



**STATE OF GEORGIA
DEPARTMENT OF COMMUNITY HEALTH**

**Request for Quote
RFQ Number 0612**

JANITORIAL SERVICES

For

**State Office of Rural Health
Cordele Office
502 South 7th St.
Cordele, GA 31015**

**Georgia Department of Community Health
2 Peachtree Street, N.W.
35th Floor
Atlanta, GA 30303-3159**

Released: June 12, 2006

Request for Quote (RFQ) #0612

For

Janitorial Services

The Georgia Department of Community Health, State Office of Rural Health (hereinafter referred to as “SORH”) located in Cordele, Georgia, is requesting that interested bidders provide a quote for janitorial services. The SORH building contains 7,100 square feet of space and is located on one level.

The following description identifies the responsibilities to be performed by the selected vendor:

1. Vacuum and clean all carpeted areas, bathrooms, kitchen, and empty wastebaskets, shredders, and replace with clean liners including trashcan outside of back door.
2. Sweep and mop non-carpeted areas.
3. Conduct detail cleaning of all restrooms including restocking hand soap, paper towels, toilet tissue and polishing metal in restroom.
4. Conduct detailed cleaning of the kitchen area including mopping of floors and wiping of counter tops.
5. Sanitize drinking fountains and telephones; refill all dispensers, as needed, clean all glass mirrors.
6. Clean all glass doors inside and out.
7. Clean interior glass panes of all windows once a quarter during the contract period.
8. Dust and remove webs from the interior of all windows, general office equipment, furniture and fixtures including, chair rails, baseboards, and top of filing cabinets, and remove all finger prints from all doors.
9. Purchase and maintain at least a one week backup supply of hand soap, paper towels and toilet tissue to keep on the premises.
10. All cleaning activities are for 2 days a week (Wednesday and Friday after work hours, with cleaning starting no earlier than 6:00 p.m. and no later than 11:00 p.m.) except where noted or other wise mutually agreed upon alternate day.
11. Notify DCH/SORH project leader with 24 hour prior notice to the day of cleaning if, for any reason, the cleaning service will not be provided or there is a need to change the day of service.
12. Adhere to all reasonable deadlines imposed by SORH for completion of work.
13. Secure SORH facilities at the completion of work.
14. Adhere to SORH’s policy of no children on the premises while performing work for SORH. Failure to comply may result in the termination of Contract.
15. Pay all taxes lawfully imposed upon Contractor.
16. Secure any licenses/permits that are required prior to and during the performance of work.
17. Return key at end of contract period.

Selection Criteria

The selection of a contractor will be based upon an evaluation of the following:

- The company's ability to perform all janitorial duties every Wednesday and Friday between the hours of 6:00p.m. to 11:00 p.m. or the next business day when there is a State holiday.
- The company's overall experience in janitorial service. Upon execution of this contract, contractor must show proof of insurance.

Proposal Submission Criteria

QUOTE SHALL INCLUDE THE FOLLOWING INFORMATION

- Company name;
- Name, address, telephone number, facsimile number and e-mail address of the company's representative assigned to the project;
- A description of the overall experience in performing cleaning/janitorial services for administrative offices, including three (3) references;
- An itemized price quote for the entire project.

Special Notification: Interested firms should respond in writing by **3:00 p.m. on Monday, June 19, 2006**. Please send your quote, in writing, including samples and other items pertinent to this RFQ to:

Marcine Sullivan
Procurement Division
Georgia Department of Community Health
2 Peachtree St., NW
35th Floor
Atlanta, GA 30303
(404) 656-0469 (phone)
(404) 657-0223 (fax)
E-mail: msullivan@dch.ga.gov

It is understood and agreed that quotes received in response to this RFQ will be valid for a period of one hundred and twenty days (120) days from June 19, 2006. The Department of Community Health reserves the right to reject all quotes and to award different projects contained herein to different proposers. Questions related to the RFQ may be directed to Marcine Sullivan by e-mail, or by calling (404)656-0469.

Proposals will be evaluated based on the evaluation criteria listed above, the background and experience of the vendor, the qualifications of key personnel, and the cost.

The award of this project will be contingent upon identification of funds.