



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

Thank you for your interest in partnering with Southeast Health District to accomplish our mission.

SCOPE OF WORK

Provide janitorial services as stated in attachment A for the Wayne County Health Department located at 240 Peachtree Street, Jesup, GA 31545. **The vendor MUST have professional liability insurance and a business license.**

BID OF

Name: _____

Address: _____

City, State, Zip: _____

SUBMIT BID TO:

Brittany Hickox
1101 Church Street
Waycross, GA, 31501
brittany.hickox@dph.ga.gov

BIDS DUE May 21, 2021; 5:00 PM, Local Time

SCHEDULE OF EVENTS

Release ITB	April 21, 2021
Bid Due Date	May 21, 2021
Services to Begin	July 1, 2021

If you wish to tour the office prior to submitting your bid, please contact Michelle Hargrove or Stacie Drew at 912-218-3495.

All questions must be submitted no later than the bid due date as stated in the above schedule of events. Answers are provided for informational purposes only and will not be considered bidding unless incorporated by amendment to this ITB. Bidder must fill out all highlighted areas on the Request for Quotation for Services and/or Products form. You can submit bids to the address listed above or by email to brittany.hickox@dph.ga.gov.

Serving: Appling, Atkinson, Bacon, Brantley, Bulloch, Candler, Charlton, Clinch, Coffee, Evans, Jeff Davis, Pierce, Tattnall, Toombs, Ware & Wayne counties

An Equal Opportunity Employer

ATTACHMENT A

Services to be performed twice weekly:

- Empty all wastebaskets
- Transport trash to outside dumpster behind building
- Dust all furniture (desks, tables, shelves)
- Dust all exposed filing cabinets, bookcases, and shelves
- Clean/sanitize all telephones
- Wipe down all front staff patient window counters
- Wipe down chairs in the waiting room and play room
- Clean all countertops
- Clean/sanitize toilet bowls, toilet seats, and sinks
- Refill all dispensers (soap, paper towels, etc.)
- Dust/mop/sweep all areas
- Damp mop all floors
- Vacuum all carpeted areas

Services to be performed on a weekly basis:

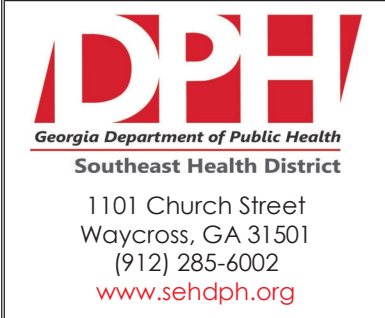
- Empty biohazard waste cans
- Clean chair legs and pedestals
- Sweep under rugs
- Clean all wastebaskets
- Clean interior windows in waiting room and children's waiting room
- Clean glass doors
- Dust artificial trees

Wayne County Health Department will be responsible for providing cleaning supplies, paper towels, and toilet paper.

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 21, 2021; 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 #: _____

Email completed quotation to Brittany Hickox at brittany.hickox@dph.ga.gov

Mail completed quotation to the attention of **Brittany Hickox** at **1101 Church Street, Waycross, GA 31501**

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