



Southeast Health District

1101 Church Street, Waycross, Georgia 31501

Phone: 912-285-6002 Fax: 912-284-2980

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. Services will be provided at the Bacon County Health Department. The health department is located at 101 North Wayne Street in Alma, Ga.

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

BIDS DUE May 1, 2020; 5:00 PM, Local Time

SCHEDULE OF EVENTS

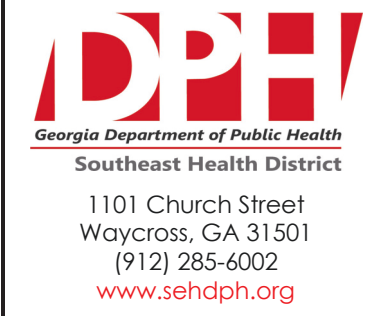
Release ITB	April 7, 2020
Deadline for Vendor Questions	April 30, 2020
Bid Due Date	May 1, 2020
Services to Begin	July 1, 2020

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.

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: May 1, 2020; 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.**

Attachment A

Bacon County Health Department

101 North Wayne Street

Alma, GA 31510 912-632-4712

Three times weekly

Empty all wastebaskets on Tuesday, Thursday and over the weekend.

Clean reception lobby glass including front door, interior glass in partitions and doors.

Clean, sanitize and polish all fixtures in all restrooms, including toilet bowls and hand basins.

Clean toilet bowls with "bowlclene", or equivalent

Clean and polish all chrome fittings in restrooms.

Clean and sanitize all toilet seats.

Clean and polish all glass and mirrors in all bathrooms.

Empty all trash containers and insert liners as required.

Remove all spots, stains and splashes from wall area and adjacent to hand basins in all bathrooms.

Remove fingerprints from all doors, light switches and door handles in all rooms.

Bi-weekly

Dust all furniture including desk, chairs and tables in all offices, patient rooms and lobby.

Dust all exposed filing cabinets, bookcases and shelves.

Clean all countertops in offices, patient rooms and lobby.

Clean and sanitize all table tops and countertops in conference room and kitchen.

Dust mop or sweep all ceramic tile floors.

Vacuum open areas of the conference room and front office and any area that is notably soiled.

Weekly

Transport trash to designated area for trash pickup on street.

Clean and sanitize all telephones.

Dust all horizontal surfaces including sills, ledges, moldings, shelves, picture frames, etc.

Clean and polish furniture including desk, chairs, and cabinets

Clean table and chair legs or pedestals.

Clean all sinks in all rooms of building.

Damp mop all ceramic tile in lobby, halls and bathrooms.

Clean all baseboards in all areas of building.

Vacuum entire carpet areas in all areas of building.

Inspect carpet for spots and stains and remove from carpet.

Remove spots and stains and marks from all walls, doors and frames.

Damp wipe all vinyl furniture.

Clean and polish all wood structures on chairs and furniture.

Monthly

Dust blinds and air vents in ceiling in all rooms.

Remove dust and cobwebs from ceiling areas in all rooms.

Clean and sanitize refrigerator and microwave.

Vacuum furniture.

Clean inside windows.

Clean janitor closet.

Yearly

Clean the stove.

Twice Yearly

Scrub, strip, clean, refinish and machine polish all non-carpeted floors.

Machine shampoo entire carpet areas.

General

Lights bulbs will be changed as needed.

Turn off all lights, lock doors according to instructions and turn on security system, if air thermostat has been used return to prior setting.

Cleaning supplies will be provided by the contractor.

Refill all dispensers including soap dispensers, toilet paper, paper towels, etc. All these supplies will be provided by the Bacon County Health Department

Any additional duties requested by the nurse manager.