

REQUEST FOR PROPOSALS
JANITORIAL SERVICES
CITY OF POWDER SPRINGS, GEORGIA
RFP # 23-007

A. INTRODUCTION

The City of Powder Springs, Georgia is seeking competitive sealed proposals from qualified firms for the purpose of establishing an annual contract for janitorial services at various city buildings.

Sealed proposals shall be received by no later than **12:00 noon EDT on Wednesday, June 7, 2023**, at the City of Powder Springs Police Department, 1114 Richard Sailors Parkway, Powder Springs, Georgia 30127, sent to the attention of Kelly Axt, City Clerk. Late submittals will not be accepted.

The deadline for submission of questions shall be **12:00 noon EDT on Tuesday, May 23, 2023**. All questions shall be submitted to the attention of Kelly Axt, City Clerk, at kaxt@CityofPowderSprings.org. Vendors shall submit an **original and three (3) copies** of the proposal along with an **electronic copy of the proposal**.

A pre-proposal conference will be held beginning at **10:00 AM EDT on Wednesday, May 17, 2023**, at the Powder Springs Police Department, 1114 Richard Sailors Parkway, Powder Springs, Georgia 30127. All interested bidders are encouraged to attend the pre-proposal meeting. A site visit to each building location will be provided as part of this meeting.

The City reserves the right to reject any or all proposals, and to waive any informality or technicality in bidding in order to purchase in the best interest of the City.

B. BACKGROUND

The City of Powder Springs is located in southwest Cobb County and is a member of the ten-county Atlanta Regional Commission. The city is located approximately twenty-two miles west of Atlanta and approximately twelve miles southwest of Marietta. Powder Springs encompasses approximately 4580 acres (approximately 7 square miles).

The City's population is currently estimated at 15,758, ranking it fifth amongst Cobb County's six municipalities. The citizenry is quite active and there has been a great emphasis on transparency in local government and easy access to public records.

C. SCOPE OF SERVICES

It is the intent of this solicitation to award a contract for professional janitorial services, which will provide necessary routine interior cleaning services and specified maintenance services for the city. Facilities to be included in this contract are listed below. The weekly cleaning schedule will vary from building to building.

The contractor shall provide and use cleaning agents approved by the city in writing. All employees shall be bonded and be an employee of the primary contractor.

The city will provide and stock the following supplies:

Trach can liners, hand towels, hand soap, and toilet paper

1. Cleaning services shall be provided at locations as follows:

City Hall (Nail Salon) – 4426 Marietta Street – one (1) time per week

Court Services – 4483 Pineview Drive - **on hold**

Public Works – 3006 Springs Industrial Drive - one (1) time per week

Police Department – 1114 Richard D Sailors Parkway - two (2) times per week

Ford Center – 4181 Atlanta Street - one (1) time per week – all buildings

- Building 1 CAC
- Building 2 Rec. Hall
- Building 3 Main Senior Center
- Building 4 Papa Morris

Linear Park – 1301 Richard D Sailors Parkway - five (5) times per week, Tuesday, Wed., Thurs., Sat, and Sunday

Hardy Amphitheatre – 4485 Pineview Drive same as Linear Park

Powder Springs Park Restrooms – 3899 Brownsville Road – Building 200 - **on hold.**

2. Schedule Requirements

- a. Office hours for the facilities are between 8:00 am and 5:00 pm, Monday through Friday. Cleaning services shall be provided after hours, or as scheduled by the city.
- b. Specific days of services shall be decided upon contract execution.
- c. Contractor will be required to coordinate cleaning with regular scheduled City meetings as scheduled on the City of Powder Springs website.
- d. No cleaning will be required on City holidays. See website for holidays. Holidays falling on a Sunday will be observed on the following Monday and holidays falling on a Saturday will be observed on the preceding Friday. C l e a n i n g shall occur on the day immediately following a holiday.
- e. At any time during the term of this contract, the City of Powder Springs

reserves the right to adjust the cleaning specifications and requirements as listed. The city understands that additional work may be needed occasionally, and reasonable prices will be negotiated with the contractor.

D. CLEANING SPECIFICATIONS

1. Bathrooms

- Sweep and wet mop bathroom floors using hospital grade cleaner/disinfectant.
- Clean wall ceramic around urinals.
- Clean toilets, urinals, sinks, showers, mirrors, countertops, and plumbing fixtures.
- Clean toilet and urinal partitions.
- Damp wipe with disinfectant entire surface areas of tiled and vinyl wall sections.
- Remove hard water deposits, mold, mildew, and soap film from all tile floors and walls monthly.

2. Floors

- Sweep and wet mop all floors in public entryways, hallways, and kitchen/breakrooms.
- Vacuum all carpet areas.
- Spot clean carpet as needed.
- Dust and clean baseboards of dust, dirt, and smudges monthly or as needed.
- Vacuuming to include all offices, cubicles, file rooms, conference rooms, training rooms, and waiting rooms.

3. Kitchen and Breakrooms

- Clean countertops, tabletops, sinks, microwaves, stoves, and refrigerator exteriors.
- Spot clean wall coverings.

4. Lobbies

- Clean and disinfect drinking fountains and public telephones.

5. Elevators

- Vacuum floors.
 - Clean interior and exterior doors and operating pads
 - Spot clean wall coverings
6. Entryways
- Clean both sides of door glass.
 - Clean and polish doorframes, kick plates, thresholds, and hardware.
7. Conference Rooms, Offices, Council's Chambers, and Waiting Rooms
- Dust and polish desks, credenzas, tables, bookshelves, and all other furniture items.
 - Clean and disinfect phones.
 - Dust computers and clean keyboards, monitors, and mouses monthly or as needed.
 - Monitors shall be cleaned with an appropriate product designed for such purposes.
 - Vacuum furniture monthly or as needed.
 - Clean marks and stains form furniture.
8. High Dusting and Cleaning
- Dust door frames, moldings, pictures, windowsills, doorframes, cabinet tops, and appliances tops monthly or as needed. Wall corners shall be free of cobwebs.
 - Dust and clean window blinds and interior shutters monthly or as needed.
 - Clean inside windows twice monthly.
 - Clean overhead light fixtures of bugs, dirt, and dust build up as needed.
9. Trash/Recycling Pickup
- Empty all trash containers and dispose of garbage in city garbage carts.
 - Replace soiled trashcan liners as needed.
 - Clean and remove trash, empty containers, dirty rags, etc. from janitor closets. Mops. Mopheads, and other cleaning apparatus shall be clean and stored in an orderly manner.

E. GENERAL CONDITIONS

1. The City of Powder Springs is a tax-exempt Municipal Corporation. No sales tax will be charged on any products or services.
2. All Proposers shall provide appropriate proof of a current and valid occupational license issued by an agency from within the State of Georgia or one of the contiguous United States.
3. Provided pricing form shall be used when submitting the cost proposal. The Proposer's name, address, telephone number and contact person are required. Proposers must fill in proposal prices and other information as indicated.
4. If a Proposer chooses to not submit a Proposal, it is requested that a "NO PROPOSAL" be submitted stating the reasons for the "no Proposal". For the City of Powder Springs purposes, it is important to know why Proposers chose not to submit this proposal.
5. The City of Powder Springs (the "City") reserves the right to reduce or increase the scope of the project if the lowest responsible and responsive Bidder (or multiple Bidder') proposal's is higher or lower than The City's budgeted amount for the project. The City of Powder Springs, at its sole discretion reserves the right to increase or decrease the scope of work to facilitate an award. This scope reduction clause will be enacted only if it is in the best interest of the city and constitutes no guarantee of scope.
6. **Additional Work** - The City of Powder Springs reserves the right to add to the contract any future work, with the agreement of the contractor, at prices offered in this Proposal. This option will be enacted during the contract if it is in the best interest of the City, and with the agreement of the contractor ("Contractor").
7. **Indemnification** - Contractor shall assume the obligation to indemnify and hold harmless the City, its officers, employees, engineers, associates, agents, subcontractors and representatives from and against any and all claims, damages, suits, fees, judgments, costs, expenses (including attorneys' fees), liability or payment arising out of, or through, injury to any person or persons including death and loss of services, or damage to property, suffered through any cause whatsoever in the work involved in the contract and to defend on their behalf any suit brought against them arising from such cause. Any and all damages and costs associated with and to pedestrians, vehicles, buildings, etc. are the sole responsibility of Contractor. The City may review any disputes and the City's decision shall be final.

8. **Georgia Security and Immigration Compliance** - In compliance with the Georgia Security and Immigration Compliance act of 2006 Act 457, Section 2 of Senate Bill 529, Chapter 300-10-1 (O.C.G.A. 13-10-91), all contractors must comply with the above mentioned State of Georgia regulations by completing the provided affidavits relative to contractor and subcontractor stating affirmatively that the contractor and any subcontractors are registered and participating in a federal work authorization program. All applicable affidavits have been included with this RFP and must be signed and provided with the proposal submission.
9. **Personnel** - Contractor shall only hire and employ individuals performing services hereunder with suitable training, experience, and skills to perform the services and the position to which such individual is assigned. Contractor shall, at its expense, conduct (or cause to be conducted), in compliance with all applicable laws, the following checks on each individual performing services hereunder:
 - a. Background check, including the: (i) name and all names used in the previous even years, (ii) date of birth, (iii) city, state, and country of birth, and (iv) passport number (if one is held) and issuing country, issue date and expiration date.
 - b. Criminal checks; and
 - c. Drug testing.

At the City's request, and to the extent permitted by law, Contractor shall provide copies of such checks with respect to any individual performing services hereunder, and the City shall comply with the law with respect to the use, retention, disposal and confidentiality of such information. With respect to any individual performing services hereunder that the City believes is (a) not conducting him or herself in accordance with the applicable code of conduct as provided to Contractor by the City from time to time, (b) improperly providing the services, (c) engaged in conduct that is criminal, fraudulent or likely to cause harm to the City's employees or property or (d) not adequately complying with the terms of the service contract, Contractor shall, upon the City's request, as soon as reasonably practicable: (i) if applicable, terminate such individual's access to City property, and (ii) remove such individual of his or her responsibility of providing services to the City.

10. The awarded contractor(s) shall comply with all pertinent federal, state, and local ordinances and regulations. The contractor shall adhere to all City of Powder Springs ordinances pertaining to the work and services provided.

11. **Termination for Default**

The City may on thirty (30) days written notice to the Contractor terminate the service contract, and without prejudice to any other remedy it may have, when the Contractor materially default in the performance of any provision of this specification, or materially fails to carry out the work in accordance with the provisions of the service contract. Default by the Contractor will include, but is not limited to, the following:

- i. Failure by the selected firm to provide service in accordance with the specifications.
- ii. Contractor fails to continually perform the service for three (3) consecutive business days during the term hereof for reasons other than a force majeure event.
- iii. Insolvency or filing of a voluntary or involuntary petition in bankruptcy court by the Contractor.
- iv. Commencement of a foreclosure proceeding of a lien against the facility or its conveyance in lieu of foreclosure.
- v. Contractor fails to cure any other breach of default in the performance of its duties or obligations set forth in the contract within five (5) days of receipt by Contractor of written notice of such breach or default.

12. Termination for Convenience

The City may terminate the contract, for convenience purposes, upon sixty (60) days written notice. Upon any termination of the contract, the Contractor shall, unless notified in writing otherwise, take all reasonable precautions to complete the work in progress and to minimize the expenses of the City incident to such termination and the completion of the work. Thereafter, the Contractor shall promptly discontinue the work. The city will pay the Contractor all monies owed for work completed.

F. SPECIAL CONDITIONS

- 1. All individuals assigned to provide janitorial services must have a clear fingerprint criminal background check, submit a City of Powder Springs background release, and be an employee of the primary contractor. No subcontractors will be permitted for this service.
- 2. Employee shall not be allowed the use of city telephones, copying machines, fax machines, computers, or other equipment in facilities.
- 3. Prices shall include all materials, labor, equipment, and applicable taxes.
- 4. The Contractor shall consider and plan for appropriate labor resources for illness, vacation, and other loss of time events so that service to the city continues uninterrupted. This plan must be updated as needed to be ready for immediate implementation with all background requirements satisfied.
- 5. The Contractor shall provide competent, trained, and experienced staff to the highest standards that are employees of the contractor.
- 6. The Contractor shall be responsible for any cost, fees, or fines due to misuse of each building's alarm system.
- 7. The Contractor will be responsible for any loss or damage to city property due to errors, mistakes, malfeasance, or malfeasance of its employees.

8. The Contractor shall provide and ensure that staff is wearing easily identifiable company branded clothing. All employees shall be easily recognizable while performing their duties on city property.
9. The Contractor will work cooperatively and directly with the city's Facilities Maintenance Supervisor.

G. INSURANCE REQUIREMENTS

The Contractor shall not commence work under the contract until it has obtained all the insurance required under this section and such insurance has been reviewed and approved by the City nor shall the Contractor allow any subcontractor, of any tier, to commence work on a subcontract until the applicable insurance has been obtained, reviewed, and approved by the City. **Note: No subcontractors will be permitted for this service.**

1. Statutory Workers' Compensation Insurance

The statutory limits as established by the General Assembly of the State of Georgia shall be met by Contractor and/or subcontractor. (NOTE: A self-insurer must submit a certificate from the Georgia Board of Workers' Compensation stating the contractor qualifies to pay its own workers' compensation claims.) The workers' compensation policy must include Coverage B Employer's minimum liability limits of:

Employers Liability: Bodily Injury by Accident - \$500,000 each accident, Bodily Injury by Disease - \$500,000 policy limit, Bodily Injury by Disease - \$500,000 each employee

Excess liability coverage may be used in combination with the base policy to obtain these limits.

2.. Commercial General Liability Insurance

The Contractor shall procure and maintain a Commercial General Liability Insurance Policy, including products and completed operations liability, and contractual liability coverage covering bodily injury, property damage liability and personal injury. The policy or policies must be on an "occurrence" basis ("Claims Made" coverage is not acceptable) insuring personal injury and property damage against the hazards of Premises and Operations, Products and Completed Operations, Independent Contractor's and Contractual Liability (specifically covering the indemnity) and have the minimum limits of liability listed. Excess liability coverage may be used in combination with the base policy to obtain the following limits.

\$1,000,000 per Person, \$1,000,000 per Occurrence, \$1,000,000 per General Aggregate, \$1,000,000 per Products/Completed Operations and Aggregat

3. Automobile Liability Insurance

The Contractor shall procure and maintain a Business Automobile Liability Policy with liability limits of not less than \$500,000 per person and \$500,000 per occurrence or a policy with a Combined Single Limit of not less than \$1,000,000 covering any owned, non-owned, or hired autos. Excess liability coverage may be used in combination with the base policy to obtain these limits. The form of coverage must be as follows and/or cover the following areas:

Comprehensive form covering all owned, non-owned, leased, hired, and borrowed vehicles, Additional Insured Endorsement, Contractual Liability

4. Umbrella Liability Insurance

Combined single Limit of Bodily Injury and Property Damage Liability. This policy shall be written on an Umbrella basis and shall follow the form of coverages as described in the policies above, except Worker's Compensation policy. \$1,000,000 per Occurrence, \$1,000,000 per Annual Aggregate.

Upon award of bid, the successful contractor shall submit a Certificate of Insurance verifying the required coverages.

H. PROPOSAL CONTENTS

To standardize responses and simplify the comparison and evaluation of responses, all proposals must be organized and submitted in the format listed below. Straightforward, precise, and clear language is preferred over many pages of details and specifications. The City of Powder Springs reserves the right to request further information, contact client references, and require interviews with any responding firm.

1. Authentication Letter

Include a cover letter signed by an official authorized to solicit business and enter into contracts that summarizes the proposer's interest in providing the service and demonstrates an understanding of the overall intent and requirements of the RFP. The cover letter shall include the name, address, email address, and phone number of person (s) authorized to represent the organization.

2. Company Background

Provide information on company background to include the following:

- a. Company's local name, address, and phone number.
- b. Contact person, phone number, and e-mail address.
- c. Number of years in business.
- d. Size of organization (number of employees)
- e. Name of person(s) that will be involved in coordination and provision of janitorial services and their qualifications and experience in managing janitorial service agreements.

3. Relevant Experience

- a. Provide information on the organization's background and experience in providing similar janitorial service agreements.
- b. Provide a minimum of two (2) references where your organization has or is currently providing similar contracted janitorial services. Include the reference location, contact person, and their phone number and e-mail address.

4. Total Cost

Provide a fixed monthly cost for janitorial services for each facility as indicated on the Pricing Form Pricing. Provide an hourly rate for on-call or additional services outside the scope of the contract.

I. EVALUATION/AWARD CRITERIA

Proposals will be reviewed for responsiveness to this RFP by an Evaluation Committee and evaluated based on the following factors. Factors are listed in order of relative importance. After evaluations are completed, the proposals will be ranked, and the award made to the firm whose proposal has been determined to be most advantageous to the city. The committee's recommendation will be forwarded to City Council for final consideration and contract award.

- 1. Company Background
- 2. Relevant Experience
- 3. Total Cost

J. CONTRACT TERM

The initial term of the agreement will be for one (1) year from the date of contract execution. The city, at its discretion, may extend the contract for up to three (3) additional periods of one (1) year each if agreeable to both parties.

PRICE PROPOSAL FORM
JANITORIAL SERVICES

<u>Facility</u>	<u>Total Monthly Cost</u>
City Hall (Nail Salon)	\$ _____
Police Department	\$ _____
Public Works	\$ _____
Ford Center	\$ _____
• Building 1 – CAC	
• Building 2 – Rec. Hall	
• Building 3 – Main Senior Center	
• Building 4 – Papa Morris	
Linear Park	\$ _____
Hardy Amphitheatre	\$ _____
TOTAL – All facilities	\$ _____
Hourly Rate for Additional Services as Needed	\$ _____

BIDDER INFORMATION

Company Name _____
Address _____
Company Representative _____

Authorized Signature _____

City of Powder Springs, Georgia

CONSULTANT AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned CONSULTANT verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation contracting with the City of Powder Springs has registered with and is participating in a federal work authorization program. As of the effective date of 13-10-91, the applicable federal work authorization programs (any of the electronic verification information of newly hired employees, pursuant to the Immigration Reform & Control Act of 1986 (IRCA) P.L.99-603) ; in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91. "EEV/Basic Rule Pilot Program" is operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration.

The undersigned further agrees that, should it employ or contract with any Sub CONSULTANT(s) in connection with the physical performance of services pursuant to this contract with the City of Powder Springs, CONSULTANT will secure from such CONSULTANT(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Sub CONSULTANT Affidavit provided in Rule 300-10-01-08 or a substantially similar form. CONSULTANT further agrees to maintain records of such compliance and provide a copy of each such verification to the City of Powder Springs at the time the Sub CONSULTANT(s) is retained to provide the service.

EEV/Basic Pilot Program User Identification Number

By: Authorized Officer or Agent

Date

Title of Authorized Office or Agent

Subscribed and sworn before me on this, the
_____ day of _____, 20

Notary Public: _____ My commission expires:

SUB CONSULTANT AFFIDAVIT AND AGREEMENT

City of Powder Springs, Georgia

SUB CONSULTANT AFFIDAVIT AND AGREEMENT

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EEV/Basic Pilot Program User Identification Number

By: Authorized Officer or Agent of Sub Consultant

Date

Title of Authorized Office or Agent of Sub Consultant

Subscribed and sworn before me on this, the
_____ day of _____, 2020

Notary Public: _____

My commission expires: _____