



FORT VALLEY UTILITY COMMISSION

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RFP# 2024-4101-1

Request for Proposals (RFP) for Janitorial Services

Introduction

The Fort Valley Utility Commission (FVUC) is seeking proposals from qualified and experienced janitorial service providers to provide cleaning services for the FVUC Headquarters Building and the Customer Engagement Center. The goal is to maintain a clean and healthy environment for all staff and visitors.

Project Overview

FVUC requires comprehensive janitorial services for two locations:

1. FVUC Headquarters Building
2. FVUC Customer Engagement Center

Each facility requires cleaning services once a week.

Scope of Work

The selected contractor will be responsible for providing all labor, equipment, and materials necessary to perform janitorial services as outlined in the attached document labeled Appendix A

Proposal Requirements

Proposals should include the following:

1. **Company Information**
 - Name of the company
 - Address
 - Contact person
 - Phone number
 - Email address
 - Brief history of the company
2. **Experience and References**
 - Description of experience providing similar services
 - References from at least three clients, including contact information
3. **Staffing**
 - Number of staff proposed for the service
 - Description of staff training and background checks
4. **Equipment and Supplies**
 - List of equipment and cleaning supplies to be used
 - Information on environmentally friendly products, if applicable
5. **Insurance and Licenses**

- Proof of insurance (general liability, workers' compensation, etc.)
- Copies of relevant licenses
- 6. **Cost Proposal**
 - Detailed cost breakdown for services, including labor, materials, and any additional charges
 - Payment terms
- 7. **Implementation Plan**
 - Proposed schedule for cleaning services

Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Experience and qualifications
- References
- Quality of proposal and thoroughness in addressing the scope of work
- Cost effectiveness
- Use of environmentally friendly products
- Ability to meet scheduling requirements

Submission Instructions

All proposals must be submitted by August 5, 2024 1:00 PM to:

Jessica Robinson
Fort Valley Utility Commission
500 Anthoine Street
Fort Valley, Ga 31030
Email: jrobinson@fvutil.com

Deadline

Proposals must be received no later than August 5, 2024. Late submissions will not be considered.

Questions and Clarifications

Any questions regarding this RFP should be directed to Jessica Robinson at jrobinson@fvutil.com or 478-825-7701. All questions must be submitted by August 2, 2024.

Terms and Conditions

FVUC reserves the right to reject any and all proposals, to waive any informality in the RFP process, and to award the contract to the service provider that best meets the needs of FVUC, as determined by FVUC in its sole discretion.

This RFP does not constitute a contract or an offer of employment. FVUC is not responsible for any costs incurred by the bidders in the preparation and submission of their proposals.

By submitting a proposal, you acknowledge that you have read and understand the RFP requirements and agree to comply with the terms and conditions set forth in the RFP.

