

REQUEST FOR PROPOSAL – JANITORIAL SERVICES

To All Interested Parties:

RFP# 2024.04.11-Janitorial Services

The Jasper County Board of Commissioners is requesting proposals from qualified firms and/or individuals interested in providing Janitorial services for the Jasper County Courthouse and certain other County facilities.

All interested firms and individuals may make arrangements to pick up a proposal package at the Jasper County Board of Commissioners Office, 126 West Greene Street, Suite 18, Monticello, Georgia, where proposals will be received until 10:00 A.M. ET, on Tuesday, April 30, 2024. Bid Opening will begin at 10:00 AM.

Proposals received after this time will not be accepted and will be returned unopened to the firm or individual as a "NO-RESPONSE". Proposals will be publicly opened at the above stated date and time. All interested parties are invited to attend

Questions concerning proposal submittal or process should be directed to Sheila Belcher, County Clerk at (706) 468-4900. Copies of the proposal documents may be obtained at no cost. The County is not responsible for expenses incurred prior to award by the Board of Commissioners. **Jasper County reserves the right to reject any and all proposals in whole or in part, and to waive any irregularities or informalities, whichever is in the best interest of Jasper County.**

Proposing firms or individuals are instructed to **READ CAREFULLY** all terms, conditions, and specifications of this proposal, and to provide all of the information requested.

Responses to this REQUEST FOR PROPOSAL must be in a **SEALED ENVELOPE, MARKED CLEARLY** on the outside of the envelope, **"RFP# 2024.04.11 JANITORIAL SERVICES"**. For mailing purposes, please address the proposal to Jasper County Board of Commissioners, **"RFP# 2024.04.11 JANITORIAL SERVICES"** 126 West Greene Street, Suite 18, Monticello, GA, 31064. **FAXED PROPOSALS WILL NOT BE ACCEPTED.**

Proposals may be hand delivered to the Board of Commissioners Office at the above address any time **prior to the proposal opening on Tuesday, April 30, 2024 at 10:00 AM.**

SCOPE OF WORK

The successful firm or individual shall provide the following janitorial service to the listed areas of the Jasper County Courthouse, the Courthouse Annex (Extension Service), and Southern Crescent (main campus building):

1. Offices and Work Areas
 - a. Daily- Empty and reline trash cans; Spot vacuum/sweep as needed
 - b. Weekly-Thoroughly dust/polish all desks, counters, ledges, furniture, and cabinets; Dust corners, light fixtures and baseboards; vacuum all carpet
2. Courtrooms and Jury Rooms
 - a. Daily- Check for trash or debris; Clean prior to and after court dates as per schedule provided by Clerk of Superior Court
 - b. Weekly -Thoroughly dust/polish all furniture, tables, podiums and chairs; Feather dust all corners, light fixtures and baseboards; Vacuum all carpet
3. Conference Rooms
 - a. Daily- Check for trash; Vacuum/sweep as needed; Clean tables/chairs as needed
4. Classrooms (at Southern Crescent)
 - a. Daily- Check for trash; Vacuum/sweep as needed; Clean desks/chairs as needed
5. Restrooms
 - a. Daily -Empty and reline trash cans; Clean and disinfect toilets, urinals and sinks; Shine fixtures and wipe down partitions; Restock supplies; Sweep and mop
 - b. Weekly- Thoroughly clean partitions, doors, and commonly touched surfaces
6. Kitchens and Break Rooms
 - a. Daily – Empty and reline trash cans; Clean counters, sinks and faucets; Clean microwave oven and coffee pot; Sweep and mop
7. Hallways/Stairways/Stairwells
 - a. Daily- Empty, clean, and reline trash containers; Vacuum mats; Sweep and Mop
 - b. Weekly- Dust mop/sweep and mop all areas; Dust ledges, banisters, handrails, and baseboards; Vacuum carpeted hallways, stairs, and landings
8. Janitorial Closets
 - a. Daily -Check and restock supplies; Keep supplies neatly stacked and area clean
9. Elevators
 - a. Daily-Vacuum daily
 - b. Weekly- Wipe walls and buttons
10. Entrance Walkways, Stoops, and Porches
 - a. Daily – Check for trash; Sweep entrance points; Empty and reline trash cans and Ash urns (in designated smoking areas); Take all trash to dumpster.

Note: Towels and rags used to clean and dust should only be used on single offices, after which they should be discarded or machine washed. Use Lysol on all high touch surfaces.

SCOPE OF WORK(cont'd)

In addition to the daily and weekly services itemized above, the successful firm or individual shall provide the following janitorial services on a monthly, quarterly, and yearly basis:

Monthly

1. Feather dust all blinds in all locations
2. Clean and shine elevator doors
3. Spot clean carpet as needed
4. (Carpeted stairwell)- all handrails wiped down
5. Mop Probate/ Superior Court Clerk office with vinegar water
6. Water plants in the two planters at front of courthouse as needed.

Quarterly

1. Clean and shine all interior glass inside and above doors
2. Shampoo all carpets in high traffic areas (Ground Floor, Tag Office, Tax Assessors Office)- Every 6 weeks
3. (Southern Crescent) Buff all waxed tile areas
4. Wipe ceramic tile in all bathrooms

Annually

1. Strip and wax all tile floors (Southern Crescent)
2. Clean all exterior windows at all locations
3. Scrub all no wax floors (1st Floor & Ground Floor between bathrooms)
4. Wash artificial plants
5. Exterior / Interior windows at Courthouse every other year alternate years (i.e. exterior year one, interior year two)
6. Extension Office and Southern Crescent- clean interior **and** exterior windows

GENERAL TERMS AND CONDITIONS

1. The contract will be for 3 years.
2. The Jasper County Board of Commissioners reserves the right to determine if the services offered are of a type and quality desired.
3. Proposals are to be on the Proposal Form furnished with this Request for Proposal, and must be submitted in a sealed envelope, marked as shown.
4. If so desired, the Jasper County Board of Commissioners may request from any proposing firm or individual a financial statement and/or written proof that the firm or individual is operating an established business with availability of services to satisfy this request.
5. If so desired, the Jasper County Board of Commissioners may request a personal interview with the principal representative(s) of the proposing firm or individual.
6. By submitting a proposal, the firm or individual represents and warrants that no Commissioner, Officer, employee, nor any other person employed by the Jasper County Board of Commissioners has in any manner, an interest, directly or indirectly in the proposal or in the contract which may be made under it, or in any expected profits to arise there from.
7. This Request for Proposal, these general terms and conditions, specifications and instructions to proposing firms or individuals, special conditions, proposals and addenda, if any, will be deemed part of the final contract.

PROPOSAL SPECIFICATIONS

1. The successful firm or individual shall provide and perform for the County the services designated by the County and more fully identified in these specifications and/or scope of work.
2. Except as may be otherwise specified the designated services are to be provided and performed Monday through Friday after 5:00 pm.
3. The successful firm or individual shall comply with all specifications provided by the County as to the method by which the designated services are to be provided and performed.
4. The designated services shall be provided and performed by the successful firm or individual using their own fuel, operating personnel and equipment.
5. All work provided by the successful firm or individual shall be subject to periodic evaluation by a designated representative of the County and payment for services rendered shall be subject to the final approval of the County.
6. All personnel used by the successful firm or individual will be their employee(s), and the successful firm or individual will pay all salaries and expenses, all Federal, State, and Social Security taxes, all Federal and State Unemployment taxes and similar statutory payroll taxes relating to such employment.
7. The successful firm or individual will provide all proper safeguards and ensure that working conditions are proper for the task to be performed in conjunction with these specifications.
8. The successful firm or individual shall assume all risks incurred in performing the services required and shall indemnify and hold harmless Jasper County as to any cause of action which should arise as a result of providing said services.
9. The successful firm or individual shall purchase and maintain, and provide the County with proof of coverage, the following policies of insurance as minimum coverage to protect them from claims which might arise as a result of their operation under the scope of work:

- I. Workers' Compensation Insurance (minimum State Law requirements)
- II. Liability Insurance (minimum of \$250,000 per event)

All insurance required by this specification shall be provided by a company or companies licensed to do business in the State of Georgia.

10. The successful firm or individual shall be responsible for the direct supervision of its personnel and shall be available at a reasonable time to confer with the County regarding services rendered.
11. The successful firm or individual agrees to utilize qualified and reliable employees to perform the services which are the subject matter of these specifications and further agrees upon conferring with the County upon mutual agreement to remove any employees who are deemed to be incompetent or guilty of improper conduct.

1. Please describe the size of your company and give a brief history of your business.

2. Please provide a list of at least three verifiable references for which your company provided a similar service. (Please include a contact name and telephone number).
 - a. _____
 - b. _____
 - c. _____

3. List your proposed annual rate for the project. _____

Company Name

Address

Phone Number

City, State, Zip

Print Name

Date

Signature

When signed, this proposal becomes legal and binding to Jasper County and is acknowledgement that all specifications and terms and conditions have been read and understood.