



QUOTATION: FOR CLEANING SERVICES

Cleaning Services Cleaning Services Specifications Instructions/Information to Prospective Bidders

Invitation to Bid

Housing Authority Fulton County is requesting proposals for Cleaning Services for the Administrative Office located at 4273 Wendell Drive Atlanta, GA 30336. If you are interested in bidding an intent to bid response is requested and due by March 29th, 2024.

Schedule of Events

Release of RFP February 12,2024

Deadline for submission March 30,2024

Selection of Service provider on or about April 3, 2024 (on HAFC website)

Contractors' orientation will be held on April 9th, 2024, at 10AM in the administrative office.

Inquiries

Questions regarding this RFP are to be submitted to RFP@hafc.org with "Cleaning Services" in the subject line. Questions regarding this RFP will only be accepted by email.

Process for Submitting Proposal

Proposals delivered on the day of the deadline must be received at (HAFC) Administrative Office Housing Authority Fulton County. by 5:00 p.m.

Mailed proposals shall be sent to 4273 Wendell Drive Atlanta, GA 30336. Proposal should be clearly marked: "**Cleaning Services**" on the outside of the envelope and addressed to the Administrative Assistant. Emailed proposals shall be sent to RFP@hafc.org with "Cleaning Services" in the subject line. Proposals received after the due date will be rejected. The

proposal offer acknowledges the right of HAFC to accept or reject any or all proposals and to waive any informality in any proposal received.

Information Required with Proposal

The proposal should include the following: • Estimated cost (page 5)

- References
- W-9
- Certificate of Insurance Cleaning Services

Supplies

The service provider shall provide all cleaning equipment and supplies including trash can liners, paper towels, toilet tissue, and liquid soap, floor cleaning products, polishes, etc. As an alternative in the proposal, please indicate project cost if HAFC supplies all cleaning products.

Description of Work – Administrative Office (square footage: 9809)

A. The general areas to be serviced Three (3) times a week, to include the following: Lobby & Entrance, Restrooms, General Office Areas, Stairwells, Private Offices, Training rooms.

1. Empty wastebaskets, replace liner, recycle material in proper receptacles (if applicable)
2. Dust and disinfect (where appropriate) furniture, including desktops, computes equipment, tables, and chairs with treated cloth
3. Vacuum carpeting and runners (as needed)
4. Damp mop all tile floors
5. Clean with sanitary spray and polish to a shine all dispensers, mirrors, sinks, and faucets
6. Wipe clean and polish all splash areas
7. Scrub toilet and urinal interiors with a liquid abrasive and flush afterwards
8. Fill paper towel dispensers and add toilet paper to holders. Leave one extra roll of toilet paper in each bathroom.
9. Sweep floor, apply solution, clean around wall, under toilets and urinals. Wet mop entire floor surface
10. Clean and sanitize drinking fountains and door handles
11. Clean and remove fingerprints from door glass and interior office windows, and from all glass-topped furniture
12. Remove trash recycling to appropriate outside dumpster
13. Inspect area; secure doors and lights (doors found locked shall be re-locked)

Specifications for HAFC office – Fulton County (approximately square footage:1500)

- Entrances, lobbies, office area, private offices and restrooms three times a week
1. All cleaning as specified under general cleaning
 2. Clean and disinfect telephones weekly
 3. Inspect area; secure doors and lights (doors found locked shall be relocked)

Specifications for HAFC office – Fulton County

- Janitorial services shall be performed after 5:00 p.m. or before 8a.m. Additionally, HAFC/ Board room is used every Third (3) Thursday of every month in the evenings for Board meetings. The service provider must not interfere with any scheduled meeting(s).
 - The following holidays are excluded: HAFC holidays – New Years, Martin Luther King, Easter Monday, Memorial, 4th of July, Labor, Veterans, Thanksgiving, Thanksgiving Friday, and Christmas (24th, 25th, 26th). If the HAFC offices will be closed on days before or after the above holidays, note: the policy of closings if the holiday fall on a weekend: if the above holiday(s) falls on Saturday, the holiday will be observed on Friday, if the holiday fall on a Sunday the holiday will be observed on Monday.
 - The janitorial service shall provide a working supervisor capable of fluently speaking, reading, and writing English.
 - For security purposes, the service provider shall be required to submit a list including the names and addresses of the personnel who will be regularly assigned to HAFC. In addition, all janitorial staff assigned to HAFC must be bonded and insured. All janitorial staff shall wear a work uniform that clearly displays the company name.
 - The service provider warrants, covenants and otherwise agrees that the personnel it sends to HAFC shall be responsible individuals free of felony convictions.

- The service provider may not substitute any employee on HAFC property without prior notification to HAFC. If an employee is to be utilized, they must report it to HAFC 24 hours in advance.
- The service provider’s personnel shall not disturb papers on desk, or open drawers, cabinets, files, or bookcases.
- HAFC telephones shall not be used by the service provider’s personnel for personal use.
- Under no circumstances shall the service provider’s personnel be allowed to bring visitors, children, or other relatives into HAFC building(s).
- The service provider shall assume full responsibility for the actions of its employees or agents and shall repair or replace any damaged item or area of HAFC facility caused by the actions of its employees or agents unless said damage occurred under circumstances beyond their reasonable control as determined by HAFC.

Overall Requirements – continue

Qualified service provider shall contain all of the following procurement provisions, as applicable:

- Equal Employment Opportunity Act
- Copeland “Anti-Kickback” Act
- Davis – Bacon Act
- Contract Work Hours and Safety Standards
- Rights to Inventions Made Under a Contract or Agreement
- Clean Air Act and the Federal Water Pollution Control Act
- Byrd Anti-Lobbying Amendment
- Debarment and Suspension
 - Remedies
 - Termination
- Affirmative Consideration of Minority, Small Business and Women-Owned Business Qualifications and Experience The qualified service provider must satisfy the following requirements:
 - Maintain a permanent place of business.
 - Have adequate manpower and equipment to perform the services in adequate manner.
 - Have satisfactorily furnished services of familiar size and scope for a period of at least 12 months.

Selecting Proposal

FCHA reserves the right to consider proposals based on their relative merit, risk, and values to the organization, and reserves the right to negotiate with all service providers. Evaluation offers will be based upon the Vendor’s responsiveness to the RFP and the total price quoted for all items covered by the RFP. The successful service provider may be asked to participate in negotiations and may be asked to revise their proposals based on their negotiations. In submitting a proposal, each service provider acknowledges that they have read and understand these requirements.

Evaluation Criteria

The following criteria will be used to evaluate each service provider’s proposal:

- Adequacy of the proposed methodology of the vendor
- Skill and experience of key personnel • Demonstrate company experience • Other technical specifications (designated by program requesting proposals)
- Compliance with administrative requirements of the request for proposal format, due date etc.



- Vendor’s demonstrated commitment to the nonprofit sector
- Results of communications with references supplied by vendor.
- Ability/commitment to meeting time deadlines.
- Cost
- Minority – or women-owned business status of vendor
- Other (specified by program)
- Vendor’s financial stability

Rejection of Proposal

Fulton County Housing Authority. reserves the right to accept or reject any and all proposals and to waive any minor discrepancies or technicalities in the proposal or specifications, which are required to complete this project, or when deemed to be in the best interest of Fulton County Housing Authority.

Confidentiality

All information presented in this RFP, including information subsequently disclosed by Housing Authority Fulton County, during the proposal process, shall be considered confidential and should not be released to outside parties. This document represents a request for proposal only and in no way should be construed as a contract or letter of intent.

Project Deliverables

All recommendations identified during this engagement will be documented and reviewed by the Housing Authority, management. All deliverables produced during the engagement are for the sole use of Housing Authority Fulton County’s management. All work papers, analyses and final reports will remain the property of Housing Authority Fulton County.

Cost of Bid

The Respondent shall bear all costs associated with the proposal meeting(s), interview(s), preparation and submission of the bid and Housing Authority Fulton County, shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

Vendor Name: _____

Contact information: _____

References

Provide at least three (3) references

Company Name: _____

Address: _____

Type of Business: _____

Contact Person: _____

Telephone & Fax Number: _____

Company Name: _____
 Address: _____

Type of Business: _____
 Contact Person: _____
 Telephone & Fax Number: _____

Company Name: _____
 Address: _____
 Type of Business: _____
 Contact Person: _____
 Telephone & Fax Number: _____

Authorized Representative: _____
 (Print or type name)

Signature: _____

Date: _____

Monthly Service Cost Estimate

Location	SQ. Footage	Service Frequency	Monthly Cost with supplies	Monthly Cost without supplies
Housing Authority Fulton County 4273 Wendell Drive, Atlanta, GA 30336	Approximately 5,809	Mon-Fri		
Housing Authority Fulton County 4273 Wendell Drive, Atlanta, GA 30336	Approximately 5,809	Three times per week		
Housing Authority Fulton County 4273 Wendell Drive, Atlanta, GA 30336	Approximately 5,809	Twice per week		