

## REQUEST FOR PROPOSAL

### For Janitorial Services

The Oglethorpe County Board of Commissioners is seeking qualified, experienced and insured Contractor with demonstrated skills and experience in providing janitorial services for County offices and select buildings.

Locations to be serviced: Probate Court, Voter Registration, Magistrate Court, Courthouse, Tax Commissioner, Tax Assessor, Board of Commissioners and Cooperative Extension.

Services to be performed by Contractor: On weekly basis, restrooms cleaned, including restocking hand soap, paper towels and toilet tissue, trash disposal, dusting, vacuuming, sweep/mop all non-carpeted flooring, and cleaning all kitchen areas. Spot clean carpets and windows/blinds dusted on monthly basis. Commissioner's Board Room to be cleaned Friday prior to monthly BOC meetings and Courtroom in Courthouse to be cleaned prior to court sessions. The County shall provide supplies and equipment necessary to perform specified duties.

Days of services: Monday, Wednesday and Friday between the hours of 8:00 a.m. and 5:00 p.m.

Submittals shall include name, address, years of experience, duties performed, and name and contact information for 4 references.

Submittals are to be sealed, marked with the submitting Contractor's name and address and labeled: "Janitorial Services" and delivered to:

Oglethorpe County  
Attn: Human Resources Department  
P O Box 261  
105 Union Point Road  
Lexington, GA 30648

no later than May 25, 2017 at 4:00 p.m. local time.

Oglethorpe County BOC reserves the right to reject any and all submittals, to waive any technicalities or irregularities and to award contracts

Inquiries regarding this Request for Proposal shall be made to Amy Forrester, 706-743-5270 or [aforrester@oglethorpecountyga.gov](mailto:aforrester@oglethorpecountyga.gov).