

March 26, 2021

Subject: Request for Quotes #1944-A: Field Operations 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 at **10:00 a.m., Wednesday, March 31, 2021** at 444 Dividend Dr., Peachtree City, GA 30269 to provide an opportunity for you to become familiar with the site and work conditions, and to ask questions. Companies that attend will be invited to submit quotes for this project.

Address any questions you may have about this request for quotes to Natasha Duggan via email to nduggan@fayettecountyga.gov or fax to (770) 719-5534. Questions will be accepted until **3:00 p.m., Tuesday, April 6, 2021.**

Quotes will be accepted until 3:00 p.m., Friday, April 9, 2021. Please provide your quote and other information via email to Natasha Duggan, Contract Administrator at nduggan@fayettecountyga.gov or fax to (770) 719-5534.

Please note: As part of the county's effort to combat the coronavirus situation, we will not accept hand-delivered quotes. For quotes that you may drop off in person, there will be a large metal parcel drop box located outside the front door of the Purchasing Department, Suite 204, in the county complex at 140 Stonewall Avenue West, Fayetteville, Georgia

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
Director of Purchasing

GENERAL TERMS AND CONDITIONS
RFQ #1944-A: Field Operations Cleaning

1. **Definitions:** The term “contractor” as used in these Terms and Conditions shall be used synonymously with the term “successful responder.” The term “county” shall mean 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 quote and the responder’s quote. The binding offer includes compliance with all terms, conditions, special conditions, specifications, and requirements stated in the request for quote, except to the extent that a responder takes written exception to such provisions. 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 quote may result in rejection of the quote.
3. **Binding Offer:** Each quote shall constitute a firm offer that is binding for ninety (90) days from the received by date, unless the responder takes exception to this provision in writing.
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 quote, 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 quote. 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 an error in extension of prices or totals in the quote, the unit prices shall govern.
8. **Brand Name:** If items in this request for quote have been identified, described or referenced by a brand name or trade name description, such identification is intended to be descriptive, but not restrictive and is to indicate the quality and characteristics of products that may be offered. Alternative products may be considered for award if clearly identified in the quote. Items offered must meet required specifications and must be of a quality which will adequately serve the use and purpose for which intended.

9. **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.
10. **Responder Substitutions:** Responders offering substitutions or deviations from specifications stated in the request for quote, 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.
11. **Non-Collusion:** By responding to this request for quote, 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 quote, and is in all respects fair and without collusion or fraud.
12. **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.

13. **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.

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 or proposal that contains trade secrets, an affidavit shall be included with the bid or proposal. 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 term of this agreement shall begin upon issuance of a Notice to Proceed, and continue through June 30, 2022. 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).
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 contractor 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. 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 #1944-A: Field Operations 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, if Any _____

COMPANY NAME: _____

COMPANY INFORMATION
RFQ #1944-A: Field Operations Cleaning

Company Name: _____

Physical Address: _____

Mailing Address (if different): _____

AUTHORIZED REPRESENTATIVE

Signature: _____

Printed or Typed Name: _____

Title: _____

Email Address: _____

Phone Number: _____ Fax Number: _____

PROJECT CONTACT PERSON

Name: _____

Title: _____

Office Number: _____ Cellular Number: _____

Email Address: _____

REFERENCES

RFQ #1944-A: Field Operations 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)(l)

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

#1944-A Field Operations 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 _____, _____, 2021 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 _____, 2021.

NOTARY PUBLIC

My Commission Expires: _____

SCOPE AND SPECIFICATION
RFQ #1944-A: Field Operations Cleaning

Fayette County, Georgia is seeking a qualified contractor to clean the Fayette County Field Operations building at 444 Dividend Dr., Peachtree City, GA 30269. The building is 2,650 sq. ft. and shall be cleaned every Tuesday and Friday. If a scheduled cleaning day falls on a Fayette County holiday that day shall be skipped. The following days are Fayette County holidays*:

- New Year's Day – First day of January
- Martin Luther King Day – Third Monday in January
- Memorial Day – Last Monday in May
- Independence Day – Fourth day of July
- Labor Day – First Monday in September
- Veteran's Day – Eleventh day of November
- Thanksgiving – Fourth Thursday in November
- Day after Thanksgiving – Fourth Friday in November
- Christmas Eve – Twenty-fourth day of December
- 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).*

1. A member of the Water System will periodically inspect sites during the time cleaning crew is on the premises.
2. Contractor shall certify that there will be adequate manpower available on days and times specified to clean each building.
3. A contact person and telephone number shall be provided to the successful contractor(s) to notify Fayette County when you intend to strip and wax the floors.

CLEANING REQUIREMENTS FOR EACH VISIT:

1. Empty all trash containers at rear entrance, in mud room, kitchen and bathroom. Wipe or wash as needed to maintain proper sanitation, replace liners. Clean all partition glass including office doors & entrance doors with glass.
2. Empty all trash containers into dumpster. Wipe or wash as needed to maintain proper sanitation. Replace liners.
3. Use disinfectant for proper sanitation.
4. Bathroom paper towels, tissue paper, and soap dispensers shall be re-supplied. The following supplies will be furnished by Fayette County:
 - Bleached rolled paper towels
 - Soft/2-ply toilet tissue
 - Hand Soap
 - Trash can liners

5. Clean and polish mirrors.
6. All doorways in front of buildings are to be swept to remove trash.
7. All door mats are to be swept or vacuumed.
8. Sweep outside all three entrance doors.
9. Tile floors and bathroom floors shall be swept.
10. Tile floors shall be wet mopped with a neutral cleaner to prevent dulling of floor finish. Bathroom floors shall be wet mopped with a deodorizer and disinfectant cleaner. (**See Notation)
11. Carpeted floors shall be vacuumed. Vendor shall remove staples, gem clips, and rubber bands from floors before vacuuming. Spot clean as needed.
12. Bathroom commodes, sink basins, mirrors, urinals, soap dispensers, and disposals are to be wiped down with a deodorizer and disinfectant cleaner. (** See Notation)
13. Dust all horizontal surfaces, including desk tops, file cabinets, window sills, chairs, tables, pictures, and all manner of furnishings.
14. Dust all vertical surfaces of desks, file cabinets, chairs, tables, and other office furnishings.
15. Dust mop hard surface floors with treated dust mop.
16. Damp mop hard surface floors to remove spillage and soil, including stains that appear.
17. Clean microwave and counter tops.
18. Wipe drink machine, refrigerator, and stove.
19. Damp mop hard surface floors, getting in corners, along edges and beneath furniture.

WEEKLY CLEANING REQUIREMENTS:

1. Dust all vertical surfaces of desks, file cabinets, chairs, tables, and other office furnishings. DO NOT MOVE ANYTHING ON TOP OF DESK. DO NOT DUST TOP OF DESK.
2. Damp mop hard surface floors, getting in corners, along edges, and beneath furniture.
3. All closets and storage areas shall be swept and mopped.
4. All office equipment (such as computers, adding machines, calculators, copiers, etc.) shall be dusted.
5. All cobwebs and dust shall be removed from walls, corners, window sills, etc.
6. Clean window blinds and window sills.

MONTHLY CLEANING REQUIREMENTS:

1. Clean cobwebs and dust near ceiling and areas not cleaned daily or weekly, including baseboards.
2. Clean around light switches and door frames.
3. Disinfect telephones.
4. Clean all tables in building and legs.
5. Clean cobwebs and dust near ceiling and areas not cleaned daily or weekly, including baseboards.
6. Tile floors shall be buffed to remove scuff and heel marks

QUARTERLY CLEANING REQUIREMENTS:

1. Baseboards shall be wiped down.

ANNUAL CLEANING:

A contact person and telephone number shall be provided to the successful contractor(s) to notify Fayette County when you intend to strip and wax the floors.

1. Hardsurface floors shall be stripped and waxed annually.
2. Linoleum floors shall be stripped and waxed annually.

TWICE A YEAR CLEANING UPON REQUEST:

1. Clean windows inside and out.
2. Clean light fixtures.
3. Vacuum and wipe heat and air ducts, remove covers and clean inside.

**** NOTATION:** Disinfectant/deodorizer cleaner shall meet the following specifications:

- a. Deodorizer - To eliminate odors by killing odor-causing bacteria, plus leave a fresh scent.
- b. Staphylocidal - To kill Staphylococcus Aureus.
- c. Salmonellacidal - To kill Salmonella Choleraesuis.
- d. Pseudomonacidal - To kill Pseudomonas Aeroginosa.
- e. Fungicidal - To kill pathogenic fungi, such as Trichophyton Mentagrophytes. (Athletes foot).
- f. Viricidal - To kill Herpes Simplex Type II (the genital strain), HIV-1 (The Aids Virus).
- g. Shall also kill mold and mildew.

SPECIAL INSTRUCTIONS

Weekly reports will be submitted to the Water System listing the cleaning completed, and indicating on which date the weekly and monthly cleanings are performed. The successful contractor is responsible for notifying the Water System when supplies such as garbage bags, toilet tissue and paper towels are on the last case. A contact person and telephone number shall be provided to the successful contractor(s) for work order submissions in the event supplies get low.

PRICING SHEET
RFQ #1944-A: Field Operations Cleaning

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

	Price per Sq. Ft.	Price Per Cleaning	Price per Week (2x per week)
<i>Example:</i>	<u>\$.005</u>	$\$0.005 \times 2,650 = \underline{\$13.25}$	$\$13.25 \times 2 = \underline{\$26.50}$
2,650 sq. ft.	\$ _____	\$ _____	\$ _____

NOTES:

1. The price per square foot shall include **all** cleaning requirements: every visit tasks, weekly tasks, monthly tasks, quarterly tasks, and annual tasks. No additional charges shall be allowed for cleaning tasks listed in the scope of work.
2. 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.
3. All warranties shall be included in your total quoted amount.

COMPANY NAME: _____

Please list below any exceptions or clarifications to the specifications of this bid. Explain any exceptions in full.