

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. The County will contract for services beginning August 1, 2019.

Proposals must be in writing and delivered to the offices of the Candler County Board of Commissioners on or before 3:00 PM, July 15<sup>th</sup>, 2019. The proposals will be reviewed and presented to the Commissioners for approval on July 15<sup>th</sup> at 5:00 PM at the Regular meeting of the Board.

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 three County buildings. Vendors 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 PM, July 15<sup>th</sup>, 2019, 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 ninety (90) 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. The County reserves the right to accept or reject any or all proposals and to waive irregularities therein. Proposals will be approved publicly at the July 15, 2019 meeting.

**d) *Term and Renewal*** – The term of the Contract shall be for one (1) year unless earlier terminated. 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*** – Payment will be made to the contractor within 30 days upon receiving the contractor's monthly invoice. The invoice shall state the 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.

## **Specifications**

The specifications outline the requirements for cleaning services for three (3) 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  
Commissioners Office Building– 1075 East Hiawatha Street 7,464 sq. ft.  
Courthouse – 35 SW Broad Street 10,968 Sq. ft.

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, and Sheriff's Office Building**

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. Special Note: Courtroom 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. Dust all horizontal and vertical surfaces.

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 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](mailto:baasheim@candlerco-ga.gov)

Proposals must be received no later than 3:00 PM on July 15, 2019

**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** \$ \_\_\_\_\_

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 \_\_\_\_\_