

INVITATION TO BID
BID SOLICITATION DOCUMENT

SOLICITATION INFORMATION	
Solicitation Released:	March 21, 2023
Description:	Janitorial Cleaning Services
Agency:	Ware County Board of Health - Annex A&B
Agency Address:	1115,1121, and 1123 Church Street Waycross, Georgia 31501
Contact Information:	Michelle Hatcher 912-285-6002 michelle.hatcher@dph.ga.gov

SCHEDULE OF EVENTS			
Submission Deadline:	April 20, 2023; 5:00 PM, Local Time	Services to Begin:	June 1, 2023
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: Michelle Hatcher 1115 Church Street Waycross, Georgia 31501
Bids may also be submitted by e-mail to michelle.hatcher@dph.ga.gov	

SCOPE OF WORK
Provision of janitorial cleaning services for specified locations as stated in the attachments. Please see attachments for further details. The vendor MUST have professional liability insurance and a business license.
For more information, or to schedule a time to view the property, please contact Michelle Hatcher by phone or by e-mail.

Attachment A – Scope of Work

For Annex A Building

1115 Church Street Waycross, Georgia 31501

- Janitorial services will be provided once a week (Wednesday) during normal business hours (7:30 am-5:00 pm)
- Empty all trash receptacles and dispose of collected trash in commercial dumpsters on site
- Conduct complete cleaning which includes sweeping, mopping, disinfecting of the four restrooms, replenishing the toilet paper, paper towels, soap dispensers, and cleaning of the sinks and toilet bowls
- Conduct complete cleaning which includes sweeping, mopping, cleaning and disinfecting the kitchen, wiping down all countertops, chairs, and tables
- Conduct complete cleaning which includes sweeping, thoroughly vacuuming, mopping, cleaning and disinfecting of twenty-two office areas, one reception area, one lobby area, one records room, and one large conference room
- Conduct complete cleaning which includes sweeping, thoroughly vacuuming, mopping, cleaning and disinfecting of the mail room; which also includes dusting off the copy and fax machine and work areas
- Clean easy access windows every week in the offices, front doors, reception areas, and conference room
- Dust window blinds and clean window sills monthly
- Clean baseboards twice a year
- Shampoo carpet twice a year
- As well as anything necessary for the satisfactory appearance of the inside of the building

For Annex B Building

1121 and 1123 Church Street Waycross, Georgia 31501

- Janitorial services will be provided once a week (Wednesday) during normal business hours (7:30 am-5:00 pm)
- Empty all trash receptacles and dispose of collected trash in commercial dumpsters on site
- Conduct complete cleaning which includes sweeping, mopping, cleaning and disinfecting of three clinic/patient rooms
- Conduct complete cleaning which includes sweeping, mopping, cleaning and disinfecting of the five restrooms, replenishing the toilet paper, paper towels, soap dispensers, and cleaning of the sinks and toilet bowls
- Conduct complete cleaning which includes sweeping, mopping, cleaning and disinfecting the kitchen, wiping down all countertops, chairs, and two tables (one table in the kitchen and one table in the Women's Health area)
- Conduct complete cleaning which includes sweeping, thoroughly vacuuming, mopping, cleaning and disinfecting of the ten office areas, two reception areas, one lobby area, one records room, and one large conference room
- Conduct complete cleaning which includes sweeping, thoroughly vacuuming, mopping, cleaning and disinfecting of the two mail rooms; which also includes dusting off the copy and fax machine and work areas
- Clean easy access windows every week in the clinic/patient rooms, front doors, reception areas, and conference room
- Dust window blinds and window sills monthly
- Clean baseboards twice a year
- As well as anything else necessary for the satisfactory appearance of the inside of the building

Contractor furnishes all labor and assume full responsibility and liability while on the premises.

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		
 <p>1101 Church Street Waycross, GA 31501 (912) 285-6002 www.sehdph.org</p>	Quote Submission Deadline: April 20, 2023; 5:00 PM, Local Time	
	DATE: <input style="width: 100%;" type="text"/>	
	COMPANY NAME: <input style="width: 100%;" type="text"/>	
	CONTACT NAME: <input style="width: 100%;" type="text"/>	
Quantity/Unit	Item Description	Unit Price <i>Include Shipping</i>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
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
<input style="width: 100%;" type="text"/>		\$ <input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>		
<input style="width: 100%;" type="text"/>		
Signature of company representative: <input style="width: 100%;" type="text"/>		
Send completed quote to the attention of <u>Michelle Hatcher</u> at <u>1115 Church Street, Waycross, GA. 31501</u>		
<p style="color: red;">*Any bid not meeting all requirements will be eliminated from considerations.</p> <p style="color: red;">*Any bids received after the deadline must be postmarked 3 days prior to submission deadline date.</p>		

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



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

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: _____

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