

**Turner County Board of Commissioners
Cleaning Services Request for Proposal
Fiscal Year 2024**

DRAFT

Cleaning Services Specifications

Instructions/Information to Prospective Bidders

Invitation to Bid

Turner County Board of Commissioners is requesting proposals for Cleaning Services for the Administrative Offices and County Buildings of Turner County. If you are interested in bidding an intent to bid response is requested and due by Monday, September 11, 2023.

Schedule of Events

Release of RFP: Monday, August 7, 2023 (In office/Online) and Wednesday, August 9, 2023 (Newspaper)

Deadline for submission: Monday, September 11, 2023, by 9:00 a.m.

Bid Opening: Wednesday, September 13, 2023, at 10:30 a.m. (Courthouse Annex)

Selection of Service provider on or about: Tuesday, October 3, 2023, at 6:00 p.m.

Inquiries

Questions regarding this RFP are to be submitted to ccaldwell@turnercountygeorgia.com with “**Cleaning Services**” in the subject line. Questions regarding this RFP will only be accepted by email.

Process for Submitting Proposal

Proposals delivered on the day of the deadline must be received at Turner County Board of Commissioners, Board Office located at 208 East College Avenue, Ashburn, Georgia by 9:00 a.m. Mailed proposals shall be sent to Turner County Board of Commissioners P.O. Box 191, Ashburn, Georgia 31714-0191. Proposal should be clearly marked: “**Cleaning Services**” on the outside of the envelope. Emailed proposals shall be sent to ccaldwell@turnercountygeorgia.com with “**Cleaning Services**” in the subject line. Proposals received after due date will be rejected. The proposal offer acknowledges the right of the TCBOC to accept or reject any or all proposals and to waive any informality in any proposal received.

Information Required with Proposal

The proposal should include the following:

- Estimated cost (page 8)
- References (page 7)
- W-9
- Certificate of Insurance

Supplies

The service provider shall provide all cleaning equipment and supplies including trash can liners, paper towels, toilet tissue, and liquid soap, floor cleaning products, polishes, etc.

As an alternate in the proposal, please indicate project cost if TCBOC supplies all cleaning products

Description of Work – Extension Services Office, Turner County

A. The general areas to be serviced at least once a week (Weekly) include the following: Lobby & Entrance, Restrooms, General Office Areas, Private Offices, and Classrooms (if applicable).

1. Empty wastebaskets, replace liner, recycle material in proper receptacles (if applicable)
2. Dust and disinfect (where appropriate) furniture, including desktops, computer equipment, tables, and chairs with treated cloth
3. Vacuum carpeting and runners (as needed)
4. Damp mop all tile floors
5. Clean with sanitary spray and polish to a shine all dispensers, mirrors, sinks, and faucets
6. Wipe clean and polish all splash areas
7. Scrub toilet and urinal interiors with a liquid abrasive and flush afterwards
8. Fill paper towel dispensers and add toilet paper to holders. Leave one extra roll of toilet paper in each stall
9. Sweep floor, apply solution, clean around wall, under toilets and urinals. Wet mop entire floor surface
10. Clean and sanitize drinking fountains and door handles
11. Clean and remove fingerprints from door glass and interior office windows, and from all glass-topped furniture
12. Remove trash recycling to appropriate outside dumpster
13. Inspect area; secure doors and lights (doors found locked shall be re-locked)

Specifications for Courthouse offices – Turner County

- Entrances, lobbies, office area, private offices and restrooms **once a week**
 1. All cleaning as specified under general cleaning A
 2. Clean and disinfect telephones weekly
 3. Detail clean Courtroom bi-weekly or proceeding court dates
 4. Inspect area; secure doors and lights (doors found locked shall be relocked)

Specifications for Courthouse Annex offices – Turner County

- Entrances, lobbies, office area, private offices and restrooms **once a week**

1. All cleaning as specified under general cleaning A
2. Clean and disinfect telephones weekly
3. Inspect area; secure doors and lights (doors found locked shall be relocked)

Specifications for Victoria Evans Memorial Library and offices – Turner County

- Entrances, lobbies, office area, private offices and restrooms ***once a week***
 1. All cleaning as specified under general cleaning A
 2. Clean and disinfect telephones weekly
 3. Inspect area; secure doors and lights (doors found locked shall be relocked)

Specifications for Elections office – Turner County

- Entrances, lobbies, office area, private offices and restrooms ***once a week***
 1. All cleaning as specified under general cleaning A
 2. Clean and disinfect telephones weekly
 3. Inspect area; secure doors and lights (doors found locked shall be relocked)

Overall Requirements

- Janitorial services shall be performed between the hours of 8:00 a.m. and 5:00 p.m., Monday - Friday.
- The following holidays are excluded: holidays – New Years, Martin Luther King, Good Friday, Easter, Memorial, Juneteenth, 4th of July, Labor, Veterans, Thanksgiving, Thanksgiving Friday, and Christmas (24th, 25th). In the event that the TCBOC offices will be closed on days before or after the above holidays, note: the policy of closings if the holiday fall on a weekend: if the above holiday(s) falls on Saturday, the holiday will be observed on Friday; if the holiday fall on a Sunday the holiday will be observed on Monday.
- For security purposes, the service provider shall be required to submit a list including the names and addresses of the personnel who will be regularly assigned to TCBOC. In addition, all janitorial staff assigned to TCBOC must be bonded and insured. All janitorial staff shall wear a work uniform that clearly displays the company name.
- The service provider warrants, covenants and otherwise agrees that the personnel it sends to TCBOC shall be responsible individuals free of felony convictions.
- The service provider's personnel shall not disturb papers on desk, or open drawers, cabinets, files, or bookcases.
- TCBOC telephones shall not be used by the service provider's personnel for personal use.
- Under no circumstances shall the service provider's personnel be allowed to bring visitors, children, or other relatives into TCBOC building(s).

- The service provider shall assume full responsibility for the actions of its employees or agents and shall repair or replace any damaged item or area of TCBOC facility caused by the actions of its employees or agents unless said damage occurred under circumstances beyond their reasonable control as determined by TCBOC.

Qualifications and Experience

The qualified service provider must satisfy the following requirements:

- Maintain a permanent place of business
- Have adequate manpower and equipment to perform the services in adequate manner
- Have satisfactorily furnished services of familiar size and scope for a period of at least 12 months

Selecting Proposal

TCBOC reserves the right to consider proposals based on their relative merit, risk, and values to the organization, and reserves the right to negotiate with all service providers. Evaluation offers will be based upon the Vendor's responsiveness to the RFP and the total price quoted for all items covered by the RFP. The successful service provider may be asked to participate in negotiations and may be asked to make revisions to their proposals based on their negotiations. In submitting a proposal, each service provider acknowledges that they have read and understand these requirements.

Evaluation Criteria

The following criteria will be used to evaluate each service provider's proposal:

- Adequacy of the proposed methodology of the vendor
- Skill and experience of key personnel
- Demonstrate company experience
- Other technical specifications (designated by program requesting proposals)
- Compliance with administrative requirements of the request for proposal format, due date etc.
- Vendor's financial stability
- Vendor's demonstrated commitment to the nonprofit sector
- Results of communications with references supplied by vendor
- Ability/commitment to meeting time deadlines
- Cost
- Minority – or women-owned business status of vendor
- Other (specified by program)

Rejection of Proposal

The Turner County Board of Commissioners reserves the right to accept or reject any and all proposals and to waive any minor discrepancies or technicalities in the proposal or specifications, which are require to complete this project, or when deemed to be in the best interest of the County.

Confidentiality

All information presented in this RFP, including information subsequently disclosed by the Turner County Board of Commissioners during the proposal process, shall be considered confidential and should not be released to outside parties. This document represents a request for proposal only and in no way should be construed as a contract or letter of intent.

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Vendor Name: _____

Contact information: _____

References

Provide at least three (3) references

Company Name: _____

Address: _____

Type of Business: _____

Contact Person: _____

Telephone & Fax Number: _____

Company Name: _____

Address: _____

Type of Business: _____

Contact Person: _____

Telephone & Fax Number: _____

Company Name: _____

Address: _____

Type of Business: _____

Contact Person: _____

Telephone & Fax Number: _____

Authorized Representative: _____

(Print or type name)

Signature: _____

Date: _____

Monthly Service Cost Estimate

Location	Service Frequency	Monthly Cost with supplies	Monthly Cost without supplies
Turner County Extension Office 222 Rockhouse Road Ashburn, Georgia 31714	Once a week		
Turner County Courthouse 219 East College Avenue Ashburn, Georgia 31714	Once a week		
Turner County Courthouse Annex 208 East College Avenue Ashburn, Georgia 31714	Once a week		
Turner County Board of Elections 1807 US Hwy 41 South Ashburn, Georgia 31714	Once a week		
Victoria Evans Memorial Library 605 North Street Ashburn, Georgia 31714	Once a week		