



# PURCHASING DEPARTMENT

TWELVE EAST 4<sup>TH</sup> AVENUE, SUITE 106 • ROME, GEORGIA 30161

PHONE: 706.291.5118 • FAX: 706.290.6099 • [www.romefloyd.com](http://www.romefloyd.com)

Date: 12 August 2014

To: To Whom It May Concern

## **Request for Quote: Window Cleaning (14-0826)**

Floyd County is requesting quotes to clean the exterior windows at the Floyd County Judicial Building. A complete Scope of Work is provided in the following pages.

All quotes will be submitted on the attached quote sheet. Providers may submit additional information with quote.

Quotes are due no later than **2pm 26 Aug 2014**. Quotes may be submitted by Email, Fax, US Mail or hand delivered to this office. Fax 706-290-6099 – Email [Graye@floydcountyga.org](mailto:Graye@floydcountyga.org)  
Any questions regarding this RFQ will be sent the contact information above

Quotes are to remain valid for a period of 30 days from the date of quote.

Typically award notification will be by email. Tabulations will be posted to the Floyd County Website and the Georgia Procurement Registry within 24hrs after the due date.

### **Payment & Invoicing Terms and Conditions**

If payment is made by check, Floyd County will pay invoice(s) within 30 days of receipt of a valid invoice. A Purchase Order will be issued and provided to initiate the order when payment is by check. If payment is made by credit card the information will be provided at the time of order, however, the successful provider must agree that no charge will be run until such time as the products have shipped. A paid receipt or paid invoice will be provided to the card bearer.

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#### **ADMINISTRATION**

NANCY LAM, CPPB, CPPO, PURCHASING DIRECTOR  
EVERETT GRAY, CPPB, PURCHASING AGENT

## Scope of Work Window Cleaning

**General:** Floyd County's intent is to hire a contractor to clean all exterior windows at the Floyd County Judicial Building. This service is for a one time cleaning.

**Site Visit:** A site visit may be scheduled with the Floyd County Facilities Manager Ryan Davis.  
[davisryan@floydcountyga.org](mailto:davisryan@floydcountyga.org) / Phone 706 236-2486

Located at 3 Government Plaza, Rome, GA 30161

### 3 of the 4 sides of the building



Rear Side



Security Entrance



Front of Bldg

## **RFQ 14-0826 Window Cleaning**

Contractor shall furnish all necessary labor, equipment and materials. Window Cleaning shall include all exterior windows, all frameworks around windows, all panels below windows, and removal of all foreign substances.

All services will be performed from the exterior of the building. Contractor may if necessary suspend equipment from the roof top. Coordinate with Facilities Manager for access. SAFETY EQUIPMENT WILL BE USED AT ALL TIMES.

Window Cleaning will be performed during **weekend hours**.

Cleaning Standard: **Windows will be left streak free with no haze or residue.**

Contractor shall have a minimum of one (1) supervisor and a sufficient number of employees on the job site at all scheduled times to ensure the required services are completed.

Safety precautions are a high priority. Contractor shall safeguard all public and private property surrounding work areas. Contractor will utilize appropriate safety barriers and processes to sufficiently protect building structures, occupants, and nearby pedestrians. Contract workers will utilize safety gear at all times.

Contractor shall be responsible to protect the grounds surrounding the buildings. One-inch thick plywood shall be placed under the wheels of any vehicle when working on grass or non-paved areas. This includes placing one-inch thick plywood sheets on the ground anywhere that Contractor's work vehicle(s) may drive, so as to continuously protect the grounds from damage caused by the vehicle tires or equipment.

Contractor shall use all reasonable means to control the noise level of the equipment in use to prevent disturbances in the nearby buildings.

Contractor shall provide a material safety data sheet for any item required to perform required services which contains hazardous chemicals. Contractor shall make sure the MSDS for any chemical, while in use, on County property is readily accessible at the location where it is being used.

Contractor shall clean up all work site debris daily and remove from the premises each day.

Contractor shall immediately notify Facilities Manager of any damage done by the Contractor to the building(s), grounds or surrounding area(s).

Contractor shall be responsible for any repair and/or replacement cost due to damage of building, windows, or surrounding areas caused in the performance of required services.

**Floyd County Quote Page**  
**RFQ 14-0826 – Window Cleaning**  
**Quote Due not later than 2pm 26 Aug 2014**

We the undersigned agree to perform window cleaning in accordance with the Scope of Work and terms and conditions issued for the same for a total price of.

\$ \_\_\_\_\_

Estimated days to complete \_\_\_\_\_ (Weekend Days)

Soonest available day to start if awarded project \_\_\_\_\_

**Contractor information**

Contact Person: \_\_\_\_\_ (Print or Type Name)

Telephone Number(s): \_P \_\_\_\_\_ F \_\_\_\_\_ C \_\_\_\_\_

Email Address \_\_\_\_\_

Company Name \_\_\_\_\_

Billing Address \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Specify Preferred Payment Method**

**Check** (Paid within 30 days of invoice)

**Credit Card** (provided at shipment with no transaction fee)

**FORMS**

**\*\* Quotes exceeding 2499.99 for this service require the attached E-Verify form to be completed and submitted with this quote. Form is located on the next page.**

**\*\* Submit a W-9 with quote**

**Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)**

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 Floyd County 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

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

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

\_\_\_\_\_  
Address of Contractor

RFQ 14-0826 Window Cleaning (Judicial Building)

Name of Project

\_\_\_\_\_  
FLOYD COUNTY GEORGIA

Name of Public Employer

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

Executed on \_\_\_\_\_, \_\_\_\_ in 201\_\_ 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 \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_ (Notary Seal or Stamp Required)