

**REQUEST FOR PROPOSAL CANDLER COUNTY (2025-2 RFP)
COUNTY FACILITY CLEANING SERVICES**

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.

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 as the original containing 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 email from any and all interested parties. Inquiries should be addressed to:

Bryan Aasheim, County Administrator 1075 East Hiawatha Street, Suite A Metter, GA 30439
Email: 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 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.

Proposals must be submitted no later than 3:00 p.m. May 2, 2025, 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

Scope of Work – Facility Locations

The contractor will perform cleaning services at the following facilities:

- 1. Sheriff's Office** – 1015 East Hiawatha Street
 - **Area:** 5,500 sq. ft.
 - Includes offices, lobby areas, and restrooms.
- 2. Commissioner's Office Building** – 1075 East Hiawatha Street
 - **Area:** 7,464 sq. ft.
 - Includes offices, lobby areas (County Administration and UGA Extension), and public and staff restrooms.
- 3. Courthouse** – 35 SW Broad Street
 - **Area:** 10,968 sq. ft.
 - Includes lobby, main floor offices (Clerk of Court, Probate Court), public and staff restrooms, second-floor offices, restrooms, and courtroom.
- 4. Tax Assessor & Tax Commissioner Building** – 25 W Daniel Street
 - **Area:** 4,388 sq. ft.
 - Includes lobby, Tax Commissioner and Assessor offices, public and staff restrooms, and a multi-purpose room.
- 5. Metter-Candler Recreation Department** – 621 Pine Street
 - Includes ten (10) restroom facilities across five (5) locations in the park.

Scope of Work – Required Services

Contractor is required to perform all services as described at the intervals described below:

Restroom Services

Daily (M-F) Required

Courthouse, SW Broad St

Tax Collection/Assessment Office, 25 Daniel Street

Recreation Department Facilities, 621 W Pine St

- Empty all trash and sanitary napkin receptacles, replace liners as needed, and wipe receptacles clean.
- Remove trash to a collection point. (Client provides trash receptacle liners.)
- Stock towels, tissue, and hand soap in dispensers. Wipe/polish dispensers as needed. (Client provides supplies.)
- Clean and sanitize toilets and urinals inside and outside. Polish bright work.
- Wipe toilet seats clean on both sides.
- Scour and sanitize all basins. Polish bright work.
- Remove splash marks from walls around basins.
- Dust horizontal surfaces, including partitions, tops of mirrors, and frames. Clean and polish mirrors.
- Ensure daily maintenance of the recreation department's ten restroom facilities across five locations as described above

Weekly Required Services (All Facilities in Scope of Work)

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

Monthly Required Services (All Facilities in Scope of Work)

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

General Facility Services – All Facilities*

*The following services will be performed at all locations in the Scope of Work **excluding the recreation department**. Services are required to be performed in all common areas, entrances, hallways, offices, and specialty areas (courtroom, jury room, meeting rooms, etc.)

Weekly Required Services

- Empty all trash receptacles, replace liners, as needed, and remove trash to a collection point.
- (Client to furnish trash receptacle liners)
- Squeegee both sides of glass doors removing prints and smudges; wipe frames.
- Thoroughly dust all horizontal and vertical surfaces, including windowsills, ledges, moldings, telephones, pictures, office furniture and manner of furnishings.
- Vacuum all carpeted areas, walk off mats and traffic lanes.
- Spot treat soiled carpet areas.
- Dust mop hard surface floors.
- Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture.
- Clean drinking fountains & drinking fountain areas (if present at facility)
- Police outside area including sidewalks, etc. removing all litter and debris.
- 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 Instructions:

Courtroom (weekly)

- Furnishings & Seating (to include pew seating, and courtroom seating) must be cleaned and polished
- Public Seating area must be cleaned of all debris, trash, garbage, etc.
- Trash must be removed from all receptacles (including under the Judge's bench)

Courtroom Holding Cells Restroom (weekly)

- Cleaned to restroom facility requirements as described above

Monthly Required Services

- Thoroughly vacuum all carpeting, taking care to get into corners, along edges and beneath furniture.
- Spot wipe walls, light switches, and doors removing fingerprints, smudges, and spills.
- Complete all high dusting, including exhaust fans and air ventilators within reach; dust high areas in all locations to remove cobwebs and debris from ceilings, corners, etc.

Quarterly Required Services

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

Semi-Annual Required Services

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

General Conditions

Equipment and Cleaning Chemicals

The County will supply all cleaning equipment, chemicals, trash bags, paper towels, hand soaps, toilet paper and restocking materials. Restocking of supplies and chemicals shall be coordinated with the County Administration department.

Contractor's may elect to provide their own equipment and cleaning supplies. Bids submitted under these conditions must designate this clearly in on the bid submission form.

Damage

Contractor shall report any damage to facilities, whether caused by contractor or not, not less than weekly to the County Administration office.

Proposal Award: The County intends to accept the lowest responsible proposal, submitted in accordance with the proposal documents. If selected, the proposal will be the most advantageous, considering price, service quality, vendor qualifications, and capabilities to provide the specified service.

Term and Renewal: The Contract term is for one (1) year, beginning on the date of formal bid acceptance by the Board of Commissioners unless terminated earlier. The contract may renew automatically for 12 months upon its anniversary date. Either party may terminate the contract with 90 days' written notice. **The anticipated start date for the contract shall be July 1, 2025.**

Contract: The County shall prepare a contract for services and deliver to the successful bidder for review prior to the work commencement date. This Request for Proposals shall serve as the agreed description of required services and will be made part of the contract for services by reference.

Cleaning Schedule: It shall be the responsibility of the successful bidder to establish a standard cleaning schedule for all weekly and daily services with each facility and the facility contact. Parties shall agree that standard cleaning days and times are proscribed by the contract and shall not be altered except by written consent of the facility contact, contractor and approval of the County Administrator.

Failure on the part of the contractor to provide daily or weekly service on the standard cleaning schedule shall constitute a default under the contract and shall be grounds for termination of the agreement.

Additional Requirements:

- Vendor shall provide or be able to obtain a valid business license from Candler County, the State of Georgia, or another acceptable jurisdiction;
- Vendor shall certify, as required, that vendor is an Equal Opportunity Employer, participates in E-Verify, operates a drug free workplace, and complies with all applicable state and federal laws;
- Vendor and vendor's employees shall be subject to a pre contract and/or pre work background check as required by GCIC and state or local requirements for vendors operating in a secure, law enforcement facility;
- Vendor shall maintain, and provide evidence of, valid workers compensation insurance as required by law;
- Vendor shall maintain, and provide evidence of, valid liability insurance in an amount not less than \$1,000,000 per incident

General Instructions for Proposal

Proposal Content:

- A completed proposal must include the following:
 1. **Proposal Form & Signature Page:** The form and signature page must be completed and signed by an individual authorized to bind the vendor. Proposals without these may be deemed non-responsive.
 2. **References:** Provide a list of three (3) references, including name, address, phone number, and contact person. The County reserves the right to contact references beyond those provided by the vendor.
 3. **Proposal Period:** Proposal prices must be firm for 120 days.

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 will not be accepted by email. Proposals submitted by email will be designated as non-responsive to the RFP.

Proposals must be received no later than 3:00 p.m. on Friday, May 2nd, 2025.

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. The undersigned acknowledges that this form represents the final and total proposal for costs associated with the Request for Proposals from Candler County.

County Courthouse	\$ _____
Commissioner's Office Building	\$ _____
Sheriff's Office	\$ _____
Tax Office (25 Daniel St)	\$ _____
Recreation Department	\$ _____
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

Name

Title

Signature

Vendor Address

Primary Contact

Phone

Email