



## Southeast Health District

1101 Church Street, Waycross, Georgia 31501  
Phone: 912-285-6002 Fax: 912-284-2980  
[www.sehdph.org](http://www.sehdph.org)

Rosemarie D. Parks, M.D., M.P.H.  
District Health Director

### INVITATION TO BID

#### SCOPE OF WORK

Provide janitorial services as stated in Attachment A for 1100 Brampton Avenue Ste M in Statesboro, GA 30458. **The vendor MUST have professional liability insurance and a business license.**

#### BID OF

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

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

City, State, Zip: \_\_\_\_\_

#### SUBMIT BID TO

Rebecca Reis  
1101 Church Street  
Waycross, GA, 31501  
[rebecca.reis@dph.ga.gov](mailto:rebecca.reis@dph.ga.gov)

**BIDS DUE December 13, 2019; 5:00 PM, Local Time**

#### SCHEDULE OF EVENTS

<b>Release ITB</b>	December 2, 2019
<b>Deadline for Vendor Questions</b>	December 12, 2019
<b>Bid Due Date</b>	December 13, 2019
<b>Services to Begin</b>	January 2, 2020

All questions must be submitted no later than deadline stated in the above schedule of events. Answers are provided for informational purposes only and will not be considered binding unless incorporated by amendment to this ITB. Bidder must fill out all highlighted areas on Request for Quotation for Services and/or Products form. Bids must be submitted in person at the address located above or by e-mail to [rebecca.reis@dph.ga.gov](mailto:rebecca.reis@dph.ga.gov).

# Attachment A

JANITORIAL SPECIFICATIONS  
 1100 Brampton Avenue Ste M  
 Statesboro GA 30458

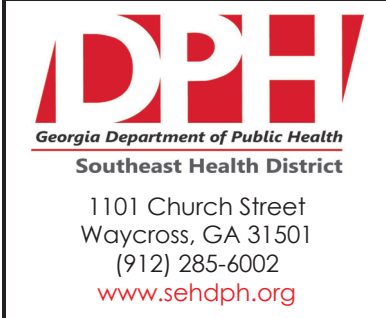
DUTY	HOW OFTEN	FACILITY
Empty trash cans and remove trash throughout the office suite (including shredder)	Once weekly	Entire suite at 1100 Brampton Ave, Ste M
Sweep and mop floors (kitchen and restrooms)	Once weekly	" " "
Clean and disinfect all restrooms	Once weekly	" " "
Dust and polish office areas and furniture	Once weekly	" " "
Clean & polish stainless steel sink	Once weekly	" " "
Clean lobby area	Once weekly	" " "
Clean glass windows and doors in front office area and throughout office suite	Once weekly	" " "
Clean window sills	Once weekly	" " "
Clean counter tops in all areas	Once weekly	" " "
Clean kitchen including microwave and exterior of appliances	Once weekly	" " "
Vacuum all carpets and rugs	Once weekly	" " "
Check supplies and replace in restrooms and kitchen as needed	Once weekly	" " "
Replace florescent bulbs	As needed	" " "
As well as anything necessary for the satisfactory appearance of the office suite	Once weekly	" " "

Contractor furnishes all labor after 5:00 p.m. Contractor furnishes all cleaning equipment and materials. Facility furnishes all hand soap, paper hand towels, roll paper towels, and tissue. Contractor assumes full responsibility and liability while on premises.

**REQUEST FOR QUOTATION FOR SERVICES AND/OR PRODUCTS\***

**THIS IS ONLY AN INQUIRY, NOT AN ORDER.**

BLUE SECTIONS COMPLETED BY SEHD/GREEN SECTIONS COMPLETED BY VENDOR.



Name of Company Submitting Quote

TO: \_\_\_\_\_

ATTENTION: \_\_\_\_\_

Company Fax Number: \_\_\_\_\_

Quote Submission Deadline: December 13, 2019; 5:00 PM, Local Time

Quantity/Unit	Item Description	Unit Price Include Shipping	Total Product Extension
1	Services as stated in ITB		_____

Detailed Description of Service to be Performed Provide clear, complete specifications including beginning and ending dates; frequency performed; sample; delivery details; references, warranty & bonding information; etc. Attach additional pages, if necessary.	Price Breakdown	Total Services
As stated in Invitation to Bid	_____	_____

**Enter quote grand total for *combined* products and services:**  
\$ \_\_\_\_\_

Expiration date of quote: \_\_\_\_\_

Signature of company representative: \_\_\_\_\_ Date: \_\_\_\_\_

Company address: \_\_\_\_\_

Phone number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Federal Employer's Identification Number (FEI): \_\_\_\_\_

Statewide contract provider?  Yes  No Statewide Contract #: \_\_\_\_\_

Fax completed quotation to: \_\_\_\_\_ at \_\_\_\_\_

Send completed quote in sealed envelope to the attention of: Rebecca Reis at rebecca.reis@dph.ga.gov

**\*Any bid not meeting all requirements will be eliminated from considerations.**