

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

INVITATION TO BID
BID SOLICITATION DOCUMENT

SOLICITATION INFORMATION	
Solicitation Released:	March 21, 2022
Description:	Janitorial Cleaning Services
Agency:	Southeast Health District

SCHEDULE OF EVENTS			
Submission Deadline:	April 8, 2022; 5:00 PM, Local Time	Services to Begin:	July 1, 2022
All questions must be submitted no later than the submission deadline stated above. Answers are provided for informational purposes only and will not be considered binding unless incorporated by amendment to this bid solicitation.			

SUBMISSION DELIVERY	
Delivery Address:	Southeast Health District ATTN: Brittany Hickox 1101 Church Street Waycross, Georgia 31501
Bids may also be submitted by e-mail to brittany.hickox@dph.ga.gov	

SCOPE OF WORK
Provision of janitorial cleaning services for six (6) of our county health department locations. Please see Attachment A for further details.
The vendor MUST have professional liability insurance and a business license.
If you wish to schedule a time to view the property, please call Brittany Hickox at 912-285-6136.

ATTACHMENT A
Request for Janitorial Services

Southeast Health District is now accepting proposals from qualified contractors for the provision of janitorial cleaning services for the following six (6) locations:

1. Atkinson County Health Department
461 Albany Avenue East
Pearson, GA 31642
2. Bacon County Health Department
101 North Wayne Street
Alma, GA 31510
3. Brantley County Health Department
173 Florida Avenue
Nahunta, GA 31553
4. Charlton County Health Department
2587 Third Street
Folkston, GA 31537
5. Clinch County Health Department
285 Sweat Street
Homerville, GA 31634
6. Jeff Davis County Health Department
30 East Sycamore Street
Hazlehurst, GA 31539

Contracts will be awarded by location. Interested contractors are welcome to submit proposals for each county location, but it is not required. When submitting proposals, be sure to clearly mark which Health Department you are bidding on. Unmarked proposals shall not be considered for award.

Atkinson County Health Department

Twice weekly cleaning:

- Sweep floors in exam room with treated dust mop
- Vacuum offices and other carpeted areas
- Mop all tile floors
- Dust all furniture, counters, and window sills
- Clean and scrub all sinks and bathroom fixtures
- Clean blinds in all rooms and wash inside windows
- Clean bathroom walls
- Spot clean all other walls
- Wipe and clean cabinets
- Sweep down cobwebs in all areas
- Sweep floors in lobby, foyer, bathrooms, and waiting area
- Mop floors as needed
- Clean and sanitize bathroom mirrors, sinks, and commodes

General:

- Furnishing all labor and cleaning supplies
- Anything else necessary for a satisfactory appearance of the building and property as instructed by Nurse Manager

Bacon County Health Department

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; refill dispensers as needed
- Clean toilet bowls with "bowl clean" 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 desks, 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 the conference room and kitchen
- Dust, mop, or sweep all ceramic tile floors
- Vacuum open areas of the conference room, front office, and any area that is notable soiled

Weekly:

- Transport trash to designated area for trash pickup
- Clean and sanitize all telephones
- Dust all horizontal surfaces including sills, ledges, moldings, shelves, picture frames, etc.
- Clean and polish furniture including desks, chairs, and cabinets
- Clean all table and chair legs or pedestals
- Clean all sinks in all rooms of the building
- Damp mop all ceramic tile in lobby, halls, and bathrooms
- Clean all baseboards in all areas of the building
- Vacuum all carpeted areas in the building
- Inspect carpet and remove all spots and stains
- Remove spots, 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 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

Twice Yearly:

- Scrub, strip, clean, refinish, and machine polish all non-carpeted floors
- Machine shampoo entire carpe areas
- Clean the stove

General:

- Supply all labor and cleaning supplies
- Refill soap, toilet paper, paper towels and change light bulbs as needed – Health Department will provide these supplies
- Anything else necessary for a satisfactory appearance of the building and property as instructed by Nurse Manager
- Turn off all lights, lock doors according to instructions, turn on security system, and return thermostat to prior setting after each cleaning

Brantley County Health Department

Weekly:

- Empty all trashcans
- Vacuum all carpeted areas
- Clean conference room and kitchen area
- Dust mop and wet mop all tiled floor areas
- Clean and scrub all sinks and bathroom fixtures
- Clean water fountains
- Sweep and maintain building entrances free of trash
- Maintain supplies in all bathrooms, lab/exam rooms, and kitchen areas

Monthly:

- Clean blinds
- Spot clean walls and furniture
- Wipe and clean top of cabinets
- Dust panel molding and wipe wallpaper
- Check janitorial supplies and report what is needed
- Any other duties as indicated or when need arises

General:

- Supply all labor and cleaning supplies
- Anything else necessary for a satisfactory appearance of the building and property as instructed by the Nurse Manager

Charlton County Health Department

Bi-weekly:

- Sweep hallways and exam rooms on client wing and lobby
- Clean six (6) bathrooms by sanitizing and cleaning toilets and sinks, wiping down walls, cleaning mirrors, cleaning dispensers and metal fixtures, cleaning doors and light switches
- Check and refill all dispensers as needed
- Empty containers and refill liners
- Sweep all hard floors

Weekly:

- Sweep and mop hallways, kitchen, exam rooms, and lobby
- Clean reception/lobby glass and front door
- Clean all sinks in all rooms of the building
- Clean water fountain
- Vacuum all carpeted areas in staff and client wing
- Mop all restrooms

Monthly:

- Dust all furniture including desks, chairs, and tables in lobby, front office, conference room, and client wing
- Dust all exposed filing cabinets, bookcases, and shelves in lobby, front office, conference room, and client wing
- Dust blinds and air vents in all rooms
- Clean janitor closet
- Wipe clean vinyl furniture
- Vacuum cloth furniture
- Clean and polish all chrome fittings in restrooms
- Clean all baseboards in all areas of the building

Quarterly:

- Remove dust and cobwebs from ceiling areas

Annually:

- Shampoo all carpeted areas in staff wing and client wing (as needed)
- Clean windows inside (more often if needed)

General:

- Supply all labor
- Anything else necessary for a satisfactory appearance of the building and property as instructed by Nurse Manager

Clinch County Health Department

Weekly:

- Sweep hallways and exam rooms on client wing, kitchen, exam rooms, and lobby
- Vacuum all rugs
- Clean eight (8) bathrooms by sanitizing and cleaning toilets and sinks, wiping down walls, cleaning mirrors, cleaning dispensers and metal fixtures, cleaning doors and light switches
- Check and refill all dispensers as needed
- Vacuum all carpeted areas in client wing and staff wing
- Empty containers and refill liners
- Clean reception/lobby glass and front door
- Wipe front customer window counters and glass
- Wipe down/sanitize all chairs and toys in the front waiting area

Monthly:

- Dust all furniture including desks, chairs, and tables in lobby, front office, conference room, and client wing
- Dust all exposed filing cabinets, bookcases, and shelves in lobby, front office, conference room, and client wing

Quarterly:

- Dust blinds
- Remove dust and cobwebs from ceiling areas

Bi-annually:

- Wipe down baseboards and windows
- Clean windows inside (more often if needed)
- Strip, clean, wax, and buff floors of hallways, lobby, and exam rooms *Invoiced separately from regular monthly invoice*
- Shampoo all carpeted areas in client and staff wing *Invoiced separately from regular monthly invoice*

General:

- Supply all labor and cleaning supplies
- Change light bulbs at request of Nurse Manager
- Anything else necessary for a satisfactory appearance of the building and property as instructed by Nurse Manager

Jeff Davis County Health Department

Weekly (Tuesday, Wednesday & Friday):

- Empty all trashcans and replace liners
- Sweep and mop waiting room, halls, bathroom floors, and exam rooms
- Clean all restrooms and replenish supplies as needed
- Clean counters, sinks, exam room tables, and doorknobs
- Wipe down lobby and exam room seats
- Vacuum all carpeted areas
- Clean glass door and windows in waiting room
- Clean water fountain
- Dust all furniture, counters, and windowsills
- Dust all desks and computers
- Sweep main entrance

Monthly:

- Check for cobwebs and remove
- Wipe and clean exterior cabinets as needed
- Clean wall tile in bathrooms
- Clean baseboards
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Quarterly:

- Clean blinds

General:

- Supply all labor – cleaning supplies, chemicals, and vacuum cleaner will be provided by Jeff Davis County Health Department.
- Anything else necessary for a satisfactory appearance of the building and property as instructed by Nurse Manager

Vendor Profile & Certification

1. Business Name: _____

2. Business Owner(s) Name: _____

3. Business Address: _____

5. Business Telephone: _____ Email : _____

6. Federal Tax Identification Number (FEIN) : _____

7. References – list at least 3

Customer	Main Contact Person	Telephone Number

Please attach a copy of professional liability insurance, business license, and a completed W9

AUTHORIZED SIGNATURE: TYPED OR PRINTED NAME:

TITLE: _____ DATE: _____



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

REQUEST FOR QUOTATION FOR SERVICES AND/OR PRODUCTS*		
THIS IS ONLY AN INQUIRY, NOT AN ORDER		
COMPLETE ALL HIGHLIGHTED SECTIONS		
 Georgia Department of Public Health Southeast Health District 1101 Church Street Waycross, GA 31501 (912) 285-6002 www.sehdph.org	Quote Submission Deadline: April 8, 2022; 5:00 PM, Local Time	
	DATE: _____	
	COMPANY NAME: _____	
CONTACT NAME: _____		
Quantity/Unit	Item Description	Unit Price <i>Include Shipping</i>
_____	_____	_____
Detailed Description of Services to be Performed		
Provide clear, complete specifications including beginning, and ending dates; frequency performed; sample; delivery details; references, warranty and bonding information; etc. Attach additional pages, if necessary.		Total Services
_____		\$ _____

Signature of company representative: _____		
Send completed quote to the attention of <u>Brittany Hickox</u> at <u>1101 Church Street, Waycross, GA. 31501</u>		
*Any bid not meeting all requirements will be eliminated from considerations.		

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