Commercial Janitorial Services (Group A Locations)
(Facilities Maintenance and Operations)

GENERAL SPECIFICATIONS:

Chatham County is soliciting competitive bids from qualified companies to provide all materials, supplies, labor, tools, and equipment necessary to provide quality commercial janitorial/cleaning services. The successful contractor must be local meaning within Chatham County or no more than thirty (30) miles from it borders. **NON-LOCAL BIDS WILL NOT BE ACCEPTED.**

A MANDATORY ONSITE PRE-BID CONFERENCE has been scheduled to discuss the specifications of this project and to resolve any questions and/or misunderstanding that may arise. The mandatory pre-bid conference will be held on **NOVEMBER 05, 2026, at 10:00AM**. A representative from your company must be present at the mandatory pre-bid if it is your intent to submit a bid.

The PRE-BID conference will be held in the CONFERENCE ROOM at:
SITE NO. 1-RC: RECORDS CENTER
4225 Augusta Road, Suite D, Garden City, Georgia 31408

For all PRE-BID updates: https://chathamcountyga.bonfirehub.com/portal

All questions regarding this project should be submitted in writing and directed exclusively to Bernadine P. Bruen, Procurement Specialist by visiting the Chatham County Purchasing portal: https://chathamcountyga.bonfirehub.com/portal. All answers will be posted in the form of an Addendum. **During the bidding process, bidders are not to contact any department directly**.

SPECIFICATIONS:

SECTION I. REQUIREMENTS:

1. Contractor must provide references from owners of at least three (3) projects with similar scope of work. Include government owners if possible. If the contractor has performed any work for the Chatham County Board of Commissioners within the last five (5) years, at least one (1) of the three (3) owner references must be from the appropriate party within the Chatham County Government. References must include previous experience with proven effectiveness in providing services as specified in this ITB.

2. All work and services will be performed in accordance with any and all Federal, State, and Local codes, laws, ordinances, and regulations. It is the Contractor's responsibility to be knowledgeable of any and all regulations pertaining to this BID and scope of work/services.

3. Certificate of Liability Insurance: Maintain the minimum limits of insurance as

specified in ITB Section II. 2.15.2. NO EXCEPTIONS. The coverage shall be maintained for the duration of the contract. **This shall be the standard for the duration of the contract.**

4. At time of contract award, the awarded contractor will be required to provide a current Occupational Tax Certificate (Business License) from any municipality or county within the State of Georgia. **This shall be the standard for the duration of the contract (Reference ITB Section II.2.14).**

5. If any of the work and/or services is found to be deficient, any work that is not performed as required, or not in accordance with standards of the contract, the contractor shall correct the work and/or services promptly, at no cost to the County, and to the satisfaction of the County. Continuous non-performance may result in termination of contract.

SECTION II. SPECIFICATIONS:

1. Bidder shall have a minimum of three (3) years of experience providing commercial janitorial services for facilities with a minimum of 30,000 square feet and that are similar in size and scope of service. **References provided that do not meet this requirement may result in bid being deemed as "non-responsive."**

2. Bidder shall provide documentation to support that he/she has operated a legitimate commercial cleaning business for a minimum of three (3) years. Acceptable documentation includes previous years business licenses, dated financial reports, income tax returns, signed and notarized affidavits, etc. **Failure to meet this requirement may result in bid being deemed as "non-responsive."**

3. The contractor shall be capable of providing all equipment normally required to perform the requested services. **During bid submission, Contractor shall provide a list of equipment** currently owned which meets or exceeds the ability to be able to complete the scope of work/specifications for this contract, or letter of intent to purchase upon award of contract, along with a financial statement.

   The County has the right to inspect all equipment on the submitted equipment list prior to award of a contract. Additionally, the County retains the right to inspect any and all Contractors equipment used in the fulfillment of the contract on the yearly anniversary date (extension of this contract), or at any other time, if the County's representative determines that the Contractor, through a drop in performance, lacks the means necessary to efficiently execute the scope of work contained in the contract.

   (a) **Supplies and Equipment provided by the Contractor:**
   Contractor will provide all chemicals (commercial chemicals excluding bleach products only), cleaning equipment, cleaning products, mops, brooms, 6' extension handles, ladder, buckets, trashcan liners, trash bags, and other items necessary to accomplish cleaning in an acceptable manner. No scrubbing machines will be used on any carpeted area. Only extraction

type machines that are pre-approved by the Project Manager will be allowed.

(b) **Supplies Provided by Chatham County:**
Chatham County will provide the following items:
Paper hand towels (roll or multi-fold)
Hand soap (liquid or bar)
Rolled toilet paper only.

4. **During bid submission, Contractor shall provide a list of all staff/employees who will perform services under this contract**. The list shall include the full name of the staff/employee, job title, and the staff/employee years of experience performing janitorial services.

During bid submission, Contractor shall provide a proposed staffing list by services breakdown. This list shall include/show the number of staff/employees by position that will be scheduled for the required janitorial services by the following breakdown:

(A)	Daily Services	(refer to pg. 9-11)
(B)	Weekly Services	(refer to pg. 12)
(C)	Monthly Services	(refer to pg. 13)
(D)	Quarterly Services	(refer to pg. 14)
(E)	Semi-Annual Services	(refer to pg. 15)
(F)	Annual Services	(refer to pg. 15)

Contractor shall maintain sufficient staffing and backup personnel to complete every scheduled service despite absence, turnover, or emergency.

The terms and conditions of this contract will allow for the Contractor to subcontract work should the need arise; however, all Subcontractors must first be approved by the Project Manager.

(a) **PERSONNEL SCREENING AND TRAINING:**

1. Contractor personnel must be experienced or trained in proper Custodial/Janitorial procedures, methods and materials.

2. Contractor personnel are to wear clean uniforms and/or acceptable clothing for work being performed.

3. Contractor personnel must be readily identified as an employee of the Contractor by wearing a clearly visible ID Badge with his/her picture, employee's full name, and Contractor's company name. Chatham County will provide all ID badges.

4. Contractor personnel must not have a criminal history or have been

convicted of a felony.

5. A criminal background investigation report shall be conducted on each employee by a credible law enforcement agency upon award of Contract. Contractor and each of his employees shall sign a "Background Investigation Release Form". Chatham County will keep all investigation reports on file. Contractor shall immediately notify the Chatham County Project Manager of any new employees hired during the duration of the contract. No new employee will be allowed to report to any contracted job site prior to the completion of a Background Investigation Report. **Chatham County will be responsible for any fees associated with background checks.**

6. Contractor personnel must be 18 years of age or older unless prior approval is obtained by the Project Manager.

(b) **CONTRACTOR SUPERVISORY PERSONNEL DUTIES**:

1. Contractor will provide one (1) agent, representative, boss, supervisor, or foreman with each work crew for each scheduled work shift.

2. Supervisory personnel will handle any complaints, problems, and/or requests that may occur on a daily basis.

3. Supervisory personnel shall be responsible for picking up and returning keys. Keys shall be in the scheduled supervisor possession at all times.

4. Supervisory personnel shall check each area to ensure quality requirements of each task performed are in accordance with the specifications stated herein.

5. Supervisory personnel shall be responsible for training, instilling discipline, and ensuring that all security standards are observed and enforced.

6. Supervisory personnel shall be responsible for verifying cleaning personnel performs all tasks in compliance with specifications and as per the schedule stated herein. Upon award of contract, Chatham County will supply Contractor with Task Performance Sheets, which will show the task to be performed, site location, and time requirement (i.e. daily, weekly, monthly, quarterly, etc.). Supervisor will be responsible for verifying these tasks and contacting the Project Manager for final approval. Chatham County will maintain an original copy of all Task Performance Sheets. Contractor's failure to submit Task Performance Sheets as per the designated schedule stated here in may result in termination of Contract.

SECTION III. JANITORIAL SERVICES (GROUP A) LOCATIONS:

Building	Site No.	Address	Total Sq. Footage (sq. ft.)	Total Cleanable Sq. Footage (sq. ft.)
Records Center	1-RC	4225 Augusta Road, Suite D, Garden City, Georgia 31408	20,466	ALL
Coroner's Office	2-CO	4225 Augusta Road, Suite B, Garden City, Georgia 31408	1,024	624
Georgia Cooperative Extension	3-GACO	17 Minus Avenue, Garden City, Georgia, 31408	7,003	ALL
Superior Court Records	4-SUPCR	4225 Augusta Road, Suite D-1, Garden City, Georgia 31408	12,642	ALL
Superior Court Records No.2	5-SUPCR2	4225 Augusta Road, Suite C, Garden City, Georgia 31408	1,680	ALL
Fleet Operations Facility	6-FOF	33 Minus Ave. Savannah, GA 31408	23,254	6,222

SECTION IV. SITE DETAILS/DECRIPTIONS

1. **SITE NO. 1-RC:**
RECORDS CENTER – The flooring is 15% carpet, restrooms have ceramic tiles and the remainder of the flooring is concrete.

DESCRIPTION	Total at Site
Conference Room	1
Lobby	1
Kitchen	0
Breakrooms	1
Urinals	0
Toilets	2
Sinks	2
Utility Sinks	1
Water Fountains	0
Showers	0

Service shall be provided five (5) days per week, Monday – Friday.
Service shall be completed during the hours of 8:00 A.M. to 5:00 P.M.

2. **SITE NO. 2-CO:**
CORONER'S OFFICE – The flooring is 100% Luxury Vinyl Tiles (LVT), no carpet.

DESCRIPTION	Total at Site
Conference Room	0
Lobby	1
Kitchen	0
Breakrooms	1
Urinals	0
Toilets	1
Sinks	1
Utility Sinks	1
Water Fountains	1
Showers	0

Service shall be provided five (5) days per week, Monday – Friday.
Service shall be completed during the hours of 8:00 A.M. to 5:00 P.M.

3. **SITE NO. 3-GACO:**
GEORGIA COOPERATIVE EXTENSION - All flooring is Luxury Vinyl Tiles (LVT).

DESCRIPTION	Total at Site
Conference Room	1
Lobby	1
Kitchen	1
Breakrooms	0
Urinals	0
Toilets	4
Sinks	4
Utility Sinks	1
Water Fountains	1
Showers	0

Service shall be provided five (5) days per week, Monday – Friday.
Service shall be completed during the hours of 8:00 A.M. to 5:00 P.M.

4. **SITE NO. 4-SUPCR:**
SUPERIOR COURT RECORDS - The flooring is 100% concrete, no carpet.

DESCRIPTION	Total at Site
Conference Room	0
Lobby	0
Kitchen	0
Breakrooms	0
Urinals	0
Toilets	0
Sinks	0
Utility Sinks	0
Water Fountains	0
Showers	0

Service shall be provided five (5) days per week, Monday – Friday.
Service shall be completed during the hours of 8:00 A.M. to 5:00 P.M.

5. **SITE NO. 5-SUPCR2:**
SUPERIOR COURT RECORDS NO.2 – The flooring is 40% carpet and the remaining 60% of the flooring is Luxury Vinyl Tiles (LVT).

DESCRIPTION	Total at Site
Conference Room	1
Lobby	1
Kitchen	0
Breakrooms	1
Urinals	0
Toilets	1
Sinks	1
Utility Sinks	0
Water Fountains	0
Showers	0

Service shall be provided five (5) days per week, Monday – Friday.
Service shall be completed during the hours of 8:00 A.M. to 5:00 P.M.

6. **SITE NO. 6-FOF:**
FLEET OPERATIONS FACILITY – The flooring is 50% carpet, 30% tile, and the remaining 20% of the flooring is concrete.

DESCRIPTION	Total at Site
Conference Room	1
Lobby	0
Kitchen	0
Breakrooms	1
Urinals	2
Toilets	5
Sinks	5
Utility Sinks	0
Water Fountains	2
Showers	2

Service shall be provided five (5) days per week, Monday – Friday.
Service shall be completed during the hours of 8:00 A.M. to 5:00 P.M.

SECTION V. SCOPE OF WORK/SERVICES:

5.1 JANITORIAL SERVICES REQUIRED BY SCHEDULE:

(A) DAILY SERVICES:

OFFICES AND ROOM AREAS: Included are all office areas, classrooms, courtroom, libraries, conference rooms, labs, snack bars, kitchen areas and the corridor spaces adjacent to these areas.

1. Empty wastebaskets and remove trash to designated disposal area. Clean washbasins and mirrors as necessary; supply paper towels where dispensers are provided. Wash or steam clean all unlined cans used for the collection of food remnants, inside and out.

   QUALITY CONTROL REQUIRED: Solid Waste Collection: All solid wastes generated in the building shall be collected and removed to storage areas designated for trash. Porcelain Ware Cleaning: Washbasins shall be clean and bright; there shall be no dust, spots, stains, rust, green mold, encrustation, or excess moisture. Damp Wiping (Mirrors): Mirrors shall be clean and free of dirt, dust, streaks, and spots.

2. Clean both sides of plate glass entrance doors to offices within the building. Contractor will be responsible for cleaning inside windows only. Any window or block above 15' that cannot be reached with a 6' extension handle or ladder will be considered as "Out of Scope" work.

   QUALITY CONTROL REQUIRED: Interior Glass Cleaning: Glass shall be clean and free of dirt, dust, streaks, watermarks, spots and grime, and shall not be cloudy.

3. Sweep and/or vacuum traffic pattern areas and extend the sweep or vacuum to remove obvious dirt from around and under furniture.

   QUALITY CONTROL REQUIRED: Vacuuming: Carpet surfaces shall be free of obvious dirt, dust, and other debris. Sweeping: Floor surfaces shall be free of obvious dirt or debris.

4. Spot clean carpet to remove all stains.

   QUALITY CONTROL REQUIRED: Carpet Spotting: Excessive build-up or crusted material shall have been removed along with spots, smears and stains. There shall be no evidence of fuzzing caused by harsh rubbing or brushing. Cleaned areas shall blend with adjacent areas of carpeting.

5. Damp mop all hard and resilient floors.

   QUALITY CONTROL REQUIRED: Damp Mopping- Floors shall be free of streaks, mop strand marks, and skipped areas. Walls, baseboards and other surfaces shall be free of splashes and markings from the equipment.

6. Dust with a treated dust cloth all horizontal surfaces that are readily available and visibly require dusting. Clean all glass desktops.

   QUALITY CONTROL REQUIRED: Dusting: Available horizontal surfaces shall be free of obvious dust. Damp Wiping Glass Desk Tops: Glass desktops shall be free of dirt, dust, streaks, and spots. Note: In dusting horizontal spaces, working papers shall not be disturbed. However, desk type items shall be lifted and dust removed from the surrounding areas.

MAIN ENTRANCES, MAIN LOBBIES AND MAIN CORRIDORS:

1. Empty wastebaskets and remove trash to designated disposal area. Empty ashtrays and damp wipe. Clean mirrors as necessary.

   QUALITY CONTROL REQUIRED: Solid Waste Collection: All solid waste generated in the building shall be collected and removed to storage areas as designated for trash. Damp Wiping (Ashtrays): Ashtrays shall be free of dirt, dust, streaks and spots. Damp Wiping (Mirrors): Mirrors shall be clean and free of dirt, dust, streaks and spots.

2. Clean both sides of plate glass doors.

   QUALITY CONTROL REQUIRED: Entrance Door Glass Cleaning: Glass shall be clean and free of dirt, dust, streaks, watermarks, spots and grime, and shall not be cloudy.

3. Sweep and/or vacuum traffic patterned areas and extend the sweep or vacuum to remove obvious dirt from around and under furniture.

   QUALITY CONTROL REQUIRED: Carpet surfaces shall be free of obvious dirt, dust and other debris. Note: For the purpose of this schedule, whenever the term carpet or carpeting is used, it is intended to include wall-to-wall carpeting as well as room size rugs and area rugs.

4. Spot clean carpet to remove all stains.

   QUALITY CONTROL REQUIRED: Carpet Spotting: Excessive build-up or crusted material shall have been removed along with spots, smears and stains. There shall be no evidence of fuzzing caused by harsh rubbing or brushing. Cleaned areas shall blend with adjacent areas of carpeting.

5. Damp mop all hard and resilient floors.

   QUALITY CONTROL REQUIRED: Damp Mopping: Floors shall be free of streaks, mop strand marks, and skipped areas. Walls, baseboards and other surfaces shall be free of splashes and markings.

6. Dust with a treated dust cloth all horizontal surfaces that are readily available and visibly require dusting.

QUALITY CONTROL REQUIRED: Dusting: Available horizontal surfaces shall be free of obvious dust.

RESTROOMS (INCLUDING PUBLIC AND PRIVATE):

1. Sweep and wet mop or scrub floor utilizing a cleaner/disinfectant.

   QUALITY CONTROL REQUIRED: Sweeping, Wet Mopping or Scrubbing: The floors shall be clean and free of dirt, water streaks, mop marks, strings, gum, grease, tar, etc.; and present an overall appearance of cleanliness. All surfaces shall be dry and the corners cleaned.

2. Clean all fixtures, commodes, urinals, washbasins, mirrors, waste receptacles, dispensers and wall surfaces, utilizing a cleaner/disinfectant. Raise commode seats.

   QUALITY CONTROL REQUIRED: Porcelain Ware Cleaning: Porcelain fixtures (washbasins, urinals, toilets, etc.) shall be clean and bright; there shall be no dust, spots, stains, rust, green mold, encrustation, or excess moisture.

3. All supply dispensers shall be filled. Waste receptacles shall be emptied, cleaned, disinfected and new bags inserted.

   QUALITY CONTROL REQUIRED: Filling Supply Dispenser: Empty waste receptacles, service paper towel, soap, and toilet paper dispensers. Empty, clean and disinfect sanitary napkin receptacles.

4. Spot Clean other surfaces and dust all horizontal surfaces.

   QUALITY CONTROL REQUIRED: Spot Cleaning: Smudges, marks or spots shall have been removed without causing unsightly discolorations. Corners, crevices, moldings, and ledges shall be free of all wax, dirt and dust. There shall be no oils, spots, or smudges on dusted surfaces caused by dusting tools.

DRINKING FOUNTAINS:

1. Clean drinking fountains and replenish paper cups where dispensers are provided.

   QUALITY CONTROL REQUIRED: Cleaning Drink Fountains: The porcelain or stainless steel surfaces shall be clean and bright, and they shall be free of dust, spots, stains, and streaks.

(B) WEEKLY SERVICES:

OFFICES AND ROOM AREAS: Included are all office areas, classrooms, courtroom, libraries, conference rooms, labs, snack bars, kitchen areas and the corridor spaces adjacent to these areas.

1. Damp mop and spray buff all hard and resilient flooring.

   QUALITY CONTROL REQUIRED: Damp Mopping and Spray Buffing: Floor shall be free of streaks, mop strand marks, and skipped areas. Walls, baseboards and other surfaces shall be free of splashes and markings from the equipment. The finished area shall have a uniform high luster. Note: All hard and resilient tile flooring will be burnished with an ultra-high speed buffing machine, 1500 RPM's or faster. No wax products will be used on any "Terrazzo" tile floor areas.

MAIN ENTRANCES, MAIN LOBBIES AND MAIN CORRIDORS:

1. Damp mop and spray buff all hard and resilient flooring.

   QUALITY CONTROL REQUIRED: Damp mopping and Spray Buffing: Floors shall be free of streaks, mop strand marks, and skipped areas. Walls, baseboards and other surfaces shall be free of splashes and markings from the equipment. The finished area shall have a uniform luster. Note: All hard and resilient tile flooring will be burnished with an ultra-high speed buffing machine, 1500 RPM's or faster. No wax products will be used on any "Terrazzo" tile floor areas.

RESTROOMS (INCLUDING PUBLIC AND PRIVATE):

1. Damp wipe the full surface area of all stall partitions, doors, window frames, sills, and wastepaper receptacles utilizing a multi-purpose disinfectant/deodorizer cleaner. Clean door thresholds.

   QUALITY CONTROL REQUIRED: Damp Wiping: All dirt, dust, water stains, spots, streaks, and smudges shall be removed from the surfaces.

DRINKING FOUNTAINS:

1. Remove all scale and thoroughly clean the fountain.

   QUALITY CONTROL REQUIRED: Bright Metal Polishing: Bright metal surfaces shall have a polished and lustrous appearance. All scale and mineral deposits shall be removed.

(C) MONTHLY SERVICES:

OFFICES AND ROOM AREAS: Included are all office areas, classrooms, courtroom, libraries, conference rooms, labs, snack bars, kitchen areas and the corridor spaces adjacent to these areas.

1. Thoroughly dust all vertical surfaces and under surfaces of furniture (knee walls, chair rungs, table legs, etc.).

   QUALITY CONTROL REQUIRED: Thorough Dusting: There shall be no dust streaks. Corners, crevices, moldings, and ledges shall be free of all dust. There shall be no oils, spots, or smudges on dusted surfaces caused by dusting tools.

2. Damp wipe both sides of all glass indoor partitions, bookcases, and any other glass.

   QUALITY CONTROL REQUIRED: Interior Glass Cleaning: Glass shall be clean and free of dirt dust streaks, watermarks, spots and grime, and shall not be cloudy.

MAIN ENTRANCES, MAIN LOBBIES AND MAIN CORRIDORS:

1. Carpet shall be cleaned by water extraction process.

   QUALITY CONTROL REQUIRED: Furniture Moving: Where it is necessary for the contractor to move furniture and furnishings, it shall be done with extreme care and shall be replaced to make the area ready for use. Cleaning Process: All traces of visible dirt, grime and soil shall be removed from carpets and carpets shall be free of residual matter. Thorough Vacuuming: Carpet shall be vacuumed after cleaning and then brushed to restore flattened pile to its natural lay. This will be accomplished once carpet it dry or the next workday.

RESTROOMS (INCLUDING PUBLIC AND PRIVATE):

1. Air Vent Dusting.

   QUALITY CONTROL REQUIRED: Air Vent Dusting: The vents shall be free of scale, stains, spots, rust, green mold, and encrustation.

2. Descale all fixtures, commodes, urinals, and washbasins, utilizing a mild acid-type bowl cleaner.

   QUALITY CONTROL REQUIRED: Descaling: All fixtures shall be free of scale, stains, spots, rust, green mold and encrustation.

(D) QUARTERLY SERVICES:

OFFICES AND ROOM AREAS: Included are all office areas, classrooms, courtroom, libraries, conference rooms, labs, snack bars, kitchen areas and the corridor spaces adjacent to these areas.

1. In office areas, classrooms, file rooms, libraries, and conference rooms, dust all wall surfaces, vertical surfaces including bookcases, and under surfaces (knee walls, chair rungs, table legs, books, etc.).

   QUALITY CONTROL REQUIRED: Thorough Dusting: There shall be no dust streaks. Corners, crevices, moldings, and ledges shall be free of all dust. There shall be no oils, spots, or smudges on dusted surfaces caused by dusting tools.

2. Clean and polish metal door thresholds.

   QUALITY CONTROL REQUIRED: Cleaning Thresholds: Thresholds shall be clean and free of oil, grease, dirt, and grime.

3. Machine scrub, rinse with clear water and re-coat with floor finish all hard and resilient tile flooring. When dry, the re-coated flooring will be burnished with an ultra-high speed buffing machine, 1500 RPM's or faster.

   QUALITY CONTROL REQUIRED: Machine Scrubbing: Surface coat of dirty finish shall have been removed. There will be no evidence of gum, scuffmarks, dirt, or rust remaining. Rinsing: All residues will be thoroughly removed by using clear, clean water. Vinegar may be used as a neutralizer. Burnishing: The burnished area shall have a uniform high luster.

4. Carpet shall be cleaned by water extraction process.

   QUALITY CONTROL REQUIRED: Furniture Moving: Where it is necessary for the contractor to move furniture and furnishings, it shall be done with extreme care and shall be replaced to make the area ready for use. Cleaning Process: All grime and soil shall be removed from carpets and carpets shall be free of residual matter. Thorough Vacuuming: Carpet shall be vacuumed after cleaning and then brushed to restore flattened pile to its natural lay. This will be accomplished once carpet is dry or the next workday.

MAIN ENTRANCES, MAIN LOBBIES AND MAIN CORRIDORS:

1. Clean and polish metal door thresholds.

   QUALITY CONTROL REQUIRED: Cleaning Thresholds: Thresholds shall be clean and free of oil, grease, dirt, and grime.

(E) SEMI – ANNUAL SERVICES (or) AS REQUIRED:

OFFICES AND ROOM AREAS: Included are all office areas, classrooms, courtroom, libraries, conference rooms, labs, snack bars, kitchen areas and the corridor spaces adjacent to these areas.

1. Strip, seal and apply three (3) coats* of finish to all hard and resilient floors. *Note: If a premium grade urethane cross-linked copolymer thermoplastic floor finish is used, only two (2) coats need be applied.

   QUALITY CONTROL REQUIRED: Stripping: All old finish or wax shall have been removed. There shall be no evidence of gum, rust, burns or scuffmarks. Water solutions shall not be used on wood flooring. Finishing: Walls, baseboards and other surfaces shall be free of finish residue and marks from equipment. Floors shall be free of streaks, mop strand marks, and skipped areas. The finished area shall have a uniform luster. Note: All hard and resilient floors may not need stripping, sealing and finishing semi-annually. The contract monitor will have the authority to deny or approve requests by contractor to extend or shorten periods between this service.

2. Dust or vacuum Venetian blinds at a (6) six-month interval.

   QUALITY CONTROL REQUIRED: Dusting (Venetian Blinds): Both sides of Venetian blind slats shall be free of dust.

(F) ANNUAL SERVICES (or) AS REQUIRED:

OFFICES AND ROOM AREAS: Included are all office areas, classrooms, courtroom, libraries, conference rooms, labs, snack bars, kitchen areas and the corridor spaces adjacent to these areas.

1. Wash all Venetian blinds in building. Clean all cords and tapes. Defective cords and tapes shall be reported to Project Manager for repair.

   QUALITY CONTROL REQUIRED: Washing (Venetian Blinds): Both sides of venetian blind slats shall be clean and free of dust and water spots. Cords and tapes shall be clean.

MAIN ENTRANCES, MAIN LOBBIES AND MAIN CORRIDORS:

1. Wash all venetian blinds in building. Clean cords and tapes. Defective cords and tapes shall be reported to the Contract Administrator for repair.

   QUALITY CONTROL REQUIRED: Washing (Venetian Blinds): Both sides of venetian blind slats shall be clean and free of dust and water spots. Cords and tapes shall be clean.

SECTION VI. "OUT OF SCOPE" SERVICES:

Any costs associated with "out-of-scope" cleaning services, will be determined and negotiated, on a job-to-job basis, by the Project Manager and the Contractor or an authorized agent (i.e. supervisor, foreman, boss, etc.) of the Contractor.

DEFINITION: OUT-OF-SCOPE CLEANING SERVICES:

"Out-of-scope" cleaning services refers to any work requested of the contractor that is not included, or scheduled in the Janitorial Contract (i.e.., daily, weekly, monthly, semi-annual, or annual cleaning) and/or additional work which places an unfair burden on the Contractor due to extra labor required or extra material used. The need for "Out-of-Scope" cleaning services will be determined by the County's Project Manager. "Out-of-Scope" cleaning services may result from the relocation, construction, and/or renovation of a department or section within a department. Lobbies and corridors may also be included in "Out-of-Scope" cleaning services if any of the above actions cause an unacceptable appearance or if any area requiring service cannot be reached with a 6' extension handle or ladder.
If an area within the contract perimeters has lapsed into an unacceptable state of cleanliness due to normal use or contractor's neglect, this will not be considered as an "out-of-scope" cleaning service. If remedial cleaning is required, Contractor will be responsible for performing this service at no additional cost to Chatham County.

Listed below are the four categories of out-of-scope cleaning.

1. OUT-OF-SCOPE GENERAL CLEANING:

Out-of-scope general cleaning will consist of, but shall not be limited to, all tasks and quality requirements as provided in the section of cleaning specifications entitled "Room Cleaning". However, all reference to stripping, sealing, and re-coating resilient tile floors will be disregarded. Also, any reference to carpet cleaning will be disregarded.

2. OUT-OF-SCOPE AFTER CONSTRUCTION/RENOVATION CLEANING:

Out-of-scope construction/renovation cleaning will consist of, but shall not be limited to, all tasks and quality requirements as provided in the section of cleaning specifications entitled "Room Cleaning". However, all references to stripping, sealing, and re-coating resilient tile floors will be disregarded. Also, any reference to carpet cleaning will be disregarded.

3. OUT-OF-SCOPE RESILIENT TILE FLOOR STRIPPING, SEALING, RE-COATING, AND BURNISHING:

Strip, seal and apply three (3) coats* of finish to all hard and resilient floors. *Note: If a premium grade urethane cross-linked copolymer thermoplastic floor finish is

used, only two (2) coats need be applied.

QUALITY CONTROL REQUIRED: Stripping: All old finish or wax shall have been removed. There shall be no evidence of gum, rust, burns or scuffmarks. Water solutions shall not be used on wood flooring. Finishing: Walls, baseboards and other surfaces shall be free of finish residue and marks from equipment. Floors shall be free of streaks, mop strand marks, and skipped areas. The finished area shall have a uniform luster. Note: All hard and resilient floors may not need stripping, sealing and finishing semi-annually. The contract monitor will have the authority to deny or approve requests by contractor to extend or shorten periods between this service.

4. OUT-OF-SCOPE CARPET CLEANING:

Carpet shall be cleaned by water extraction process.

QUALITY CONTROL REQUIRED: Furniture Moving:
Where it is necessary for the contractor to move furniture and furnishings, it shall be done with extreme care and shall be replaced to make the area ready for use.
Cleaning Process: All grime and soil shall be removed from carpets and carpets shall be free of residual matter. Thorough Vacuuming: Carpet shall be vacuumed after cleaning and then brushed to restore flattened pile to its natural lay. This will be accomplished once carpet is dry or the next workday.

SECTION VII. DEFICIENCY REPORTING:

If a cleaning-related deficiency is noted by the County, the Supervisor for the affected facility will notify the Project Manager by telephone and follow up in writing giving details of the deficiency. The written document shall be referred to as a "Deficiency Notice". Continuous non-performance may result in termination of contract.

Chatham County will deduct from the Contractor's monthly payment (based on an average square footage rate) for any work that is not performed as required (i.e. quarterly carpet cleaning, etc.). Continuous non-performance exceeding three (3) written warnings may result in termination of contract.

SECTION VIII. CLEANING MATERIALS/PRODUCTS:

SYNTHETIC ALL-PURPOSE CLEANER

This specification covers one grade of a liquid concentrated compound suitable for wet cleaning of both painted and unpainted surfaces where hard or soft water prevail. An effective cleaning agent for use on wood, rubber, asphalt tile, terrazzo, marble, concrete floors and other surfaces.

A. Requirements:

1. The compound shall be non-caustic and contain no soap.
2. Compound shall be completely soluble in distilled water at room temperature.
3. Compound shall contain no free alkali or ammonia.
4. Compound shall contain no free oil, abrasives or their harmful ingredients and shall not be irritating to the skin.
5. The compound shall contain no more than 87% by weight, of matter volatile at 105 degrees C.

B. Performance Qualities of Compound

1. Ph of the compound shall be no higher than 9.9 (Beckman Ph meter) at a 1% concentration in distilled water.
2. Emulsification of grease, oil and dirt- very good.
3. Free rinsing - excellent.
4. Foaming- moderate foam with excellent stability, in the presence of grease and oil.
5. The undiluted concentrate shall have a viscosity of not less than 450 cps. or more than 850 cps. at room temperature (20 degrees).
6. The product shall be safe for use on all surfaces when used as directed.

LOTION CLEANER

This specification covers a lotion type abrasive disinfectant cleanser for the cleaning of porcelain surfaces and for general maintenance use.

A. Requirements:

1. The cleanser shall be made from high quality soap, abrasives and disinfectant agents, uniformly mixed. Small amounts of other Ingredients may be added to improve the quality of the cleanser.
2. The cleanser shall be a white of an attractive pleasing color, scented or unscented, and of uniform composition. Rinsability: complete.
3. Composition:
   a. The moisture content shall not exceed 55%.
   b. Anhydrous synthetic detergent content - 5% minimum to 10% maximum.
   c. Abrasive content shall not be less than 30%.
   d. Fineness of insoluble siliceous matter- 1% maximum retained on #100 U.S. Sieve.
   e. Ph measured by standard Ph meter method shall be between seven and eight.

WATER EMULSION METAL-LINK POLYMER FLOOR FINISH

This specification covers a self-polishing, slip resistant, all synthetic water emulsion floor finish intended for use on, and not detrimental to, sealed or finished wood surfaces, asphalt tile, linoleum, rubber, vinyl composition, painted concrete, terrazzo and cement surfaces. The product is to be used without dilution. Acid sensitive emulsions are excluded.

A. Requirements:

1. The finish shall consist of all synthetic components. It shall Contain no natural waxes.
2. The finish shall contain a minimum of 15% non-volatile material when determined in accordance with ASTM method D-1289-64.
3. The finish shall consist of poly acrylic and polyethylene components. Polymers shall be metal-linked to provide excellent detergent resistance.
4. The product shall be safe for use on all kinds of floors including asphalt, vinyl, linoleum, terrazzo, marble, sealed wood, cork, rubber, and other composition tile surfaces.
5. The product shall produce a colorless, non-slip, water resistant coating having a very high gloss.

6. The finish shall be re-coated within 30 minutes after prior coat has dried. Second coat shall not whiten nor lift the first coat -it shall produce enhanced gloss.
7. The product shall resist scuffing, powdering, and scratching under traffic to a satisfactory degree and shall respond to buffing.
8. The finish shall level well without streaking or puddling when applied with mop or lambs wool applicator.
9. The finish shall resist wet cleaning with alkaline detergents without being removed from the floor and without destroying gloss. However, it shall be readily removable by industrial and institutional wax strippers.
10. The product shall not be acid sensitive, and shall resist acidic cleaners and strippers, including acidic soft drinks and fruit juices.
11. The finish shall be non-yellowing on the floor and should be milk white in the original container, rather than tan.
12. The finish shall have a coefficient of static friction on the floor greater than 0.50 when measured by the ASTM method D-2047-69, and accordingly, is considered safe.
13. The finish shall be film forming at usual temperatures and shall produce no powdering and no crazing.
14. The finish shall be completely waterproof within 12 hours after application.
15. The finish shall be free from objectionable odor and must not develop an offensive odor upon storage in the original, unopened container.
16.

NOTE: A premium urethane cross-linked acrylic copolymer thermoplastic floor finish may also be used upon approval by Project Manager.

WATER EMULSION TYPE FLOOR WAX OR FINISH REMOVER

This specification covers commercial wax remover for use in stripping water emulsion floor wax or finish (including the metal-link polymers) from vinyl, rubber, asphalt, and other composition floor surfaces. Also for use as a heavy duty cleaner for ceramic and conductive floors. The compound shall be a liquid of one grade only.

A. Requirements:

1. The compound shall be a homogeneous, highly concentrated free flowing liquid so formulated that it may be diluted with clear water. It shall be composed of synthetic detergents, alkaline builders and sequestering agents. It shall not cause skin irritations when used in accordance with directions.
2. The compound in use concentrations shall be free rinsing and free from any odor which might be objectionable under conditions of use.
3. The compound shall not contain any fatty acid soaps.
4. The non-volatile content shall not be less than 6.5% at 105 degrees C.
5. The Ph value of a 1.0% by weight solution shall be not more than 12.0 when tested by standard Ph meter.
6. The compound shall be completely miscible with tap water in all proportions. It shall be stable and clear between a temperature range of 32 degrees F and 110 degrees F.
7. The floor wax removal compound shall remove 95% of a wax film as determined by instrumental measurement, in which the reflectance of a light colored un waxed standard linoleum panel is compared with that of a panel which has been waxed with a standard dyed water emulsion wax and then stripped; measurement is made on a Hunter Multi-Purpose Reflectometer as described in paragraph 4.4.6 of Federal Specification PR-20 lb.
8. The product shall remove grease, oils, waxes, gums, dirt, and hard to remove soils from all recommended surfaces when used as directed.

SECTION IX. BID AWARD:

Bid will be awarded as an annual contract, with renewal options for four (4) additional one (1) year terms if all parties agree. It is the intent of the County to award as a "single award".

SECTION X. WORK HOURS:

1. Contractor must coordinate all work with the Project Manager. **During the bidding process, bidders are not to contact Project Manager directly.**
2. Scheduling will only be coordinated after bid has been awarded.
3. See SECTION IV. SITE DETAILS/DECRIPTIONS.
4. Chatham County's recognized Holiday Schedule:
   Facilities/buildings referenced in this project will be closed on the below mentioned holidays.

   - New Year's Day
   - Martin Luther King, Jr. Day
   - Presidents' Day
   - Memorial Day
   - Juneteenth
   - Independence Day
   - Labor Day
   - Veteran's Day
   - Thanksgiving
   - Day After Thanksgiving
   - Christmas Eve
   - Christmas Day

SECTION XI. KEY CONTROL AND SECURITY PROVISIONS:

The following rules, regulations, and policies will be strictly enforced at all of the sites. Failure to do so, or a gross violation of any security procedure, shall be grounds for cancellation of this contract.

Key Security:

1. Check out/in keys on a daily basis.
2. Supervisor will have keys in his/her possession at all times.
3. Keys will not be duplicated, reproduced or copied.
4. The cost for lost or misplaced keys will be borne by Contractor.
5. The cost of re-keying areas considered security sensitive will be borne by

Contractor if key(s) is lost or misplaced while in possession of Contractor or Contractor's employee(s).

SECTION XII. INQUIRIES:

During the bidding process, bidders are not to contact any department directly. Direct any questions related to this project to **Bernadine P. Bruen, Procurement Specialist**, by submitting all questions through the Chatham County procurement portal https://chathamcountyga.bonfirehub.com/portal , Messages.

DEADLINE FOR ALL QUESTIONS can be found on the procurement portal: Project Details → "Important Events"

Bid No. 26-0115-4
Commercial Janitorial Services (Group A Locations)
(Facilities Maintenance and Operations)

(A) Initial- Term for Services

(GROUP A) Locations	Site No.	Monthly Cost	Annual Cost
Records Center	1-RC	$ -	$ -
Coroner's Office	2-CO	$ -	$ -
Georgia Cooperative Extension	3-GACO	$ -	$ -
Superior Court Records	4-SUPCR	$ -	$ -
Superior Court Records No.2	5-SUPCR2	$ -	$ -
Fleet Operations Facility	6-FOF	$ -	$ -
	TOTAL Annual Contract Cost >>>		$ -

(B) Out-of-Scope Services Price Schedule

Categories of Out-of-Scope Cleaning	Price Per Service
Out-of-Scope General Cleaning	$ -
Out-of-Scope after Construction Renovation Cleaning	$ -
Out-of-Scope Resilient Tile Floor Stripping, Sealing, Re-coating, and Burnishing	$ -
Out-of-scope Carpet Cleaning	$ -

(C) Renewal Option Pricing

RENEWAL OPTION PERIOD. The County is not obligated to offer a renewal option.
FOR BID PURPOSES ONLY

MONTHLY COST PER SITE	First Renewal Year 2	Second Renewal Year 3	Third Renewal Year 4	Fourth Renewal Year 5
1-RC	$ -	$ -	$ -	$ -
2-CO	$ -	$ -	$ -	$ -
3-GACO	$ -	$ -	$ -	$ -
4-SUPCR	$ -	$ -	$ -	$ -
5-SUPCR2	$ -	$ -	$ -	$ -
6-FOF	$ -	$ -	$ -	$ -