

INVITATION TO BID

The Turner County Commissioners are asking for bids on cleaning services for the Courthouse, Courthouse Annex, Victoria Evans Memorial Library, Turner County Elections Building and Turner County Agricultural Center (old Moultrie Tech Building on Rockhouse Road). Interested bidders may come by the Commissioners' Office at 208 East College Avenue for a detailed list of cleaning requirements or visit our website at turnercountygeorgia.com. The successful contractor will be required to comply with E-Verify regulations according to O.C.G.A. 13-10-91 or the Immigration Act. Additionally, the successful contractor will be required to have general liability in the amount of \$1,000,000.00 and name the County as an additional insured on the policy and have valid workers' compensation insurance according to the State of Georgia. Bids will be opened on Monday, June 11, 2018 at 10:00 A.M. and read aloud. Bids must be in a sealed envelope with "Bid" clearly marked on the outside of the envelope. Should you have any questions at all concerning the bidding requirements, you may contact Latrice Wilson, County Clerk at 229-567-4313.

Turner County is an EOE m/f/h

JANITORIAL CLEANING SCHEDULE

FOR COURTHOUSE AND COURTHOUSE ANNEX BUILDINGS:

Based on two (2) day(s) per week and shall include all cleaning supplies, and contractor is to furnish cleaning equipment.

- Vacuum all carpeted areas and empty waste baskets.
- Sweep and mop hall area weekly.
- Clean fingerprints and smudges from doors and walls as needed.
- Clean windows on doors.
- Clean and disinfect all bathrooms.
- Dust all office furnishings, grill work on staircase, conference room fixtures, counters, hall benches and outer areas of bookshelves.
- Wipe window sills and door facings as needed.
- Sweep outside front entrances and wash down as needed.
- The clock area will be checked monthly for cleaning.

FOR TURNER COUNTY AGRICULTURAL CENTER

Based on two (2) days per week and shall include all cleaning supplies and contractor is to furnish cleaning equipment.

- Vacuum carpet and empty waste baskets.
- Sweep and mop all linoleum and tile floors.
- Clean fingerprints and smudges from door and entrance area.
- Clean and disinfect bathrooms.
- Dust desks, file cabinets, counters and other areas of bookshelves.
- Wash baseboards, window sills and door facings one time per month.
- Remove cobwebs in corners and other areas one time per month.
- Remove blinds and wash two times per year.
- Clean/dust blinds two times per month.
- Sweep outside front entrance area, sweep down cobwebs and other debris from walls and windows.

Page Two (2) Janitorial Cleaning Schedule – Courthouse, Courthouse Annex, Turner County Agricultural Center, Victoria Evans Memorial Library and Turner County Elections Building

FOR VICTORIA EVANS MEMORIAL LIBRARY BUILDING

Based on one (1) day per week and shall include all cleaning supplies and contractor is to furnish cleaning equipment.

- Vacuum all carpeted areas and empty waste baskets.
- Sweep and mop all tile areas.
- Clean and disinfect all restrooms and kitchen area.
- Dust all furniture and fixtures once per week.
- Clean fingerprints and smudges from doors and walls as needed.
- Clean all cobwebs from all areas as needed.
- Sweep outside front entrance.

FOR TURNER COUNTY ELECTIONS BUILDING

Based on twice (2 times) a month and shall include all cleaning supplies and contractor is to furnish cleaning equipment.

- Vacuum all carpeted areas and empty waste baskets.
- Sweep and mop all tile areas.

Clean and disinfect all restrooms and kitchen area.
Dust all furniture and fixtures once per week.
Clean fingerprints and smudges from doors and walls as needed.
Clean all cobwebs from all areas as needed.
Sweep outside front entrance.

- Tuesdays and Thursdays are cleaning days (If you need to change days please let someone at each location know).