



**Henry County
Purchasing Department
140 Henry Parkway, McDonough, GA 30253
Phone: 770-288-6027 Fax: 770-288-6047**

Website: henrycounty-ga.com/purchasing

INVITATION TO BID

Sealed Envelope shall be marked with the following information:

**Bid # 19-15
Janitorial Services – Annual Contract
Opening: 3:00 PM, November 13, 2018**

SCHEDULE OF EVENTS FOR BID # 19-15	
A mandatory Pre-Bid Conference has been scheduled at 8:30 AM on October 23, 2018 in the Community Room of the Henry County Administration Building, 140 Henry Parkway, McDonough, GA with site visits to follow.	8:30 AM October 23, 2018
Deadline for requests for clarifications and questions. Any possible exceptions to the bid specifications and/or terms and conditions should be addressed during this phase. These requests will be answered in an addendum and must be emailed to: henrycountysealedbid@co.henry.ga.us	3:00 PM October 30, 2018
*Deadline for first addendum, if required, posted on the Henry County website: henrycounty-ga.com/purchasing	3:00 PM November 6, 2018
Sealed bids will be accepted until the opening date and time. Any late submittals received will not be considered. Submittals are to be delivered to Henry County Purchasing Department, 140 Henry Parkway, McDonough, GA 30253.	3:00 PM November 13, 2018
THIS FORM MUST BE SIGNED AND SUBMITTED TO BE CONSIDERED FOR AWARD	
COMPANY NAME:	DATE:
MAILING ADDRESS:	PHONE:
CITY:	FAX:
STATE: ZIP:	SSN OR FEDERAL TAX ID:
EMAIL:	TITLE OF AUTHORIZED REPRESENTATIVE:
PRINTED NAME:	AUTHORIZED SIGNATURE:

**The posting of additional addenda may be required and it is the responsibility of the bidder to ensure that they review the County's website for any additional addenda, and that they submit acknowledgement of all applicable addenda (on the included form) with their solicitation. Bidders should not expect to be individually notified by Henry County.*

Bid # 19-15
Janitorial Services – Annual Contract
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SECTION I - GENERAL OVERVIEW

A. PURPOSE

The intent of this invitation is to obtain competitive sealed bids from qualified vendors for janitorial services at selected Henry County facilities on an annual contract basis. The Contractor shall furnish all labor, materials, equipment, and services required to fulfill the terms and conditions of this bid.

B. GENERAL INSTRUCTIONS, TERMS, AND CONDITIONS

1. Bids Submission

- a. These instructions will bind bidders to terms and conditions herein set forth, except as specifically stated otherwise in special contract terms with any individual bid. These instructions are to be considered an integral part of the bid.
- b. Bids may be submitted by mail, common carrier or delivered in person. Fax or electronic bids are not acceptable. It shall be the duty of each Bidder to ensure that their bid is delivered within the time and at the place prescribed in this document. Bids received prior to the time fixed in this bid document will be securely kept unopened. A date/time stamp will be affixed to the envelope/package immediately upon its arrival to the Purchasing Department. Any bid received at the office designated in this document after the exact time and date specified, will not be considered. If a late bid is received via carrier, it will be marked "late bid" and will not be opened. If a late bid is hand delivered, it will be returned unopened to the presenter.
- c. At the date and time specified for the opening of the bid, the bid shall be publicly opened and read aloud for the information of Bidders and others present.
- d. The bid must be submitted **in a sealed envelope/parcel** on or before the date and time stated in this document and is to be mailed or delivered to:

**Henry County Purchasing Department
140 Henry Parkway
McDonough, GA 30253
Bid # 19-15**

Janitorial Services – Annual Contract

- e. The Submittal Checklist must be reviewed and the bidder is to comply with the order of the submittal of documents. This document along with the cover page (page 1) is to be included with the bid.
- f. The following items are to be submitted:
 - **One (1) unbound clearly marked "Original," of the bid documents,**
 - **One (1) bound copy identical to the original bid documents, and**
 - **One (1) electronic version in PDF format on CD/DVD or USB flash drive identical to the original bid documents.** The CD/DVD or USB flash drive should be labeled with the bid number and bidder's name.
- g. All bids must be manually signed and filled out legibly (typewritten or printed in ink) with all changes or corrections initialed by the person signing the bid.
- h. If descriptive literature is attached to the bid, your firm's name must be on all sheets submitted.
- i. Each bid submitted shall be deemed to have been made with full knowledge of all terms, conditions, and requirements contained in this Bid request. The failure or omission of any Bidder to examine any form, instrument or document shall in no way relieve any Bidder from obligations in respect to the bid submittal or the compliance of the terms, conditions and requirements of the bid.
- j. Individual contractors shall provide their Social Security number and proprietorships; partnerships and corporations shall provide their Federal Employer Identification number on page one of this bid documents and provide a completed W9 form to be submitted with the bid.

- k. The authorized representative whose signature will appear on the bid submitted certifies that the Bidder has carefully examined the instructions of this bid and the terms and specifications applicable to and made a part of this bid. The Bidder further certifies that the prices shown on the Bid Price Submittal Form is in accordance with the conditions, terms and specifications of the bid and that any exception taken thereto may disqualify the bid.
- l. Any documentation submitted with or in support of a bid or bid shall become subject to public inspection under the Georgia Open Records Act. Labeling such information “Confidential”, “Proprietary”, or in any other manner shall not protect this material from public inspection upon request. All records become subject to public inspection only after award of the contract or purchase order.

2. Preparation of Bids

- a. Negligence on the part of the Bidder in preparing the bid confers no right for withdrawal or modification in any way after the deadline for the bid opening.
- b. Unit price must be shown on the Bid Cost Submittal Form in this document. All bids should be tabulated, totaled and checked for accuracy. The unit price will prevail in case of errors.
- c. All product, equipment, article or material must be new and unused or current production. No reconditioned or used item(s) will be accepted except as specifically requested herein. Units that are classified as prototype or discontinued models are not acceptable.
- d. Samples of items, when required, must be submitted within the time specified and unless otherwise specified by the County, at no expense to the County. Unless otherwise specified, samples will be returned at the Bidder’s request and expense if items are not destroyed by testing.
- e. Full identification of each item bid upon, including brand name, model, catalog number, etc., must be furnished to identify exactly what the Bidder is offering. Whenever an article or material is defined by describing a proprietary product or by using the name of a manufacturer, the term “or equal” if not inserted shall be implied. The specified article or material shall be understood as indicating the type, function, minimum standard of design, efficiency and quality desired and shall not be construed as to exclude other manufactured products of comparable quality, design and efficiency. In the event that any equivalent version is proposed, prospective Bidders are herewith advised that precise, adequate, and documented evidence of equivalency in performance, stability, and operational efficiency should be submitted with the bid for further consideration. Final determination of equivalency will be determined by Henry County.

3. Clarification and Communication to County Concerning Bid

- a. From time to time, the Purchasing Department may have to release written changes to a solicitation. These formal written changes are called addendum or if multiple, Addenda. **It is the ultimate responsibility of the Bidder to ensure that they have all applicable addenda prior to the bid/bid submission. Therefore, we encourage all Bidders to frequently review the County’s website: henrycounty-ga.com/purchasing All addenda forms must be signed and submitted with the bid. Failure to respond and acknowledge any addenda or requests for clarification, even after the bid opening, shall result in a non-responsive bid.**
- b. The successful firm’s bid and all addenda will become a part of the agreement resulting from this document.
- c. Bidders seeking an award of a Henry County contract **shall not** initiate or continue any verbal or written communication regarding a solicitation with any County officer, elected official, employee or other County representative without permission of the Purchasing Department between the date of the issuance of the solicitation and the date of the final contract award by the Board of Commissioners. Violations will be reviewed by the Purchasing Director. If determined that such communication has compromised the competitive process, the offer submitted by the individual, firm or business shall be disqualified from consideration for award. **EXCEPTION** to the above

would be emailing request for clarification and/or questions to the Purchasing Department – henrycountysealedbid@co.henry.ga.us. (These requests will be answered in an addendum. Please see schedule of events.)

4. Pre-Bid Conference

The Pre-Bid Conference or any other information session (if indicated in the schedule of events) will be held at the offices referred to in the “Schedule of Events” of this bid. Unless indicated otherwise, attendance is not mandatory; although suppliers are strongly encouraged to attend. However, in the event the conference has been identified as mandatory, then a representative of the supplier must attend the conference in its entirety to be considered eligible for contract award.

5. Rejection and Withdrawal of Bids

- a. Withdrawal of bid due to errors, the supplier has up to forty-eight (48) hours to notify the Purchasing Department of an obvious clerical error made in calculation of bid in order to withdraw a bid after bid opening. Withdrawal of bid for this reason must be done in writing within the forty-eight hour period.
- b. The County will make a recommendation of the bid/bid to the Board of Commissioners within 60 days from date of the opening, unless the successful Bidder agrees in writing to a longer period for the award.
- c. The County may reject all or part of the bid/bid within 60 days of bid opening.

6. Bid and Contract Documents

- a. A bid executed by an attorney or agent on behalf of the Bidder shall be accompanied by an authenticated copy of the Power of Attorney or other evidence of authority to act on behalf of the Bidder.

Corporation: If the Bidder is a corporation, the bid must be submitted in the name of the corporation, not simply the corporation’s trade name. In addition, the bid shall be signed by an officer of the corporation.

Partnership: If the Bidder is a partnership, all partners must sign the bid. If all the partners do not sign the bid, then the names of all those except limited partners must be furnished on the bid and evidence of the authority of the signer(s) to execute the bid on behalf of the partnership.

Limited Liability Company (LLC): If the Bidder is a limited liability company, the authorized agent having authority to bind the limited liability company must sign the bid documents.

Sole Proprietorship or Individual: If the Bidder is a sole proprietor or individual, a signature is required on all bid documents by that individual.

- b. The contract documents consist of this Agreement, Specifications and Addenda issued prior to execution of this Agreement, other documents listed in this Agreement and Modifications issued after execution of this Agreement. These form the Contract and are as fully a part of the Contract as if attached to this Agreement or repeated herein. The Contract represents the entire and integrated Agreement between the parties hereto and supersedes prior negotiations, representation or agreements, either written or oral.
- c. Contract Term – The time period of the agreement, if any is formed from this bid, will be determined after the review and evaluation of the Time Line Schedules submitted by the successful Consultant.

7. Exceptions and Omissions

Any exceptions to the specifications and/or terms and conditions must be addressed during the question/clarification and addendum phases.

8. Alterations of Solicitation and Associated Documents

Alterations of County documents are strictly prohibited and will result in automatic disqualification of

the Bidder's solicitation response

9. Cost Incurred by Vendors

All expenses involved with the preparation and submission of the bid to the Henry County Board of Commissioners, or any work performed in connection therewith is the responsibility of the vendor(s).

10. Codes, Permits, Fees, Licenses and Law

- a. All permits, fees, arrangements for inspections, licenses, and costs incurred for the same shall be the sole responsibility of the successful Bidder. All materials, labor and construction must comply with all applicable rules and regulations of local, state and/or national codes, laws and ordinances of all authorities having jurisdiction over the project, shall apply to the contract throughout and will be deemed to be included in the contract the same as though herein written out in full.
- b. **Effective July 1, 2008:** All General Contractors must have a current valid license from the State Licensing Board for Residential and General Contractors, unless specifically exempted from holding such license pursuant to Georgia law, O.C.G.A. Section 43-41-17.
- c. State Law regarding Worker Verification requires that all who enter into a contract for the physical performance of services with the County must satisfy O.C.G.A. §13-10-91 and Rule 300-10-1-.02, in all manner, and such are conditions of the contract. By submitting a bid to the County contractor agrees that in the event the contractor employs or contracts with any subcontractor(s) in connection with the covered contract, the contractor will secure from the subcontractor(s) such subcontractor(s) indication of the employee-number category applicable to the subcontractor, as well as attestation(s) from such subcontractor(s) that they are in compliance. Such attestation(s) shall be maintained and may be inspected by the County at any time. An affidavit of such compliance included with the bid, must be signed by the contractor, and will become part of the contract.

11. Safety

All vendors and subcontractors performing services are required and shall comply with all Occupational Safety and Health Administration (OSHA), State and County Safety and Occupational Health Standards and any other applicable rules and regulations. Also, all contractors and subcontractors shall be held responsible for the safety of their employees and any unsafe acts or conditions that may cause injury or damage to any persons or property within and around the work site area under this Contract.

12. Design, Standards and Practices

Design, strength, quality of materials and workmanship must conform to the industry acceptable standards of engineering practices and/or professional services.

13. Statement of Warranty

A Statement of Warranty should include all applicable manufacturers' warranty and the Contractor's warranty in regards to equipment, materials and workmanship. This statement shall include the terms, conditions and the period of warranty coverage. Any exclusion(s) must be clearly stated.

14. Non-collusion

By submitting a bid in response to this solicitation, the Bidder represents that in the preparation and submission of this bid, said Bidder did not either directly or indirectly, enter into any combination or arrangement with any person, Bidder, Corporation or enter into any agreement, participate in any collusion, or otherwise take any action in the restraint of free, competitive bidding in violation of the Sherman Act (15 U.S.C. Section I or Section 59.1-9.1 through 59.1-9.17 or Sections 59.1 – 68.6 through 59.68.8). Collusion and fraud in bid preparation shall be reported to the State of Georgia Attorney General and the United States Justice Department.

15. Nondiscrimination

Notwithstanding any other provision of this Agreement, during the performance of this Agreement Contractor, for itself, its heirs, personal representatives, successors in interest and assigns, as part of the consideration of this Agreement does hereby covenant and agree, as a covenant running with the land, that:

- a. No person on the grounds of race, color, religion, sex or national origin shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination;
- b. In the production of the vehicle(s), and the furnishing of services therein or thereon, no person on the grounds of race, color, religion, sex or national origin shall be excluded from participation in, or denied the benefits of, such activities, or otherwise be subjected to discrimination.

16. Drug Free Workplace Certification

By signing the Supply Service Contract form, the Contractor certifies that the provisions of Code Sections 50-24-1 through 50-24-6 of the Official Code of Georgia Annotated, relating to the “Drug-free Workplace Act”, have been complied with in full. The undersigned further certifies that:

- a. A drug-free workplace will be provided for the Contractor’s employees during performance of the contract; and
- b. Each Contractor who hires a subcontractor to work in a drug-free work place 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 Paragraph (7) of Sub-section (b) of Code Section 50-24-3”.
- c. 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.
- d. Contractor may be suspended, terminated, or debarred if it is determined that:
 - (1) The Contractor has made false certification hereinabove; or
 - (2) The Contractor has violated such certification by failure to carry out the requirements of the Official Code of Georgia Section 50-24-3.

17. Georgia Security and Immigration Compliance Act

Pursuant to the Georgia Security and Immigration Compliance Act of 2006, the successful Contractor understands and agrees that compliance with the requirements of O.C.G.A.13-10-91 and Georgia Department of Labor Rule 300-10-02 are conditions of this bid and contract document. The Contractor further agrees that such compliance shall be attested by the Contractor and any of his Subcontractors by execution of the appropriate Affidavit and Agreement which will be included and become a part of the Agreement between Henry County and the successful Contractor.

18. Systematic Alien Verification for Entitlements (SAVE) Program

Since a contract has been deemed a “public benefit,” the contractor or other party to the contract must be run through the federal Systematic Alien Verification for Entitlements (SAVE) Program. This program requires that local government verify the legal status of non-U.S. citizens who apply for certain benefits. The contractor must execute a SAVE affidavit attesting that either he or she is a U.S. citizen or legally qualified to receive the benefit. If the contractor is not a U.S. citizen, then the local government has to run that contractor through the SAVE system. Only non-U.S. citizens can be processed through the SAVE program.

19. Supplier Inclusion Program

Small, local, veteran-owned, Disadvantaged Business Enterprise (DBE), and female-owned business enterprises are encouraged to participate in the solicitation process. Please see the Supplier Inclusion

Program form for a description of each of these type businesses.

20. Delivery and F.O.B. Destination

- a. All prices shall include shipping and delivery cost to our destination; F.O.B., Henry County, Georgia, unless otherwise requested. The Bidder shall handle all material procurement, storage and delivery to project site. Unless otherwise specified in this specification, Bidder shall supply all materials required. The County will grant no allowance for boxing, crating or delivery unless specifically provided for in this bid. The Bidder shall retain title for the risk of transportation, including the filing for loss or damages.
- b. The County desires delivery of the product(s) or service(s) as specified at the earliest possible time after the date of award. Unreasonable delivery may be cause for disqualifying a bid. Each firm shall state a definite delivery time and avoid using general terms such as "ASAP" or approximately so many days.

21. Discounts

Cash discounts for early payment (i.e. 2%-10) or Net 30 terms should be shown separately, even if terms are Net.

22. County's Tax Exemption

Henry County is exempt from Federal Excise Tax or Georgia Sales Tax with regard to goods and services purchased directly by Henry County. Exemption certificates furnished upon request.

23. Award of Contract

- a. Henry County desires to complete the award process in a timely manner. Henry County reserves the right to reject or accept any or all bid/bids, whole or any parts hereof, by item or group of items, by section or geographic area, or make multiple awards and be the final approval of bid(s) selection which would be the most advantageous to the County with price and other factors considered. Henry County may elect to waive any technicalities. The bid will be awarded to the lowest responsive, responsible or highest scored Bidder(s), if awarded. The bid specifications and results will be available on the County's website: henrycounty-ga.com/purchasing
- b. Henry County reserves the right to reject any bid if the evidence submitted by or investigation of, the Bidder fails to satisfy the County that the Bidder is properly qualified to carry out the obligations of the Contract. If the successful Bidder defaults on their bid, an award may be made to the next low responsive and responsible Bidder.

Responsibility - The determination of the Bidder's responsibility will be made by the County based on whether the Bidder meets the following minimum standard requirements:

- Maintains a physical location presence and permanent place of business.
- Has the appropriate and adequate technical experience required.
- Has adequate personnel and equipment to perform the work expeditiously
- Able to comply with the required or proposed delivery and installation schedule.
- Has a satisfactory record of performance.
- The ability of Bidder to provide future maintenance and service for the use of the contract under consideration.
- Has adequate financial means to meet obligations incidental to the work.
- Such other factors as appear to be pertinent to either the bid or the contract.

Responsiveness - The determination of the Bidder's responsiveness will be made by the County based on a consideration of whether the Bidder has submitted complete bid documents meeting bid requirements without irregularities, excisions, special conditions, or alternatives bids for any item unless specifically requested in the bid solicitation.

- c. Henry County is subject to making records available for disclosure after the Board of

Commissioners approval of the recommendation. The award shall be made by the Board of Commissioners of Henry County unless the lowest, qualified bid is less than the Board of Commissioners' approval limit. No claim shall be made by the selected Consultant for loss of profit if the contract is not awarded or awarded for less work than is indicated and for less than the amount of the bid. The total of the awarded contract shall not exceed the available funds allocated for the bid project.

24. Local Vendor Privilege

- a. There is established in Henry County, a local vendor privilege. Bids or bids awarded to local vendors contribute to the local tax base and will therefore be given special consideration when bidding against out-of-jurisdiction (out-of-county) vendors. Bids or bids received from local vendors will be given preference if such bid or bid is responsive and within five (5) percent of the low bid submitted by any out-of-county bidder. In such instance, the local vendor will be given the opportunity to match the low bid offered by the out-of-county vendor. If such local vendor agrees to match the low bid received from the out-of-county vendor within the time specified by the county, the bid shall be awarded to the local vendor.
- b. A local vendor shall only be eligible to receive the benefit of this privilege if it meets each of the following requirements prior to any award of a contract or purchase:
 - 1. The business or supplier must operate and maintain a regular place of business within the geographical boundaries of Henry County; and
 - 2. The business or supplier must have a current occupational tax certificate; and
 - 3. The business or supplier must have paid all real and personal taxes owed the county; and
 - 4. The business or supplier must certify its compliance with the Georgia Security and Immigration Act.
- c. This policy shall not apply to any bid or bid for material, equipment or services in excess of one hundred thousand dollars (\$100,000.00). In such cases, the bid award shall be subject to the competitive bidding requirements as otherwise provided herein or general law.

25. County Direction of Project Site and Monitoring of Work

- a. The Contractor may have a Project Coordinator, but the project site shall remain under the control of Henry County. The Contractor shall provide and make available an appointee to Henry County for project coordination and supervision of Bidder installation personnel. Coordination consist of meeting with the Henry County representatives to review the project; on site walk throughout of installation area(s) before the installation begins; review installation procedures; review installation progress and to handle any problems during installation until project completion.
- b. The successful Bidder will promptly correct all work rejected by the County as faulty, defective, or failing to conform to the Minimum Specifications and/or to consensus standards adopted by both government and industry governing the repairs, whether observed before or after substantial completion of the work, and whether or not fabricated, installed, or completed. The successful Bidder will bear all costs of correcting such rejected work.
- c. The Contractor shall insure all trash generated by work performed shall be removed from the site and properly disposed as each work operation is completed in a given area. Additionally, the Contractor shall ensure all disturbances to the area where the Contractor performed work are restored to the same condition prior to start of the project. If an inspection reveals that the Contractor fails to clean up after work has been performed. The County will notify the Contractor of the discrepancy and the Contractor will have twenty-four (24) hours to make the correction. Should the Contractor still fails to clean the area, the County reserves the right to make other arrangements to have the area cleaned and the County shall deduct the cost from the Contractor's invoice.
- d. No one except authorized employees of the Contractor is allowed on the premises of Henry County facilities. Contractor employees are not to be accompanied in their work area by acquaintances,

family members, assistants, or any other person unless said person is an authorized employee of the Contractor.

- e. All information disclosed by Henry County to the successful Contractor for the purpose of the work to be done or information that comes to the attention of the successful Contractor during the course of performing such work is to be kept strictly confidential.

26. Indemnification

- a. The vendor that is selected as the contractor shall, at its own expense, protect, defend, indemnify, save and hold harmless Henry County and its elected and appointed officers, employees, servants and agents from all claims, damages, lawsuits, costs and expenses including, but not limited to, all costs from administrative proceedings, court costs and attorney fees that Henry County and its elected and appointed officers, employees, servants and agents may incur as a result of the acts, omissions or negligence of the contractor or its employees, servants, agents or subcontractors that may arise out of the agreement.
- b. The contractor's indemnification responsibility under this section shall include the sum of damages, costs and expenses which are in excess of the sum of damages, costs and expenses which are paid out in behalf of or reimbursed to the County, its officers, employees, servants and agents by the insurance coverage obtained and/or maintained by the contractor.

27. Controlling Law, Venue

Any dispute arising as a result of this bid and/or an Agreement which was created from the terms, conditions and specifications of this document or their interpretation, litigation shall only be entered into and shall be performed in Henry County, Georgia. This Agreement shall be governed by the applicable laws of the County of Henry and the State of Georgia. Any dispute arising out of the agreement, this bid solicitation, its interpretations, or its performance shall be litigated only in the County of Henry Judicial Courts.

28. Contractor as Independent Contractor

In conducting its business hereunder, Contractor acts as an independent contractor and not as an employee or agent of County. The selection, retention, assignment, direction and payment of Contractor's employees shall be the sole responsibility of Contractor.

29. Assignment

The Agreement, in whole or any part hereof, created by the award to the successful contractor shall not be sold, not be assigned or transferred by Contractor by process or operation of law or in any other manner whatsoever, including intra-corporate transfers or reorganizations between or among a subsidiary of Contractor, or with a business entity which is merged or consolidated with Contractor or which purchases a majority or controlling interest in the ownership or assets of Contractor without the prior written consent of Henry County.

30. Performance of Contract

- a. Henry County reserves the right to enforce the Contractor's performance of this Agreement in any manner prescribed by law or deemed to be in the best interest of the County in the event of breach or default or resulting contract award. It will be understood that time is of the essence in the Bidder's performance.
- b. The successful Contractor shall execute the entire work described in the Contract Documents, except to the extent specifically indicated in the Contract documents to be the responsibility of others.
- c. The Contractor accepts the relationship of trust and confidence established by the award of this bid solicitation. The Contractor covenants with the County to utilize the Contractor's best skill, efforts and judgment in furthering the interest of the County; to furnish efficient business

administration and supervision; to make best efforts to furnish at all times an adequate supply of workers and materials; and to perform the work in the best way and most expeditious and economical manner consistent with the interest of the County,

- d. All purchases for goods or services are subject to the availability of funds for this particular purpose.

31. Default and Termination

- a. **Termination by Contractor**

The agreement resulting from this bid shall be subject to termination by Contractor in the event of any one or more of the following events: The default by County in the performance of any of the terms, covenants or conditions of this Agreement, and the failure of County to remedy, or undertake to remedy such default, for a period of thirty (30) days after receipt of notice from Contractor to remedy the same.

- b. **Termination by County**

The agreement resulting from this bid shall be subject to termination by the County at any time in the opinion of the County; the contractor fails to carry out the contract provisions of any one or more of the following events:

- (1) The default by Contractor in the performance of any of the terms, covenants or conditions of the Agreement, and the failure of Contractor to remedy, or undertake to remedy with sufficient forces and to the County's reasonable satisfaction, the County shall provide the vendor with notice of any conditions which violate or endanger the performance of the Agreement. If after such notice the Contractor fails to remedy such conditions within thirty (30) days to the satisfaction of the County, the County may exercise their option in writing to terminate the Agreement without further notice to the Contractor and order the Contractor to stop work immediately and vacate the premises, to cancel ordered products and/or services with no expense to the County.
- (2) Contractor files a voluntary petition in bankruptcy, including a reorganization plan, makes a general or other assignment for the benefit of creditors, is adjudicated as bankrupt or if a receiver is appointed for the benefit of creditors, is adjudicated as bankrupt or if a receiver is appointed for the property or affairs of Contractor and such receivership is not vacated within thirty (30) days after the appointment of such receiver.
- (3) Contractors' failure to conduct services according to the approved bid specifications.
- (4) Contractors' failure to keep, perform, or observe any other term or condition of this Agreement.
- (5) Contractor's performance of the contract is unreasonably delayed.
- (6) Should the successful Bidder fail to provide the commodities or services when ordered, and in accordance with the General Terms and Conditions, specifications and any other requirements contained herein are not met, the County reserves the right to purchase commodities or services covered by this contract elsewhere if available from an alternate source.
- (7) The Contractor agrees by its bid submission that the County's decision is final and valid.

- c. **Force Majeure**

Neither party shall be held to be in breach of the Agreement resulting from this bid, because of any failure to perform any of its obligations hereunder if said failure is due to any act of God, fire, flood, accident, strike, riot, insurrection, war, or any other cause over which that party has no control. Such party shall give notice and full particulars of such Force Majeure in writing to the other party within a reasonable time after occurrence of the event and the obligation of the party giving such notice shall endeavor to remove or overcome such inability with all reasonable dispatch.

- d. **Waiver**

The waiver of any breach, violation or default in or with respect to the performance or observance of the covenants and conditions contained herein shall not be taken to constitute a

waiver any subsequent breach, violation or default in or with respect to the same or any other covenant or condition hereof.

32. Invoices

Invoices and/or statements should not be faxed but originals must be mailed directly to:

Henry County Board of Commissioners
Finance Department
140 Henry Parkway
McDonough, GA 30253

The following information must appear on all invoices submitted:

- Name and address of successful Bidder;
- Detailed breakdown of all charges for the services or products delivered stating any applicable period of time;
- Henry County's Purchase Order Number and Bid Package number;
- Invoices shall be based upon actual services rendered, actual work performance and/or products delivered.

33. Payment

Payment shall be tendered to the successful Bidder upon acceptance and approval by the County for satisfactory compliance with the general terms, conditions and specifications of the bid; by completed services; verification of delivery of products; assurance that the product/service performs as specified and warranted; and receipt of a valid invoice.

SECTION II - SPECIFICATIONS

A. SCOPE OF WORK

The Henry County Board of Commissioners is soliciting 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 selected Henry County facilities. Henry County desires a clean, aesthetically pleasing, safe, professional environment for each facility on a consistent basis. The Contractor shall furnish all labor, materials, equipment, and services required to fulfill the terms and conditions of this bid, which includes the following per area listed:

a. Offices/Workspaces, and Conference Rooms

- (1) Empty all trash containers in designated receptacle (in the parking lot) and replace liners – daily.
- (2) Vacuum all carpeted floors and mop all tile floors – **only once per week.**

b. Activity Rooms/Classrooms

- (1) Empty all trash containers in designated receptacle (in the parking lot) and replace liners – daily.
- (2) Sweep and mop floors with disinfectant and vacuum all carpeted floors – daily.

c. Public Entrances, Lobbies, Reception Areas, and Corridors/Hallways

- (1) Empty all trash containers in designated receptacle (in the parking lot) and replace liners – daily.
- (2) Vacuum all carpeted floors and sweep and mop all tile floors – daily.
- (3) Clean and sanitize all water fountains – daily.
- (4) Clean glass and door handles at all main entrances – daily.

d. Kitchens, Breakrooms and Dining Areas

- (1) Empty all trash containers in designated receptacle (in the parking lot) and replace liners – daily.
- (2) Clean and sanitize sinks, exterior of refrigerators, tables, and countertops – daily.
- (3) Sweep and mop floors with disinfectant and vacuum all carpeted floors – daily.

e. Restrooms

- (1) Empty all trash containers in designated receptacle (in the parking lot) and replace liners – daily.
- (2) Thoroughly clean and sanitize – daily.
- (3) Restock paper supplies and soap in all restroom dispensers – daily.
- (4) Sweep and mop floors with disinfectant – daily.

B. SUPPLIES

1. Contractor shall furnish all necessary services, management, personnel, supplies, materials, and all things necessary for the performance of the services under this bid. Toiletries needed in the restrooms, such as, but not limited to, liners for trash receptacles, hand soap, paper towels, personal paper (not less than **2 PLY**), toilet seat covers, sanitary napkin bags, and deodorant blocks and sprays. When equipment, supplies, and materials are installed in a County facility, they become the property of Henry County. A janitorial supply storage area will be available to store equipment and supplies.
2. The use of caustic or acid based cleaners is not approved for use. Materials and / or supplies shall not be used in performance of the contract; or placed or stored on County property until the applicable Material Safety Data Sheets (MSDS) for all hazardous materials (products containing CAUTION or WARNING labels) have been furnished to the County.

3. Contractor shall not use any material that Henry County determines to be unsuitable or harmful to the surfaces intended for its use. Cost for correcting damage caused by misused or unauthorized materials shall be the sole responsibility of the Contractor. Contractor shall be responsible for any loss or damage to County property, if a Contractor's employee causes such loss or damage.

C. CONTRACTOR'S REQUIREMENTS

1. Prior to working on County property, the Contractor must provide proof that each employee has had a background check completed. This is to include fingerprinting.
2. All employees assigned to a law enforcement facility must also complete the Security and Integrity internet training and pass the exam
3. Henry County will only pay for cleanable square footage. Cleanable square footage is calculated from the gross square footage using a factor of .84, assuming that sixteen (16%) percent of a facility consists of areas which are inaccessible for cleaning. Estimated square footage is listed for each facility. Gross square footage is defined for most facilities as the outside footprint of a facility times the number of floors.
4. The County shall not be responsible for Contractor's misunderstandings of the requirements or for errors in square footage figures. It is important for the Contractor to understand the County's requirements and to verify square footage of each facility prior to submitting bid.

D. CONTRACT TERMS

1. Contract Term

The initial contract term shall be one (1) year from the date of execution. The contract may be renewed for two (2) additional one (1) year periods. Renewal of the contract, if applicable, into the second or third year will be made sixty (60) days prior to the expiration date. If needed, the annual contract will be extended 90 days or for such period beyond the contract expiration date as it may be necessary to afford the County a continuous supply of the item(s). Should the bidder or the County not desire to renew the contract, new bids will be solicited for the purpose of establishing a new contract.

2. Pricing/Quantities

- a. All prices shall be F.O.B. destination and shall include all charges (labor, materials / supplies, equipment and services) that may be incurred in fulfilling the terms of this bid.
- b. Prices submitted herein should remain firm for the contract agreement period. Requests for price increases are strongly discouraged and may only be submitted in writing 60 days prior to the contract renewal date. All requests for price increases require the review and approval of the Henry County Board of Commissioners and will be presented as a request for a contract amendment.
- c. Pricing for individual facilities should be submitted on an "a la carte" basis. Specifically the County will negotiate the number of facilities and frequency of cleaning with selected vendor. The services are to be performed on the designated dates and times, excluding holidays recognized by the Henry County Board of Commissioners. (County holidays are listed on the County's website.) Unless specified, nighttime services are to begin after 5 PM.
- d. The County reserves the right to add or remove locations as needed during the initial contract agreement period and any subsequent renewals. If a new location is added, the pricing for the new location will be a separate negotiation. **Henry County reserves the right to negotiate with the lowest bidder the prices submitted, based on budget availability and the number of days each location requires services. (Some locations will not require five days of service and prices will be adjusted on a per day cost accordingly.)**

E. INSURANCE REQUIREMENTS

General insurance requirements shall be applicable to the Contractor and any authorized subcontractor. Insurance requirements shall be based on conditions in place as of the date of the Contract's execution. Insurance companies must be licensed by the Georgia Department of Insurance and the Georgia Secretary of State to do business in the State of Georgia. The County reserves the right to require adjustments in the level of coverage or waive any or all requirements based on information pertinent to this Contract.

The following requirements shall also be applicable to the Contractor:

- a. Evidence of insurance must be provided to the Purchasing Department, 140 Henry Parkway McDonough, GA 30253, Ga. 30253, within five days of execution of this contract and prior to commencing operations under this Contract;

The certificate holder is to be issued to:

Henry County Board of Commissioners

Henry County, Georgia

but delivered to:

Henry County Purchasing Department

140 Henry Parkway

McDonough, Georgia 30253

The Bid Package number and project name should be referenced in the description of operations. The certificates may be faxed to the Purchasing Department at 770-288-6027.

- b. Any change in coverage or insurance carrier must be reported to the County’s Purchasing Office in writing within five business days of the change.
- c. Failure of any Contractor to procure and maintain the required insurance shall not relieve the Contractor of any liability under the Contract, nor shall these requirements be construed to conflict with the obligation of the Contractor concerning indemnification;
- d. Any and all insurance required by this Contract shall be maintained during the entire term of this Contract;
- e. The County shall, without exception, be given no less than thirty (30) days notice prior to cancellation for any and all reasons other than non-payment of premium; and
- f. The County shall, without exception, be given immediate notification in the event of cancellation for reasons of non-payment of premium.
- g. The Contractor shall procure and maintain insurance coverage in the following particulars:

Workers Compensation Insurance

In the amounts of the statutory limits established by the General Assembly of the State of Georgia (A self-insurer must submit a certificate from the Georgia Board of Workers compensation stating that the Contractor qualifies to pay its own workers compensation claims.) In addition, the Contractor shall require that all subcontractors occupying the premises or performing the work under the contract to obtain an insurance certificate showing proof of Worker Compensation Coverage with the following minimum coverage:

Georgia Statutory including Employers Liability	
Bodily injury by Accident – each employee	\$100,000
Bodily injury by Disease - each Employee	\$100,000
Bodily injury by Disease – policy limit	\$500,000
<u>Commercial General Liability</u>	
Each Occurrence Limit	\$1,000,000
Personal and Advertising Injury Limit	\$1,000,000
General Aggregate Limit	\$2,000,000
Products/Completed Operations Aggregate Limit	\$2,000,000
<u>Automobile Liability</u>	
Combined Single Limit	\$1,000,000

F. BOND REQUIREMENTS

Janitorial Fidelity Bond

The successful bidder will be required to furnish a Janitorial Services Fidelity Bond prepared on the form of bond duly executed by the bidder as principle and having as surety thereon a surety company registered in the State of Georgia in the amount of \$50,000.00 acceptable to the Henry County Board of Commissioners. As such, each bidder shall provide with their bid a Surety Form (Letter of Surety) that your bonding company will provide the required bond if you are awarded this contract.

Henry County Standard Contract Form

Solicitation Title	Solicitation Number	Contract Number	
1. This Contract is entered into between Henry County and the Contractor named below:			
Henry County		(hereafter called County)	
Contractor's Name		(hereafter called Contractor)	
2. Contract to Begin:	Date of Completion:	Renewals:	
3. Lump Sum Amount of this Contract (if applicable)	Fee Represented as a Percentage Of Designated Cost (if applicable)	Revenue Represented as a Percentage of a Designated Lump Sum or Income Stream (if applicable):	Annual Contract Price Agreement (if applicable)
4. The parties agree to comply with the terms and conditions of the following documents which are by this reference made a part of the Contract:			
1: All Terms, Conditions and Statements of Work Included in Solicitation and Addendum (referenced above)			
2: Bid or Proposal Submitted by Contractor along with Contractor's Final Response			
3: Fee/Cost Submitted by Contractor			
4: All Other Documentation Required in Solicitation			
IN WITNESS WHEREOF, this Contract has been executed by the parties hereto.			
5.			
Contractor			
Contractor's Name (If other than an individual, state whether a corporation, partnership, etc.)		Federal Identification No.	
By (Authorized Signature)		Date Signed	
Printed Name and Title of Person Signing			
Address			
Telephone Number		E-mail Address	
6.			
Henry County			
Chair or Designee			
By (Authorized Signature)		Date Signed	
Printed Name and Title of Person Signing			
Address			
140 Henry Parkway, McDonough, Georgia 30253			

BID AUTHORIZATION AFFIDAVIT

STATE OF GEORGIA
COUNTY OF HENRY

BEFORE ME, the undersigned authority a Notary Public in and for the State of _____, on this day personally appeared _____ who, after having first been duly sworn, upon oath did depose and say; that the forgoing bid submitted by _____ hereafter called "Bidder" is duly authorized agent of said company and that the person signing said bid has been duly authorized to execute the same. Bidder affirms that they are duly authorized to execute this Agreement, that this company, corporation, firm, partnership or individual has not prepared this bid in collusion with any other Bidder, and that the contents of this bid as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this bid.

The undersigned certifies that the bid prices contained in this bid have been carefully checked and are submitted as correct and final and if bid is accepted, agrees to furnish the articles and/or services listed and offered in this document at the prices and terms stated, subject to the conditions and specifications of this Request for Bid.

Bidder Information:

(Company)

(Signature)

(Address)

(Printed Name)

(City, State, Zip)

(Title)

SWORN TO AND SUBSCRIBED BEFORE ME THIS _____ day of _____ 20 _____.

Notary Public in and for the State of _____

(Seal)

(FAILURE TO SIGN THIS SECTION SHALL DISQUALIFY YOUR RESPONSE)

NON-CONFLICT OF INTEREST

By submitting an offer in response to this solicitation, the Firm represents that in the preparation and submission of this proposal, said Firm did not either directly or indirectly, enter into any combination or arrangement with any person, Proposer, Corporation or enter into any agreement, participate in any collusion, or otherwise take any action in the restraint of free, competitive bidding in violation of the Sherman Act (15 U.S.C. Section I or Section 59.1-9.1 through 59.1-9.17 or Sections 59.1 – 68.6 through 59.68.8). Collusion and fraud in proposal preparation shall be reported to the State of Georgia Attorney General and the United States Justice Department.

_____ (Officer of Firm) certifies that to the best of our knowledge, no circumstances exist which shall cause a conflict of interest in performing services for Henry County, and that no company or person other than bona fide employees working solely for our firm has been employed or retained to solicit or secure an agreement resulting from this request for proposal.

Signature: _____

Type Name: _____

Title: _____

Firm Address: _____

REFERENCES

Please provide three (3) current or very current customers for whom you have provided similar products or services as listed in the specifications of this bid.

Reference One

Government/Company Name _____

Address _____

Contact Person and Title _____

Phone _____ Fax _____

Contract Period _____ Scope of Work _____

Reference Two

Government/Company Name _____

Address _____

Contact Person and Title _____

Phone _____ Fax _____

Contract Period _____ Scope of Work _____

Reference Three

Government/Company Name _____

Address _____

Contact Person and Title _____

Phone _____ Fax _____

Contract Period _____ Scope of Work _____

Information of person who prepared this form:

Company's Name

Date

Authorized Representative's Name (Print or Type)

Authorized Representative's Signature

**GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT
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 the Henry 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/ E-Verify User Identification Number

Date of Authorization

Name of Contractor

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

Executed on _____, _____, 20 _____ 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 _____, 20 _____.

NOTARY PUBLIC

My Commission Expires:

SAVE AFFIDAVIT

REQUIRED FOR LOCAL GOVERNMENT THAT MUST BE EXECUTED BY ANYONE ENTERING INTO A CONTRACT WITH A LOCAL GOVERNMENT

STATE OF GEORGIA
HENRY COUNTY

By executing this affidavit under oath, as an applicant for a Henry County, Georgia contract as referenced in O.C.G.A. § 50-36-1 and the August 1, 2010, "Report of the Attorney General on Public Benefits," I am stating the following with respect to my ability to enter into a contract with Henry County:

[Name of natural person applying on behalf of individual, business, corporation, partnership or other private entity]

As a representative of: _____
(Name of the business, corporation, partnership, or other private entity)

- 1) _____ I am a United States citizen
- OR**
- 2) _____ I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States.*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20.

This ____ day of _____, 20____.

Signature of Applicant: _____

Printed Name: _____

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
____ DAY OF _____, 20__

Notary Public
My Commission Expires:

***Note:** O.C.G.A. § 50-36-1(e)(2) requires that aliens under the federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their alien registration number. Because legal permanent residents are included in the federal definition of "alien," legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below:
Alien Registration number for non-citizens: * _____

SUPPLIER INCLUSION PROGRAM

Small, local, veteran-owned, Disadvantaged Business Enterprise (DBE), and female-owned business enterprises are encouraged to participate in the solicitation process. In order to give recognition to these type of business classification, please check all which apply:

Small Business

Small businesses are defined by size standards and can be found in Title 13 of the Code of Federal Regulations (CFR), Part 121, and are broken down by the different categories of business enterprises.

Local Vendor

Local vendors, as defined in the Henry First Initiative, must operate and maintain a regular place of business within the geographical boundaries of Henry County, must have a current occupational tax certificate, must have paid all real and personal taxes owed the County and must certify its compliance with the Georgia Security and Immigration Act.

Veteran-Owned Business

A veteran-owned business is a business in which a veteran owns a minimum of 51% of the business and also holds the highest position at the company and is active in the daily management and strategic direction of the company. Title 38 of the Code of Federal Regulations defines a veteran as “a person who served in the active military, naval, or air service and who was discharged or released under conditions other than dishonorable.” This definition explains that any individual that completed a service for any branch of armed forces classifies as a veteran as long as they were not dishonorably discharged.

DBE Business

DBE businesses, as defined by the Georgia Department of Administrative Services, shall be certified by the Georgia Department of Transportation and shall consist of five (5) minority groups:

- Asian American
- Native American
- African American
- Hispanic/Latino
- Pacific Islander.

Female Owned Business

A female-owned business is a business in which a female owns a minimum of 51% of the business and also holds the highest position at the company and is active in the daily management and strategic direction of the company.

None of the Above Applies

Company's Name

Date

Authorized Representative's Name (Print or Type)

Authorized Representative's Signature

Bid #19-15
Janitorial Services – Annual Contract
Bid Price Sheet

Item No.	County Building	Contact Information	Est. Cleanable Sq. Feet & Day or Night Crew Needed	Space	Number of Employees	Est. Number of Daily Patrons	Costs for 5 Days Per Week
1	Accountability Court 141 Henry Parkway McDonough, GA 30253	Craig Ogilvie cogilvie@co.henry.ga.us 770-288-6223	2,516 Night	7 Offices – 6 Carpet/1 VCT 2 Conference Rooms – Carpet 1 Hallway – VCT 1 Breakroom/Kitchen- VCT 2 Restrooms 2 Toilets	7	20	\$
2	Aubrey Harvey Building 333 and 337 Phillips Drive McDonough, GA 30253	Lora Bagby lbagby@co.henry.ga.us 770-288-6513	3,993 Night	11 Offices – Carpet 2 Conference Rooms – Carpet 2 Hallways – VCT 1 Breakroom/Kitchen – VCT 2 Restrooms 2 Toilets	10 – 12	20	\$
3	Building Plan & Review 680 Fairview Road Ellenwood, GA 30294	Amelia Ivey aivey@co.henry.ga.us 770-288-6083	500 Night	5 Offices – Vinyl Tile 2 Hallways – Vinyl Tile 2 Restrooms 2 Toilets	4	2	\$
4	Code Enforcement 114 S. Zack Hinton Parkway McDonough, GA 30253	Pam Taylor ptaylor@co.henry.ga.us 770-288-6200	1,440 Night	5 Offices – Carpet 1 Conference Room - Carpet 1 Hallway – Carpet 1 Breakroom/Kitchen – Tile 2 Restrooms 2 Toilets	6	2 per month	\$
5	DOT Building 533 Hampton Road McDonough, GA 30253	Janet Dix jdix@co.henry.ga.us 770-288-7632	6,767 Night	11 Offices – Carpet 1 Conference Room – Carpet 2 Hallways- Carpet 1 Front Foyer- Tile 2 Breakrooms/Kitchens – 1Tile/1 Carpet 4 Restrooms 4 Toilets 4 Urinals	9	0	\$

Company's Name: _____

Bid #19-15
Janitorial Services – Annual Contract
Bid Price Sheet

Item No.	County Building	Contact Information	Est. Cleanable Sq. Feet & Day or Night Crew Needed	Space	Number of Employees	Est. Number of Daily Patrons	Costs for 5 Days Per Week
6	Extension Services 99 Lake Dow Road McDonough, GA 30253	Susan Howington showington@co.henry.ga.us 770-288-8422	11,307 Night	13 Offices – Carpet 2 Conference Rooms – Carpet 2 Hallways- Carpet & Tile 2 Breakrooms/Kitchens –Tile 4 Restrooms 8 Toilets	11	30 to 60	\$
7	Facilities Maintenance 45 Work Camp Road McDonough, GA 30253	Lora Bagby lbagby@co.henry.ga.us 770-288-6513	915 Night	1 Hallway – Tile 1 Breakroom/Kitchen – Tile 2 Restrooms 2 Toilets 1 Urinal	22	0	\$
8	Fire Department 109 South Zack Hinton McDonough, GA 30253	Torrie Story tstory@co.henry.ga.us 770-288-6641	1,500 Day	2 Restrooms 4 Toilets 2 Urinals	35	0	\$
9	Parks & Recreation (Heritage Office) 99 Lake Dow Road McDonough, GA 30253	Michelle Dunn mdunn@co.henry.ga.us 770-288-7310	10,863 Night (After 8:30 PM)	1 Office – Carpet 13 additional small trash containers 1 Conference Room – Carpet 2 Classrooms – Tile 2 Hallways – Tile 1 Breakroom/Kitchen – Tile 4 Restrooms 5 Toilets 1 Urinal	13	200	\$
10	Parks & Recreation (Heritage Park) 101 Lake Dow Road McDonough, GA 30253	Michelle Dunn mdunn@co.henry.ga.us 770-288-7310	280 Day	2 Restrooms 3 Toilets 1 Urinal	0	70	\$

Company's Name: _____

Bid #19-15
Janitorial Services – Annual Contract
Bid Price Sheet

Item No.	County Building	Contact Information	Est. Cleanable Sq. Feet & Day or Night Crew Needed	Space	Number of Employees	Est. Number of Daily Patrons	Costs for 5 Days Per Week
11	Parks & Recreation (Richard Craig Pavilion) 125 S. Zach Hinton Pkwy. @ Cap Welch McDonough, GA 30253	Michelle Dunn mdunn@co.henry.ga.us 770-288-7310	400 Day	2 Restrooms 7 Toilets 1 Urinal	0	50	\$
12	Parks & Recreation (Richard Craig Tennis Center) 125 S. Zach Hinton Pkwy. @ Cap Welch McDonough, GA 30253	Michelle Dunn mdunn@co.henry.ga.us 770-288-7310	300 Day	2 Restrooms 4 Toilets 1 Urinal	0	50	\$
13	Police - Headquarters 108 South Zack Hinton Parkway McDonough, GA 30253	Sharon Buhse sbuhse@co.henry.ga.us 770-288-8203	33,000 Day	65 Offices – VCT & Carpet Tile 6 Conference Rooms – VCT & Carpet Tile 12 Workspaces – VCT & Carpet Tile 10 Hallways- VCT & Carpet Tile 5 Breakroom/Kitchens– VCT & Carpet Tile 9 Restrooms 7 Toilets 8 Urinals	120	50	\$
14	Police - Crime Scene Unit 116 South Zack Hinton McDonough, GA 30253	Sharon Buhse sbuhse@co.henry.ga.us 770-288-8203	1,500 Day	5 Offices – VCT Tile 3 Workspaces – VCT Tile 2 Hallways- VCT Tile 1 Restroom 1 Toilet 1 Urinal	5	5	\$
15	Police – North Precinct 4545 N. Henry Boulevard Stockbridge, GA 30281	Patricia Warren pwarren@co.henry.ga.us 770-288-8239	8,000 Day	6 Restrooms 12 Toilets 4 Urinals	80	40	\$

Company's Name: _____

Bid #19-15
Janitorial Services – Annual Contract
Bid Price Sheet

Item No.	County Building	Contact Information	Est. Cleanable Sq. Feet & Day or Night Crew Needed	Space	Number of Employees	Est. Number of Daily Patrons	Costs for 5 Days Per Week
16	Probate Court 99 Sims Street McDonough, GA 30253	Becky Norris bnorris@co.henry.ga.us 770-288-7602	6,800 Night	6 Offices – Carpet 14 Cubicles – Carpet 1 Courtroom – Carpet 1 Record Room – Carpet 4 Hallways – Carpet 1 Lobby – Solid Surface 1 Breakroom/Kitchen – Carpet 4 Restrooms 6 Toilets	20	100 – 150	\$
17	Public Defender’s Office (Main) 30 Atlanta Street McDonough, GA 30253	Tracey Hood thood@co.henry.ga.us 770-288-7465	3,900 Night	13 Offices – Carpet 1 Conference Room – Carpet 1 Common Area – Tile 3 Hallways Tile/Carpet 1 Breakroom/Kitchen – VCT 3 Restrooms 5 Toilets 1 Urinal	16	5	\$
18	Public Defender’s Office 20 Lawrenceville Street McDonough, GA 30253	Tracey Hood thood@co.henry.ga.us 770-288-7465	2,617 Night	5 Offices – Carpet 1 Conference Room – Carpet 1 Common Area – VCT 1 Hallway – VCT 1 Breakroom/Kitchen – VCT 2 Restrooms 2 Toilets	4	7	\$
19	Senior Services – Bear Creek 56 McDonough Road Hampton, GA 30228	Diane Reed dreed@co.henry.ga.us 770-288-6971	12,077 Night	2 Offices – 1 Carpet/1 VCT 4 Activity Rooms – VCT 2 Hallways – Carpet 1 Breakroom/Kitchen – Tile 1 Dining - LVP 4 Restrooms 9 Toilets	9	125	\$

Company’s Name: _____

Bid #19-15
Janitorial Services – Annual Contract
Bid Price Sheet

Item No.	County Building	Contact Information	Est. Cleanable Sq. Feet & Day or Night Crew Needed	Space	Number of Employees	Est. Number of Daily Patrons	Costs for 5 Days Per Week
20	Senior Services - Heritage 1050 Florence McGarity Boulevard McDonough, GA 30253	Diane Reed dreed@co.henry.ga.us 770-288-6971	18,500 Night	11 Offices – 10 Carpet/1 VCT 9 Activity Rooms – 2 VCP/7 Carpet 7 Hallways – 5 Carpet/2 Tile 2 Breakroom/Kitchens – VCT/Tile 1 Dining – LVP 6 Restrooms 12 Toilets	24	125	\$
21	Senior Services – Hidden Valley 600 Spraggins Memorial Pkwy. Stockbridge, GA 30281	Diane Reed dreed@co.henry.ga.us 770-288-6971	11,330 Night	5 Offices – 4 Carpet/1 VCP 9 Activity Rooms - 1 LVP/2 VCP/6 Carpet 3 Hallways- Carpet 1 Breakroom/Kitchen – Tile 1 Dining – LVP 4 Restrooms 9 Toilets	10	100	\$
22	Senior Services – Locust Grove 280 Mose Brown Drive Locust Grove, GA 30248	Diane Reed dreed@co.henry.ga.us 770-288-6971	11,330 Night	5 Offices – 4 LVP/1 VCT 6 Activity Rooms - LVP 1 Hallway- LVP 1 Breakroom/Kitchen – Tile 1 Dining – LVP 2 Restrooms 16 Toilets	9	50	\$
23	Sentence Enforcement 530 Hampton Road McDonough, GA 30253	Quanisha Dawson qdawson@co.henry.ga.us 770-288-6597	4,730 Night	18 Offices – Carpet 1 Conference Room – Tile 1 Lobby – Tile 5 Hallways – Carpet/Tile 1 Breakroom/Kitchen – Tile 3 Restrooms 4 Toilets	19	130	\$

Company's Name: _____

**Bid #19-15
Janitorial Services – Annual Contract
Bid Price Sheet**

Item No.	County Building	Contact Information	Est. Cleanable Sq. Feet & Day or Night Crew Needed	Space	Number of Employees	Est. Number of Daily Patrons	Costs for 5 Days Per Week
24	Stormwater Management 347 Phillips Drive McDonough, GA 30253	Debbie Lewis dlewis@co.henry.ga.us 770-288-7246	5,745 Day	15 Offices – Carpet 1 Workspace – Concrete 1 Conference Room - Carpet 1 Breakroom/Kitchen – Linoleum 4 Restrooms 5 Toilets	29	3	\$
25	Tax Office (Stockbridge) 130 Berry Street Stockbridge, GA 30281	Mesheryl Wimberley mwimberley@co.henry.ga.us 770-288-8181	6,051 Night	14 Offices – Carpet 1 Conference Room – Carpet 3 Hallways – Carpet 2 Lobbies – Tile 1 Breakroom/Kitchen – Tile 4 Restrooms 5 Toilets	13	635	\$
26	Transit 530 Industrial Boulevard McDonough, GA 30253	Tammy Chandler tchandler@co.henry.ga.us 770-288-7436	5,305 Night	8 Offices – Carpet 1 Conference Room – Carpet 5 Hallways – Carpet & Laminate 3 Breakroom/Kitchens – Laminate 2 Restrooms 8 Toilets	31	2	\$
*TOTAL COST							\$

*Henry County reserves the right to negotiate with the lowest bidder the prices submitted, based on budget availability and the number of days each location requires services. (Some locations will not require five days of service and prices will be adjusted on a per day cost accordingly.)

Company's Name: _____

Date: _____

Authorized Representative's Name (Print or Type)

Authorized Representative's Signature

Bid # 19-15
Janitorial Services – Annual Contract
Opening: 3:00 PM, November 13, 2018

CHECKLIST FOR BID DOCUMENTS

Failure to include all required documents will result in proposal being removed for consideration for award.

<u>DOCUMENTATION DESCRIPTION</u>	Please check
Any Required Documents cited in Bid Specifications	<input type="checkbox"/>
W-9	<input type="checkbox"/>
<i>Forms:</i>	
Solicitation Form (Page 1 of this Document)	<input type="checkbox"/>
Addendum Cover Sheet(s) (If applicable.)	<input type="checkbox"/>
Bid Authorization Affidavit	<input type="checkbox"/>
Non-Conflict of Interest	<input type="checkbox"/>
References	<input type="checkbox"/>
Georgia Security & Immigration Compliance Act Affidavit & Agreement	<input type="checkbox"/>
SAVE Affidavit	<input type="checkbox"/>
Supplier Inclusion Program	<input type="checkbox"/>
Bid Price Sheet(s)	<input type="checkbox"/>
Checklist for Bid Documents/Addenda Acknowledgement (this page)	<input type="checkbox"/>

ADDENDA ACKNOWLEDGEMENT

Failure to acknowledge any addenda will result in a non-responsive bid.

The vendor has examined and carefully studied the Request for Proposals and the following Addenda, receipt of all of which is hereby acknowledged:

Addendum No.		
		Dated
Addendum No.		
		Dated
Addendum No.		
		Dated
Addendum No.		
		Dated

This affirms that all documents are included with the bidder's bid package.

 Company's Name

 Date

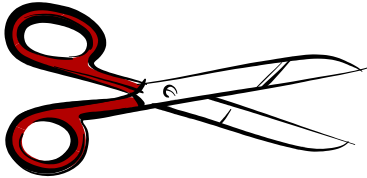
 Authorized Representative's Name
 (Print or Type)

 Authorized Representative's Signature

SECTION IV – SEALED BID LABEL

PLEASE ATTACH LABEL TO OUTSIDE OF BID PACKAGE

*This label **MUST** be affixed to the outside of the envelope or package, even if it is a “No RFP” response. Failure to attach the label may result in your bid being opened in error or not routed to the proper location for consideration. No RFP will be accepted after the date and time specified.*



SEALED BID ENCLOSED

**Bid # 19-15, Janitorial Services – Annual Contract
Due 3:00 PM/November 13, 2018**

Vendor Name

Address

City, State, Zip Code

**DELIVER TO: Henry County Purchasing Department
140 Henry Parkway
McDonough, GA 30253**