

Warner Robins Housing Authority

112 Memorial Terrace
Warner Robins, GA 31093
478-929-0229 (Office)
478-329-9347 (Fax)

REQUEST FOR PROPOSALS OFFICE CLEANING SERVICES 2018

The Warner Robins & Houston County Housing Authorities (WRHA) are currently accepting sealed bids for Office Cleaning Services for a one (1) year period.

Interested and qualified individuals of companies who have successfully demonstrated their ability to perform these services are invited to submit proposals. Small businesses, minority and women owned businesses are encouraged to respond.

Bids will be received from Monday, October 2, 2017 until, Wednesday, November 29 2017 at 5:00 PM ET at WRHA's Central Office located at 112 Memorial Terrace, Warner Robins, GA 31093. Bid packets must be downloaded from our website. ALL PACKETS MUST BE RETURNED IN A SEALED ENVELOPE, WITH "OFFICE CLEANING PROPOSAL" ON BOTH SIDES OF THE ENVELOPE. Unmarked packets or packets received before October 2, 2017 or after November 29, 2017 will not be considered. Only the successful bidders will be notified by phone and a follow up letter. Bid results will be posted to our website after a contract or contracts have been signed.

The purpose of this sealed bid is to select a contractor for the type of service requested and to enter into an agreement for performance of office cleaning services.

WRHA is an EEO/ADA compliant employer and reserves the right to reject any or all bids/proposals, to waive any informality proposal process or to cancel in whole or in part this request for bids; If it is in the best interest of WRHA. The attention of bidders is directed to the fact that the proposed work will be financed in whole or part with Federal Funds, all applicable Federal Statutes, rulings and regulations will apply. WRHA also reserves the right to award multiple contracts for services if it is in the best interest of the Housing Authority.

The work consists of providing labor, cleaning supplies and equipment, necessary to provide all operations necessary to complete janitorial / housekeeping services. This includes emptying waste baskets, mopping / vacuuming floors, cleaning bathrooms, dusting / polishing furniture and washing windows.

All Bidders must submit;

- A. Copy of Business License
- B. Completed Bid Sheet
- C. Three references where same or similar work was performed or;
- D. All other documents will be collected prior to the signing of a contract.

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SPECIFICATIONS

SCOPE OF WORK

Provide all labor, cleaning supplies, and equipment needed for cleaning offices. This includes mopping floors (must use a mop and a bucket) / vacuuming floors, cleaning bathrooms, dusting / polishing furniture, emptying waste baskets and washing windows.

QUANTITY

During the contract period, the contractor will service each office bi-weekly or as directed by the Property Manager. Service hours are 7:30 AM until 5:00 PM, Monday through Thursday.

TERM OF CONTRACT

The term of the contract will be January 1, 2017 until January 1, 2018. The contract may be shortened or lengthened at the convenience of the Authority.

CONTRACTOR WORK PROCEDURES

1. Contact Property Manager by cell phone prior to coming on site and when leaving.
2. Contractor shall clean all floors, mop or vacuum.
3. Empty all waste baskets.
4. Wipe down all surfaces in the kitchenettes.
5. Thoroughly clean all bathrooms.
6. Dust / polish furniture as needed.
7. Wash windows as needed or directed.
8. Sweep / clean around entrance to front of each building.
9. Contractors are to refrain from driving on the lawns.

If you have questions concerning the bid package or request to visit the sites, please contact Oscar G. Mason, at omason@warnerrobinsha.com. Thank you for your interest in the Warner Robins and Houston County Housing Authorities.

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BID SHEET

Houston County – AMP 2 - Kathleen Bynum – One Office - Bid Amount _____
Two Bathrooms
Community Room

City of Warner Robins Housing Authority

AMP 11 - Jimmy Rosenberg Homes – One Office – Bid Amount _____
Three Bathrooms
Community Room

AMP 12 – Mary B. Terry Homes – One Office – Bid Amount _____
Two Bathrooms
Community Room

AMP 13 – Kemp Harrison Homes – Six Offices – Bid Amount _____
Three Bathrooms
Community Room

AMP 14 – Cam Campbell Homes – One Office– Bid Amount _____
Four Bathrooms
Community Room

Proposal Submitted by: _____

Company Name: _____

Email Address: _____

Company Phone Number: _____

Date: _____

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In submitting this proposal, the undersigned agrees:

- (a) That the Owner reserves the right to waive irregularities, to reject proposals and to award the Contract to the most qualified contractor, should it be in the best interest of the Owner to do so;
- (b) That in the event the contractor does not perform the services as stipulated in the contract to the satisfaction of the Warner Robins Housing Authority Authority, the Authority may cancel the contract at anytime by giving at least fourteen (14) days written notice of the intent to cancel the contract; and
- (c) The contractor shall be responsible for the employment, control and conduct of his/her employees during the course of the contract.

The undersigned hereby designates his business structure and location:

Contractor is: (check one)

Sole Proprietor () Partnership () Corporation ()

If the Contractor is a Sole Proprietor, state the following:

Name(s) of Partners:

If the Contractor is a Corporation, state the following:

Organized under the laws of the State of _____

Name(s) and title(s) of officers authorized to sign the contract:

The Proposal is authorized and submitted by:

(Name of Firm)

Authorized Official (Please Print)

(Signature)

(Title)

(Date)

(Seal and attest Seal if Proposal is submitted by a Corporation)