



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

March 30, 2023

**Subject: RFQ #2231-A: Public Works & Kiwanis Cleaning Service**

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 2:00p.m., Thursday, April 6, 2023, at the Kiwanis Park Activities House, Fayetteville, GA 30215 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. We will visit both locations included in this Request for Quotes.

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 5:00p.m., Friday, April 7, 2023.

**Quotes will be accepted until 3:00p.m., Friday, April 14, 2023.** 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  
Director of Purchasing

**GENERAL TERMS AND CONDITIONS**  
**RFQ #2231-A: PUBLIC WORKS & KIWANIS CLEANING SERVICE**

1. **Definitions:** The term “contractor” as used herein and elsewhere 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 until the date of award, 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 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 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.

10. **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.
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. **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 vendor will have 30 business days after NTP to complete all work. 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, 2023, and continue through June 30, 2024. 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 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

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. **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.
24. **Inspection and Acceptance of Deliveries:** The county reserves the right to inspect all goods and products delivered. The county will decide whether to accept or reject items delivered. The inspection shall be conclusive except with respect to latent defects, fraud, or such gross mistakes as shall amount to fraud. Final inspection resulting in acceptance or rejection of the products will be made as soon as practicable, but failure to inspect shall not be construed as a waiver by the county to claim reimbursement or damages for such products which are later found to be in non-conformance with specifications. Should public necessity demand it, the county reserves the right to use or consume articles delivered which are substandard in quality, subject to an adjustment in price to be determined by the Purchasing Director.
25. **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.
26. **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.
27. **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.
28. **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 #2231-A: PUBLIC WORKS & KIWANIS CLEANING SERVICE**

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 #2231-A: PUBLIC WORKS & KIWANIS CLEANING SERVICE**

**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: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**C. PROJECT CONTACT PERSON**

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

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

Office Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

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

**REFERENCES**  
**RFQ #2231-A: PUBLIC WORKS & KIWANIS CLEANING SERVICE**

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 #2231-A PUBLIC WORKS & KIWANIS CLEANING SERVICE  
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 #2231-A: PUBLIC WORKS & KIWANIS CLEANING SERVICE**

**Fayette County** is seeking quotes from qualified contractors for janitorial services of the Public Works and Kiwanis Park buildings. The successful contractor shall submit to both departments 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 on the last case. **Contact Rhonda Coots at 770-320-6011 or Jamie Comelleri at 770-320-6015 for Public Works and Anita Godbee at 770-716-4321 for Kiwanis Park in the event supplies get low.**

**LOCATION #1: 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  
**5,400 Total**

**LOCATION #2: KIWANIS PARK ACTIVITIES HOUSE**  
**980 Redwine Road, Fayetteville, Georgia 30215**

**FREQUENCY:** Two (2) times per week.  
**CLEANING DAYS:** Monday and Friday (between 8:00 a.m. and 4:30 p.m.)  
**SQUARE FOOTAGE:** **5,089 Total**

**\*\* 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 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.
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.

## **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 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 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 a 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.

## **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 #2231-A: PUBLIC WORKS & KIWANIS CLEANING SERVICE**

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

LOCATION	EST. SQ. FT.	PRICE PER SQUARE FOOT	PRICE PER MONTH	ANNUAL AMOUNT (12 MTHS)
PUBLIC WORKS OFFICE (Both floors)	3,145			
STAFF TRAILERS	1,890			
KIWANIS PARK	5,089			
<b>TOTAL ANNUAL AMOUNT</b>				

**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:** \_\_\_\_\_

