

**Janitorial Services for the County Boards of Health
204 N Parrish Avenue, Adel, Georgia
500 E Courtland, Quitman, Georgia
53 W Murrell Street, Lakeland, Georgia
901 N Toombs St. Valdosta GA 31601
503 W Main St. Hahira, GA 31632
751 Country Rd. Lake Park, GA 31636
325 West Savannah Ave. Valdosta, GA 31601**

GENERAL

No organization is to discuss any aspect of this Bid with any County Board of Health employee without approval of the District Purchasing Director. This is to ensure that all prospective respondents have the same level of knowledge relative to the contracted services as well as ensuring the additional data is made available to all bidders.

Bids submitted are not publicly available until after award of the County Board of Health's. All bids and supporting materials as well as correspondence relating to this bid become property of the County Board of Health's when received. Any propriety information contained in the bid should be so indicated. However, a general indication that the entire content or a major portion, of the bid is proprietary will not be honored.

OBJECTIVE OF BID

1. To maintain a clean and healthy environment within the facility for employees who work there as well as the citizens who visit the buildings.
2. To establish and implement/meet high standards for the cleanliness of all areas of the facility.
3. To accomplish this work within a reasonable budget.

PRICING

Each County Board of Health requires the vendor to hold firm the pricing for the contract period.

PAYMENT

Contractor shall submit an invoice to South Health District at the end of each month.

DAMAGE

Any damage to existing equipment, finishes and/or material by the contractor or his employees whether by neglect, negligence, or improper performance of work in the opinion of each County Board of Health will be repaired at the contractor's expense to the satisfaction of each County Board of Health.

PERSONNEL & STAFFING

1. Employee Behavior

- a. Contractor shall require his employees to comply with instructions pertaining to the conduct and conditions of the contract.
- b. Contractor's employees shall not disturb papers on desks, open drawers or cabinets, use telephones, computers or any other office equipment. Office equipment shall not be unplugged from electrical outlets. The contractor will be liable for the correction of problems created by the disconnection of power.
- c. Contractor and his employees will observe all building policies, regulations, schedules and rules as set out and required by each County Board of Health.
- d. No Smoking will be allowed in any of the buildings.
- e. The contractor shall not utilize sub-contractors to perform cleaning in these facilities.
- f. All employees must be at least 18 years old and under no circumstances will children accompany employees while performing requirements of the contract.

2. Supervision

Contractor shall provide adequate supervision for all contract work. The contractor or the designated supervisor shall be available at all times when contract work is in progress and will be available upon request.

3. Access

Contractor shall not permit access to the buildings by anyone other than his employees.

INSURANCE REQUIREMENTS

1. Successful vendor will be required to carry General Liability Insurance with a \$300,000 limit of liability per occurrence for bodily injury and property damage. Successful vendor is required within ten (10) days of the Notice of Award to provide a Certificate of Insurance. The Certificate Holder should read:

Cook County Board of Health
204 N Parrish Avenue
Adel, GA 31620

Brooks County Board of Health
500 E Courtland
Quitman, GA 31643

Lanier County Board of Health
53 W Murrell Street
Lakeland, GA 31635

2. Successful vendor is required to carry Workers' Compensation Insurance.

Annex C

REFERENCES

List a minimum of Three (3) references where this similar size and scope of work has been completed.

COMPANY NAME _____

BRIEF DESCRIPTION OF PROJECT _____

CONTACT PERSON _____

PHONE NUMBER (_____) _____

COMPANY NAME _____

BRIEF DESCRIPTION OF PROJECT _____

CONTACT PERSON _____

PHONE NUMBER (_____) _____

COMPANY NAME _____

BRIEF DESCRIPTION OF PROJECT _____

CONTACT PERSON _____

PHONE NUMBER (_____) _____

Annex D

Job Description

The following services must be performed according to the schedule agreed upon by the Cook County Health Department.

I. Twice Weekly

- A. Dust thoroughly all horizontal surfaces and items throughout the facility.
- B. Restroom: clean, sanitize, deodorize stools, urinals, lavatories: mop floors, spot clean walls and doors, wash mirrors. Replenish soap, towels and tissue dispensers (to be purchased by Health Department).
- C. Floors - Sweep with chemically treated dust mops and damp mop 2 x week.
- D. Break room: Wipe tables, counter tops, sills and frames. Clean refrigerator and microwave.
- E. Trash Removal: Remove all trash from all offices. **DO NOT REMOVE RED BAGS THOSE ARE DISPOSED BY HEALTH DEPARTMENT PERSONNEL.** Wipe out, wash out receptacles, and reline as needed (trash bags to be purchased by Health Department).

II. Weekly, Monthly, Quarterly or as needed

- A. Mop resilient tile with restorer and high speed buff to brilliant finish. Spot scrub heavy traffic areas and wash down rest room walls.
- B. Vacuum edges, corners and difficult areas utilizing proper attachments. Check for cobwebs, high and low, dust all furnishings; dust all items on walls, shelves, desks, and counters. Check and spot clean carpets for spillage and stain removal.
- C. Clean microwave and other kitchen appliances.
- D. Wash partition glass and others weekly, monthly or as needed. Scrub all tile, offices, restrooms, kitchen and wax where applicable.
- E. Clean all baseboards, thresholds, door jams and framing, etc.

III. Yearly, Heavy-Duty Cleaning

- A. Clean all blinds; clean carpets; dust floor-to-ceiling, entire offices, all items, and surfaces. Scrub all tile floors, wash all trash cans and other disposal receptacles. Clean ducts and vents, spot clean walls. Wash windows interior and exterior.
- B. Strip floors to bare tile, reseal and wax commercially; buff to high gloss brilliance. Perform services as outlined under "Initial Services" Heading: Complete floor to ceiling cleaning; floors, wall, carpets, windows, blinds, vents, fixtures, etc.

Cleaning Supplies and Equipment to be Furnished by Contractor.

Replacement Bags for Trashcans and Bathroom and Kitchen Paper Supplies Furnished by Health Department

DO NOT UNPLUG PLUGS WHICH HAVE RED "DO NOT UNPLUG" STICKERS.

Monthly Price (to include I and II above): _____

Price for Yearly Cleaning (III): _____

Company Name: _____

Company Address: _____

Phone Number: _____

Signature: _____

Printed Name: _____

