

GORDON COUNTY BOARD OF COMMISSIONERS
Janitorial Services Gordon County Courthouse



The Gordon County Board of Commissioners is accepting sealed written bids from qualified vendors to provide cleaning services at the Gordon County Courthouse and the Gordon County Judicial Building.

Your written and sealed Proposal must contain at a minimum:

- An authorized signature.
- Complete Proposal Form with total cost of product and services
- Written oath stating the Vendor has not restricted competitive bidding. (Non-Collusion Affidavit form provided by county).

In addition, the successful vendor shall submit the following items within ten calendar days of written notification from the county of the bid award:

- Proof the Vendor is an authorized corporation and is authorized to do business in the State of Georgia.
- Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1) – E-Verify Form
- Written certification that the Vendor operates a drug-free workplace in accordance with O.C.G.A. 50-24-1 through 50-24-6 (form provided by county).
- Workman’s Compensation Insurance documentation of at least \$1,000,000
- Liability Insurance documentation of at least \$1,000,000

If you choose to submit a Proposal for the product and services, the County requires the vendor submit one original printed Proposal and two copies. Your sealed bid/proposal must be marked, “Janitorial Services - Courthouse” and delivered to the Gordon County Administration Building at 201 N. Wall Street, Calhoun, Georgia 30701 **no later than 2:00 p.m. on August 24, 2023**. Any response received after the deadline date and time will be returned unopened. All proposals will be publicly opened at that time and place.

No faxed or e-mail Proposals will be accepted; only sealed written proposals will be accepted. Incomplete responses may not be considered if the omissions are determined to be significant. No proposals shall be withdrawn for a period of 60 days after the opening.

The Gordon County Board of Commissioners reserves the right to accept, or reject, any and all proposals received and/or disregard informalities in the proposals received. If additional information is needed, contact Charmon VanDyke, Gordon County Purchasing Manager at bids@gordoncounty.org

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Communications:

All Communications regarding this proposal should be communicated through Gordon County Purchasing. Telephone inquiries will not be accepted. Any questions regarding this proposal should be submitted to Charmon VanDyke via email – bids@gordoncounty.org. Your question must contain the company name, address, telephone number and proposal name.

No Electronic Transmissions of Proposals: The County will not accept or consider oral, telegraphic, electronic, and facsimile or telephone proposals or modifications.

THE RESPONDERS SHALL:

Review and be familiar with the enclosed proposal specifications. Failure to review the specifications will not relieve the successful vendor of an obligation to furnish all products, services and labor necessary to carry out the provisions of the contract.

The County shall not be liable for any costs incurred by a respondent prior to entering into contract. Therefore, all respondents are encouraged to provide a simple, straightforward, and concise description of their ability to meet the project requirements. The County may solicit information from any available source concerning any aspect of this proposal and seek and review any other information deemed pertinent to the evaluation process,

Award:

While the County is entertaining a proposal, it will not be bound to award the proposal.

The County may contact and evaluate the vendor's and any subcontractor's references; contact any vendor to clarify response; contact any current or past users of a vendors or subcontractors services.

The County will not be obligated to accept the lowest offer but will make an award in the best interest of the County after all factors have been evaluated.

The County will be the sole judge of the successful offer. The County reserves the right to award a contract to other than the vendor submitting the lowest total price and to negotiate with any and all vendors. Vendors are advised that it is possible that an award may be made without discussion or any contact concerning the proposal received. Accordingly, proposals should contain the most favorable terms from a price and technical standpoint, which the vendor can submit to the County. **DO NOT ASSUME** that you will be contacted or afforded an opportunity to clarify, discuss or revise your proposal.

The County has, within the purchasing policies, a Local Bidder Privilege as defined below:

Because bids awarded to "local" vendors contribute to the Gordon County tax base and promote the local economy, the Gordon County Board of Commissioners has determined that, under

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certain circumstances, such “local” vendors shall be provided an additional privilege when bidding against non-local vendors.

If a “local” vendor’s bid shall meet all specifications and is not more than four percent (4%) of the lowest responsive and responsible bidder, the lowest bidding “local” vendor shall be given one (1) business day from the opening of such bids in which to notify the Purchasing Director that it agrees to match the low bid submitted by any non-local vendor. If such “local” vendor shall not agree to match the low bid, then the next lowest “local” vendor, if any within this specified category, shall be given one (1) business day there from to notify the Purchasing Director that it agrees to match the low bid submitted by any non-local vendor, and so on until all “local” vendors who fall within the specified category have had an opportunity to match the low bid.

This privilege or preference shall not apply to road construction or public works projects otherwise governed by Georgia Law or to the purchase of any other goods and/or services, for which such preference is prohibited by Georgia Law.

A “local” vendor for purposes of this section shall be defined as a vendor maintaining a physical presence within Gordon County, including, but not limited to the maintenance of one (1) or more offices within Gordon County with continuous employment of not fewer than two (2) persons at such office(s) for more than six (6) months prior to the submission of such bid. The mere maintenance of a post office box within Gordon County shall not qualify a vendor as “local” for purposes of this policy.

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Tentative Calendar of Events:

Proposal Posted: August 7, 2023

Mandatory Pre Proposal Meeting August 15, 2023
At 10AM
Gordon County Courthouse
Back Porch located at 100 Wall Street – Calhoun, GA 30701

Proposal Opening: August 24, 2023 at 2:00 p.m.
201 N. Wall Street
Calhoun, GA 30701

Evaluation August 24 thru September September 7, 2023

Anticipated Start Date October 2, 2023

Other:

The successful proposing Vendor shall not assign or transfer any interest in the contract or subcontract any part of the contract without prior written approval from the County.

THE COUNTY SHALL: Pay the contractor in payments with terms of NET 60 unless cash discounts are offered for early payment.

To bid on this contract a vendor must have three (3) or more years experience in similar circumstances as outlined in this Proposal. Interested contractors must be able to provide equipment, staff and resources needed to effectively perform the service.

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Safety

The contractor shall emphasize and enforce common safety standards. Contractor employees should wear necessary safety equipment when providing the service.

Equipment

The contractor shall be responsible for providing any and all equipment needed to satisfactorily provide the services listed in this Bid.

Employment

The contractor shall hire, employ, supervise and pay the full compensation of all employees needed to adequately provide services. The contractor shall ensure that all employees maintain appropriate attire identifying each worker as an employee of the contracted company. The contractor shall also be responsible for paying all appropriate income taxes, social security, insurance, workers' compensation, etc. on all individuals employed by the contractor.

Length of Contract

The County wishes to contract with a service provider for a period of 12 months with the option of renewing the contract for additional one-year terms.

Contract Renewal

The contract will automatically renew each year if the County has not given notice of intent to not renew 30 days or greater than the renewal date.

Contract Price Increases

Contractor is to provide a contract price increase notice 60 days or greater prior to renewal date. If no notice is received by the County the contract will automatically renew at the price of the prior year.

Standards of Quality

Standards of quality shall be determined by the Building and Grounds Director. If service results are deemed unsatisfactory by the Buildings and Grounds Director, the contractor shall be required to perform all additional necessary services up to a satisfactory level. If, in the opinion of the Buildings and Grounds Director, continued unsatisfactory services are provided - this is grounds for termination of the contracted services.

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The contractor shall be responsible for cleaning the Courthouse and Judicial Building . The following are the activities to be performed:

Elections Office Cleaning Schedule

All Office Area's

- Carpeted Areas - Weekly- vacuumed
- All windows and customer service countertops - Cleaned Weekly (inside office area and outside in lobby area)
- Window sills - monthly-wipe down
- Windows - monthly - cleaned inside and outside

Early Voting/Training Room

- Swept and mopped - monthly

Public Lobby and All Hallways

- Swept and mopped - weekly
- Windows and window sills -monthly- cleaned and wipe down
- Entrance Glass Doors - weekly- cleaned
- Black trim and baseboards - monthly- cleaned and wipe down

Employee Break Room/Kitchen Area and Staff Bathroom/Public Bathroom

- Kitchen - weekly- floor swept and mopped, sink and countertops cleaned and sanitized
- Kitchen - monthly- wipe down cabinets and baseboards
- Bathrooms - weekly - floor swept and mopped, cleaned and sanitized
- Bathrooms - monthly - wipe down baseboards and bathroom stall doors

Election Equipment Storage Area

- Floor swept and mopped - monthly

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1st Floor Judicial Building - Clerk of Superior Court

Both Bathrooms to be cleaned weekly
Breakroom to be cleaned weekly
Main office, Grant's office and Deed room to be swept and mopped weekly.
Rugs Vacuumed weekly
Monthly - window sills wiped down (wipe trim areas for cobwebs and bugs, etc)
Monthly - windows cleaned (inside only)

Assembly Room

Bathrooms to be cleaned weekly
Swept and mopped weekly
Rug Vacuumed weekly
Monthly - window sills wiped down (wipe trim areas for cobwebs and bugs, etc)
Monthly - windows cleaned (inside only)

Main Lobby/Public Stairwell

Mopped Weekly

Private & Public Elevators

Walls sanitized and floor mopped - Weekly

Private Stairwell

Swept - Weekly
Mopped - Monthly

Lobby Windows

Monthly - window sills wiped down (wipe trim areas for cobwebs and bugs, etc)
Monthly - windows cleaned (inside only)

NOTE:

Emptying trash cans will remain a Gordon County Housekeeping responsibility.

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2nd Floor Judicial Building - Superior Court

Judges Offices

Bathrooms - weekly - floor mopped, countertops & sink sanitized & mirror cleaned
Kitchen Areas - weekly - floors mopped, sinks & countertops sanitized,
Carpeted Areas - weekly - vacuumed
Window sills - monthly - vacuumed or wiped down
Windows - monthly cleaned (inside only)

Court Reporters & Law Clerk Offices

Carpet vacuumed - weekly

Courtrooms

Carpet vacuumed - Weekly
Surface areas - tables, benches - dusted/wiped down weekly
Decorative Paneling & Pews & Juror Seating - dusted Monthly

Jury Rooms & Jury Bathrooms

Jury Room - Weekly - vacuumed - table tops sanitized
Jury Bathroom - Weekly - floor mopped, countertops & sink sanitized & mirror cleaned

Employee Breakroom/Kitchen Area -

Breakroom Kitchen - Weekly - sink, floor mopped, sink table and countertops sanitized
Breakroom Bathroom - Sanitized Weekly - floor mopped, countertops & sink sanitized & mirror cleaned

Public Lobby & Hallway

swept and mopped weekly
Public Restrooms - Weekly - floor mopped, countertops & sink sanitized & mirror cleaned
Paper towels & toilet paper refilled - Weekly

Employee Hallway & Entrance Lobby (back door entrance)

Floor Swept and Mopped - Weekly
Window trim - monthly (wipe trim areas for cobwebs and bugs, etc)
Windows cleaned - Quarterly (inside windows around entryway/elevator)

Witness Rooms & Lawyers Lounge

Weekly - floor vacuumed & tables sanitized
Monthly - window sills wiped down (wipe trim areas for cobwebs and bugs, etc)
Quarterly - windows cleaned (inside only)

3rd Floor - Law Library

Carpet - vacuumed weekly
Desk and Tables - sanitized weekly

NOTE:Emptying trash cans will remain a Gordon County Housekeeping responsibility.
Include Probate & Magistrate floors with this cleaning schedule.

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3rd Floor Judicial Building - District Attorney=s Office

DA's Office, Grand Jury Room, Front Lobby

DA's Private Hallway (from front lobby all the way around to drug court entrance/door)

Swept & mopped - weekly

Grand Jury Room & GJ Office

Vacuum & all surface areas dusted and wiped down - weekly

Employee Breakroom/Kitchen Area & Bathroom -

Kitchen - Weekly - floor swept and mopped, sink and countertops sanitized

Bathroom - Weekly - floor swept and mopped, all cleaned & sanitized

Paper supplies refilled weekly

DA's Conference Room & VA Conference Room

Vacuum, dust and sanitize surfaces weekly

(inside windows & trim wiped for cobwebs & bugs, etc)

Public Lobby & Hallway

Weekly - swept and mopped

Public Restrooms - weekly - floor swept & mopped, all surfaces cleaned & sanitized

Paper Towels & toilet paper refilled - weekly

NOTE:

Emptying trash cans will remain a Gordon County Housekeeping responsibility.

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PROPOSAL RESPONSE REQUIREMENTS

Give the names of the person(s) who will be authorized to make representations for the proposer, their title(s), address(es), and telephone, e-mail and fax number(s).

The signer of the proposal must declare that the proposal is in all respects fair and in good faith without collusion or fraud and that the signer of the proposal has the authority to bind the principal proponent.

Include all documents required by Gordon County.

Yearly Price _____ ***no fuel surcharge or others charges shall be paid in addition to this price proposal.***

Contractor is to invoice the County in 12 equal amounts during the contract period

List on separate page - 3 references of similar projects – include full contact information – Company, Name, Address, Phone Number

Company Name: _____

Authorized Proposer: _____ Date _____

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List any Deviations to this Proposal:

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Acceptance of Terms of this Agreement

Name of Proposer: _____

Contact Person: _____

Address: _____

City/State/Zip: _____

Telephone: _____ Fax: _____

E-mail: _____

Authorized Signature _____ Title: _____

Name Printed: _____ Date: _____

It is agreed by the above signed proposer that the signature and submission of this proposal represents the proposer's acceptance of all terms, conditions, and requirements of the proposal specifications and, if awarded, the proposal will represent the agreement between the parties.

The proposer agrees that the cost of any work performed, materials furnished, services provided, or expenses incurred, which are not specifically delineated in the proposal documents, but which are incidental to the scope, intent, and completion of this contract, shall be deemed to have been included in the prices for the various items scheduled.

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NON-COLLUSION AFFIDAVIT OF PRIME PROPOSER

STATE OF _____ COUNTY OF _____

I _____, being first duly sworn, depose and say that;

He/she is _____ of _____, the proposer that has submitted the attached proposal;

He or she is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal; Such proposal is genuine and is not a collusive or sham proposal; Neither the said proposer nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, conspired, connived, or agreed, directly or indirectly with any other proposer, firm or person to submit a collusive or sham proposal in connection with the contract for which the attached proposal has been submitted or to refrain from proposing in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other proposer, firm or person to fix the price or prices in the attached proposal or of any other proposer, or to fix any overhead, profit, or cost element of the proposal price or the proposal price of any other proposer, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against the Gordon County Board of Commissioners or any person interested in the proposed contract; and

The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the proposer or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Proposer: _____

By: _____

Name Printed: _____

Title: _____

Date: _____

Subscribed and sworn to me this _____ day of _____, 20__.

NOTARY PUBLIC: _____

Commission Expires: _____

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DRUG-FREE WORKPLACE CERTIFICATE

By signature on this certificate, the contractor certifies that the provisions of O.C.G.A. Section 50-24-1 through 50-24-6 related to the "Drug-Free Workplace Act" have been complied with in full.

The contractor further certifies that:

1. A drug-free workplace will be provided for the contractor's employees during the performance of the contract; and
2. Each contractor who hires a subcontractor to work in a drug-free workplace shall secure from that subcontractor the following written certification: "As part of the subcontracting agreement with (contractor's name), (subcontractor's name) certifies to the contractor that a drug-free workplace will be provided for the subcontractor's employees during the performance of this contract pursuant to O.C.G.A. Section 50-24-3(b)(7)."

By signature on this certificate, the contractor further certifies that it will not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of this contract.

Contractor: _____

By: _____

Name Printed: _____

Title: _____

Date: _____

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**CONTRACTOR'S
AFFIDAVIT AND AGREEMENT**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of Gordon County Board of Commissioners has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

Name of Project

GORDON COUNTY BOARD OF COMMISSIONERS
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, _____ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF _____, _____.

NOTARY PUBLIC

My Commission Expires:
