



**Purchasing Department**  
140 Stonewall Avenue West, Ste 204  
Fayetteville, GA 30214  
Phone: 770-305-5420  
[www.fayettecountyga.gov](http://www.fayettecountyga.gov)

March 28, 2024

**Subject: Request for Quotes #2402-A: Office Cleaning Services**

Gentlemen/Ladies:

Fayette County, Georgia invites you to submit a quote for the above listed solicitation in accordance with the information and specifications contained herein.

**A mandatory pre-quote conference will be held at 10:00a.m., Thursday, April 4, 2024**, at Emergency Operations Center, 110 Volunteer Way, Fayetteville, GA 30214 to provide an opportunity for you to become familiar with the site and work conditions, and to ask questions. We will visit all six locations. Companies that attend will be invited to submit quotes for this project.

Address any questions you may have about this request for quotes to Sherry White via email to [swhite@fayettecountyga.gov](mailto:swhite@fayettecountyga.gov) or fax to (770) 719-5544. Questions will be accepted until 12:00p.m., Monday, April 1, 2024.

**Quotes will be accepted until 3:00p.m., Friday, April 12, 2024.** Please provide your quote and other information via email to Sherry White, Contract Administrator at [swhite@fayettecountyga.gov](mailto:swhite@fayettecountyga.gov) or fax to (770) 719-5544.

Purchasing Department office hours are Monday through Friday 8:00 a.m. to 5:00 p.m. The office telephone number is (770) 305-5420.

Sincerely,



Ted L. Burgess  
Chief Procurement Officer

TLB/sw

Attachment

**GENERAL TERMS AND CONDITIONS**  
**RFQ #2402-A Office Cleaning Services**

1. **Definitions:**
  - a. **Responder:** A company or individual who submits a quote in response to this RFQ.
  - b. **Successful Responder:** The Responder that is awarded a contract.
  - c. **Contractor:** The Successful Responder, upon execution of the contract.
  - d. **County:** Fayette County, Georgia.
2. **Quote is Offer to Contract:** Each quote constitutes an offer to become legally bound to a contract with the County, incorporating the Request for Quotes and the Responder's quote. The binding offer includes compliance with all terms, conditions, special conditions, specifications, and requirements stated in the Request for Quotes, except to the extent that a Responder takes written exception to such provisions, and the County agrees to the exceptions. All such terms, conditions, special conditions, specifications, and requirements will form the basis of the contract. The Responder should take care to answer all questions and provide all requested information, and to note any exceptions in the quote submission. Failure to observe any of the instructions or conditions in this Request for Quotes may result in rejection of the quote.
3. **Binding Offer:** To allow sufficient time for a contract to be awarded, each quote shall constitute a firm offer that is binding for ninety (90) days from the received by date to the date of award.
4. **References:** Include with your quote a list of three (3) jobs that your company has done that are of the same or similar nature to the work described in this Request for Quotes, on the form provided. Include all information as requested on the form.
5. **Preparation Costs:** The Responder shall bear all costs associated with preparing the quote.
6. **More Than One Quote:** Do not submit alternate quotes or options, unless requested or authorized by the County in the Request for Quotes. If a Responder submits more than one quote without being requested or authorized to do so, the County may disqualify the quotes from that Responder, at the County's option.
7. **Defects or Irregularities:** The County reserves the right to waive any defect or irregularity in any quote received. In case of a discrepancy between unit prices and extended prices, the unit price will govern unless the facts or other considerations indicate another basis for correction of the discrepancy.
8. **Prices Held Firm:** Prices quoted shall be firm for the period of the contract, unless otherwise specified in the quote. All prices for commodities, supplies, equipment, or other products shall be quoted FOB Destination, Fayette County or job site.
9. **Responder Substitutions:** Responders offering substitutions or deviations from specifications stated in the Request for Quotes, shall list such substitutions or deviations on the "Exceptions to Specifications" sheet provided, or on a separate sheet to be submitted with the quote. The absence of such list shall indicate that the Responder has taken no exception to the specifications. The evaluation of quotes and the determination as to equality and acceptability of products or services offered shall be the responsibility of the County.
10. **Non-Collusion:** By responding to this Request for Quotes, the Responder represents that the

quote is not made in connection with any competing Responder, supplier, or service provider submitting a separate response to this Request for Quotes, and is in all respects fair and without collusion or fraud.

11. **Ethics – Disclosure of Relationships:** Before a proposed contract in excess of \$10,000.00 is recommended for award to the Board of Commissioners or the County Administrator, or before the County renews, extends, or otherwise modifies a contract after it has been awarded, the Contractor must disclose certain relationships with any County Commissioner or County Official, or their spouse, mother, father, grandparent, brother, sister, son or daughter related by blood, adoption, or marriage (including in-laws). A relationship that must be reported exists if any of these individuals is a director, officer, partner, or employee, or has a substantial financial interest in the business, as described in Fayette County Ordinance Chapter 2, Article IV, Division 3 (Code of Ethics).

If such relationship exists between your company and any individual mentioned above, relevant information must be presented in the form of a written letter to the Director of Purchasing. You must include the letter with any bid, proposal, or price quote you submit to the Purchasing Department.

In the event that a Contractor fails to comply with this requirement, the County will take action as appropriate to the situation, which may include actions up to and including rejection of the bid or offer, cancellation of the contract in question, or debarment or suspension from award of a County contract for a period of up to three years.

12. **Evaluation:** Award will be made to the lowest responsive, responsible Responder, taking into consideration payment terms, vendor qualifications and experience, quality, references, any exceptions listed, and/or other factors deemed relevant in making the award. The County may make such investigation as it deems necessary to determine the ability of the Responder to perform, and the Contractor shall furnish to the County all information and data for this purpose as the County may request. The County reserves the right to reject any item, any quote, or all quotes, and to re-solicit for pricing.
13. **Partial Award:** The County reserves the right to make award by item, by group of items, by any combination of items, or by lump sum award. The award will be made in the best interest of the County. Responders may restrict their offers to consideration of a lump sum award or other restriction only by so indicating on the pricing sheet or the "Exceptions to Specifications" sheet included in the Request for Quotes. Responders who do not restrict consideration of their offers in this manner shall be expected to accept any portion of the award. The County reserves the right to award multiple contracts for the products or services sought by this Request for Quotes.
14. **Payment Terms and Discounts:** The County's standard payment terms are Net 30. Any deviation from standard payment terms must be specified in the resulting contract, and both parties must agree on such deviation. Cash discounts offered will be a consideration in awarding the quote, but only if they give the County at least 15 days from receipt of invoice to pay. For taking discounts, time will be computed from the date of invoice acceptance by the County, or the date a correct invoice is received, whichever is the later date. Payment is deemed made, for the purpose of earning the discount, on the date of the check.
15. **Trade Secrets – Confidentiality:** If any person or entity submits a bid, proposal, or quote that contains trade secrets, an affidavit shall be included with the bid, proposal, or quote. The

affidavit shall declare the specific included information which constitutes trade secrets. Any trade secrets must be either (1) placed in a separate envelope, clearly identified and marked as such, or (2) at a minimum, marked in the affidavit or an attached document explaining exactly where such information is, and otherwise marked, highlighted, or made plainly visible. See O.C.G.A. § 50-18-72 (A)(34).

16. **Trade Secrets – Internal Use:** In submitting a quote, the Responder agrees that the County may reveal any trade secret materials contained in the quote to all County staff and officials involved in the selection process, and to any outside consultant or other third parties who may assist in the selection process. The Responder agrees to hold harmless the County and each of its officers, employees, and agents from all costs, damages, and expenses incurred in connection with refusing to disclose any material which the Responder has designated as a trade secret.
17. **Contract Execution & Notice to Proceed:** After an award is made, and all required documents are received by the County, and the contract is fully executed with signature of both parties, the County will issue a written Notice to Proceed. The County shall not be liable for payment of any work done or any costs incurred by any Responder prior to the County issuing the Notice to Proceed.
18. **Term of Contract:** The initial term of this agreement shall begin on \_\_\_\_ July 1, 2024 \_\_\_\_ and continue for a period of one year through \_\_\_\_ June 30, 2025 \_\_\_\_\_. Thereafter, this agreement may be renewed for two additional one-year renewal terms (each a “Renewal Term” and together with the Initial Term, the “Term”) if the Contractor requests such renewal at least sixty (60) days prior to expiration of the Initial Term or the then-current Renewal Term. If the Contractor fails to request renewal, this Agreement may terminate at the end of the Initial Term or the then-current Renewal Term. This agreement is subject to the multi-year contractual provisions of O.C.G.A. § 36-60-13(a).
19. **Unavailability of Funds:** This contract will terminate immediately and absolutely at such time as appropriated and otherwise unobligated funds are no longer available to satisfy the obligations of the County under the contract.
20. **Insurance:** The Successful Responder shall procure and maintain the following insurance, to be in effect throughout the term of the contract, in at least the amounts and limits as follows:
  - a. **General Liability Insurance:** \$1,000,000 combined single limit per occurrence, including bodily and personal injury, destruction of property, and contractual liability.
  - b. **Automobile Liability Insurance:** \$1,000,000 combined single limit each occurrence, including bodily injury and property damage liability.
  - c. **Worker’s Compensation & Employer’s Liability Insurance:** Workers Compensation as required by Georgia statute.

Before a contract is executed, the Certificates of Insurance for all required coverage shall be submitted to the County. The certificate shall list an additional insured as follows:

Fayette County, Georgia  
140 Stonewall Avenue West  
Fayetteville, GA 30214

21. **Unauthorized Performance:** The County will not compensate the Contractor for work performed unless the work is authorized under the contract, as initially executed or as amended.
22. **Assignment of Contract:** Assignment of any contract resulting from this Request for Quotes will not be authorized, except with express written authorization from the County.
23. **Indemnification:** The Contractor shall indemnify and save the County and all its officers, agents and employees harmless from all suits, actions, or other claims of any character, name and description brought for or on account of any damages, losses, or expenses to the extent caused by or resulting from the negligence, recklessness, or intentionally wrongful conduct of the Contractor or other persons employed or utilized by the Contractor in the performance of the contract. The Contractor shall pay any judgment with cost which may be obtained against the County growing out of such damages, losses, or expenses.
24. **Severability:** The invalidity of one or more of the phrases, sentences, clauses or sections contained in the contract shall not affect the validity of the remaining portion of the contract. If any provision of the contract is held to be unenforceable, then both parties shall be relieved of all obligations arising under such provision to the extent that the provision is unenforceable. In such case, the contract shall be deemed amended to the extent necessary to make it enforceable while preserving its intent.
25. **Delivery Failures:** If the Contractor fails to deliver contracted goods or services within the time specified in the contract, or fails to replace rejected items in a timely manner, the County shall have authority to make open-market purchases of comparable goods or services. The County shall have the right to invoice the Contractor for any excess expenses incurred, or deduct such amount from monies owed the Contractor. Such purchases shall be deducted from contracted quantities.
26. **Termination for Cause:** The County may terminate the contract for cause by sending written notice to the Contractor of the Contractor's default in the performance of any term of this agreement. Termination shall be without prejudice to any of the County's rights or remedies by law.
27. **Termination for Convenience:** The County may terminate the contract for its convenience at any time with 10 days' written notice to the Contractor. In the event of termination for convenience, the County will pay the Contractor for services performed. The County will compensate partially completed performance based upon a signed statement of completion.
28. **Force Majeure:** Neither party shall be deemed to be in breach of the contract to the extent that performance of its obligations is delayed, restricted, or prevented by reason of any act of God, natural disaster, act of government, or any other act or condition beyond the reasonable control of the party in question.
29. **Governing Law:** This agreement shall be governed in accordance with the laws of the State of Georgia. The parties agree to submit to the jurisdiction in Georgia, and further agree that any cause of action arising under this agreement shall be required to be brought in proper venue in Fayette County, Georgia.

**Checklist of Required Documents**

*(Be Sure to Return This Checklist and  
the Required Documents in the order listed below)*

**RFQ #2402-A Office Cleaning Services**

Company information – on the form provided \_\_\_\_\_

Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1) \_\_\_\_\_

Pricing sheet \_\_\_\_\_

List of exceptions, if any – on the form provided \_\_\_\_\_

References – on form provided \_\_\_\_\_

Addenda, signed, if any are issued \_\_\_\_\_

COMPANY'S NAME: \_\_\_\_\_

**COMPANY INFORMATION**  
**RFQ #2402-A Office Cleaning Services**

**A. COMPANY**

Company Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_

\_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

\_\_\_\_\_

Website (if applicable): \_\_\_\_\_

**B. AUTHORIZED REPRESENTATIVE**

Signature: \_\_\_\_\_

Printed or Typed Name: \_\_\_\_\_

Title: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**C. PROJECT CONTACT PERSON**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**REFERENCES**  
**RFQ #2402-A Office Cleaning Services**

Please list three (3) references for current or recent customers who can verify the quality of service your company provides. Projects of similar size and scope are preferable.

1. Government/Company Name \_\_\_\_\_

City & State \_\_\_\_\_

Work or Service Provided \_\_\_\_\_

Approximate Completion Date \_\_\_\_\_

Contact Person and Title \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

2. Government/Company Name \_\_\_\_\_

City & State \_\_\_\_\_

Work or Service Provided \_\_\_\_\_

Approximate Completion Date \_\_\_\_\_

Contact Person and Title \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

3. Government/Company Name \_\_\_\_\_

City & State \_\_\_\_\_

Work or Service Provided \_\_\_\_\_

Approximate Completion Date \_\_\_\_\_

Contact Person and Title \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

COMPANY'S NAME: \_\_\_\_\_



**Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)**

The undersigned contractor ("Contractor") executes this Affidavit to comply with O.C.G.A § 13-10-91 related to any contract to which Contractor is a party that is subject to O.C.G.A. § 13-10-91 and hereby verifies its compliance with O.C.G.A. § 13-10-91, attesting as follows:

- a) The Contractor has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program;
- b) The Contractor will continue to use the federal work authorization program throughout the contract period, including any renewal or extension thereof;
- c) The Contractor will notify the public employer in the event the Contractor ceases to utilize the federal work authorization program during the contract period, including renewals or extensions thereof;
- d) The Contractor understands that ceasing to utilize the federal work authorization program constitutes a material breach of Contract;
- e) The Contractor will contract for the performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the Contractor with the information required by O.C.G.A. § 13-10-91(a), (b), and (c);
- f) The Contractor acknowledges and agrees that this Affidavit shall be incorporated into any contract(s) subject to the provisions of O.C.G.A. § 13-10- 91 for the project listed below to which Contractor is a party after the date hereof without further action or consent by Contractor; and
- g) Contractor acknowledges its responsibility to submit copies of any affidavits, drivers' licenses, and identification cards required pursuant to O.C.G.A. § 13-10-91 to the public employer within five business days of receipt.

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Contractor

\_\_\_\_\_  
#2402-A Office Cleaning Services  
Name of Project

\_\_\_\_\_  
Fayette County, Georgia  
Name of Public Employer

**I hereby declare under penalty of perjury that the foregoing is true and correct.**

Executed on \_\_\_\_\_, \_\_\_\_\_, 20\_\_\_\_ in \_\_\_\_\_ (city), \_\_\_\_\_ (state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC  
My Commission Expires: \_\_\_\_\_

**SCOPE AND SPECIFICATION**  
**RFQ #2402-A Office Cleaning Services**

**Fayette County** is seeking quotes from qualified contractors for janitorial services in six (6) county locations:

1. **Fayette County Library**, 1821 Heritage Park Way, Fayetteville, GA 30214 – Six (6) times per week, Monday thru Thursday (after 9:00 pm, Friday and Saturday after 6:00 pm)
2. **Public Defenders Office**, 175 Johnson Avenue, Fayetteville, GA 30214 – Two (2) times per week, Tuesday, and Thursday (after 5:30 pm)
3. **Emergency Operations Center (EOC)**, 110 Volunteer Way, Fayetteville, GA 30214 – One (1) time per week, Wednesday (after 5:30pm)
4. **911 Communications Center**, 110 Volunteer Way, Fayetteville, GA 30214 – Three (3) times per week, Monday, Wednesday, and Friday (after 5:30 pm)
5. **Water System**, 245 McDonough Road, Fayetteville, GA 30214 – Administrative Offices – Five (5) times per week, Monday thru Friday (after 5:30pm)
6. **Kiwanis Park Gymnasium**, 936 Redwine Road, Fayetteville, GA 30215 – Two (2) times per week, Monday, and Friday (complete by 12:00 noon)

**SCOPE OF SERVICES**

1. The Contractor shall furnish adequate and appropriate labor, materials, supplies, equipment, and supervision for the performance of the projected work.
2. The Contractor shall be responsible for cleaning the facility excluding mechanical and electrical rooms and/or any other areas designated by the Contract Administrator.
3. Contractor shall staff accordingly to maintain optimum levels of cleanliness. If the level of cleaning is not at any time considered acceptable, then the Contractor will be required to increase its staff or take whatever measures required.
4. Contractor shall provide schedule with times each site will be cleaned each day.
5. Contractor shall submit weekly reports to the departments listing the cleaning completed and indicating on which date the weekly cleanings were performed. County personnel will periodically inspect sites during the time cleaning crew is on the premises.
6. Contractor shall maintain high standards of cleanliness in performance, and it is specifically understood that the cleaning specifications will not be construed as complete, but all cleaning services necessary to maintain the building(s) in a “good housekeeping manner” to the County’s complete satisfaction shall be included.

7. Contractor shall comply with all applicable O.S.H.A. laws and regulations. The contractor shall furnish the necessary personnel and training for the services to be provided, such personnel are to be employees of the Contractor.
8. The Contractor and its employees shall have a picture identification badge to identify them with the Contractors name upon it while on premises. Contractor and its employees shall be dressed professionally while on site.
9. Contractor is responsible for their personnel on County property. There is a no tobacco policy on county property.
10. Unless specified otherwise, the contractor shall provide all equipment and supplies required to perform the work.
11. The cleaning vendor is not responsible for washing dishes left in kitchen areas or moving items from the sink and countertops in the kitchen and breakroom.
12. Maintain clean wash water. Clean all mops, rags, pails, and other cleaning supplies at the end of each use. Store in an odorless manner and allow for drying.
13. Clean or replace mop heads when dirty or smelly.
14. Use a toilet brush cleaner and a dedicated sponge/rag for the toilets and urinals are prohibited from use on other surfaces.
15. All vacuums shall have a high-efficiency particulate air filtration (HEPA) system. Vacuums shall have a high airflow or suction along with HEPA filtration capable of capturing 96% of particulate 0.3 microns in size. Vacuum filters and bags shall be replaced per manufacturer recommendations.
16. If a scheduled cleaning day falls on a Fayette County holiday cleaning shall take place on the next Fayette County workday. The following days are Fayette County holidays\*:
  - a. New Year's Day – First day of January
  - b. Martin Luther King Day – Third Monday in January
  - c. Memorial Day – Last Monday in May
  - d. Juneteenth – Nineteenth day of June
  - e. Independence Day – Fourth day of July
  - f. Labor Day – First Monday in September
  - g. Veteran's Day – Eleventh day of November
  - h. Thanksgiving – Fourth Thursday in November
  - i. Day after Thanksgiving – Fourth Friday in November
  - j. Christmas Eve – Twenty-fourth day of December
  - k. Christmas Day – Twenty-fifth day of December

\*If any listed holiday falls on a Saturday, that holiday will be observed on the day prior (Friday). If any listed holiday falls on a Sunday, that holiday will be observed the next day (Monday).

## SUPPLIES

1. Contractor shall furnish all equipment necessary to accomplish the specified work. The Contractor shall absorb all costs of equipment including expenses for routine maintenance and any necessary repairs. Contractor must have sufficient back up equipment to assure continuity of cleaning activities in the event of equipment breakdowns.
2. The following supplies will be furnished by Fayette County:
  - a) Multi-fold bleached paper towels
  - b) Soft/2-ply toilet tissue
  - c) Hand Soap
  - d) Trash can liners
  - e) Mop Buckets
3. The contractor shall report low supply status to the department contact person.

## CLEANING EXPECTATIONS

These specifications are given as a general guideline to establish a minimum quality of service for each cleaning activity.

1. **Trash Receptacles:** All trash shall be removed and collected and emptied at the dumpster site. All trash receptacles (interior and exterior) shall be emptied on **each visit**. All receptacles shall be re-lined with clean plastic liners. Receptacles shall be kept clean and odor free. Dumpster site shall be kept clean and orderly. Trash shall not be allowed to blow around the grounds.
2. **Receptacle Cleaning and Disinfecting:** Trash receptacles shall be thoroughly cleaned and disinfected. Receptacles shall be free from dirt, food, or beverage spoilage and odors.
3. **Restroom Cleaning:** Restrooms shall be cleaned with proper dilutions of disinfectant/detergent cleaning products to control disease-causing organisms and to prevent odors.
  - a. Fixtures including toilet bowls, hand basins, changing stations and urinals shall be cleaned thoroughly on **each visit**. Special care shall be paid to floor and wall mounting brackets and sealants so not allow accumulations of dirt, urine, and other debris. Fixtures shall present a clean shiny appearance free from dust, spots, stains, rust mildew, soap residues, mineral deposits, etc. Wall and floor brackets shall be free of accumulations of dirt and urine.
  - b. Stall partitions and partitions between urinals shall be cleaned on **each visit**. Graffiti shall be scrubbed or wiped off as soon after detection as possible. Graffiti which cannot be removed by normal cleaning procedures shall be reported immediately. Stall and urinal partitions shall present a clean appearance free from water streaks, stains, soil, or other unsightly omissions and free from dust on top edges.
  - c. Mirrors, chrome, and other metal trim shall be cleaned and polished on **each visit**. Included shall be metal supply dispensers, hand dryers, metal door pushes, metal light switches. Abrasive cleaners shall not be used. Mirrors, chrome, and other metal trim shall be free from water marks, streaks, soil, stains, graffiti, and other debris and shall present a high shine.
  - d. Tile floors, stalls, etc. in restrooms shall be cleaned of all scale, mineral deposits, and soap residues with an appropriate chemical cleaning solution. Extreme care shall be exercised to avoid damaging fixtures, metal pipes, chrome, etc. Tile floors shall thoroughly rinsed and dried to present a uniformly clean appearance.

- e. Grout and sealants shall be cleaned as needed with an appropriate chemical cleaning agent. Care should be exercised to prevent damage to the tile and any loose or broken grouting shall be reported to the Contract Administrator. Grout and other sealants shall be scrubbed clean and present a uniformly clean and hygienic appearance.
- f. Ceramic tile floors shall be thoroughly scrubbed with a heavy-duty disinfectant/detergent solution. Extreme care shall be exercised to avoid flooding of area. Ceramic tile floors shall be thoroughly cleaned, rinsed, and dried to present a uniformly clean appearance. At least twice a year the floor drain covers shall be removed and cleaned, and the drains are to be flushed with hot water.

#### 4. Floor Maintenance:

- a. Sweeping/Dust Mopping, floors shall be swept, or mopped on **each visit** to always present a clean and orderly appearance. Sweeping compounds are not to be used on finished floors. Floors shall have no loose dirt or debris in evidence including corners, expansion joints, or other places accessible to the broom or dust mop.
- b. Removing Gum/Tar Etc., surface accumulations of chewing gum, tar, hardened dirt, and other spoilage that cannot be removed by other means such as mopping, sweeping, dust mopping, shall be scraped and then removed. Care should be taken to avoid damage to floor tiles or finish. All gum, tar and other soils shall be removed as soon as they are discovered.
- c. Spot Mopping, on each visit or as needed, spills, spots and stains shall be damp mopped to assure a uniformly clean appearance. Spilled materials such as alcohol or other chemicals may result in stains which penetrate floor finishes.
- d. Mopping, floors shall be damp or wet mopped on **each visit** to maintain a uniformly clean appearance. Gym floor shall only be damp mopped. Care shall be taken to avoid splashing walls, baseboards, furnishings, etc. Mopped floors shall be free from streaks, spots, stains, smears, smells, mop stains and other unsightly appearance.

- 5. **Mat Care:** mats shall be vacuumed at **each visit**, spot cleaned, to remove accumulations of dust, dirt, stains, and soil. Mats shall always present a uniformly clean appearance free from spots, stains, chewing gum, tar, grease, litter, etc. Any tears, rips, burns, or stains shall be reported to Contract Administrator.

#### 6. Horizontal Surface Cleaning:

- a. Horizontal surface cleaning shall be interpreted to mean those surfaces and objects not high enough to require the use of a ladder.
- b. Spot Cleaning, surface which have been spot cleaned shall be free from smudges, fingerprints, dirt, splashes, graffiti, smears, spills, etc. and shall present a uniformly clean appearance.
- c. Dusting, shall be accomplished **as needed**. Care should be exercised to avoid damaging painted or wooden surfaces and "lighting" of the cleaned areas. Appropriate cleaning agents, polishes, cloths, etc. shall be used according to the type and composition of the structure or object. Dusted surfaces shall be free from dust, lint, paper shreds, grime, cobwebs, hair, and other unsightly omissions. If treated dust cloths are used, there shall be no oil streaks left on the surface.

- d. Damp Wiping, damp wiping or washing to surfaces shall be accomplished **as needed**. Appropriate cleaning agents shall be used according to the type and composition of the structure or object. Surfaces that have been damp wiped shall be free from dirt, streaks, spots, stains, cobwebs, smudges, fingerprints, smears etc. and shall present a uniformly clean appearance. Water marks or spots shall be wiped clean and dry.
  - e. Wall Scrubbing shall be accomplished **as needed**. Appropriate cleaning agents shall be employed according to the type and composition of the wall. Disinfectant agents shall be used on restroom walls. Wall shall be totally cleaned and well rinsed and shall be free from graffiti, dirt, splashes, soap residues, fingerprints, etc.
  - f. Baseboard Cleaning, baseboards shall be cleaned **as needed** and after any stripping, scrubbing, and refinishing as needed. Baseboards shall be free from splashes, dirt, cobwebs, finish buildups, streaks, crevice accumulations of dirt, etc.
7. **Drinking Fountain/Water Bottle Dispenser:** these dispensers shall be cleaned on **each visit**. All surfaces shall be cleaned with an appropriate disinfectant/detergent solution, a clean sponge, small brush, or mildly abrasive pad to remove all hard water deposits, obvious soil, streaks, smudges and foreign substances, and wiped thoroughly dry and polished. Plumbing issues shall be reported to the Contract Administrator for corrective action.
8. **High Dusting/Cleaning:** high surfaces shall be interpreted to mean those surfaces and objects high enough to require the use of a ladder. High surfaces and objects shall be free from dirt, lint, cobwebs, grease, grime, streaks, spots, stains, insects, etc.
- a. Cleaning Vents, Grills, Etc., HVAC fan vents, grills, panels, etc. shall be cleaned **as needed** by damp wiping, dusting, washing, or vacuuming with appropriate cleaning agents. Cleaned vents, grill, etc. shall be free from dirt, accumulated dust, cobwebs, shall present an overall clean appearance.
9. **Window/Glass Washing:** contractor shall provide the necessary equipment, supplies, and material to accomplish the task of window/glass washing. Contractor shall be responsible for maintaining glass entrances to be cleaned on **each visit** to remove any fingerprints, smudges, or stains using a streak free glass cleaner.

**PRICING SHEET**  
**RFQ #2402-A Office Cleaning Services**

Responder agrees to perform all the work described in the Contract documents for the following prices:

| LOCATION                           | EST.<br>SQ. FT. | PRICE PER<br>MONTH | ANNUAL AMOUNT<br>(12 MTHS) |
|------------------------------------|-----------------|--------------------|----------------------------|
| Emergency Operations Center (EOC)  | 5,400           |                    |                            |
| 911 Communications Center          | 4,360           |                    |                            |
| Kiwanis Recreation Center          | 6,500           |                    |                            |
| Library                            | 32,927          |                    |                            |
| Public Defenders Office            | 3,087           |                    |                            |
| Water System Administration Office | 10,600          |                    |                            |
| <b>TOTAL ANNUAL AMOUNT</b>         |                 |                    |                            |

**NOTES:**

1. All applicable charges shall be included in your total quoted amount, including but not limited to materials, equipment, installation, labor, and any other amounts. No additional charges will be allowed after the quote received by date.
2. Please note that a responder may be awarded one or more locations, as specified in the General Terms and Conditions #13.

COMPANY'S NAME: \_\_\_\_\_

