



City of Cornelia Request for Proposals

The City Commission of the City of Cornelia invites interested firms and individuals to submit written proposals for Janitorial services for Cornelia Municipal Complex, and Depot Museum. Contract period is June 1, 2023 through May 31, 2024.

Submittal Guidelines

Proposal shall be submitted in a sealed envelope bearing the caption: "Cornelia Janitorial Services" and addressed to:

City of Cornelia
Attn: Donald Anderson
P.O. Box 785
181 Larkin Street
Cornelia, GA. 30531

Proposals may be filed in person at the City Manager's office or by mail but must in any case be received in the City Manager's office by April 26, 2023, at 2:00 PM. Late proposals will not be accepted. All proposals received will be confidential and will be retained by the City of Cornelia.

The City Commission reserves the right to reject all proposals, to request additional information concerning any proposals for the purposes of clarification, to accept or negotiate any modification to any proposal following the deadline for receipt of all proposals, and to waive any irregularities if such would serve the best interest of the City as determined by the City Commission.

Award of bids: Bids are awarded based on cost, experience, and ability to perform the requested services based. A responsive bidder is one that conforms in all material respects to the needs of the City. Responsible means a bidder who has the capability to perform the requirement.

Local bidder preference: If all other relative factors are met the city is authorized to negotiate with and select a local vendor if the vendor is within five percent (5%) of the lowest bid. A local vendor must have a City of Cornelia Occupation or Regulatory Permit.

All inquiries regarding this Request for Proposals should be addressed to Donald Anderson, City Manager, at the above address or by telephone at 706-778-8585 or by email at danderson@corneliageorgia.org. It is highly recommended that potential bidders take the time to look at the work area so that any questions or concerns can be addressed prior to the submission of the bids.

Project Description

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| Municipal Complex, | 181 Larkin St & Depot, 102 Grant St |
| Three Days Per Week | Municipal Complex, Clean lobbies (both levels) public restrooms, locker rooms, and gym, including cleaning lobby entrance doors Monday, Wednesday, and Friday each week. Work may be performed after 5:00 PM. |
| Twice a week | Starting no later than 3 PM, Clean Police restrooms, breakroom & patrol room. On one of those days also include cleaning of the rest of the Police Dept. Must be finished prior to 5 PM. |
| Once a week | Clean City Hall offices (both levels), including all conference rooms, employee break room, and Municipal Courtroom |
| Once a week | Clean Depot Wednesday finishing before 5 PM. |

Cleaning service weekly activities:

Clean & dust any open surfaces on desks & file cabinet/office furniture

Clean & polish tables

Clean counter & counter face in lobby

Clean counters, sink, refrigerator door & microwave in kitchen & break rooms

Restock all paper towel dispensers, soap dispensers and air fresheners as needed

Clean glass entrance doors

Clean employee restrooms and restock all supplies

Dust chair rail molding on wood paneling, window rails & picture frames

Empty trash

Sweep & mop floors, Vacuum rugs

Clean chairs including arms of chairs

Clean elevator

Cornelia provides all paper products, trash can liners, liquid cleaning supplies provided by Cintas in janitorial closet

Cleaning Services Monthly:

Clean all windows (interior) and blinds

Occasional Cleaning Services:

Clean carpet as requested when needed. Separate charge for this service.

Requested Information

Included in your bid shall be three (3) business references and proof of insurance including Workers Compensation Insurance.

E-Verify Requirements

All Contractors and Sub-contractors doing business with the City must be in compliance with O.C.G.A. 13-10-91 which states that the individual firm or corporation is participating in a federal work authorization program. The attached affidavits must be completed by the contractor and any sub-contractors.

Workers Subject to Background Check

Given the sensitive nature of the city's operations all employees working in City Hall and the Police Department must pass a criminal background check.