

REQUEST FOR PROPOSAL
CANDLER COUNTY

Candler County, a political subdivision of the State of Georgia, acting by and through its duly authorized Board of Commissioners, (hereinafter referred to as “the County”) is soliciting bids for the provision of Cleaning Services.

Proposals must be in writing and delivered to the offices of the Candler County Board of Commissioners on or before 3:00 p.m. August 30, 2024.

Address for submission:

Candler County
Attn: Request for Proposal for Cleaning Services
1075 East Hiawatha Street,
Suite A
Metter, GA 30439

The applicant’s proposal in response to this request must be submitted in a sealed and clearly marked envelope to the office of the Commissioners. The submission should include two copies with one marked original with the original signatures of the individual(s) legally authorized to bind the offer.

The County reserves the right to reject any or all proposals, rebid the proposal or award in whole or part any contract for services in the best interest of the citizens of Candler County.

The County will accept inquiries in writing or by e-mail from any and all interested parties. Inquiries should be addressed to:

Bryan Aasheim, County Administrator
1075 E Hiawatha St, Suite A
Metter GA 30439
baasheim@candlerco-ga.gov

The Candler County Board of Commissioners reserves the right to revise the Request for proposal at any time prior to award. If at any time revisions are required the County shall notify all offerors.

Introduction

Candler County is soliciting proposals for an annual contract for cleaning services for County buildings. Bidders (“the Vendor”) are required to submit written proposals that present the vendor’s qualifications and understanding of the work to be performed. The vendor’s proposal should be prepared simply and economically and should provide all the information it considers pertinent to its qualifications for the Specifications listed herein. Emphasis should be placed on completeness of services offered and clarity of content.

The proposal must be submitted no later than 3:00 p.m. August 30, 2024, directly to the Commissioner’s Office at the following address:

Candler County
Attn: Request for Proposal for Cleaning Services 1075
East Hiawatha Street,
Suite A
Metter, GA 30439

General Instructions for Proposal

a) **Proposal Content** - A completed proposal must contain the following:

- *Proposal Form & Signature Page* – the proposal form and signature page must be completed and signed by an individual authorized to bind the vendor. All proposals submitted without such proposal form and signature page may be deemed non-responsive.
- *References* – Proposals shall include a list of three (3) references including name, address, phone number and contact person. The County reserves the right to contact references other than, and/or in addition to, those furnished by a vendor.

b) **Proposal Period** – Proposal prices are to be firm for one hundred twenty (120) days.

c) **Proposal Award** - It is the intent of the County to accept the lowest responsible proposal, provided it has been submitted in accordance with the proposal documents. If a proposal is selected it will be the most advantageous regarding price, quality of service, the vendor’s qualifications and capabilities to provide the specified service, and other factors which the County may consider.

d) **Term and Renewal** – The term of the Contract shall be for one (1) year beginning on date of formal bid acceptance by the Board of Commissioners, unless earlier terminated. The contract shall automatically extend for a period of twelve (12) months on the anniversary date. The Contract may be terminated by either party with a ninety (90) day written notice. The Contract may be terminated by either party with or without cause in less than ninety (90) days by mutual agreement or in the event of substantial failure to perform in accordance with the terms set forth in the Contract.

e) **Basis of Payment/Billing Agreement**–

- **Payment will be made to the contractor within 15 days upon receiving the contractor’s monthly invoice.** The County shall not be required to remit payment if no invoice is remitted or if the invoice does not include the required information as stated herein.
- The invoice shall state each date the service was performed and amount for each building.
- Special services provided will be billed via a separate invoice and described by the service provided and the date it was provided.

f) Cleaning Schedule

It shall be the responsibility of the successful bidder to establish a standard cleaning schedule for each county facility/building with that building's representative. For cleaning services performed weekly or less, and upon acceptance of the contract, the parties shall agree that the standard cleaning days and times are proscribed by the contract and shall not be altered except by mutual agreement of both parties, not less than 48 hours prior to the standard cleaning date/time.

Failure on the part of the Vendor to provide weekly service on the standard cleaning schedule shall result in a reduction in the monthly contract amount equal to the pro rata cost of the missed building or service and the number of cleaning cycles missed.

g) Additional Requirements –

- Vendor shall provide or be able to obtain a valid business license from Candler County, the State of Georgia or another appropriate jurisdiction
- Vendor shall certify, as required, that vendor is an equal opportunity employer, participates in E-verify, complies with all applicable state and federal laws
- Vendor and vendor's employees shall be subject to a pre contract background check as required by the GCIC and state requirements for vendors operating in a secure, law enforcement facility
- Vendor shall provide, not less than annually, and if required by state and federal law, evidence of valid workers compensation insurance
- Vendor shall provide, not less than annually, evidence of valid liability insurance in an amount not less than \$1,000,000 per incident

Specifications

The specifications outline the requirements for cleaning services for County buildings. A list of each building, the address and approximate square footage is outlined to assist you in your quote.

Sheriff's Office – 1015 East Hiawatha Street 5,500 sq. ft

- All Offices and lobby area
- All Restrooms
- Meeting Rooms

Commissioners Office Building– 1075 East Hiawatha Street 7,464 sq. ft.

- Offices and lobby areas (County Administration and UGA Extension)
- Public and staff restrooms

Courthouse – 35 SW Broad Street 10,968 Sq. ft.

- Lobby & Main Floor Offices (Clerk of Court, Probate Court)
- Public & Staff restrooms
- 2nd floor offices, restrooms and courtroom

Tax Assessor & Tax Commissioner Building – 25 W Daniel St, 4,388 sq. ft.

- Lobby
- Tax Commissioner Offices and common areas
- Assessor's Offices and common areas
- Public and staff restrooms
- Multi-Purpose room

A walkthrough can be scheduled by appointment to view the buildings beforehand.

Responsibilities of the Contractor

The following cleaning instructions are outlined by building, cleaning location within the building and a cleaning schedule

Courthouse, Commissioner's Office, Sheriff's Office Building & 25 W Daniel St

Entrance(s), Lobby, Reception Area and all Offices including Courtroom

Weekly:

1. Empty all trash receptacles, replace liners, as needed, and remove trash to a collection point.
(Client to furnish trash receptacle liners)
2. Squeegee both sides of glass doors removing prints and smudges; wipe frames.
3. Thoroughly dust all horizontal and vertical surfaces, including windowsills, ledges, moldings, telephones, pictures, office furniture and manner of furnishings.
4. Vacuum walk off mats and traffic lanes.
5. Spot treat soiled carpet areas.
6. Dust mop hard surface floors.
7. Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture.
8. Police outside area including sidewalks, etc. removing all litter and debris.
9. Desks & Work Areas:
 - *Empty or Work Stacked to create available surface* – On desks where there is no work covering the work area and/or where work is stacked to provide access to the desk surface, the desk surface is to be cleaned and dusted
 - *Work Covered Surfaces* – On desks in which the primary work surface is covered or inaccessible without moving paperwork or another encumbrance, the desk surface is to be left as is and NOT cleaned

Special Note: Courtroom furnishings & Seating must be cleaned and polished

Monthly:

1. Thoroughly vacuum all carpeting, taking care to get into corners, along edges and beneath furniture.
2. Spot wipe walls, light switches, and doors removing fingerprints, smudges, and spills.
3. Complete all high dusting, including exhaust fans and air ventilators within reach.

Quarterly:

1. Thoroughly wash windows (interior and exterior on ground level) and partition glass on both sides.
Damp wipe all window/glass frames (Weather permitting)

Hallways

Weekly:

1. Empty all trash receptacles, replace liners, as needed, and remove trash to a collection point.
(Client to furnish trash receptacle liners)
2. Spot wipe partition glass removing prints and smudges
3. Thoroughly dust all horizontal and vertical surfaces, including windowsills, ledges, moldings, telephones, pictures, office furniture and all manner of furnishings.
4. Clean drinking fountain(s) or water cooler(s) removing watermarks and splashes on sides, fronts and surrounding walls.
5. Vacuum traffic lanes.

6. Dust mop all hard surface floors.
7. Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture.
8. Spot treat soiled carpet areas.

Monthly:

1. Thoroughly vacuum all carpeting, taking care to get into corners, along edges, and beneath furniture.
2. Complete all high dusting, including exhaust fans and air ventilators within reach.
3. Thoroughly scrub and rinse ceramic floors.

Quarterly:

1. Thoroughly wash windows (interior and exterior on ground level) and partition glass on both sides. Damp wipe all window/glass frames (Weather permitting)

Restrooms

Daily: (Courthouse Building and 25 Daniel St Only, Main Public Restroom Only)

1. Empty all trash and sanitary napkin receptacles, replace liners, as needed and wipe receptacles clean.
2. Remove trash to a collection point. (Client to furnish trash receptacles liners)
3. Stock towels, tissue, and hand soap. Wipe/polish dispensers as needed. (Client to furnish supplies)
4. Toilets and urinals to be cleaned and sanitized inside and outside. Polish bright work.
5. Toilet seats to be wiped clean on both sides.
6. Scour and sanitize all basins. Polish bright work.
7. Remove splash marks from walls around basins.
8. Dust horizontal surfaces, including partitions, top of mirrors, and frames. Clean and polish mirrors

Weekly: (All Restrooms)

1. Empty all trash and sanitary napkin receptacles, replace liners, as needed and wipe receptacles clean.
2. Remove trash to a collection point. (Client to furnish trash receptacles liners)
3. Stock towels, tissue, and hand soap. Wipe/polish dispensers as needed. (Client to furnish supplies)
4. Toilets and urinals to be cleaned and sanitized inside and outside. Polish bright work.
5. Toilet seats to be wiped clean on both sides.
6. Scour and sanitize all basins. Polish bright work.
7. Remove splash marks from walls around basins.
8. Dust horizontal surfaces, including partitions, top of mirrors, and frames. Clean and polish mirrors

Monthly: (All Restrooms)

1. Wipe all restroom partitions on both sides.
2. Pour fresh water down floor drains to refresh water in sewer line.
3. Spot wipe walls, light switches, and doors removing fingerprints, smudges, and spills.
4. Complete all high dusting, including exhaust fans and air ventilators within reach.
5. Thoroughly scrub and rinse ceramic floors.

Semi-Annually all facilities

Machine strip all tile floors, taking care to get into corners, along edges, and beneath furniture. Rinse, reseal, and refinish all tile floors.

Equipment and Cleaning Chemicals

The County will supply all cleaning equipment, chemicals, trash bags, paper towels, hand soaps and toilet

paper. Restocking of cleaning equipment and chemicals will be coordinated with the Administration Department.

Damage

The contractor shall report to the Administration Department any damaged facilities and/or broken items that need to be replaced so as not to be held accountable weekly.

Proposal Instructions
Request for Proposal for Cleaning Services

1. Based on the requirements and provider qualifications please provide two (2) copies of the proposal to Candler County
2. Complete Proposal Form and Signature Page
3. Provide Worker's Compensation Certificate
4. Provide Liability Insurance Certificate
5. Complete Reference Form

If delivered via mail or in person, vendor shall include items 1-5 in a sealed envelope. All proposals should be clearly labeled on the outside of the envelope: **Request for Proposal for Cleaning Services.**

If delivered via email, please include as subject line: "Request for Proposal for Cleaning Services."
Proposals should be mailed or delivered in person to:

Candler County
Attn: Request for Proposal for Cleaning Services 1075
East Hiawatha Street,
Suite A
Metter, GA 30439

Proposals shall be emailed to: baasheim@candlerco-ga.gov

Proposals must be received no later than 3:00 p.m. August 30, 2024

Proposal Form

Request for Proposals for Cleaning Services

The undersigned hereby submits the following proposal for the monthly cost of cleaning services for the Candler County Buildings

County Courthouse	\$ _____
Commissioner's Office Building	\$ _____
Sheriff's Office	\$ _____
25 Daniel Street	\$ _____
Total Cost	\$ _____

INDEPENDENT CONTRACTOR. Contractor shall perform this contract as an independent contractor and no provision of this contract shall be construed to form any employer- employee relationship between the parties or between the County and any of Contractor's employees. The manner and method of completing the duties undertaken by the Contractor shall be determined solely by the Contractor.

Signatures:

Request for Proposal for Cleaning Services

By: Name and Title (please print) _____

Signature _____

Vendor Address _____

Contact (please print) _____

Phone _____

Fax _____

E-mail _____