



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

October 31, 2023

Subject: Request for Quotes #2325-A: Elections Office 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 11:00a.m., Tuesday, November 7, 2023, at 175 Johnson Ave, Fayetteville, GA 30215 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 Sherry White via email to swhite@fayettecountyga.gov or fax to (770) 719-5544. Questions will be accepted until 12:00 p.m., Thursday, November 9, 2023.

Quotes will be accepted until 3:00p.m., Wednesday, November 15, 2023. Please provide your quote and other information via email to Sherry White, 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
Director of Purchasing

TLB/sw

Attachment

GENERAL TERMS AND CONDITIONS
RFQ #2325-A: Elections Office Cleaning Service

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. 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.

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 term of this agreement shall begin upon issuance of a Notice to Proceed and continue through June 30, 2023. 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. 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. 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.
- 25. 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.
- 26. 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.
- 27. 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 #2325-A: Elections Office 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 #2325-A: Elections Office 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: _____

C. PROJECT CONTACT PERSON

Name: _____

Title: _____

E-mail Address: _____

Phone Number: _____

REFERENCES
RFQ #2325-A: Elections Office 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 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

#2325-A: Elections Office 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 #2325-A: Elections Office Cleaning Service

Fayette County is seeking quotes from qualified contractors for janitorial services for the Elections building.

ELECTIONS OFFICE BUILDING
175 Johnson Avenue, Fayetteville, Georgia 30214

FREQUENCY:	Daily
CLEANING DAYS:	Monday, Tuesday, Wednesday, Thursday, and Friday
CLEANING TIME:	8:30A.M.
SQUARE FOOTAGE:	5000

NOTATIONS:

1. Unless specified otherwise, the contractor shall provide all equipment and supplies required to perform the work.
2. Contractor shall provide cleaner(s) that are effective at killing bacteria, viruses, and fungi. It shall also deodorize.
3. The contractor 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. Contractor shall replace mop heads when required.
6. Use a toilet brush cleaner and a dedicated sponge/rag for the toilets and urinals. Do not use these items on other surfaces.
7. 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 the site will be cleaned each day.

3. Contractor shall submit daily log to the department listing the cleaning completed. 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 persons. Contact Beverly Daniel 770-305-5308 or Margaret Johnson 770-305-5141 if supplies get low.

CLEANING REQUIREMENTS FOR EACH VISIT

– Applicable to the following areas: Registration Area, absentee by mailroom, poll worker setup room and early voting area

1. Contractor shall sweep all hard surface floors using treated brooms or dust mops.
2. Contractor shall clean all break areas, wash, and disinfect all hard surfaces.

3. Contractor shall vacuum all carpet from wall to wall, including all entrance and exit rugs/mats.
4. Contractor shall remove cobwebs from all ceilings, doors, and corners within the office areas, as needed.
5. Contractor shall clean entrance doors, doorframes and accompanying panels, removing all fingerprints and dirt. Clean thresholds.
6. Contractor shall spot clean all interior window glass, as needed.
7. Clean all glass surfaces other than windows.
8. Empty all wastebaskets, trash, and disposal containers. Place trash in appropriate containers. Wash wastebaskets and replace plastic liners, as needed. (If office door is locked, disregard cleaning for that day)
9. Spot clean all carpets as spots appear.
10. Clean and polish all metal surfaces.
11. Wash all tables, as needed.

RESTROOM CLEANING REQUIREMENTS FOR EACH VISIT

– Applicable to the following areas: Guest restrooms and office restrooms

1. Contractor shall clean by disinfecting, polishing, and removing all water spots.
2. Contractor shall use of a disinfectant that kills fungus, viruses, and bacteria.
3. Contractor shall clean all surfaces in each restroom.
4. Contractor shall clean and disinfect toilet bowl and seat, hand basin, countertop, and walls around these fixtures.
5. Contractor shall clean all mirrors, bright work, chrome pipes, and fittings.
6. Contractor shall wet mop restroom floor using a clean mop and liquid disinfectant.
7. Contractor shall dust or wipe all horizontal surfaces.
8. Contractor shall empty and clean all trash containers and disposals, change liners daily.
9. Contractor shall restock dispensers to normal limits (soap, toilet tissue, and paper towels) as needed.
10. Contractor shall remove spots, stains, scuff marks, finger and handprints.
11. Contractor shall report all damage.

QUARTERLY REQUIREMENTS

1. Contractor shall wash both sides of all interior windows, including frames and mullions, to maintain a satisfactory appearance.
2. Contractor shall clean all heating and air conditioning register/vents.

PRICING SHEET
RFQ #2325-A: Elections Office Cleaning Service

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

LOCATION	PRICE PER MONTH	ANNUAL AMOUNT (12 MTHS)
Election Office		

NOTE:

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.

COMPANY NAME: _____

