

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

**INVITATION TO BID**  
**BID SOLICITATION DOCUMENT**

SOLICITATION INFORMATION		
Solicitation Released:	4/18/2024	
Description:	Janitorial Cleaning Services	
Agency:	Children's Medical Services - Bulloch County	
Agency Address:	1100 Brampton Avenue Statesboro, Georgia 30459	
Contact Information:	Michelle Hatcher 912-285-6002 <a href="mailto:Michelle.hatcher@dph.ga.gov">Michelle.hatcher@dph.ga.gov</a>	Jill Aldridge 855-473-4374 <a href="mailto:Jill.aldridge@dph.ga.gov">Jill.aldridge@dph.ga.gov</a>

SCHEDULE OF EVENTS			
Submission Deadline:	May 3, 2024; 5:00 PM, Local Time	Services to Begin:	July 1, 2024
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
<b>Bids may also be emailed to <a href="mailto:michelle.hatcher@dph.ga.gov">michelle.hatcher@dph.ga.gov</a></b>	

SCOPE OF WORK
<p><b>The vendor MUST have professional liability insurance and a business license.</b></p> <p><b>Provide janitorial services as stated in Attachment A for the Children's Medical Services - Bulloch County located at 1100 Brampton Avenue, Suite M, Statesboro, Georgia 30458</b></p> <p>For more information, or to schedule a time to view the property, please contact Michelle Hatcher or Jill Aldridge by phone or by e-mail.</p>

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**ATTACHMENT A**  
**REQUIRED SCOPE OF WORK**

The Children's Medical Services - Bulloch County is seeking a qualified contractor to clean the Statesboro office once per week.

**Labor to include:**

- Empty trash cans and remove trash throughout the office suite (including shredder).
- Clean and disinfect all restrooms.
- Clean and polish the stainless-steel sink in the kitchen.
- Clean lobby area.
- Clean glass windows throughout the office, door, and window in the front lobby.
- Clean windowsills.
- Clean/dust countertops/desks/furniture in all offices.
- Clean kitchen including microwave and exterior of appliances.
- Vacuum all carpets and rugs.
- Check supplies and replace them in restrooms and kitchen as needed.
- Replace fluorescent bulbs as needed.
- Sweep and mop floors in the kitchen and restrooms.
- Anything else that is necessary, e.g., cleaning spills and stains, for the satisfactory appearance of the office suite.
- The contractor furnishes all labor during work hours.

The janitorial company will furnish all labor and janitorial supplies, as needed. Children's Medical Services - Bulloch County will provide toilet tissue, paper towels (roll and multi-fold for dispensers), hand soap, vacuum, mop, and broom.




**Southeast Health District**

1101 Church Street, Waycross, Georgia 31501  
 Phone: 912-285-6002 Fax: 912-284-2980  
[www.sehdph.org](http://www.sehdph.org)

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**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 <a href="http://www.sehdph.org">www.sehdph.org</a>	<b>Quote Submission Deadline: May 3, 2024; 5:00 PM, Local Time</b>
	DATE: <input type="text"/> COMPANY NAME: <input type="text"/> CONTACT NAME: <input type="text"/>

Quantity/Unit	Item Description	Unit Price <i>Include Shipping</i>
<input type="text"/>	<input type="text"/>	<input type="text"/>

<p align="center"><b>Detailed Description of Services to be Performed</b></p> <p>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.</p>	<p><b>Total Services</b></p>
<input type="text"/>  <input type="text"/>  <input type="text"/>	<p>\$ <input type="text"/></p>

Signature of company representative:

Send completed quote to the attention of Michelle Hatcher at 1115 Church Street, Waycross, GA. 31501

\*Any bid not meeting all requirements will be eliminated from considerations.  
 \*Any bids received after the deadline must be postmarked 3 days prior to submission deadline date.

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**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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