

December 10, 2018

**PROPOSAL REQUEST**

**Janitorial Services**

The Coweta County Water & Sewerage Authority invites qualified firms to submit proposals for **Janitorial Services (Main Office Location Only) 545 Corinth Rd, Newnan Ga.**

**SCOPE:**

 a) The specifications, bid sheets and conditions are attached.

b) All vendors that submit a proposal will be notified at a later date of bid results. All proposals must be **submitted** to the Coweta County Water & Sewerage Authority, Attention: Rick Jones, Chief Operating Officer, at 770-254-3710. Any proposal submitted after the time and date specified, or submitted in a manner other than that which is specified, will not be accepted.

c) Invoices should be mailed to Coweta County Water & Sewerage Authority, 545 Corinth Road, Newnan Georgia 30263.

d) Proposals shall be submitted on or before **January 10, 2019 at 1:00 P.M.** The bid opening will take place on the same date at **2:00 P.M.** in the conference room at the Coweta County Water & Sewerage Authority. This is a sealed bid, and the outside of the envelope should be clearly marked “**Janitorial Services (Main Office Location Only) 545 Corinth Rd, Newnan Ga”.**

e) The Coweta County Water & Sewerage Authority reserves the right to

 refuse or reject any and all bids.

Respectfully,

Rick Jones

Chief Operating Officer

**Conditions**

The property discussed in this bid and labeled **Janitorial Services (Main Office Location Only) 545 Corinth Rd, Newnan Ga** can be viewed by appointment Monday through Friday, 8:00 until 4:30. To schedule an appointment please contact Rick Jones at 770-254-3710, Ext. 8809 or email at rjones@cowetawater.com.

**Materials**

The winning bidder will be provided paper products, hand soap and trash bags by the Coweta County Water & Sewerage Authority. All cleaning products and necessary hardware for cleaning will be the sole responsibility of the winning bidder. Storage areas are provided by the Coweta Water & Sewerage Authority within the offices. The winning bidder will be responsible for providing MSDS information on all cleaning products stored at our facility.

**Arrival Time**

The winning bidder will need to have staff on site no earlier than 4:50 pm on the days that cleaning is scheduled.

**Holidays**

The Coweta County Water & Sewerage Authority observes nine holidays throughout the year. When closed in observance of a holiday, the winning bidder will need to schedule a day during that same week to ensure that the amount of service and days provided remain the same throughout that billing period.

**Specification Sheet**

Office Areas Daily

* Sweep all hard floors
* Vacuum all accessible carpeted areas
* Empty waste baskets
* Empty recyclable basket
* Clean conference tables
* Spot clean glass including partitions, entrances and lobbies
* Clean and sanitize drinking fountains
* Clean glass table top (as needed)

Office Areas Weekly

* Damp mop all hard floors (Daily as needed)
* Spot clean stains and spills
* Dust all furniture including desk, chairs and tables (as needed)
* Dust all exposed filing cabinets, bookcases and shelves (as needed)
* Damp clean all office doors

Break Rooms Daily

* Clean and sanitize countertops, table tops, seats and exterior of all appliances
* Empty and sanitize waste basket
* Empty recyclable basket
* Sweep all hard floors
* Fill all dispensers

Break Rooms Weekly

* Damp mop all hard floors
* Spot clean all walls, backsplash, switches and glass

Bathrooms Daily

* Empty and sanitize waste container
* Fill all dispensers
* Sweep, damp mop and sanitize all hard floors
* Clean, sanitize and polish all fixtures
* Clean all glass and mirrors

Bathrooms Weekly

* Spot clean all walls and doors

**Bid Sheet**

The Coweta County Water & Sewerage Authority requests this project be bid two separate ways. Failure to comply with this will result in a **NO BID** for the entire bid package.

**Option One:**

Monthly total to perform janitorial services described in the specification sheet included in bid package labeled **Janitorial Services (Main Office Location Only) 545 Corinth Rd, Newnan Ga.** This service is to be provided twice (2 times) weekly on Tuesday and Thursday of each week.

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**Option Two:**

Monthly total to perform janitorial services described in the specification sheet included in bid package labeled **Janitorial Services (Main Office Location Only) 545 Corinth Rd, Newnan Ga.** This service is to be provided three (3 times) weekly on Monday, Tuesday and Thursday of each week.

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**Bid Provider: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**