



Purchasing Department
140 Stonewall Avenue West, Ste 204
Fayetteville, GA 30214
Phone: 770-305-5420
www.fayettecountyga.gov

April 3, 2026

Subject: RFQ #26128-A Public Works Office Cleaning

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 on 10:00a.m., Thursday, April 9, 2026, at Fayette County Public Works office at 115 McDonough Road, Fayetteville, GA 30214 to provide an opportunity for you to become familiar with the site, work conditions, and to ask questions. Only the companies that attend the conference 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 or fax to (770) 719-5544. Questions will be accepted until 3:00p.m., Friday, April 10, 2026.

Quotes will be accepted until 3:00p.m., Friday, April 17, 2026. Please provide your quote and other information via email to Sherry White, Senior Contract Administrator at 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

GENERAL TERMS AND CONDITIONS
RFQ #26128-A Public Works Office Cleaning

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. **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.

10. **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.

11. **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.
12. **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.
13. **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).
14. **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.

15. **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.
16. **Term of Contract:** The initial term of this agreement shall begin July 1, 2026, and continue through June 30, 2027. Thereafter, this agreement may be renewed by the County for two additional one-year renewal terms (each a "Renewal Term" and together with the Initial Term, the "Term"), which renewal will be by letter or other written correspondence from the County to the Contractor ninety (90) days prior to expiration of the Initial Term or the then-current Renewal Term. If the County fails to provide notice of renewal, this Agreement will 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).
17. **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.
18. **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

19. **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.

20. **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.
21. **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.
22. **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.
23. **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.
24. **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.
25. **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.
26. **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.
27. **Open Records Act:** In the event that the Contractor receives, and responds to, a request for information as provided in Georgia's Open Records Act (O.C.G.A. § 50-18-70 et seq.), the Contractor shall promptly provide the County the same information provided to the initiator of the request for information. Contractor shall email such information to the county's Custodian of Records at tsmith@fayettecountyga.gov.

Checklist of Required Documents

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

RFQ #26128-A Public Works Office Cleaning

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 NAME: _____

COMPANY INFORMATION
RFQ #26128-A Public Works Office Cleaning

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 #26128-A Public Works Office Cleaning

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 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 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

RFQ #26128-A PUBLIC WORKS OFFICE CLEANING
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 #26128-A Public Works Office Cleaning

Fayette County is seeking quotes from qualified contractors for janitorial services of the Public Works offices. The successful contractor shall submit a report listing the cleaning completed and indicating on which date the weekly and monthly cleanings are performed. The successful contractor is responsible for notifying the office when supplies such as garbage bags, toilet tissue and paper towels are running low. **Leave a message for Rhonda Coats at 770-320-6011 for more supplies.**

LOCATION:	PUBLIC WORKS 115 McDonough Road, Fayetteville, GA 30214
FREQUENCY:	Two (2) times per week.
CLEANING DAYS:	Tuesday's and Thursday's after 5:30pm
SQUARE FOOTAGE:	Main building ~ 3,145 square feet. Staff trailers (3) ~ 1,890 square feet 5,035 Total square feet

SCOPE OF WORK

1. The contractor and its employee(s) that will be providing cleaning services and entering County Offices shall pass a Criminal History Background check that will be administered by the Fayette County Marshal's Office.
2. Contractor shall provide schedule with times each site will be cleaned each day.
3. Contractor shall submit completed 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.
4. Contractor certifies that there will be adequate manpower available on days and times specified to clean each building.
5. 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.
6. 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.
7. 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.

8. Contractor is responsible for their personnel on County property. There is no tobacco policy on county property.

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.

**** NOTATIONS:**

1. Unless specified otherwise, the Vendor shall provide all equipment and supplies required to perform the work.
2. Vendor shall indicate the proposed cleaner(s), the rate(s) (ounces per gallon) that it will be used, and provide a copy of the product's Technical Data Sheet(s). The cleaner(s) shall be effective at killing bacteria, viruses, and fungi. It shall also deodorize.
3. 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.
4. Maintain clean mop 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.
5. Clean or replace mop heads when dirty or smelly.
6. No services are needed in the Fleet Breakroom (first floor).
7. Use a toilet brush cleaner and a dedicated sponge/rag for the toilets and urinals. Do not use these items on other surfaces.
8. 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.

CLEANING EXPECTATIONS

FLOORS

1. Shall be swept each visit, taking special note of corners, wall edges, around base of toilets/urinals, under sinks, and around partition legs. This includes office areas, front foyer, hallways, kitchen, restroom entrance, men's, and ladies' restrooms.
2. Shall be mopped each visit with a neutral cleaner to prevent dulling or damage of the floor finish. Mop cleaner shall sanitize, eliminate odors, and remove stains. Proper precautions shall be taken to advise Fayette County occupants of wet/slippery floor conditions. Contractor shall obtain and use "Caution Wet Floor" signs.
3. All floors shall be free of dirt streaks. No dirt or litter shall be left in corners, under furniture, behind doors, on stair landings or treads.

RESTROOMS

1. Paper towels, tissue paper, and soap dispensers shall be re-supplied each visit as needed.
2. Use disinfectant/deodorizer to clean inside and outside of all lavatories, commodes, restroom fixtures, partitions, dispensers, waste receptacles, and door handles. (This applies to both levels). Clean toilet seat with disinfectant and wipe free of all water with dry cloth.
3. Clean and polish all mirrors.
4. Empty, clean, and disinfect sanitary napkin receptacles, replaced soiled bags with new ones.
5. When it is necessary to remove stains, floor will be scrubbed by hand utilizing a sanitizing disinfectant cleaner appropriate for the floor. When completed floor must have a clean appearance with no residue of cleaning material.
6. Remove all cobwebs from corners, ceilings, wall edges, and other areas as needed on both levels.

SURFACES

1. Dusting shall be performed with treated dust cloths or vacuum tools. Contractor shall keep dust from falling onto furniture and/or equipment below. At the completion of the task, there must be no dust streaks. Corners, crevices, molding, trim and ledges must be free of dust.
2. Dust all surfaces of desks, file cabinets, chairs, tables, and other office furnishings. For all operations where furniture and equipment must be moved, no chairs, wastepaper baskets, or similar items, shall be stacked on tables, desks, counters, etc. Upon completion of work, all furniture and equipment shall be returned to its original position.

ROUTINE FIXTURE CLEANING

1. Washbasins, urinals, toilets, and other such fixtures made of porcelain or stainless steel shall be damp wiped and an appropriate cleaning agent used when needed and polished dry to a clean, bright appearance.
2. An appropriate cleaning agent shall be used on all fixtures to remove all dust spots, stains rust, mole, and encrustation.

CLEANING REQUIREMENTS FOR EACH VISIT

1. Empty all trash containers into large container located at the back door. Wipe/wash trashcans as needed to maintain proper sanitation. Replace liners. Dispose of trash in outside dumpster.
2. Use disinfectant/deodorizer to clean inside and outside of all lavatories, commodes, restroom fixtures, partitions, registration counter tops, and door handles. Clean toilet seat with disinfectant and wipe free of all water with dry cloth.
3. Clean and polish all mirrors and chrome fixtures.
4. Replenish towels, tissue, and hand soap, as needed. Notify staff if cleaning supplies furnished by Fayette County is running low. Wash exterior of receptacles with germicidal detergent.
5. Clean kitchen area by using disinfectant/deodorizer* on all appliances, counter tops and cabinets and wipe free of all water with a dry cloth.
6. Clean sink with disinfectant/deodorizer* if sink is empty of all dishes.
7. Wash and disinfect all door frames, handles, doorknobs, etc. interior and exterior.
8. Clean registration ledge located at the registration windows by using disinfectant/deodorizer*.
9. Dust all windowsills, ledges, HVAC vents, and pictures on the walls. Dust vertical surfaces of desk's, tables, file cabinets, and other office furniture. DO NOT clean tops of any desks unless they are completely 'cleared of all material (excluding telephone). Clean bay door from the screen down. Dust must be removed using treated dust cloths or vacuum tools.
10. Sweep all floors to remove loose soil and debris.
11. Sweep fireplace and damp clean mantle.
12. Mop and disinfect all floors using disinfectant/deodorizer** When it is necessary to remove stains, floor will be scrubbed by hand utilizing a sanitizing disinfectant cleaner appropriate for the floor. When completed floor must have a clean appearance with no residue of cleaning material.
13. Sweep front and back porch areas at Kiwanis.
14. Remove all cobwebs from entry doorway and from front windows on porch and ramp. Damp clean porch benches.
15. Notify staff of any needed repairs (such as leaks, broken fixtures, lights, etc.) not working properly or any condition that could be destructive to the building or hazardous to the occupants.
16. Leave lights on or off as directed.

17. Ensure that exterior doors are properly secured upon leaving. Immediately notify staff if a door cannot be secured or if another security problem is noted.

MONTHLY:

1. Check for and remove all cobwebs and dust from all door panels, walls, corners, windowsills, HVAC vents and returns, blinds, etc. Dust blinds with chemically treated cloth.
2. Clean black baseboards on both levels.

ANNUALLY:

1. Clean windows annually, or as needed, to maintain a clean appearance.

PRICING SHEET
RFQ #26128-A Public Works Office Cleaning

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

LOCATION	EST. SQ. FT.	PRICE PER MONTH	ANNUAL AMOUNT (12 MTHS)
PUBLIC WORKS OFFICE (Both floors)	3,145		
STAFF TRAILERS	1,890		
TOTAL ANNUAL AMOUNT			

NOTE:

1. All applicable charges shall be included in your total quoted amount, including but not limited to materials, equipment, 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 NAME: _____

