



Request for Proposal

Cleaning Services
for the
Coastal Regional Commission Facility

1181 Coastal Drive SW
Darien, GA 31305

Contact:

Chrishonda Grant, Administrative & HR Services Manager
Coastal Regional Commission
1181 Coastal Drive SW
Darien, GA 31305
cgrant@crc.ga.gov

Issued Date: January 6, 2025

Bid Due Date: February 6, 2025

Anticipated Award Date: February 28, 2025

Anticipated Contract start Date: April 1, 2025

I. SCOPE OF WORK

The Coastal Regional Commission (CRC) is seeking proposals for commercial cleaning services to be performed bi-weekly, on Tuesdays and Thursdays, after 5:30 pm, throughout the year. Modifications to the schedule will be made to allow for any holidays that may fall on those days.

The Contractor shall clean doors/windows of the exterior entranceway of main building; and all interior office spaces, conference room(s), hallways, restrooms, and breakrooms. The minimum services required are listed in Section V. *Detailed Task List and Frequency of Service* form. The Contractor will specify the frequency of tasks on that form. The square footage of the space to be cleaned is approximately 30,000 sq ft.

II. BIDDER INSTRUCTIONS & REQUIREMENTS

1. Each Contractor shall obtain the RFP packet from the Coastal Regional Commission (CRC) website.
2. Each Contractor must attend a mandatory walk-through of the project site. Prospective responders are encouraged to email cgrant@crc.ga.gov to schedule a walk through prior to the bid closing date.
3. The Contractor must be properly licensed to do business in the State of Georgia and provide a copy of their business license. They shall have been in the cleaning business for a minimum of two (2) years.
4. The Contractor shall submit a minimum of two (2) references from present or past commercial contract customers. Provide a contact name, phone number, and email for each reference along with the physical address of the company for which services are provided.
5. The Contractor must quote on a monthly fee basis, as per the attached service schedule. Bids must be signed by a responsible representative of the Contractor. The cost for annual tasks should be provided separately. See Section V. *Detailed Task List and Frequency of Service*.
6. The Contractor will not charge the CRC directly for sales, use or excise tax. The CRC is exempt from State Sales Tax. Tax Exemption Certificates indicating the CRC's tax-exempt status will be furnished upon request. The Contractor shall be responsible for payment of any sales, use, or excise tax.
7. The successful Contractor will be required to execute the Security and immigration Compliance Affidavit certifying their compliance with the Official Code of Georgia Annotated (O.C.G.A) § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of service on behalf of the CRC, 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. The Security and Immigration Compliance Affidavit is attached to this Request for Proposals as Appendix B.

8. The successful Contractor shall procure, maintain, and provide proof of, insurance coverage for injuries to persons and/or property damage as may arise from or in conjunction with, the work performed on behalf of the CRC by the Contractor, his agents, representatives, employees or subcontractors. Proof of coverage as contained herein shall be submitted prior to the commencement of work and such coverage shall be maintained by the Contractor for the duration of the contract period. The Contractor shall not perform any work unless he has obtained and continues to maintain for the duration of such work, such worker's compensation coverage as may be required pursuant to the provisions of Title 34 Chapter 9 of the Official Code of Georgia. The requirements below shall be maintained in full force and effect during the term of the contract and any renewals.
 - a. **Commercial General Liability:**
 - \$2,000,000 General Aggregate
 - \$2,000,000 Products/Completed Operations Aggregate
 - \$1,000,000 Each Occurrence
 - \$1,000,000 Personal and Advertising Injury Limit
 - \$ 5,000 Medical Expense Limit;
 - b. **Professional Liability:**
 - \$1,000,000 Per Occurrence;
 - c. **Workers' Compensation:** Statutory limits covering all employees, including Employer's Liability with limits of:
 - \$500,000 Each Accident
 - \$500,000 Disease - Each Employee
 - \$500,000 Disease – Policy Limit
 - d. **Business/Janitorial Service Bond:**
 - Liability with limits of:
 - \$50,000 per occurrence
 - e. **Additional Insured and Indemnification Requirements:**

The successful contractor must agree to defend, indemnify, and hold harmless the CRC, its officers, employees, and agents from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees, or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind in connection with or arising out of this Agreement and/or the performance hereof that are due in part or in the entirety of Contractor, its employees or agents. The contractor must further agree to investigate, handle, respond to, defend and dispose of same at its sole expense and agrees to bear all other costs and expenses related thereto.

The successful contractor's General Liability policy shall be endorsed, specifically or generally, to include the following as Additional Insured:

COASTAL REGIONAL COMMISSION, ITS OFFICERS, AGENTS AND EMPLOYEES ARE INCLUDED AS ADDITIONAL INSURED UNDER CONTRACTOR'S GENERAL LIABILITY INSURANCE.

Before commencement of any work or event, the successful contractor shall provide a Certificate of Insurance in satisfactory form as evidence of the insurances required above.

The successful contractor shall have no right of recovery or subrogation against CRC (including its officers, agents and employees), it being the intention of the parties that the insurance policies so affected shall protect both parties and be primary coverage for any and all losses covered by the above-described insurance.

CRC shall have no liability with respect to Contractor's personal property whether insured or not insured. Any deductible or self-insured retention is the sole responsibility of Contractor.

All certificates of insurance must provide that the policy or policies shall not be changed or cancelled without at least thirty (30) days prior written notice.

Insurance procured by Contractor shall not reduce nor limit Contractor's contractual obligation to indemnify, hold harmless and defend CRC for claims made or suits brought which result from or are in connection with the performance of this Agreement.

In the event Contractor receives Notice of Cancellation of Insurance required pursuant to this Agreement, Contractor shall immediately cease performance of all services and shall provide Notice to CRC within twenty-four (24) hours.

Certificate Holder shall be listed as follows:

Coastal Regional Commission
1181 Coastal DR NW
Darien, GA 31305-6154

If Contractor is authorized to assign or subcontract any of its rights or duties hereunder and in fact does so, Contractor shall ensure that the assignee or subcontractor satisfies all requirements of this Agreement, including, but not limited to, maintenance of the required insurances coverage and provision of certificate(s) of insurance and additional insured endorsement(s), in proper form prior to commencement of services.

9. Bids, documents, and related correspondence shall be submitted in a sealed envelope, by **February 6, 2025**, to the CRC at 1181 Coastal Drive SW, Darien, GA 31305 and marked "RFP Bid for Cleaning Services".
10. Bids will be opened at the CRC office and awarded based on price, statement of qualifications, ability to complete all requested items, and good references. The CRC reserves the right to accept and/or reject any and all bids.

III. CONTRACT SERVICE AND SCHEDULE

1. SCOPE OF WORK

The Coastal Regional Commission is seeking proposals for commercial cleaning services to be performed bi-weekly, on Tuesdays and Thursdays, after 5:30 pm, throughout the year. Modifications to the schedule may be made to allow for any holidays that may fall on those days.

The Contractor shall clean doors/windows of the exterior entranceway of main building; and all interior office spaces, conference room(s), hallways, restrooms, and breakrooms. The minimum services required for each service day are marked on the attached service schedule in Section V. Detailed Task List and Frequency of Service. The Contractor will specify the frequency of all other tasks. The square footage of the space to be cleaned is approximately 30,000 sq ft.

2. DESCRIPTION

- a. The **CRC will furnish** all expendable supplies such as toilet tissue, paper towels, trash bags, soap for all dispensers, and cleaning supplies. The **CRC will also furnish** all trash receptacles and soap/sanitizer dispensers. The **Contractor may recommend** which cleaning supplies they prefer. The **Contractor will indicate** on a sheet provided when supplies are low and what needs to be reordered.
- b. The **Contractor shall provide** all equipment such as buffers, vacuum cleaners, brooms, mops, rags, and scrubbing materials.
- c. The **Contractor may store** cleaning equipment and products in the room designated for such items. This area shall be maintained in a neat, clean manner, with no unnecessary supplies in the room. All equipment and supplies shall be stored safely, with no hazard to employees, guests, or vendor personnel.
- d. The **Contractor must** be on site Tuesdays and Thursdays after 5:30 p.m. and shall stay until scheduled services are completed. Modifications to the schedule/fee will be made to allow for any holidays that may fall on those days.
- e. The **Contractor will be responsible** for closing all exterior doors and making sure all lights are off before leaving.
- f. The **Contractor should conduct** quarterly quality control inspections of its workers, to ensure tasks are being completed.
- g. The **CRC will issue** two key fobs to access the building. If lost, there is a \$15 replacement cost and will be at the expense of the Contractor. Should a contractor employee terminate employment with the contractor and not return their key fob, the CRC must be notified immediately so the key fob can be deactivated.
- h. The **Contractor's employees shall not** entertain visitors, nor shall they bring minor children on the CRC's property.

- i. The **Contractor/site manager shall be** accessible by phone to address concerns and/or problems that arise.
- j. The CRC is a drug, alcohol, and smoke/vape free facility. The Contractor will ensure that its employees abide by the policy.

IV. SPECIFIC PROPOSAL PREPARATION REQUIREMENTS

Proposals shall be as thorough and detailed as possible so that the CRC may properly evaluate the contractor's capabilities to provide the required services. Contractors shall submit the following items as a complete proposal:

1. COMPLETE, SIGNED COPY OF THE REQUEST FOR PROPOSALS

- a. The return of this complete RFP signed and filled out as required.

2. TECHNICAL COMPONENTS OF PROPOSAL

- a. Detailed written narrative statements on each of the following:
 1. A description of the contractor rendering the proposal, including whether the company is national, regional, or local; the number of years in business; and the number of employees in the local office. The Contractor must be properly licensed to do business in the State of Georgia and provide a copy of their business license.
 2. Experience in providing the services described herein for similar types of entities. They shall have been in the cleaning business for a minimum of two (2) years.
 3. A work plan and proposed schedule to accomplish the scope defined in Section III.1 of the RFP, including Section V. Detailed Task List and Frequency of Service form. The ideal work plan will specify an estimated timeline/frequency for all of the various tasks to be performed during the year, as requested in the scope.
 4. The proposal should identify and describe anticipated problems (if any) that may be encountered at start up or throughout the year, the contractor's approach to resolving these problems, as well as how any special requirements or requests from the CRC will be handled.

4. CONTRACTOR AFFIDAVIT

The proposers must complete the Contractor Affidavit, presented as Attachment B. If the contractor is not currently registered to use E-Verify, then a statement that the contract will register and comply with the requirements of O.C.G.A § 13-10-91 prior to commencement of work.

5. INSURANCE

The proposers must provide their current Certificate of Insurances. If the contractor does not currently have all the required policies, then a statement that the contractor will obtain all the required policies prior to commencement of work.

6. REFERENCES

The proposers must provide a minimum of two references.

7. COST COMPONENT

The proposers must provide a total monthly fee which includes all biweekly and monthly tasks and a separate total annual fee which includes all semi-annual and annual tasks as specified in Section V. Detailed Task List and Frequency of Service form. Also include how the cost for any special requests by the CRC will be handled.

V. DETAILED TASK LIST & FREQUENCY OF SERVICE

Please indicate/propose the frequency of each task below by placing an "X" in the corresponding space. If there are any tasks which you will not do or are unable to provide, please indicate by placing "N/A" in the grey column.

Task	Frequency of Service			
	Twice Wkly	Mthly	Semi-Annual	Annual
Empty all wastebaskets, bins, free-standing shredder (without key), clean as needed, and replace bags				
Transport trash to dumpster				
Dust everything that is not in individual offices				
Dust water fountains (inoperable)				
Clean reception lobby glass & sills including front door (inside and outside) and mirror				
Clean all interior windows, sills and blinds				
Dust all ceiling vents and clean bugs/dirt from ceiling lights				
Remove cobwebs from ceilings and anywhere they appear				
Sweep and Mop tiled areas				
Vacuum carpeted areas				
Strip, clean grout, refinish and machine polish tiled areas				
Machine shampoo carpet				
Inspect carpets for spots and stains and clean if possible				
Remove stains on walls, light switches, and doors				
Fill paper towel dispensers				
Fill toilet paper dispensers; if less than 1/2 roll change out, leave smaller roll on top				
Fill Soap dispensers				
Clean and sanitize urinals and toilets inside and out and plumbing fixtures				
Clean and sanitize bathroom sinks				
Clean/Dust cabinets, mirrors in bathrooms				
Wipe down stalls				
Clean and sanitize kitchen sinks				
Clean and sanitize Breakroom tables				
In breakrooms, wipe down chairs, refrigerator, microwave, toaster & water cooler				
Sweep and mop back hallways & pods (2x year) Do not need to wax and deep clean at end of year				
Sweep outside entryways and mats				

Total Monthly Fee (includes all biweekly and monthly tasks) _____

Total Annual Fee (includes all semi-annual and annual tasks) _____

Semi-Annual tasks _____

Annual tasks _____

ATTACHMENT A: MANDATORY PRE-QUALIFICATION FORM

1. Business Name: _____
Contact Person: _____ Telephone Number: _____
Email address: _____
2. Address: _____

3. Federal ID Number: _____
4. E-Verify Number: _____

CONTRACTOR CERTIFICATION STATEMENT

I (we) certify that the information contained herein is true and correct to the best of my (our) knowledge, and that the person submitting the RFP on behalf of the proposer has the authority to submit this RFP and make all representations contained herein. In compliance with this request for proposals and to all the conditions imposed herein, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal and provide the documentation as requested.

I (we) understand that the inclusion of false information may result in rejection of the proposal submitted in response to this RFP.

Contractor Name

Date

Signature of Preparer

ATTACHMENT B: CONTRACTOR AFFIDAVIT AND AGREEMENT

(THIS FORM SHOULD BE FULLY COMPLETED AND RETURNED WITH YOUR PROPOSAL PACKET)

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 Coastal Regional Commission 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 User Identification Number (E-verify Number)

Date of Authorization

Name of Contractor

Coastal Regional Commission Cleaning Services
Name of Project

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

Executed on _____, _____, 20__ in _____ (City), _____ (State).

Signature of Authorized Officer or Agent (Contractor)

Title of Authorized Officer or Agent (Contractor)

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF _____, 2024.

Notary Public
My Commission Expires: _____