission of the Contractor, its officers, agents, servants, and employees in the performance of this Contract; provided, however, that the Contractor shall not be liable for any suits, actions, legal proceedings, claims, demands, damages, costs, expenses and attorneys' fees arising out of the award of this Contract or a willful or negligent act or omission of the County, its officers, agents, servants and employees.
14. Insurance
- 14.1 The Contractor shall at all times during the Contract maintain in full force and effect Employer's Liability, Workmen's Compensation, Public Liability and Property Damage Insurance, including contractual liability

coverage for the provisions of Indemnity. All insurance shall be by insurers and for policy limits acceptable to the County and before commencement of work hereunder the Contractor agrees to furnish the County certificates of insurance or other evidence satisfactory to the County to the effect that such insurance has been procured and is in force.

COUNTY OF WATAUGA
2026 CUSTODIAL SERVICES

SPECIFICATIONS AND PROJECT DESCRIPTION

SECTION C

1. Scope of Work

- 1.1 The successful bidder shall furnish cleaning service as shall be required to keep the properties clean and presentable as outlined in Appendix B. All work shall be performed after normal business hours as shown in Appendix C.

2. Frequency of Service

- 2.1 See Appendix D.

3. Materials & Equipment to be supplied by Bidder

- 3.1 Hazard Communication - All bidders must comply with Section 1910.1200 of the Code of Federal Regulations. The successful bidder must provide the owner with a list of any hazardous chemical and their MSDS sheets to be used during the contract period.

4. Supplies to be provided by the County

- 4.1 The County will furnish paper hand towels and toilet tissue for dispensers, hand soap for dispensers and trash can liners. Bidder will be responsible for putting the items in the dispensers.
- 4.2 The County will provide cleaning chemicals and equipment for use in the Recreation Center and parks.

5. Personnel

- 5.1 Successful bidder will supply County with a list of names of employees he/she intends to assign to each building. Bidder shall not subcontract any part of the contract. Employees will wear a uniform shirt or smock issued by the bidder that clearly identifies that person as an employee of the bidder. All workers shall be clean shaven and neatly dressed. Workers shall be able to communicate with County employees. Contractor shall supply one supervisory level employee to manage subordinate employees and to manage cleaning procedures and processes five days per week.

- 5.2 Use of smoking materials and tobacco products, that includes smoking, dipping, chewing or other similar activities in all forms is prohibited in County owned, operated, managed or controlled properties.

6. Security

- 6.1 Keys to access County properties to be cleaned will be issued by Watauga County Maintenance. Successful bidder shall be responsible for the assignment of keys and the return of keys upon termination of the bidder's employee or the termination of the contract. Bidder shall report immediately any loss or suspected misuse of keys. Bidder shall not duplicate any keys.
- 6.2 Security of the properties being cleaned shall be the responsibility of the bidder and his employees during the designated cleaning hours. Responsibilities include making sure lights are turned off except those designated to be left on, lock all doors and set alarms as directed before leaving the building. Absolutely no one other than the authorized cleaning personnel shall be in the facilities after regular work hours including relatives, friends, etc.

7. Request for Payment

- 7.1 Invoices for payment will be submitted by the 10th of the month for work completed the previous month. Upon approval of invoices by the Maintenance Director, payment will be issued on the 25th of the month that invoices are submitted.
- 7.2 Requests for payment shall be submitted in a fashion suitable to the Watauga County Finance Office.
- 7.3 Upon award of contract the bidder shall complete a Vendor Application form for the Watauga County Finance Office.

8. Termination

- 8.1 The County may terminate this contract at any time if the County, in its sole discretion, deems the Bidders performance unsatisfactory. Additionally, the contract may be terminated if funding becomes unavailable.

9. Terms of Contract

- 9.1 Contract shall begin on [REDACTED] and continue through June 30, [REDACTED] with an option for two (2) additional years.