



## MEMORANDUM

TO: Prospective Bidders

FROM: Johnna M. Allen, Purchasing Director

RE: Request for Bid - #035-16

DATE: October 19, 2016

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Enclosed is the necessary information for preparing and submitting your bid for **Cleaning Services Contract for the Department of Family and Children Services (DFACS)** for the City of Rome. All questions regarding this bid should be submitted via e-mail to Johnna Allen, [jallen@romega.us](mailto:jallen@romega.us). All questions and answer will be posted on the City of Rome website [www.romefloyd.com](http://www.romefloyd.com). It will be the responsibility of interested parties to visit the website often to receipt of any new information that may be made available.

The deadline for submitting your bid is **November 22, 2016 at 11:00 a.m. Local time.**

**A Pre-Bid Meeting will be held on November 15, 2016 at 10:00 a.m. Local time at the DFACS Building 450 Riverside Parkway.**

If you have further questions, please do not hesitate to call my office at 706-236-4410.

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Johnna M. Allen  
Purchasing Director

## INSTRUCTIONS FOR BIDDERS

I. Bids must be received by **November 22, 2016 at 11:00 a.m.**

II. Bids must be delivered to:

City of Rome – Purchasing Department  
Attention: Johnna M. Allen  
601 Broad Street  
P.O. Box 1433  
Rome, Georgia 30162

III. Bids must be sealed and marked:

**“035-16 – DFACS Cleaning Services Contract”**

IV. Bids must be complete and include:

- A. Completed Bid Proposal Form
- B. Executed Bidder’s Declaration
- C. Executed Certificate of Non-Discrimination
- D. Executed Affidavit of Non-Collusion
- E. Prompt Payment Affidavit
- F. Request for Taxpayer I.D. Number
- G. Drug-Free Workplace Certification
- H. E-Verify Compliance Affidavit
- I. SAVE Compliance Affidavit

All bids submitted shall be subject to acceptance or rejection and the City of Rome specifically reserves the right to accept or reject any or all bids, to waive any technicalities and formalities in the bidding.

Bidder shall submit all required forms and information simultaneously with sealed bids, which forms and information become a part of the property of the City of Rome and will not be returned to bidders unless a written request to withdraw is received prior to **November 22, 2016 @ 11:00 a.m.**

V. Payment:

When contracts are awarded, payment by the City of Rome will be the normal 30-day cycle. However, the City does make every effort to honor all discounts.

### REQUIREMENTS FOR BIDDERS

These items apply to and become a part of the terms and conditions of the bidders bid. Any exceptions must be in writing.

Notice is hereby given that the City of Rome will receive sealed bids from interested parties until **November 22, 2016 at 11:00 A.m.** at its offices located at 601 Broad Street, Rome, Georgia 30162-1433.

Any bids received thereafter will not be considered.

Bids will be publicly opened and read at the City of Rome Purchasing Department located at 601 Broad Street on the day and at the hour specified.

The purchaser may be consider as non-responsive, any bid in which there is an alteration of, or departure from the bid form hereto attached.

The bid will be awarded to the lowest reliable bidder complying with the conditions of the invitation for bid. The bidder to whom award is made will be notified at the earliest possible date. The purchaser reserves the right to reject the bid of a bidder who has previously failed to perform properly or complete on time, contracts of a similar nature, or the bid of a bidder who, in the sole opinion and discretion of the purchaser is not in a position to perform the contract, or whose name appears on the United States Comptroller General's list of ineligible contractors.

Bids may be withdrawn by written or faxed request, provided such withdrawals are received prior to bid opening date.

NOTE: Unless stated on the bid form the bid submitted will assume all specifications will be met. Please note on the bid form all exceptions.

**BIDDING CONDITIONS**

**BID #035-16**

**CLEANING SERVICES FOR DFACS  
450 RIVERSIDE PARKWAY**

The bidders are to furnish all labor, tools, equipment and materials necessary to complete all task described within this specification. The following conditions exist:

1. The bid will be to provide cleaning service for a one year period as described. The contract will be incrementally renewable for two additional years provided that all conditions of the request are met and the work being performed is satisfactory.

Bidders Response: \_\_\_\_\_

2. The contractor will be required to provide an insurance certificate in the amount of \$2,000,000 liability with the City of Rome listed as the additionally insured.

Bidders Response: \_\_\_\_\_

3. Workers compensation insurance is required. **No subcontracting of the work is allowed. Any person assigned to work at the DFACS location will be an employee of the firm that has successfully bid on the project. Any employee of the successful firm working at the DFACS site must be covered by works compensation insurance at all times.**

Bidders Response: \_\_\_\_\_

4. The successful contractor must be able to mobilize and begin work by January 1, 2017.

Bidders Response: \_\_\_\_\_

5. A pre-bid inspection will be held on November 15, 2016 at 10:00 am at the DFACS building. Bidders are encouraged to attend to view the areas being cleaned.

Bidders Response: \_\_\_\_\_

6. The building is approximately 54,568 square feet.

Bidders Response: \_\_\_\_\_

7. The bid must cover all areas of the building as per the schedule provided and provide all supplies as required. The bid should include porter services as required.

Bidders Response: \_\_\_\_\_

8. The bidder must provide references of at least three current commercial clients. The client's company name, address, contact name with phone number and e-mail must be submitted.

Bidders Response: \_\_\_\_\_

9. This contract may be canceled with 30 day notice by either party.

Bidders Response: \_\_\_\_\_

10. How many employees does your firm currently have?

Bidders Response: \_\_\_\_\_

11. How long has your firm been in business?

Bidders Response: \_\_\_\_\_

12. Has your firm ever lost a contract due to failure to perform? If so, please provide the company name, contact person, phone and e-mail address.

Bidders Response: \_\_\_\_\_

13. Businesses located within the incorporated limits of Rome must provide a copy of their business license with the bid.

Bidders Response: \_\_\_\_\_

**BID FORM**

TO: City of Rome – Purchasing Department  
ATTN: JOHNNNA M. ALLEN  
P.O. Box 1433  
601 Broad Street  
Rome, Georgia 30162-1433

**BID PKG. “035-16 – DFACS Cleaning Services Contract”**

Quantity	Description	Monthly Amount	Annual Amount
1	Cleaning Services	_____	_____

Expected Beginning Date: \_\_\_\_\_

All bids submitted shall be subject to acceptance or rejection and the City of Rome specifically reserves the right to accept or reject any or all bids, to waive any technicalities and formalities in the bidding.

The undersigned understands that any conditions stated above, clarifications made to the above or information other than that requested should be under separate cover and to be considered only at the discretion of the Purchasing Department.

\_\_\_\_\_  
Name of Individual, Partner  
or Corporation

\_\_\_\_\_  
Company

\_\_\_\_\_  
Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Company phone number

BIDDERS DECLARATION

The bidder understands, agrees and warrants:

That the bidder has carefully read and fully understands the full scope of the specifications.

That the bidder has the capability to successfully undertake and complete the responsibilities and obligations in said specifications.

That the bidder has liability insurance and a declaration of insurance form is included in the bid package.

That this bid may be withdrawn by requesting such withdrawal in writing at any time prior to **November 22, 2016 at 11:00 a.m.** but may not be withdrawn after such date and time.

That the City of Rome reserves the right to reject any or all bids and to accept that bid which will, in its opinion, best serve the public interest. The City of Rome reserves the right to waive any technicalities and formalities in the bidding.

That by submission of this bid the bidder acknowledges that the City of Rome has the right to make any inquiry or investigation it deems appropriate to substantiate or supplement information supplied by the bidder.

If a partnership, a general partner must sign.

If a corporation, the authorized corporate officer(s) must sign and the corporate seal must be affixed to this bid.

BIDDER:

\_\_\_\_\_

Name

\_\_\_\_\_

Title

\_\_\_\_\_

Name

\_\_\_\_\_

Title

AFFIX CORPORATE SEAL (If Applicable)

**CERTIFICATE OF NON-DISCRIMINATION**

In connection with the performance of work under this contract, the bidder agrees as follows:

The bidder agrees not to discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, ancestry or disability. The vendor shall take affirmative action to insure that employees are treated without regard to their race, creed, color, sex, national origin, ancestry or disability. Such action shall include, but not be limited to the following: employment, upgrading, demotion, transfer, recruiting or recruitment, advertising, lay-off or termination, rates of pay or other compensation and selection for training, including apprenticeship.

In the event of the bidder's non-compliance with this non-discrimination clause, the contract may be canceled or terminated by the City of Rome. The bidders may be declared, by the City of Rome, ineligible for further contracts with the City of Rome until satisfactory proof of intent to comply shall be made by the vendor.

The bidder agrees to include this non-discrimination clause in any sub-contracts connected with the performance of this agreement.

\_\_\_\_\_  
BIDDER

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE

**NON-COLLUSION AFFIDAVIT**

The following affidavit is to accompany the bid:

STATE OF

COUNTY OF

Owner, Partner or Officer of Firm

Company Name, Address, City and State

Being of lawful age, being first duly sworn, on oath says that he/she is the agent authorized by the bidder to submit the attached bid. Affidavit further states as bidder, that they have not been a party to any collusion among bidders in restraint of competition by agreement to bid at a fixed price or to refrain from bidding; or with any office of the City of Rome or any of their employees as to quantity, quality or price in the prospective contract; or any discussion between bidders and any official of the City of Rome or any of their employees concerning exchange of money or other things of value for special consideration in submitting a sealed bid for:

FIRM NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_

NOTARY PUBLIC

**STATE OF GEORGIA PROMPT PAY ACT AFFIDAVIT**

THIS AFFIDAVIT IS TO ACCOMPANY THE BID

GEORGIA PROMPT PAY ACT: The Georgia Prompt Pay Act was enacted by the General Assembly in 1994 and took effect January 1, 1995. This act requires owners to pay contractors within 15 days of receipt of a pay request by the owner or the owner's representative. If payment is not made the owner shall pay the contractor 1% per month interest on the delayed payment. Additionally, the contractor must pay subcontractors within 15 days of receipt of payment from the owner.

This Act is Code Section 13-11-1 (Georgia Laws of 1994, p. 1398 par. 4)

Firm Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Subscribed and Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public



CITY OF ROME

DRUG-FREE WORKPLACE CERTIFICATE

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By signature on this certificate, the Bidder certifies that the provisions of O.C.G.A. Section 50-24-1 through 50-24-6 related to the "Drug-Free Workplace Act" will be complied with in full. The Bidder further certifies that:

1. A drug-free workplace will be provided for the Bidder's employees during the performance of the contract; and
2. Each contractor who hires a subcontractor to work in a drug-free workplace shall secure from that subcontractor the following written certification: "As part of the subcontracting agreement with (contractor's name), (subcontractor's name) certifies to the contractor that a drug-free workplace will be provided for the subcontractor's employees during the performance of this contract pursuant to O.C.G.A. Section 50-24-3(b)(7)."

By signature on this certificate, the Bidder further certifies that it will not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the contract.

Bidder: \_\_\_\_\_

By: \_\_\_\_\_

Name Printed: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

CITY OF ROME, GEORGIA  
**E-VERIFY COMPLIANCE AFFADAVIT**

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 City of Rome, Georgia 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  
(Not Required if Less than 10 Employees)

\_\_\_\_\_  
Signature (if less than 10 employees)

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Contractor

\_\_\_\_\_  
Name of Project

\_\_\_\_\_  
Name of Public Employer

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

Executed on \_\_\_\_\_, \_\_\_\_\_, 20\_\_\_\_ in \_\_\_\_\_(city) \_\_\_\_\_ (state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC  
My Commission Expires:

CITY OF ROME, GEORGIA

SAVE COMPLIANCE AFFADAVIT

O.C.G.A § 50-36-1(e) (2) Affidavit

By executing this affidavit under oath, as an applicant for a (n) Contract or Services, as referenced O.C.G.A. C. § 50-36-1, from the City of Rome, Georgia, the undersigned applicant verifies one of the following with respect to my application for a public benefit:

- 1) \_\_\_\_\_ I am a United State citizen.
- 2) \_\_\_\_\_ I am a legal permanent resident of the United States
- 3) \_\_\_\_\_ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.  
My alien number issued by the Department of Homeland Security or other federal immigration agency is: \_\_\_\_\_.

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1(e) (1), with this affidavit. The secure and verifiable document provided with this affidavit can best be classified as:

\_\_\_\_\_.

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 as allowed by such criminal statute.

Executed in \_\_\_\_\_ (city), \_\_\_\_\_ (state).

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Name of Applicant Printed

SUBSCRIBED AND SWORN

BEFORE ME ON THIS THE

\_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC  
My Commission Expires:



**EXTENT OF SERVICE FREQUENCY OF SERVICE**

Regular Services	Daily	Twice a Week	Once a Week	Every 2 Weeks	Monthly	Twice a Year	As Directed
<b>GENERAL, PRIVATE OFFICE, LOBBY, LOUNGE, ETC.</b>							
Regular Services							
<b>WASHROOMS</b>							
1. Sanitize and polish toilet bowls, urinals, and hand basins	X						
2. Clean and polish all glass and mirrors	X						
3. Empty all containers and inser liners	X						
4. Clean exterior/interior of all containers			X				
5. Sanitize metal partitions			X				
6. Sanitize walls (as needed)							
7. Remove fingerprints and tape from doors, frames, light switches, kick and push plates, handles, etc.	X						
8. Refill all dispensers if applicable, tissue, towel, liners, soap, napkins, seat holders, and cups. Supplies furnished by the Contractor.	X						
9. Change Air Freshner Scent (as needed)							X
10. Replace Air Freshner Batteries (each time change)						X	
11. Dust all horizontal surfaces including sills, ledges, moldings, shelves, picture frames, ducts, radiators, etc.							
12. Dust all furniture including tables, chairs, etc.							
13. Vacuum, diffuser outlets in ceiling					X		
14. Dry clean area adjacent to diffuser outlet					X		
15. Clean shower area (if needed)	X						
<b>EATING AREAS</b>							
1. Clean and plish all glass and mirrors	X						
2. Empty all containers and insert liners	X						
3. Clean exterior/interior of all containers					X		

**EXTENT OF SERVICE FREQUENCY OF SERVICE**

Regular Services	Daily	Twice a Week	Once a Week	Every 2 Weeks	Monthly	Twice a Year	As Directed
<b>GENERAL, PRIVATE OFFICE, LOBBY, LOUNGE, ETC.</b>							
4. Remove fingerprints and tape from doors, frames, light switches, kick and push plates, handles, etc.	X		X				
5. Dust all horizontal surfaces including sills, ledges, moldings, shelves, picture frames, ducts, radiators, etc.			X				
6. Sanitize table tops, seals and chairs	X						
7. Clean, polish, and refill napkin holders			X				
8. Clean all food and containers of refrigerators			X				
9. Refill dispensers to normal limits (soap, napkins, paper towels)	X						
<b>FLOORS RESILIENT AND HARD</b>							
1. Dust mop or sweep	X						
2. Sanitize and damp mop	X						
3. Spray buff open area					X		
4. Scrub and refinish to keep protective coating							X
5. Strip, clean, refinish, and polish							X
<b>CARPET</b>							
1. Vacuum entire carpet areas			X				
2. Remove all spots and stains if possible			X				
3. Machine shampoo entire carpet areas							X
4. Provide service mats	X						
<b>WALLS &amp; CEILINGS</b>							
1. Remove all spots and stains (as needed)							

**EXTENT OF SERVICE FREQUENCY OF SERVICE**

Regular Services	Daily	Twice a Week	Once a Week	Every 2 Weeks	Monthly	Twice a Year	As Directed
<b>GENERAL, PRIVATE OFFICE, LOBBY, LOUNGE, ETC.</b>							
<b>FURNITURE</b>							
Fabric				X			
Vacuum							
Plastic							
Damp wipe or clean if needed	X						
Leather							
Damp wipe or clean if needed	X						
<b>WINDOWS</b>							
1. Clean outside						X	
2. Clean inside						X	
<b>GENERAL</b>							
1. Inform unit of irregularities (defective plumbing, unlocked doors, light left on, inventory requirements, restroom supplies, etc.)	X						
2. Turn off all lights except those to be left on and close windows and lock all doors	X						
3. Report evacuation of building to security	X						
<b>MISCELLANEOUS SERVICES</b>							
1. Clean coffee pots							X
2. Shampoo visitation room carpet							X
3. Sanitize toys in visitation room							X
4. Clean furniture in visitation room							X

## **DAILY PORTER SCHEDULE**

**4 Hours per day / Monday – Friday – 7:45 A.M. – 11:45 A.M.**

Contractor agrees to provide the services of one porter whose primary functions on a daily basis will include:

**1. Mail**

Drops mail off to the Post Office each day.

**2. Restroom Maintenance**

Monitors all restrooms daily by cleaning and filling of dispensers (soap, tissue & paper towels)  
Cleans mirrors, and picks up paper and/or trash as necessary to keep restrooms clean and orderly.  
Make sure air freshener dispensers are operational by refilling as needed

**3. Kitchen/Breakroom Maintenance**

On a daily basis, Porter will:  
Wipe tabletops and chairs  
Clean kitchen sink  
Keep overall appearance of kitchen/breakroom neat and clean  
Refrigerators are to be cleaned inside and out every other Friday

**4. Service Visitation Rooms**

On a daily basis, Porter will:  
Check rooms and keep in order  
Vacuum, etc, if necessary

**5. Package Receipt Delivery**

Check with Admin Office each morning for packages that need to be distributed throughout the complex  
Restock paper supply at each copier and fax station  
Restock other office supplies and equipment as requested

## **6. General**

Check common areas each day for cleanliness

Sweep smoking area and empty ashtrays as well as sweeping parking areas daily

Prepare conference rooms for meetings and training and will be responsible for cleaning up after events

Report any building or maintenance problems that needed to be corrected

Assist with Furniture relocation as needed

Other cleaning and portage duties as requested