

**IWQ 14-07****Informal Written Quotes****Brookhaven Parks Janitorial Services****Due Thursday, October 30, 2014 at 2:00pm**

The City of Brookhaven Parks and Recreation Department is seeking qualifications and bids for professional janitorial services for the following facilities; Lynwood Recreation Center, Briarwood Recreation Center, and the Ashford Park Activity Building. The City is requesting both qualifications and written quotes for services at each facility. The City will select vendor, and subsequently negotiate a contract with the selected vendor.

A mandatory pre-bid conference and tour of the facilities will be held Wednesday, October 22nd from 1:00pm to 2:30pm. The City will show prospective bidders the three (3) facilities and answer questions. If additional questions arise following the tour, please email them to purchasing@brookhavenga.gov no later than 5:00pm Thursday, October 23rd. All questions received will be answered and published on the City's website as an addendum. Questions will only be accepted via email. No questions will be answered by phone to ensure the same information is given to all bidders.

Qualifications and written quotes shall be returned by email only to purchasing@brookhavenga.gov by Thursday, October 30th at 2:00pm. Submissions should not exceed five (5) pages, and should be in .pdf format. When awarded, the announcement will be made on the City's Purchasing Page, and the winning bidder will be contacted directly. Candidates may or may not be contacted for further information.

For further details about Lynwood Recreation Center, Briarwood Recreation Center and Ashford Park Activity Building, please visit the City's GIS Website at:

<http://gis.brookhavenga.gov/webmaps/cobgis/>

All bidders are expected to read and comply with the City's Purchasing Policy posted at:

<http://www.brookhavenga.gov/city-departments/purchasing>

Mandatory Pre-Bid Conference and Facility Tour

Wednesday, October 22nd at 1:00pm

Meet at Lynwood Rec Center at:

3360 Osborne Road NE, Brookhaven, GA 30319

We will then visit the two other parks

General Scope of Service

Background-

All equipment and chemicals must be furnished by vendor. Only trash receptacle liners, toilet/hand towel paper products, and soap will be supplied by the City.

2x weekly- Monday and Friday

All services must be completed prior too or after operational and business hours. Please note facilities may be occupied in evening for events and rentals.

Vendor will be responsible for arranging furniture, setting alarms where necessary, turning on security lighting, and securing facility upon completion of services.

Additional janitorial services outside the general scope may be requested by the City. The vendor will be asked to prepare a separate quote for any of these services prior to completion.

Lynwood Recreation Center (3360 Osborne Road NE, Brookhaven, GA 30319)

- Restock all toilet paper, hand towel, and soap dispensers (As needed)
- Dust mop gymnasium floor (2x weekly)
- Damp mop gymnasium floor (2x weekly)
- Vacuum entry and exit mats (2x weekly)
- Sanitize, mop, wipe down all restroom hard surfaces, fixtures, and flooring (2x weekly)
- Sanitize, mop, and wipe down all kitchen hard surfaces, fixtures, and flooring (2 x weekly)
- Sanitize, mop, wipe down all hallway, classroom, office, and community room hard surfaces, walls, fixtures, and flooring (2x weekly)
- Dust 47all community center sills and clean windows (2x weekly)
- Remove and replace all waste can liners within facility (2x weekly)
- Refinish and Buff Community Center hard surface flooring (Monthly, excluding gym floor)
- Dust facility rooms and hallways for cob webs (1x weekly)
- Clean and dust HVAC vents and returns (Monthly)

Briarwood Recreation Center (2235 Briarwood Way NE, Brookhaven, GA 30329)

- Restock all toilet paper, hand towel, and soap dispensers (As needed)
- Dust mop gymnasium floor (2x weekly)
- Damp mop gymnasium floor (2x weekly)
- Vacuum entry and exit mats (2x weekly)
- Sanitize, mop, wipe down all restroom hard surfaces, fixtures, and flooring (2x weekly, Monday/Friday)
- Sanitize, mop, and wipe down all kitchen hard surfaces, fixtures, and flooring (2 x weekly, Monday/Friday)
- Sanitize, mop, wipe down all hallway, classroom, office, and community room hard

surfaces, walls, fixtures, and flooring (2x weekly)

- Dust all community center sills and clean windows (2x weekly)
- Remove and replace all waste can liners within facility (2x weekly)
- Refinish and Buff Community Center hard surface flooring (Monthly, excluding gym

floor)

- Dust facility rooms and hallways for cob webs (1x weekly)
- Clean and dust HVAC vents and returns (Monthly)

Ashford Park Activity Building (2980 Redding Road NE, Brookhaven, GA 30319)

- Restock all toilet paper, hand towel, and soap dispensers (As needed)
- Dust mop facility floor (2x weekly)
- Damp mop facility floor (2x weekly)
- Vacuum entry and exit mats (2x weekly)
- Sanitize, mop, wipe down both indoor and outdoor restroom hard surfaces, fixtures, and flooring (2x weekly)
- Sanitize, mop, and wipe down all kitchen hard surfaces, fixtures, and flooring (2x weekly)
- Sanitize, mop, wipe down all community room and hallway hard surfaces, walls, fixtures, and flooring (2x weekly)
- Dust all facility sills and clean windows (2x weekly)
- Remove and replace all waste can liners within facility (2x weekly)
- Refinish and Buff facility hard surface flooring (Monthly)
- Dust facility rooms and hallways for cob webs (1x weekly)
- Clean and dust HVAC vents and returns (Monthly)

IWQ 14-07 Brookhaven Parks Janitorial Services

The following must be completed and returned with Qualifications:

Legal Business Name _____ Federal Tax ID _____

Address _____

Representative Signature _____ Printed Name _____

Telephone Number _____ Fax Number _____

Email _____

Bid Form

Monthly Fee

Lynwood Rec Center _____

Briarwood Rec Center _____

Ashford Park Activity Building _____

Total _____

E-Verify Private Employer Affidavit Pursuant to O.C.G.A. § 36-60-6(d)
****This form is required by Georgia State Law****

By executing this affidavit under oath, as an applicant for a(n) _____

[business license, occupational tax certificate, or other document required to operate a business] as referenced in O.C.G.A. § 36-60-6(d), from the City of Brookhaven, Georgia the undersigned applicant representing the private employer known as _____ [printed name of private employer] verifies one of the following with respect to my application for the above mentioned document:

1. Fill out this section yearly between July 1, 2012 and June 30, 2013

- (a) _____ On January 1st of the below signed year the individual, firm, or corporation employed one hundred (100) or more employees.
- (b) _____ On January 1st of the below signed year the individual, firm, or corporation employed less than one hundred (100) or more employees.

If the employer selected 1(a) please fill out Section 2 below.

2. The employer has registered with and utilizes the federal work authorization program in accordance with the applicable provisions and deadlines established in O.C.G.A. § 36-60- 6(a). The undersigned private employer also attests that its federal work authorization user identification number and date of authorization are as listed below:

E-verify number / Federal Work Authorization User Identification Number (not your FEI number) Date of Authorization

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties allowed by such statute.

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

Signature of Authorized Officer or Agent Date

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF, 20_____.

NOTARY PUBLIC/SEAL

My Commission Expires