

Invitation To Bid

Date Issued: June 02, 2021

Sealed proposals from suppliers will be received by the Hall County Health Department, at 1290 Athens Street, Gainesville, Georgia 30507, until 10:00 A.M. legally prevailing time Tuesday, June 15, 2021 for:

Janitorial Services for the Hall County Health Department located at 1290 Athens Street, Gainesville, Georgia and Hall County Dental Clinic located at 450 Prior Street, Gainesville, Georgia.

After the time and place as noted above, the Bid Proposals will be publicly opened and read on Tuesday, June 15, 2021 at 10:05 a.m. in the conference room at Hall County Health Department. No extension of the bidding period will be made.

Bidding documents may be obtained at the Hall County Health Department, 1290 Athens Street, Gainesville, Georgia 30507 or at www.phdistrict2.org on the homepage (left side, bottom of page) under Invitations to Bid. Request for documents and Receiving of documents should be filed promptly.

Tours of the building prior to bidding will be by appointment only please call (770)-531-5643.

No bid may be withdrawn for a period of 30 days after time has been called on the date of opening. The Hall County Health Department reserves the right to reject any or all bids and to waive technicalities and informalities.

Hall County Health Department

Penny Dockery Dixon
Purchasing Agent
770-531-5643

Hall County Health Department
1290 Athens Street
Gainesville, Georgia 30507

Invitation to Bid

It is the intent of the Hall 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 Hall County Health Department and Hall County Dental Clinic. The board desires a clean, aesthetically pleasing, safe, professional environment on a consistent basis. The Contractor shall furnish all labor, materials and equipment and services required to fulfill the terms and conditions of this RFP as outlined in these specifications. See Section A. "Scope" for the general description of this specification.

- A. Scope: this specification covers Janitorial Services for the Hall County Health Department at 1290 Athens Street, Gainesville, Georgia and the Hall County Dental Clinic at 450 Prior Street, Gainesville, Georgia.
- B. Vendor Information: the services offered will be comparable with the detailed requirements listed below (unless otherwise noted).

Penny Dockery-Dixon or her designated representative is the Contract Administrator.

The building housing the health department contains approximately **27,000** total square feet.

The Dental Building contains approximately **3800** total square feet.

NOTE: All work will be done in a professional manner and all equipment in the building **will not be tampered with** or **will not be used by the successful contractor's staff** with exception of the telephone for communication with the successful bidder's office.

1.0 Daily Objectives

The following task objectives are to be completed daily, Monday through Friday, in all areas of the building. The contractor will provide all chemicals such as **cleaners, wax, strippers, etc. and equipment such as mops, mop buckets, large garbage containers to remove trash from rooms, equipment, etc.** 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 Rest Rooms:

Clean/polish all stainless-steel dispensers/disposal units

Clean all fixtures, commodes, urinals, washbasins, mirrors, waste receptacles, dispensers and wall surfaces, utilizing a cleaner/disinfectant. Raise commode seats

Sweep and wet mop and/or scrub floor utilizing a cleaner/disinfectant

Waste receptacles shall be emptied, cleaned disinfected and new bag inserted

All supply dispensers shall be filled: paper towel, soap, toilet paper and toilet seat cover dispensers, making sure paper towel dispensers are not over filled and towels are inserted correctly (not upside down)

Damp wipe walls, stall partitions, doors and window ledges as needed, utilizing a multi-purpose disinfect/deodorizer cleaner. Clean door thresholds

1.2: Floor Care:

Sweep and mop all vinyl composition tile (VCT) floor areas

Buff all hallways: walls, baseboards and other surfaces shall be free of splashing and markings from the equipment

Sweep and mop all paver tile areas

Scrape/Remove gum, labels, scuff marks, etc. from all floors

Vacuum all carpeted areas, including floor mats [mats at each entry door (inside and outside), WIC intake area, fees, scheduling and main intake window].

Spot clean carpet as needed.

1.3: Trash Removal:

Empty all trash receptacles and remove trash to designated disposal area. Replace liners

1.4: Clean Examination Rooms and Laboratories:

Clean sinks, counter tops and exam tables

Polish sinks and chrome

Refill paper towel dispensers

Clean and polish chrome paper towel dispensers

1.5: Clean Large Conference/Break room and Small Conference Room

Clean off all tables and counter tops with a damp rag utilizing a cleaner/disinfectant

Clean sink in break room

Empty all trash receptacles and remove trash to designated disposal area. Doubling the can liners in the break room

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

Clean both sides of plate glass doors

Spot clean seats and furniture

Wipe off all tables with a damp rag utilizing a cleaner/disinfectant

Clean/Dust glass covering framed art work, TV's and Bulletin boards.

1.7: Clean Offices, Room Areas and the Corridor Spaces Adjacent to these Areas:

Empty waste baskets and remove trash to designated disposal area

Sweep and/or vacuum

Dust with treated dust cloth all horizontal surfaces that are readily available and visibly required dusting

Note: All desktops, file cabinets, pictures, bulletin boards will be the responsibility of the Health Department staff or the Dental Clinic staff and not handled by the cleaning contractor staff.

All dusting/cleaning of desk tops, file cabinets, bookcases, pictures, personal items, bulletin boards, all equipment will be the responsibility of the appropriate department staff and will only be cleaned by the contractor or his/her staff if conditions are met. (Staff will remove all paperwork and personal items from their desk and place in one corner of desk or in a box in their chair

1.8: Check and Report on Lighting, Inside and Outside:

Check lights and advise of all defective lights by leaving written message in log book to have the defective lights corrected.

1.9: Drinking Fountains:

Clean and disinfect all drinking fountains.

1.10: Closing Instructions and Building Security:

Clean and organize janitor's closet

Shut off all designated lights, except for light switches that are otherwise marked

Close and lock all designated interior doors

Leave report on any designated problems in log book

Ensure that all exterior doors are properly closed and locked

Arm all security systems

Notify police of any incidents or suspicious activities.

2.0 Weekly Objectives

"The contractor will provide all chemicals, papers and equipment to complete these tasks."

2.1: Seating and Furniture:

Clean and disinfect all waiting room seating and furniture.

2.2: Floors Care

Damp mop and spray buff all hard and resilient flooring

Note: 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.

Walls, baseboards and other surfaces shall be free of splashing and markings from equipment

2.3: Walls, Doors and Door Frames:

Remove spots, stains and marks from walls, doors and doors frames.

2.4: Interior Door Glass:

Clean both sides of plate glass entrance doors to offices within the building

2.5: Door Handles:

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

2.6: Outside Trash:

Check outside trash receptacles and empty as needed.

3.0 Monthly Objectives

"The contractor will provide all chemicals, paper and equipment to complete these tasks."

3.1: Ventilation System:

Clean all air registers by vacuum cleaner or mild cleaning solution.

Turn off exhaust fan in all restrooms and clean grill

3.2: Carpet:

Edge carpet in all carpeted areas.

3.3: Tile:

Strip and refinish vinyl composition tile in Main Hallway through WIC waiting Room to Immunizations/Women's Health Waiting area (including Waiting areas) *

Scrub paver tile in Break Room/Kitchen and main lobby and vestibule as to Remove all dirt and foreign materials and clean grout*

***Must have a qualified floor technician only (with at least five (5) years experience) to apply chemicals.

3.4: Restrooms:

Machine scrub/Steam clean restroom floors

3.5: Glass:

Damp wipe both sides of all glass in door partitions, bookcases, department check-in windows and any other glass.

4.0 Quarterly Objectives

"The contractor will provide all chemicals, paper and equipment to complete these tasks."

4.1: Clean Exam, Offices, Large and Small Conference Rooms, File Room and Laboratory:

Dust all wall surfaces, vertical surfaces including bookcases, exam tables and under surfaces (knee walls, chair rungs and legs, table legs, books, etc.)

4.2: Metal Door Threshold:

Clean and polish metal door threshold

4.3: Floors:

Machine scrub, rinse with clear water and re-coat with floor finish all hard and resilient tile flooring. 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.

4.4: Glass:

All main entrances interior windows (Main entrance and the Hall County administration entrance) shall be cleaned and free of dirt, dust, streaks, watermarks, spots and shall not be cloudy

5.0 Semi-Annual Objectives

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

5.1: Light Fixtures:

Vacuum out fixtures and damp wipe light lenses with mild cleaning solution.

Note: Do not use water inside fixtures

5.2: Glass:

Clean all exterior glass (includes vestibule windows and doors). Every spring and fall preferably after pollen settles in the spring and about mid to late October in fall.

Clean all interior glass within a few days of cleaning the exterior glass

5.3: Paver Tile:

Scrub all paver tile areas to remove all dirt and foreign materials and clean grout.

5.4: Carpets:

Carpet shall be cleaned by water extraction process in all carpeted office and conference /break room areas (No rotary carpet cleaners).

5.5: Vinyl Tile:

Strip, seal and apply three coat* of finish to all hard and resilient floors *Note: If a premium grade urethane cross-linked copolymer thermoplastic floor finish is used, only two coats need be applied

5.6: Privacy/Divider Curtains:

Clean all privacy/divider curtains in exam rooms, labs and treatment rooms and return to the same location as removed.

Note: Curtains shall be cleaned according to the manufacture's instruction

5.7: Upholstered Furniture:

Clean seating in both large and small conference rooms using a cleaning solution suitable for the vinyl

Clean upholstered seating in administrative waiting area using a cleaning solution suitable for the fabric

5.8: Venetian Blinds:

Dust or vacuum mini blinds at a six-month interval

5.9: Front Awning and Main Entry Walkway:

Awning shall be cleaned according to the manufacture's instruction

Metal supports connected to the awning shall be clean and sanitized

Main entry walkway shall be cleaned using a pressure washer with 2500 psi or greater

6.0 GENERAL REQUIREMENTS:

6.1 Day Porter: Contractor will provide a Day Porter for 25 hours weekly. Hours will be Monday – Thursday 9:30 a.m. till 3:00 p.m. and Friday from 9:00 a.m. till 12:00 p.m. The Day Porter will be stationed/work at the Hall County Health Department during active office hours and have flexible job duties which includes the following, but are not limited to:

- A. Keeping restrooms clean and operational
- B. Restocking of toiletries
- C. Maintaining a clean break room
- D. Emergency spill clean-up
- E. Moving or setting up furniture
- F. Policing of the parking lot and grounds
- G. Keeping lobby clean and pristine
- H. Breaking down and removing boxes
- I. Surface cleaning, including all common areas and door handles
- J. Entrance doors and window cleaning
- K. Trash removal
- L. Special cleaning requests
- M. Plumbing stoppages
- N. Light maintenance issues
- O. Meeting setup/tear down
- P. Stocking supplies
- Q. Collect papers that needs to be shredded and bring to assigned area.

6.2 Supplies and Equipment Provided by the Contractor: Contractor will provide all chemicals, cleaning equipment, cleaning products, mops, brooms, buckets and other items necessary to accomplish cleaning in an acceptable manner.

6.3 Supplies Provided by the Hall County Health Department/Hall County Dental Clinic: Hall County Health Department/Hall County Dental Clinic will provide the following items: paper hand towels, hand soap, toilet paper, toilet seat covers, 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. **Note: Supplies are to be used for the health department and dental building only.**

6.4 Personnel Training, Work Attire and Screening:

- A. Contractor personnel must be experienced and trained in proper Custodial /Janitorial procedures, methods and materials.
- B. Contractor personnel are to wear clean uniforms with Contractor's company name. (Company T-shirts with jeans or khaki pants are acceptable.)
- C. 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.
- D. Contractor personnel must not have a criminal history or have been convicted of a felony.
- E. A criminal background investigation report shall be conducted on each employee by a credible law enforcement agency upon award of contract. Contractor and each of his/her employees shall sign a "Background Investigation Release Form" and provide a copy of reports to the Hall County Health Department to be kept on file. Contractor shall immediately notify Hall 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”.

- F. Contractor personnel must be 18 years of age or older unless prior approval is obtained.

6.5 Contractor Supervisory Personnel Duties:

- A. Contractor will provide one agent, representative, boss, supervisor or foreman with each work crew for each scheduled work shift.
- B. Supervisory personnel will be responsible for keys. Keys will be in the supervisor’s possession at all times.
- C. Supervisory personnel shall check each area to insure quality requirement of each task performed in accordance with the specifications stated herein.
- D. Supervisory personnel will be responsible for training, instilling discipline and insuring that all security standards are observed and enforced.
- E. Supervisory personnel will be responsible for verifying all monthly, quarterly, semi-annual and annual tasks are performed in compliance with specifications and as per schedule stated herein. Upon award of contract, the Contractor will supply the Hall County Health Department with Task Performance Sheets (**Attachment A**), which will show the task to be performed, site location and time requirement (i.e., monthly, quarterly, semi-annually, annually, etc.) Supervisor will be responsible for verifying these tasks and contacting Hall County Health Department Representative for final approval. The Health Department will maintain an original copy of all Task Performance Sheets. **Contractor’s failure to submit Task Performance Sheets as per Designated Schedule stated herein may result in termination of contract.**

6.6 Janitorial Closets:

- A. Janitorial closets are provided for the use of the Contractor. These spaces provide minimal storage space for materials, supplies and cleaning gear.
- B. The Contractor shall maintain these spaces so they are clean, safe and free of fire and health safety hazards.
- C. The Contractor shall clean and sanitize any sinks, fixtures and adjacent floor and wall areas where water is obtained and cleaning solutions are disposed.
- D. Janitorial closets and other storage areas provided to the Contractor shall be secured when not in use.
- E. Hazardous materials will be stored in original or approved containers that are in good condition, safe to handle (no leaking containers) and properly labeled.
- F. Material Safety Data Sheets (MSDS) will be maintained for each product. Material Safety Data Sheets will be made available to the Contractor employees.
- G. A complete inventory of all chemicals stored or in use will be maintained up-to-date and store in a central location in the janitorial closet in the MSDS book. Re-submission of the inventory list will be necessary when changes in products occur.
- H. These areas are subject to inspection at all times.

6.7 Reporting Needed Repairs:

- A. 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.
- B. 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 Contractor.
 - D. The cost of re-keying areas considered security sensitive will be borne by Contractor if key(s) is 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 non-standing lights if area is void of personnel at end of work shift.
 - D. Contractor to arm all security systems if buildings are void of personnel at end of work shift.
 - E. Contractor to notify Gainesville City Police of any suspicious incidents or activities occurring on the property and then call the Nurse Manager and/or the Purchasing Agent after Police is called.

8.0 DRUG/ALCOHOL/TOBACCO-FREE WORKPLACE CERTIFICATE

- 8.1 By signing the Drug Free workplace Certification form (**Attachment B**), Contractor certifies that the provisions of Code Sections 50-24-1 through 50-24-6 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 B**. 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 any type of alcoholic beverage on these premises is strictly prohibited.

8.2 Smoke/Tobacco-Free Campus: District 2 Public Health and the Hall 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 Hall County Health Department.

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

TERMS AND CONDITIONS – INVITATION TO BID

01: CHANGES: No changes will be made to this invitation except by written modification by the Hall County Health Department Purchasing Office. 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 Hall 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. While site inspections are not a mandatory requirement to submit a proposal, 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 and other factors 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 Bidders 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:

**Hall County Health Department
Attn: Penny Dockery-Dixon
1290 Athens Street
Gainesville, Georgia 30507**

05: 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:

**Hall County Health Department
Accounts Payable
1290 Athens Street
Gainesville, Georgia 30507**

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

1. Date invoice is submitted;
2. Service provided;
3. Payment terms;
4. Date of transaction;
5. Bid price of service.

Invoices received with any of the required information listed above missing will not be considered as a “correct invoice”. All invoices submitted will be closely monitored for accuracy. Any invoice found incorrect will be returned to the vendor for correction

05.2: The Hall 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 Hall County Health Department cannot exempt others from tax.

06: INQUIRIES REGARDING PAYMENT: All inquiries regarding payment of invoices are to be directed to Accounts Payable (770) 531-5643 or:

**Hall County Health Department
Attn: Accounts Payable
1290 Athens Street
Gainesville, Georgia 30507**

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) calendar 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: 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 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. The Certificate must be furnished within ten (10) calendar days of a “NOTICE OF AWARD” being issued.

09: REGULATORY AGENCIES: Successful bidder will be responsible for all required permits or license required by regulatory agencies of the City of Gainesville, County of Hall, 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 Hall County Health Department with a copy of business license within ten (10) calendar days of a “NOTICE OF AWARD”. 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 Hall 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 Hall 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 Hall 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: 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 Hall 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 Hall 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 Hall County Health Department will be new, of the latest design, and in first quality condition.

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

SPECIAL TERMS AND CONDITIONS

16: SCOPE: To provide for a basic purchase of high quality Janitorial Services for the Hall County Health Department with a guarantee bid price for a twelve (12) month period. The contract will begin July 1, 2021 and be in effect until June 30, 2022.

17: RENEWAL: The successful bidder could be allowed two (2) renewals of the contract, all upon the same Terms and Conditions. The Hall County Health Department has the right to renew or deny renewal of the contract whichever is in the best interest of the Health Department.

18: 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.

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

REQUIREMENTS/QUALIFICATION CRITERIA

20: Venders must have a minimum of three (3) years experience in the commercial cleaning field in order to be considered for this award.

21: 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.

22: 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.

23: Provide details of your firm's experience - include a list of clients (do not include the Hall County Health Department) **within the last three (3) years that are similar in type, size and complexity to the Hall County Health Department.** Indicate the client's name, address, phone number, fax number, email address and relevant information about each job.

24: 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

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

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

- Cost 55 %
- Capability of Performance 45%

Questionnaire

Please complete the following questionnaire and return it with your sealed bid on or before Tuesday, June 15, 2021 at 10:00 A.M.

1. How long has your company been licensed to operate in Hall 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:

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? _____

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

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

6. Please provide three (3) references (excluding Hall County Health Department) with similar requirements per this Request for Proposal, with whom your company has been doing business for a minimum of three (3) 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: _____

Hall County Health Department
1290 Athens Street
Gainesville, Georgia 30507

Bidders Response

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

Bid: \$ _____ per month for Health Department Building.

Bid: \$ _____ per month for Dental Building.

Total Bid: \$ _____ per month

The contracted services will begin July 1, 2021 and will continue through June 30, 2022, unless item **17: Renewal** under **Special Terms and Conditions** of the **Terms and Conditions - Invitation To Bid** is invoked.

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 _____, 2021.

Bidder Information

(Type or Print)

Name of Company

Address

City, State Zip Code

Phone Number

Fax Number

Name and Title of Person Authorized to Sign

Name

Title

Signature

Bidder Interview Response:

Company: _____ Date: _____

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:

ATTACHMENT "A"

TASK PERFORMANCE SHEET

SITE LOCATION:

TIME REQUIREMENT: (circle one) **MONTHLY, QUARTERLY, SEMI-ANNUAL**

SCOPE OF WORK/CLEANING REQUIREMENT:

TASK:

DATE WORK COMPLETED: _____

CONTRACTOR OR THEIR REPRESENTATIVE: _____

CONTRACTOR'S COMMENTS: _____

.....

HALL COUNTY HEALTH DEPARTMENT CONTRACT REPRESENTATIVE:

IMPROVEMENT REQUIRED? **YES** **NO**

COMMENTS: _____



Hall County Health Department
District 2 Public Health
Zachary Taylor, M.D., M.S., Health Director
1290 Athens Street • Gainesville, Georgia 30507
PH: 770-531-5600 • FAX: 770-531-6035 • www.phdistrict2.org

ATTACHMENT “B”

DRUG FREE WORKPLACE CERTIFICATION

The undersigned certifies that the provisions of Code Section 50-24-1 through 50-24-6 of the Official Code of Georgia Annotated, related to the Drug Free Workplace have been complied with in full.

1. A drug-free workplace will be provided for the employees during the performance of the contract, and;
2. Each sub-contractor under the direction of the Contractor shall secure the following written certification:

_____ (Contractor) certifies to the Hall County Health Department that a drug-free workplace will be provided for the employees during the performance of this contract pursuant to paragraph (7), of subsection (B) of Code Section 50-24-3. Also, the undersigned further certifies that he/she 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.

Contractor

Date

Notary

Date