

City of Tucker

Request for Proposals

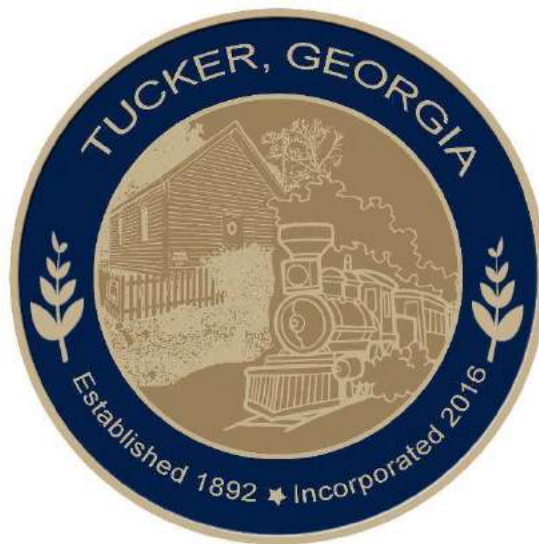
RFP #2018-007

Janitorial Services

for the

Tucker Recreation Center

4898 LaVista Road



Request for Proposals

City of Tucker, Georgia

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Janitorial Services

for the

Tucker Recreation Center

4898 LaVista Road

Invitation

The City of Tucker is now accepting proposals from any business with experience in providing janitorial services for approx. 25,000 sq. feet.

Proposed Schedule

Release Date	Friday, Feb. 2nd	
Pre-Proposal Conference / Tour at the Tucker Recreation Center 4898 LaVista Rd	Wednesday, Feb. 21 st at 2:00 pm EST	
Questions Deadline	Thursday, Feb. 22 nd at 4:00 pm EST	
Responses to Questions Posted	Friday, Feb. 23 rd	
Proposal Due	Friday, March 2 nd at 10:00 am EST	
Interviews, if needed	Week of March 5th	
Award	Monday, March 12 th	
Notice to Proceed	Sunday, April 1 st	

Questions:

Questions should be emailed to: Procurement@tuckerga.gov by Thursday, February 22nd at 4:00 pm EST

Scope of Work

SCOPE OF JANITORIAL SERVICES - TUCKER RECREATIONAL CENTER

Daily Responsibilities

All daily responsibilities to begin in first day of contract

Bathrooms

- Clean bathroom toilets/sinks/counters, mirrors
- Refill toilet paper, soap dispensers, paper towel dispensers
- Sweep and mop bathroom floors
- Clean mirrors, windows & doors
- Empty trash cans and replace liners

Unoccupied Areas – lobby, halls, and breakroom

- Sweep and mop all floors
- Empty trash cans and replace liners
- Clean water fountains
- Sweep outside entry area
- Pick up trash in parking lot and perimeter of facility

Unoccupied classrooms and auditorium

- Sweep and mop all floors
- Empty trash cans and replace liners

Offices

- Vacuum or sweep and mop as dictated by floor
- Empty trash cans and replace liners

Outside

- Empty trash cans and replace liners

Submit Maintenance/Repair notices as needed

All Weekly Responsibilities to begin in first week of contract

Weekly Responsibilities

Bathrooms

- Wipe down bathroom walls
- Dust (including for spider webs)

Common areas – lobby, halls, common classrooms, auditorium, and breakroom

- Dust entire facility (including spider webs)
- Clean breakroom microwave in/out

Offices

- Dust (except for personal desks)

All Monthly Responsibilities
to begin in first week of
contract.

Monthly Responsibilities

Bathrooms

Buff Floors

**Unoccupied Areas – lobby, halls common classrooms, and
breakroom**

Buff Floors

Clean refrigerator and toaster oven

Clean trash cans inside and out

Clean and organize storage room for inspection

Clean and straighten sink room/mop closets

Dust light fixtures/replace bulbs as needed

Check Fire Extinguishers (tag and update)

Storage Areas

Sweep and mop all floors

Dust

Outside

Clean trash cans inside and out

All quarterly responsibilities
to begin in the first month of
the contract.

Quarterly Responsibility

Clean Windows of Facility Inside and Outside

All semi-annual
responsibilities to begin in
the first month of the
contract.

Semi - Annual

Clean, Paste Wax, Buff all lobby, halls, breakroom,
auditorium, common classrooms

Cost Proposal

Provide a detailed cost proposal by hard copy or email copy:

- Hard Copy to Tucker Rec Center at: 4898 LaVista Road Tucker, Georgia
- Electronically by email to: Procurement@tuckerga.gov
- All hard copy and electronic submittals must be received by: Friday, March 2nd at 10 AM EST

COST PROPOSAL FOR:

JANITORIAL SERVICES - TUCKER RECREATIONAL CENTER

Invoices will be submitted to Invoice@tuckerga.gov with a cc to Tom McDermott.
Invoices will be paid at NET 30.

Monthly Pricing \$ _____ month
Pricing includes all daily, weekly and monthly responsibilities

Quarterly Pricing \$ _____ each time
Pricing includes all quarterly responsibilities and will be billed 4 x a year
Quarterly responsibilities should be completed in April, July, Oct. and Jan.

Semi - Annual \$ _____ each time
Pricing includes all semi-annual responsibilities and will be billed 2 x a year
Responsibilities should be completed in April, and Oct.

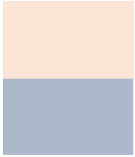
Business References

- Three (3) Business References must be submitted with your proposal.

Evaluation and Selection Criteria

- The city will review all qualifications submitted and award based on low bid.
- Qualified bidder must be in business over 2 years and submit three (3) business references.
- After reviewing the qualifications, the city may, at its discretion, invite to interview (at proposer’s expense at the city’s site) one or more of the proposers whose proposal appears to best meet the city’s needs.

MAP OF TUCKER RECREATION CENTER



IN DAILY, MONTHLY, QUARTERLY, SEMI-ANNUAL Hallways, Offices, Bathrooms, Unoccupied Spaces (Classrooms, Meeting Rooms, Auditorium)

Rooms not included in bid (except windows)

