



## 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

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 Jeff Davis County Health Department located at 30 East Sycamore Street, Hazlehurst, GA 31539. **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](mailto:brittany.hickox@dph.ga.gov)

**BIDS DUE May 17, 2021; 5:00 PM, Local Time**

#### SCHEDULE OF EVENTS

<b>Release ITB</b>	May 3, 2021
<b>Bid Due Date</b>	June 1, 2021
<b>Services to Begin</b>	July 1, 2021

All questions must be submitted no later than the due date 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 the Request for Quotation for Services and/or Products form. **Please contact Cara Taylor at 912-669-0100 or email [brittany.hickox@dph.ga.gov](mailto:brittany.hickox@dph.ga.gov) if you would like to schedule a time to view the property prior to submitting your bid.**

*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**

### **Weekly**

#### **Come on Tuesday, Wednesday and Friday**

1. Empty all trashcans and replace liners.
2. Sweep and mop waiting room, halls, bathroom floors and exam room floors using an approved germicidal cleanser.
3. Clean all restrooms and replenish supplies as needed.
4. Clean counters, sinks, exam room tables and doorknobs using an approved germicidal cleanser.
5. Wipe down lobby and exam room seats with approved germicidal cleanser.
6. Vacuum all carpeted areas.
7. Clean glass door and windows in waiting room.
8. Clean water fountain.
9. Dust all furniture, counters and windowsills. Dust off desks and computers.
10. Buff floors weekly.
11. Sweep main entrance.

### **Monthly**

1. Check for cobwebs and remove.
2. Wipe and clean exterior of cabinets as needed.
3. Clean wall tile in bathrooms.
4. Clean baseboards.

### **Quarterly**


1. Clean blinds.

**The contractor shall assume full responsibility and liability for himself/herself and his/her employees while on the premises and shall hold the Jeff Davis County Health Department harmless for any injury or damages caused by their negligence. The contractor must be bonded for at least \$25,000.00.**

**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.



**Georgia Department of Public Health**  
**Southeast Health District**  
 1101 Church Street  
 Waycross, GA 31501  
 (912) 285-6002  
[www.sehdph.org](http://www.sehdph.org)

Name of Company Submitting Quote

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

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

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

Quote Submission Deadline: June 1, 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](mailto:Brittany.Hickox@dph.ga.gov) at [brittany.hickox@dph.ga.gov](mailto:brittany.hickox@dph.ga.gov)

Send completed quote to the attention of: [Brittany Hickox](mailto:Brittany.Hickox@dph.ga.gov) at 1101 Church Street, Waycross GA 31501

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