

Invitation to Bid

Date Issued: May 18, 2017

RFP# Hart-Janitorial-2018-01

Sealed proposals from suppliers will be received by the Hart County Health Department at 64 Reynolds Street, Hartwell, GA 30643 until 10:00 am legally prevailing time June 16, 2017 for Janitorial Services at the Hart County Health Department.

There will be a mandatory site visit for interested bidders on Monday, June 5, 2017 at 10:00 am at the aforementioned location. Bid documents are available for pick up at the Health Department and by download from www.phdistrict2.org.

At 10:00 am on Tuesday, June 20, 2017, Bid Proposals will be publicly opened and read at the Hart County Health Department. No extension of the bidding period will be made.

No bid may be withdrawn after time has been called on the date of opening. The Hart County Health Department reserves the right to reject any or all bids and to waive technicalities and informalities.

Hart County Health Department
Carolyn Hicks, Office Manager
(706) 376-5117

Hart County Health Department

64 Reynolds Street
Hartwell, GA 30643

Invitation to Bid

It is the intent of the Hart county Board of Health to obtain sealed bids from qualified professional janitorial service providers to furnish services, including but not limited to the development, management, monitoring and provision of high quality janitorial, cleaning and custodial services at the Hart County Health Department. The Board desires a clean, aesthetically pleasing, safe, professional environment on a consistent basis. The Contractor shall furnish all labor, materials, and equipment required to fulfill the terms and conditions of this RFP as outlined in these specifications.

- A. Scope of Work:** This specification covers Janitorial Services for the Hart County Health Department located at 64 Reynolds Street, Hartwell, GA 30643.
- B. Vendor Information:** The services offered will be comparable with the detailed requirements listed below unless otherwise noted.

Carolyn Hicks or her designated representative is the Contract Administrator.

The building housing the health department contains approximately 6,500 total square feet.

NOTE: All work will be done in a professional manner and **all equipment in the building will not be tampered with and/or will not be used by the Contractor or the Contractor's Staff/Representatives.**

1.0 DAILY OBJECTIVES

The following task objectives are to be completed on Wednesday and Friday of each week in all areas of the building. The contractor will provide all chemicals and equipment necessary to complete these tasks. This is the meaning of the statement hereinafter **"The Contractor will provide all chemicals, papers and equipment to complete these tasks"**.

1.1 Clean Restrooms:

- Clean/polish all stainless steel dispensers/disposal units
- Clean all fixtures, commodes, urinals, washbasins, mirrors, waste receptacles, dispensers, metal partitions, and wall surfaces, utilizing a professional grade cleaner/disinfectant.
- Raise commode seats.
- Sweep and wet mop and/or scrub floor utilizing a professional grade and surface safe cleaner/disinfectant so that the floor surface is thoroughly clean.
- All waste receptacles shall be emptied and wiped clean with professional grade disinfectant. A clean trash liner will be inserted into the clean waste receptacle.
- All supply dispensers shall be filled: paper towel, soap and toilet paper dispensers, making sure paper towel dispensers are not over filled and towels are inserted correctly.
- Damp wipe and clean doors, door handles and window ledges, utilizing a professional grade cleaner/disinfectant.
- Clean door thresholds

1.2 Floor Care:

- Sweep and mop all tile floor areas, including the Conference Room, with a professional grade, surface safe floor cleaner/disinfectant.
- Sweep and mop foyer areas with a professional grade, surface safe floor cleaner/disinfectant.
- Scrape/remove gum, labels, scuff marks, etc. from all floors.
- Vacuum all carpeted areas, including floor mats at each door entrance.
- Spot clean carpet as needed.

1.3 Trash Removal:

- Empty all trash receptacles located throughout the building and remove trash to dumpster in back parking lot area.
- Replace all trash liners.
- Empty all “biohazard” bags and replace liners. Remove waste to Biohazard Room.

1.4 Clean Examination Rooms and Laboratories:

- Clean sinks, counter tops and exam tables with professional grade and surface safe disinfectant.
- Polish sinks and chrome.
- Refill paper towel dispensers so that paper towels are inserted correctly and dispensers are not overfilled.
- Clean and polish chrome paper towel dispensers.

1.5 Clean Break Area & Conference Room:

- Clean all tables and counter tops with a damp rag utilizing a professional grade and surface safe cleaner/disinfectant.
- Clean sink in break room.
- Refill paper towels as needed so that paper towels are inserted correctly and dispensers are not overfilled.
- Clean glass table top in Conference Room.

1.6 Clean Main Entrances, Main Lobbies, Waiting Areas and Main Corridors:

- Clean all interior and exterior door glass and front desk window, removing all spots and fingerprints.
- Spot clean seats and furniture. Remove all gum, stickers, etc.
- Wipe off all tables with a damp rag utilizing a professional grade and surface safe cleaner/disinfectant.
- Remove trash from under tables and chairs.
- Sweep outside entranceways.

1.7 Check and Report on Lighting, Inside and Outside:

- Check lights and advise of all defective lights including security lights on corners of building. Leave message on folder located in janitor’s closet.

1.8 Closing Instructions and Building Security:

- Clean and organize janitor’s closet.
- Shut off all interior lights.
- Close and lock all designated interior doors.
- Leave a report of any designated problems on folder in janitor’s closet.
- Ensure that all exterior doors are properly closed and locked.

- Arm security system.
- Notify police of any incidents or suspicious activities.

2.0 WEEKLY OBJECTIVES

Note: The Contractor will provide all chemicals, papers and equipment to complete these tasks.

2.1 Seating, Furniture and Sanitizing Dispensers:

- Clean and disinfect all waiting area/reception seats, furniture and hand sanitizer dispensers with surface safe and professional grade disinfectant solution.

2.2 Cabinets and Walls:

- Remove spots, stains and marks from cabinets and walls. Use a surface safe, professional grade cleaning solution if necessary.

2.3 Walls, Doors and Door Frames:

- Remove cobwebs, spots, stains and marks from walls, doors and door frames.

2.4 Door Handles:

- Clean each door handle at least weekly with mild cleaning solution.

2.5 Furniture:

- Dust all furniture, including conference room tables and chairs.

3.0 MONTHLY OBJECTIVES

Note: The Contractor will provide all chemicals, paper and equipment to complete these tasks.

3.1 Blinds and Windowsills:

- Thoroughly dust all blinds and windowsills.

3.2 Baseboards:

- Clean all baseboards with a professional grade cleaner/disinfectant to remove spots and splash marks.

4.0 QUARTERLY OBJECTIVES

Note: The Contractor will provide all chemicals, paper and equipment to complete these tasks.

4.1 Floor Care:

- Spray buff/polish all vinyl tile floor areas. All hard and resilient tile flooring will be burnished with an ultra-high speed buffing machine, 1500 rpm's or faster. **Must have a qualified floor technician only with at least five (5) years experience to apply chemicals and treat flooring surface.**

5.0 ANNUAL OBJECTIVES

Note: The Contractor will provide chemicals, papers and equipment to complete these tasks.

5.1 Floor Care:

- Machine scrub, rinse with clear water and re-coat with floor finish all hard and resilient tile flooring. The floor finish must have three (3) coats of finish containing 25% solids or four (4) coats containing 21% solids and two (2) coats of sealer. When dry, the re-coated flooring will be burnished with an

ultra-high speed buffing machine, 1500 rpm's or faster. The burnished area shall have a uniform high luster. **Must have a qualified floor technician only with at least five (5) years experience to apply chemicals and treat flooring surface.**

- All carpeted floors and rugs shall be cleaned using steam extraction method. **(No rotary carpet cleaners.)**

5.2 Mini Blinds:

- Clean all mini blinds by washing with a mild cleaning solution.

5.3 Windows:

- Clean all interior and exterior of all windows in the Spring after the pollen has settled.

6.0 GENERAL REQUIREMENTS

6.1 Supplies and Equipment Provided by the Contractor:

The Contractor will provide all chemicals, cleaning equipment, cleaning products, mops, brooms, buckets and other items necessary to accomplish cleaning in a professional and acceptable manner. The Contract Administrator has the right to request a change in chemicals should any staff member, client, or Health Department representative or affiliate become sensitive or allergic to any product used.

6.2 MSDS:

The Contractor will provide MSDS to the Contract Administrator within 10 (10) business days of the contract start date. The Contractor is responsible for submitting new MSDS to the Contract Administrator upon use of a new chemical. Should a chemical cease to be utilized, the Contractor must communicate such to the Contract Administrator so that MSDS shall be kept up to date.

6.3 Supplies Provided by the Hart County Health Department:

The Hart County Health Department will provide the following items: paper hand towels, hand soap, toilet paper, spray deodorizers, hand sanitizer, feminine sanitary products, trash can liners and trash bags. Contractor personnel shall not use other clinical or office supplies, i.e., exam gloves, bandages, syringes, paper etc.

6.4 Personnel Training, Work Attire and Screening:

- Contractor personnel must be experienced and trained in proper Custodial/Janitorial procedures, methods and materials.
- Contractor personnel are to wear clean uniforms with Contractor's company name. (Company T-shirts with jeans or khaki pants are acceptable.)
- Contractor personnel must be readily identifiable as an employee of the Contractor by wearing a clearly visible ID Badge with his/her picture, employee's full name and Contractor's name.
- Contractor personnel must not have a criminal history or have been convicted of a felony.
- A criminal background investigation report shall be conducted on each employee by a credible law enforcement agency upon award of the contract. Contractor and each of his/her employees shall sign a "Background Investigation Release Form" and provide a copy of reports to the Hart County Health Department to be kept on file. Contractor shall immediately notify Hart County Health Department of any "**NEW**" employees hired during the duration of the contract. No "**NEW**" employee will be allowed to report to the job site prior to the completion of a "Background Investigation Report".

- Contractor personnel must be 18 years of age or older unless prior approval is obtained.
- Contractor personnel are not allowed to bring unauthorized persons (Contractor personnel children/family members, un-approved contractors, etc.) into the building after hours or without permission from the Contract Administrator or her representative.

6.5 Contractor Supervisory Personnel Duties:

- Contractor will provide one agent, representative, boss, supervisor or foreman with each work crew for each scheduled work shift.
- Supervisory personnel will be responsible for keys and security pass code. Keys will be in the supervisor's possession at all times.
- Supervisory personnel shall check each area to insure quality requirement of each task performed in accordance with the specifications stated herein.
- Supervisory personnel will be responsible for training, instilling discipline and ensuring that all security standards are observed and enforced.
- Supervisory personnel will be responsible for verifying all weekly, monthly, quarterly and annual tasks are performed in compliance with specifications and as per schedule stated herein. Upon award of contract, the Contract Administrator will meet with the Contractor's supervisory personnel to discuss how contracted tasks will be accounted for. **Uncompleted/incomplete tasks may result in contract termination.**

6.6 Janitorial Closets:

- Janitorial closets are provided for the use of the Contractor. These spaces provide minimal storage space for materials, supplies and cleaning gear.
- The Contractor shall maintain these spaces so they are clean, safe and free of fire and health safety hazards.
- The Contractor shall clean and sanitize any sinks, fixtures and adjacent floor and wall areas where water is obtained and cleaning solutions are disposed.
- Janitorial closets and other storage areas provided to the Contractor shall be secured when not in use.
- Hazardous materials will be stored in original or approved containers that are in good condition, safe to handle (no leaking containers) and properly labeled.
- Material Safety Data Sheets (MSDS) will be maintained for each product. Material Safety Data Sheets will be made available to the Contractor employees.

6.7 Reporting Needed Repairs:

- Contractor will be responsible for reporting to management any repairs needing to be made, i.e. damaged tiles, loose toilet seats, loose door knobs, etc.
- Contractor will check and report on lighting, inside and outside.
- Advise of all defective lights to have the defective lights repaired.

7.0 Security Provisions:

7.1 The following rules, regulations and policies will be strictly enforced. Failure to do so, or a gross violation of any security procedure, shall be grounds for cancellation of this contract.

7.2 Key Security:

- A. Supervisor will have keys in his/her possession at all times.

B. Keys will not be duplicated, reproduced or copied.

C. The cost for lost or misplaced keys will be borne by the Contractor.

D. The cost of re-keying areas considered security sensitive will be borne by the Contractor if key(s) are lost or misplaced while in the possession of the Contractor or Contractor's employee(s).

7.3 Security of Building Doors, Windows and Lights:

A. Contractor is responsible for securing (locking up) all entrance and exit doors if building is void of personnel at end of work shift.

B. Contractor to secure all interior doors to office areas, storerooms, and/or other designated areas that are normally secured.

C. Contractor to turn off all interior lights if area is void of personnel at end of work shift.

D. Contractor to arm all security systems when building is void of personnel at end of work shift.

E. Contractor will notify Hartwell City Police of any suspicious incidents or activities occurring on the property and will call the Office Manager or said representative.

8.0 Drug/Alcohol/Tobacco-Free Workplace Certification:

8.1 By signing the Drug Free Workplace Certification form (**Attachment A**), Contractor certifies that the provisions of Code Sections 50-21-1 through 50-21-6 of the Official Code of Georgia Annotated (O.C.G.A.), relating to the "Drug-Free Workplace Act", will be complied with in full. Contractor further certifies that:

A. The Contractor is in compliance with any applicable federal law(s).

B. Contractor agrees to sign and comply with **Attachment A**. Any false certification by Contractor or violation of such certification, or failure to carry out the requirements set forth in State of Georgia or federal statutes, rules, regulations, policies, or guidelines relating to a drug-free workplace may result in Contractor being suspended, terminated or debarred from the performance of this contract.

C. 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 personnel during the performance of the Contract pursuant to Paragraph (7) of Sub-Section (b) of Code Section 50-24-3".

D. The Contractor further certifies that he will not engage in the unlawful manufacture, sale, distribution, dispensation, possession or use of a controlled substance or marijuana during the performance of the Contract.

E. The consumption of or usage of any type of alcoholic beverage on these premises is strictly prohibited.

8.2 Smoke/Tobacco-Free Campus:

District 2 Public Health and the Hart County Health Department have adopted a Smoke/Tobacco-Free Workplace/Campus policy which prohibits the use of any tobacco product while on the premises.

A. Contractor's personnel and Subcontractors shall observe the "Tobacco-Free Campus" policy of Hart County Health Department.

B. Failure to follow this policy could result in a temporary suspension of this contract.

8.3 Weapons Policy:

It is the policy of the Hart County Health Department that no weapons will be carried into the building.

TERMS AND CONDITIONS – INVITATION TO BID

01: CHANGES: No changes will be made to this invitation except by written modification by Hart County Health Department. Requests for interpretation or changes must be made in writing and received at least ten (10) calendar days before the time set for opening of the bids.

02: SITE INSPECTIONS: Bidders should and are encouraged to inspect the site to ascertain the nature and location of work and the general conditions which could affect the work and the cost thereof. The Hart County Health Department will assume no responsibility for representations or understandings concerning conditions made by its officers or employees unless included in this Invitation to Bid. Vendors are urged to schedule inspections to ascertain all the requirements of this invitation.

03: AWARD OF CONTRACT: Awards will be made to that responsible bidder whose bid, conforming to the Invitation to Bid, will be most advantageous to the Health Department. Price along with other factors will be considered. The Health Department reserves the right to reject any and/or all bids submitted and to waive any technicalities or minor irregularities in bids received. A written award will be mailed to the Bidder whose bid is deemed to best fit the needs of the Health Department. All other bidders will be notified in writing of the bidding outcome.

03.1: The vendor, in accepting the contract, attests that he/she meets the Nondiscrimination Clause contained in Section 202 of Executive Order 11246, as amended, relative to equal employment opportunity for all persons without regard to race, color, religion, sex, or national origin, and the implementing rules and prescribed by the Secretary of Labor, which is incorporated herein by reference.

04: BID RESULTS: Interested parties may request, in writing, a **BID TABULATION** by sending a self addressed, stamped envelope with their request to:

**Hart County Health Department
Attn: Carolyn Hicks
64 Reynolds Street
Hartwell, GA 30643**

0.5 PAYMENT: Payments will be made upon completion of all work and acceptance by the Health Department on invoices submitted and approved by the proper Health Department representative within thirty (30) days of receipt of the invoice. Invoices are to be submitted to

**Hart County Health Department
Accounts Payable
64 Reynolds Street
Hartwell, GA 30643**

05.1: Itemize all invoices in full. Each invoice is to include the following minimum information:

- | | | |
|--------------------------|----------------------------|---------------------|
| 1. Invoice date | 3. Payment terms (30 days) | 5. Service provided |
| 2. Purchase order number | 4. Service dates | 6. Service Cost |

05.2: Purchase order numbers may be obtained by calling (707) 376-5117.

05.3: The Hart County Health Department is exempt from Federal Excise Tax and Georgia Sales and Use Tax. A Certificate will be furnished if requested. The Health Department is exempt from Taxes but the successful bidder will pay all taxes required of him/her by law and the Hart County Health Department cannot exempt others from tax.

06: INQUIRIES REGARDING PAYMENT: All inquiries regarding payment of invoices are to be directed to the Contract Administrator or her representative by calling (706-376-5117) or in writing to the following address:

**Hart Count Health Department
Attn: Accounts Payable
64 Reynolds Street
Hartwell, GA 30643**

07: EXECUTION OF CONTRACT: Following the award, the successful bidder will be presented with a contract. The contract is to be executed within ten (10) business days of the "NOTICE OF AWARD". If the contract document is mailed, the date of presentation will be deemed to be the postmark date.

08: CERTIFICATE OF INSURANCE: The successful bidder will be required to furnish Certificate of Liability insurance in an amount not less than Five Hundred Thousand Dollars (\$500,000.00) per occurrence to protect the Health Department throughout the life of the contract against "ALL RISKS". Coverage to include but not limited to Commercial General Liability: Comprehensive Form. Premises/Operations, Products/Completed Operations, Broad Form Property Damage, Personal Injury, and Automobile/Vehicle Liability. Worker's Compensation and Employer's Liability are to be statutory amounts. Additionally, the successful bidder will add "Hart County Health Department, its officers, employees and agents" as an additional insured under its Commercial General Liability policy. The Certificate must be furnished within ten (10) business days following the "NOTICE OF AWARD" issuance.

09: REGULATORY AGENCIES: Successful bidder will be responsible for all required permits or license required by regulatory agencies of the City of Hartwell, County of Hart, State of Georgia or the United States Federal Government. Further, successful bidder will be responsible for meeting all requirements of any regulation(s) or guideline(s) of any of the said Governments or any independent agency recognized by said Governments as publisher of any such regulation(s) or guideline(s). In accordance with this, the successful bidder will furnish the Hart County Health Department with a copy of business license within ten (10) business days of the "NOTICE OF AWARD" issuance. It is the responsibility of the successful bidder to provide and ensure that their staff receives Hazardous Materials Training.

10: INDEPENDENT CONTRACTORS: The bidder represents to the Hart County Health Department that he/she is fully experienced and properly qualified to perform the functions provided herein and that he/she is properly equipped, organized, and financed to perform such functions. The bidder will finance his/her own operations hereunder, will operate as an independent contractor and not as an agent of the Hart county Health Department and nothing contained in this Invitation To Bid or a contract resulting from same will be construed to constitute the bidder or any of his/her employees, servants, agents, or subcontractors as a partner, employee, servant, or agent of the Hart County Health Department nor will either party have any authority to bind the other in any respect, it being intended that each will remain an independent contractor.

11.0: ASSIGNMENT OF CONTRACTUAL RIGHTS: It is agreed that the successful bidder will not assign, transfer, convey, or otherwise dispose of a contract that results from this invitation or his/her right, title, or interest in or to the same, or any part thereof, without written consent of the Hart County Health Department.

12: CANCELLATION WITHOUT CAUSE: Either party may end this contract without cause by giving the other party a minimum of thirty (30) days advance notice in writing.

13: ANTI-DISCRIMINATION CLAUSE: "The Hart County Health Department does not discriminate against any person because of race, color, religion, national origin, or handicap in employment or service provided."

14: COMMODITY STATUS: It is understood and agreed that materials used to deliver janitorial services to the Hart County Health Department will be new, of the latest design, and in first quality condition.

15: ASSIGNED STAFF: The Contractor will employ and assign adequate staff to successfully perform all tasks and objectives relayed in the Invitation To Bid.

16: CHANGES TO CONTRACT: After the contract is awarded, no changes will be made except by written modification by the County Nurse Manager or Office Manager of the Hart County Health Department.

SPECIAL TERMS AND CONDITIONS

17: SCOPE: To provide for a basic purchase of high quality Janitorial Services for the Hart County Health Department with a guarantee bid price. The contract will begin July 1, 2017 and shall automatically renew each year on the anniversary of the Effective date unless terminated earlier.

18: RENEWAL: This Agreement shall automatically renew each year on the anniversary of the Effective Date unless terminated earlier. Either party may terminate this Agreement by providing the other with thirty (30) days' prior written notice.

19: BIO-HAZARDOUS MEDICAL WASTE: Occasionally, in the course of cleaning in a medical facility, the contractor and/or their staff may come into contact with bio-hazardous medical waste. It will be the responsibility of the contractor to provide training and ensure that their staff receives proper handling instructions for such occurrences.

20: APPROPRIATE WORK ATTIRE FOR EMPLOYEES OF CONTRACTOR: It is agreed that employees of the contractor will dress in a like manner.

21: COMMUNICATION: The Contractor will ensure that his/her employee(s) working at the Hart County Health Department is able to communicate with health department staff or will provide an interpreter for this purpose.

REQUIREMENTS/QUALIFICATION CRITERIA

22: Vendors must have a minimum of five (5) years experience in the commercial cleaning field in order to be considered for this award. Please submit copies of business license for the current year and previous four years with your bid proposal.

23: State whether your organization is national, regional or local. Identify headquarters and nearest office and identify the office which will serve as the managing office for the contract. See attached Questionnaire.

24: Provide a history and resources of your firm indicating the number of employees, firm's age, affiliations and ownership. List any specialized equipment and unique expertise. See attached Questionnaire.

25: Provide details of your firm's experience – include a list of clients (do not include the Hart County Health Department) **within the last five (5) years that are similar scope, size and complexity to the Hart County Health Department.** Indicate the client's name, address, phone number, fax number, email address and relevant information about each job. See attached Questionnaire.

26: All proposal requirements must be met or capable of being met by the responding firm or the subject proposal will be disqualified as non-responsive. It is extremely important that job schedules are met. Only those firms or teams with the necessary resources and commitment to complete all work on schedule should submit a proposal.

SELECTION CRITERIA

27: The review committee will select the proposal which is the most beneficial/advantageous to the Hart County Health Department. The Hart County Health Department reserves the right to select and subsequently recommend for award, the proposed equipment/service which best meets its required needs.

28: Evaluation of vendor proposal will be based as follows:

- Cost 55%
- Capability of Performance

Questionnaire

Please complete the following questionnaire and return it with your sealed bid.

1. How long has your company been licensed to operate in Hart County, Georgia? _____

Is your company national, regional or local? _____

Where is your company's headquarters located? _____

Where is your nearest office located? _____

Identify the office which will serve as the managing office for the contract: _____

2. How long has your company been in business as a commercial cleaning service? _____

How many people does your company employ? _____

List all affiliations: _____

List the company ownership: _____

Please provide a brief history of your company:

List any specialized equipment and/or unique expertise your company has: _____

Has your company serviced a healthcare facility before? _____

If so, where? _____ How long? _____

What was the size of the facility? _____

Was handling biohazardous medical waste involved? _____

If so, what training has your staff received in this area? _____

3. What type training do you provide to your newly hired staff? What is the length of the training? _____

4. Are your employees required to wear uniforms, I.D. badges, etc? If so, please describe:

5. a. Please provide detail of your firm's experience.

b. Please provide five (5) professional references (excluding Hart County Health Department) with similar scope, size and complexity per this Request for Proposal, with whom your company has been doing business for a minimum of five (5) years:

Company Name: _____

Type Business: _____

Contact Person: _____

Email Address: _____

Address: _____

Telephone: _____

FAX: _____

Company Name: _____

Type Business: _____

Contact Person: _____

Email Address: _____

Address: _____

Telephone: _____

FAX: _____

Company Name: _____

Type Business: _____

Contact Person: _____

Email Address: _____

Address: _____

Telephone: _____

FAX: _____

Company Name: _____

Type Business: _____

Contact Person: _____

Email Address: _____

Address: _____

Telephone: _____

FAX: _____

Company Name: _____

Type Business: _____

Contact Person: _____

Email Address: _____

Address: _____

Telephone: _____

FAX: _____

If awarded this contract, who will supervise the cleaning crew? _____

Will the cleaning crew have continual supervision? _____

Please describe how this facility would be inspected including frequency and by whom: _____

**Hart County Health Department
64 Reynolds Street
Hartwell, GA 30643**

Bidders Response

The undersigned agrees, if this bid is accepted, to furnish all labor, supplies, materials and services in strict accordance with the provisions of this Invitation to Bid at the price of:

Bid: \$ _____ per month

The contracted services will begin July 1, 2017 and will continue through June 30, 2018, unless item **18: Renewal** under **Special Terms and Conditions** is invoked and the contract is renewed or unless the Contractor does not comply with all terms and objectives of the contract, in which case the contract may be terminated prior to June 30, 2018.

Anti-Collusion Clause: I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same materials, supplies, equipment or services, and is in all respects fair and without collusion for fraud. I understand that collusive bidding is a violation of State and Federal law and can result in fines, prison sentences, and Civil Damage Awards. I agree to abide by all Conditions of this bid and certify that I am authorized to sign this bid for the bidder.

This _____ Day of _____, 2017.

Bidder Information
(Type or Print)

Name of Company

Address

City, State Zip Code

Phone Number

Fax Number

E-mail Address

Name and Title of Person Authorized to Sign

Name

Title

Signature