



Date: 9/06/2023

<b>RFQ:</b> 2023-08-DD Residential- Janitorial <b>Service type:</b> Residential Home Cleaning <b>Mandatory BID MEETING:</b> 9/19/2023 @ 10:00 AM <b>Location of BID MEETING:</b> 445 Winn Way, 4 <sup>th</sup> floor Decatur, GA 30030 <b>Bid Closing:</b> 10/2/2023 @ 3:00 pm <b>Total Bid Cost:</b> \$ _____	<b>RFQ Contact:</b> Teiresias Jones Sr. Director of Budget and Procurement Office: (404)508-7728 Email: <a href="mailto:teiresj@dekcsb.org">teiresj@dekcsb.org</a>
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**BIDS MAY BE SUBMITTED VIA MAIL OR IN PERSON**

<b>Mailing Address:</b> DeKalb Community Service Board Attn: Purchasing Office P.O. Box 1648 Decatur, GA 30031	<b>Physical Address (Drop offs):</b> DeKalb Community Service Board Attn: Purchasing Office 445 Winn Way, 4 <sup>th</sup> Floor Decatur, GA 30030
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**ALL BIDS ARE SUBJECT TO THE FOLLOWING:**

1. The attached Bidding Instructions, Terms and Conditions.	8. Required Documentation ( <b>Attachment D</b> )
2. Notice to Bidders	9. Compliance Standards ( <b>Attachment E</b> )
3. The schedule included below and/or attached hereto.	10. Code of Ethics ( <b>Attachment F</b> )
4. Such other provisions, representations, certifications and specifications as are hereto or incorporated by reference in the schedule.	11. Immigration and Security Form 140-2-E ( <b>Attachment G</b> )
5. Reference Sheet ( <b>Attachment A</b> )	12. Tax Compliance Form SPD-SP045 ( <b>Attachment H</b> )
6. Pricing Sheet ( <b>Attachment B</b> )	13. Supplier General Information Worksheet SPD-SP042 ( <b>Attachment I</b> )
7. Site Visit schedule ( <b>Attachment C</b> )	14. Certification of Non-Collusion SPD-SP012 ( <b>Attachment J</b> )
<b>** SEE PAGES 11-19 FOR SPECIFICATIONS &amp; BID REQUIREMENTS IDENTIFIED AS ATTACHMENTS A-J</b>	

**BIDDER'S SIGNATURE IS REQUIRED ON ALL PAGES INDICATED**

**CAUTION: REAL ALL INSTRUCTIONS, CONDITIONS, SPECIFICATIONS, ETC IN DETAIL**

In compliance with the above, the undersigned offers and agrees, if this bid be accepted within 90 days from the date of opening, to furnish any or all the items upon which are quoted, at the price set opposite each item, delivered at the designated point(s) within the time specified.

**BIDDER WILL INDICATE TIME PAYMENT DISCOUNT** \_\_\_\_\_

<b>Bidder / Company:</b>	
<b>Number and Street:</b>	
<b>City, State, Zip</b>	
<b>Name and Title of Authorized Signee:</b>	
<b>Signature of Authorized Signee:</b>	
<b>Date:</b>	
<b>Contact Number:</b>	

**Bidding Instructions, Terms & Conditions**

1. **PREPARATION OF BIDS**

- (a) Bidders are expected to examine the specifications, samples and schedules and all instructions. Failure to do so will be at the bidder's risk.
- (b) Each bidder **MUST** furnish the information required by the bid form. The bidder **MUST** sign each page requiring a signature. Bidder **MUST** also print or type his/her name on all pages that apply in the bid. The person signing the bid must initial erasures or other changes. Bids signed by an agent are to be accompanied by evidence of his authority unless such evidence has been previously furnished to the issuing office.
- (c) Bid **MUST** be presented in a sealed envelope. All information regarding the closing date, bid title and bid number must be on this envelope. If not properly identified, bid will not be accepted.
- (d) Prices must be exact and include the price for all tasks listed in the scope of work.
- (e) Total price of bid **MUST** be listed on the first page of the Request for Quote.
- (f) In order for a bid to be considered for award, the bidder **must attend** the mandatory meeting.
- (g) Please submit two copies of your bid.

2. **EXPLANATION TO BIDDERS**

Any explanations desired by a bidder regarding the meaning or interpretation of this Request for Quote, drawings, specifications, etc., must be in writing and received by U.S. Mail in the Purchasing Office of the DeKalb Community Service Board no later than five (5) days prior to the date set for closing of the bid. If any statement in the bidding documents, specifications, plans, etc., appear ambiguous to the bidder, the bidder is specifically instructed to make a written request to the DeKalb Community Service Board. The request must be addressed as follows:

**DEKALB COMMUNITY SERVICE BOARD**  
**ATTN: PURCHASING DEPARTMENT**  
**(LIST THE RFQ HERE)**  
**P.O. Box 1648**  
**DECATUR, GEORGIA 30031**

Any information given to a prospective bidder concerning this bid will be in writing and furnished through U.S. Mail to all prospective bidders as an amendment to the Invitation, if such information is necessary to bidders in submitting bids on the Invitation or if the lack of such information would be prejudicial to uniformed bidders. Receipt of amendments by a bidder must be acknowledged on the bid or by letter or telegram received before the time set for closing of the bid. ANY ORAL EXPLANATIONS OR INSTRUCTIONS GIVEN BEFORE THE WRITTEN AWARD OF THE BID WILL NOT BE BINDING. PROSPECTIVE BIDDERS ARE DEFINED AS THOSE WHO ATTEND THE MANDATORY MEETING AND WHOSE NAME AND MAILING ADDRESS ARE RECORDED ON THE SITE VISIT ATTENDANCE ROSTER.

3. **MODIFICATION AND CLARIFICATION OF THIS INVITATION**

Any modification to the terms, conditions or specifications contained in this invitation must be in writing. With the exception of the persons in the Purchasing Office of the DeKalb Community Service Board specifically designated on the first page of this Invitation to Bid, or the professional engineer designated for this purpose by the DeKalb Community Service Board, if any, whose name, address, and telephone and facsimile numbers are set forth on the first page of this invitation to bid, employees of the DeKalb Community Service Board are not authorized to modify, interpret or clarify such terms, conditions or specifications, and bidders should not rely on the presentments of employees

or agents other than those with expressed authority to make such presentations and then only if such modifications, interpretations, or clarifications are set forth in writing and furnished to all prospective bidders as an amendment to the Invitation.

4. **SUBMISSION OF BIDS**

- (a) Bids and modifications thereof shall be enclosed in sealed envelopes, addressed to the office specified on the first page of the Invitation to Bid, with the name and address of the bidder, the date and hour of closing, and the invitation number on the face of the envelope. All bids submitted become the property of the DeKalb Community Service Board.  
**FAX BIDS WILL NOT BE CONSIDERED.**
- (b) Bids cannot be withdrawn or corrected after the closing. However, the Board may accept reduction and changes by the successful bidder that would be to the advantage of the DeKalb Community Service Board.
- (c) Bids **MUST** be signed. **Any unsigned bids will be rejected as unresponsive.**
- (d) **TAXES.** The DeKalb Community Service Board is exempt from federal excise tax and Georgia sales and use tax.
- (e) **TAX COMPLIANCE.** Prior to awarding any contract exceeding \$100,000.00 the DeKalb Community Service Board must verify through the Department of Revenue (DOR) that the selected supplier (including any of the supplier's affiliates) is not a prohibited source as defined by (O.C.G.A.) Section 50-5-82. The supplier is required to complete **SPD-SP045 Tax Compliance Form. Attachment H** For all competitive solicitations posted directly to the Georgia Procurement Registry, the procurement professional must attach **SPD-SP042 Supplier General Information Worksheet**\*to prompt each supplier to respond to this requirement. **Attachment I**
- (f) **Examination of Site.** (When on-site work, services or installation of equipment is required and where a mandatory meeting is required under the terms of the Request for Quote). Submission of the bid will create a presumption that bidder has visited the premises where the work or services or installation of equipment is to be performed and has taken into consideration all conditions which might affect the performance of the contract. No consideration will be given to any claim based on lack of knowledge of existing conditions, except where existing conditions cannot be reasonably ascertained through such a visit to the premises. No visit to the premises prior to bid shall be permitted except (a) at the time of any mandatory meeting is scheduled in the Request for Quote or (b) with the express written permission of the DeKalb Community Service Board through the employer or architect or engineer named on the first page of the Request for Quote. The DeKalb Community Service Board does not warrant that the premises will not be changed prior to the commencement of performance. If upon beginning of performance the successful bidder determines that the conditions are different from the conditions at the time of the bidder's pre-bid visit to the premises, the bidder must immediately give notice to the DeKalb Community Service Board otherwise any claim based on such difference is forever waived. No bid will be accepted from a bidder who does not attend a Mandatory Meeting.
- (g) **Insurance. All bidders are required to submit along with their bids, certificates of insurance, evidencing the insurance requirements under this agreement. Failure to provide these requirements will result in bid being rejected.**
- (h) **Patent, Copyright Indemnity:** Except as otherwise provided, the successful bidder agrees to indemnify the DeKalb Community Service Board and its officers, agents and employees against liability and the costs and expenses of defending any claim of liability for infringement of any patent or copyright covering any matter supplied or used or produced in the performance of this contract.

- (i) Bids must be submitted bearing an original signature ONLY. Copies not bearing an original signature, including facsimile, will not be considered.

5. **LATE BIDS AND MODIFICATIONS OR WITHDRAWALS.**

Bids and modifications or withdrawals received at the office designated in the Request for Quote after the exact time set for the closing of bids will not be considered.

6. **DISCOUNTS**

(a). Trade and time payments discounts will be considered in arriving at net prices and in making the award. However, offers of discount for payment within 10 days following the end of the month are preferred.

(b) In connection with any discount offered, time will be computed from date of invoice or from the date of corrected invoice or voucher is received by the DeKalb Community Service Board at the address stated in the contract for the submission of invoices. Payment is deemed to be made, for the purpose of earning a discount, on the date of the DeKalb Community Service Board check unless the check is not mailed on that date or the following day as shown by the postmark.

7. **CERTIFICATION OF INDEPENDENT PRICE DETERMINATION**

By submission of this bid, the bidder certifies, and in the case of joint bid each party thereto certifies as to its own organization, that in connection with this procurement:

(a) The prices in this bid have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor.

(b) Unless otherwise required by law, the prices, which have been quoted in this bid, have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to the opening, directly or indirectly to any other bidder or to any competitor.

(c) No attempt has been made or will be made by the bidder to induce any bidder or any competitor or other person or firm to submit or not to submit a bid or to withdraw a bid.

(d) No attempt has been made or will be made by the bidder to induce any bidder or any competitor or other person or firm to submit a bid higher than the bidder's bid.

8. **THE DEKALB COMMUNITY SERVICE BOARD – FURNISHED PROPERTY**

The DeKalb Community Service Board will furnish no material, labor, or facilities unless otherwise provided for in the Request for Quote or in any plans or specifications referenced in the Request for Quote.

9. **DEFAULT**

The award as a result of bids received under this invitation may be based in part on delivery factor. Accordingly, should delivery not be made within and at the time or times stated in bid, the successful bidder may be declared in default of contract. In such event, in addition to and not in lieu of other remedies and damages available to it, the DeKalb Community Service Board may purchase in the open market, by invitation to bid, request for proposals, or by negotiated purchase, the work, goods or services from another source and collect from bidder, as the defaulting party, the excess cost to the DeKalb Community Service Board which resulted from such open market purchase.

10. **NON-COMPLIANCE WITH THIS INVITATION.** Failure to observe any of the instructions and conditions in this Request for Quote may constitute grounds for rejection.

11. **CERTIFICATE OF NON-COLLUSION. (O.C.G.A.)** Section 50-5-67 requires suppliers to certify during the bidding process that collusive bidding (i.e., fixed bidding or other agreements between suppliers to “rig” the bidding process) has not occurred. Therefore, the solicitation must contain a certificate of non-collusion, which must be signed by an

authorized representative of the supplier. Such a person must include his or her title and, if requested, must supply verification of authority to bind the company in contract. **THE CERTIFICATE OF NON-COLLUSION STATES:** “I certify that this bid (proposal) is made prior understanding, agreement, or connection with any corporation, firm or person submitting a bid (proposal) for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. I understand that collusive bidding is a violation of State and Federal law and can result in fines, prison sentences and civil damage awards. I agree to abide by all conditions of this bid (proposal) and certify that I am authorized to sign this bid (proposal) for the bidder (offeror). **Attachment J**

12. **INSURANCE REQUIREMENTS – (Coverage, Limits and Endorsements)**

Along with the submission of your bid, each bidder is required to furnish certificates of insurance evidencing the following insurance:

**A. COMMERCIAL GENERAL LIABILITY INSURANCE POLICY (CGL)**

The successful bidder shall procure and maintain during the term of the contract performance a Commercial General Liability Insurance Policy, including products and completed operations liability and contractual liability coverage, protecting against liability for bodily injury, property damage liability, and personal injury liability. The policy or policies shall name the DeKalb Community Service Board and the State of Georgia and their respective officers, agents and employees as additional insurers. The CGL policy must provide primary limits for any claims not covered by the Georgia Tort Claims Act. The policy or policies must be on an “occurrence” basis unless waived by the DeKalb CSB. The CGL policy must be issued by a company authorized to conduct business in the State of Georgia or by a company acceptable to the DeKalb CSB, if the company is an alien insurer.

**Excess liability coverage may be used in combination with the base policy to obtain the below limits.**

**Limits:** \$1,000,000 per Person  
 \$3,000,000 per Occurrence

The certificate of insurance for such insurance shall name the DeKalb Community Service Board as the Certificate Holder and shall be delivered to the DeKalb Community Service Board prior to beginning performance of the contract.

**B. WORKERS’ COMPENSATION INSURANCE**

The successful bidder shall procure and maintain during the term of the contract performance workers’ compensation insurance insuring against liability under the workers’ compensation act, with limits equal to the statutory limits as established by the General Assembly of the State of Georgia. (NOTE: A self-insurer must submit a certificate from the State Board of Workers’ Compensation stating the Contractor qualifies to pay its own workers’ compensation claims). The workers’ compensation policy must include Coverage B – Employer’s liability limits of:

**Bodily Injury by Accident** - \$500,000 each accident  
**Bodily Injury by Disease** - \$500,000 each employee  
**Bodily Injury by Disease** - \$500,000 policy limit

**Excess liability coverage may be used in combination with the base policy to obtain these limits.** The bidder who is awarded the contract shall require all contractors and subcontractors performing work under the awarded contract to obtain an insurance certificate showing proof of Workers’ Compensation Coverage.

**The certificate of insurance for such insurance shall name the contractor as the Certificate Holder and a copy of the certificate shall be delivered to the DeKalb Community Service Board prior to beginning performance of the contract.**



13. **INDEMNIFICATION AGREEMENT**

Bidder who is awarded a contract must waive, release, relinquish, discharge and agree to indemnify, protect, save harmless the DeKalb Community Service Board and the State of Georgia (including the State Tort Claims Trust Fund and other self insured funds) and their respective officers, employees, and agents of and from any and all liabilities, and the costs and expenses (including attorney's fees) of defending against claims of such liability, for bodily injury (including death), personal injury, and property damage, caused by, growing out of, or otherwise happening in connection with the awarded contract due to any act or omission on the part of the contractor, its agents, employees or others working at the direction of contractor or on its behalf, or due to any breach of this contract by the contractor, or due to the application or violation of any pertinent Federal, State or local laws, rules or regulations by the contractor. This indemnification applies whether: (a) the activities giving rise to the liability or claim of liability involved third parties or employees or agents of the contractor or of the DeKalb Community Service Board and other indemnified persons; (b) the DeKalb Community Service Board and any of the indemnified persons caused, contributed to, or aggravated the injury or loss or damage; provided however, this indemnification does not apply to the extent of the sole negligence of the DeKalb Community Service Board, or the State of Georgia, or their respective officers, employees, or

agents. This indemnification extends to the successors and assigns of the contractor, and this indemnification survives the termination of the contract and the dissolution or, to the extent allowed by law, the bankruptcy of the contractor. If and to the extent such damage or loss as covered by this

indemnification is covered by the State Tort Claims Fund established and maintained by the State of Georgia, Department of Administrative Services (DOAS); the contractor agrees to reimburse the Fund for such monies paid out by the Fund.

To the full extent permitted by the Constitution and the laws of the State of Georgia, the contractor and its insurers waive any right of subrogation against the State of Georgia, or the DeKalb Community Service Board or their officers, employees and agents, the State Tort Claims Liability Fund and insurers participating thereunder, to the full extent of this indemnification.

14. **CONFIDENTIALITY**

The Contractor agrees to and shall require its personnel to abide by all State and Federal laws, rules and regulations and the DeKalb Community Service Board policies respecting confidentiality of any written or oral information concerning any individual served by the DeKalb Community Service Board. Furthermore contractor may be required to have each employee involved in this agreement sign and date a Confidentiality Agreement prior to the start of this contract. Contractor further agrees not to disclose, and shall not permit its personnel to disclose, any information concerning any individual served by the DeKalb Community Service Board to any person unless such disclosure is specifically authorized by the DeKalb Community Service Board. This obligation survives the expiration or early termination of this contract.

15. **LEGAL COMPLIANCE**

Work, goods, or services offered in this bid must comply with all Federal, State and Local laws and regulations as applicable on date of delivery. The successful bidder must have all licenses, certifications, and permits required under all Federal, State, and local laws and regulations necessary to perform the bid if successful at time of the submission of the bid, at the time of the commencement of performance, and at all times during the term of the contract. The DeKalb Community Service Board may require that the bidder provide a copy of such licenses, certifications, and permits prior to the award to the successor bidder and, as to the successful bidder, at any time during the term of the contract.

16. **SALARY/TAXES/INSURANCE/FLSA**

Contractor agrees to pay all salaries, and all FICA and Medicare taxes, Federal and State Unemployment Insurance and any similar taxes imposed on Contractor by reason of Contractor's employment of or compensation paid to employees of Contractor and withhold and remit to appropriate authorities all Federal and State income, FICA, Medicare and other taxes required to be withheld from compensation to them. Contractor is required to comply with the Fair Labor Standards Act so that its compensation to its employees comply with the minimum wage and overtime premium requirements of that Act.

17. **WORK STANDARDS**

The contractor shall provide services as required under this contract in accordance with generally accepted practices and standards. The Contractor further agrees that upon request by the DeKalb Community Service Board, it will reassign any of its employees who in the opinion of the DeKalb Community Service Board are not satisfactory.

18. **NON-DISCRIMINATION**

The Contractor will not willfully discriminate against any employee or applicant for employment because of race, color, religion, creed, national origin, sex, age, or disability.

19. **FAILURE TO PERFORM**

In the event the Contractor fails to comply with the terms of the contract, including requirements governing the quality of service or the schedule for performance of its duties under this Agreement, the DeKalb Community Service Board may provide written notice thereof to the Contractor. The notice may identify specific incidents or circumstances comprising the conditions complained of. In the event such conditions, but only those which are a violation of the terms of this contract, are not thereafter corrected, then the DeKalb Community Service Board reserves the right to withhold payments otherwise due under this Agreement until such violation is cured.

20. **MODIFICATIONS/ALTERATIONS**

No modifications or alterations of this Agreement will be valid or effective unless such modification or alteration is made in writing referencing this Agreement and signed by authorized representatives of each party.

21. **RE-NEGOTIATION**

This Agreement is subject to re-negotiation to meet any new requirements and regulations that may be issued by either the DeKalb Community Service Board or an agency of the Federal or State government.

22. **TERMINATION**

This Agreement may be terminated by the DeKalb Community Service Board, without cause upon thirty-(30) day prior written notice to the Contractor. The DeKalb Community Service Board may terminate this Agreement immediately with cause upon notice to the Contractor. Cause means a violation of the confidentiality requirements of this contract or the violation of any provision of this agreement which in the good faith judgment of the DeKalb Community Service Board poses a threat to the safe and orderly operation of any facility being serviced, including the safety and well being of its consumers or employees.

22. **COMPLIANCE WITH LAWS including FEDERAL IMMIGRATION LAWS**

Contractor agrees that all work done as part of this Agreement will comply fully with all administrative and other requirements established by Federal and State laws and regulations and standards, and assumes responsibility for full compliance with all such laws, regulations and standards, and agrees to fully reimburse the DeKalb Community Service Board for any loss of funds or resources resulting from non-compliance by the

Contractor, its staff, agents or subcontractors as revealed in any subsequent audits. In addition, contractor agrees that all services provided shall meet standards established by the Commission on Accreditation of Rehabilitation Facilities (**CARF**).

The contractor agrees that throughout the performance of the contract it will remain in full compliance with all federal immigration laws, including but not limited to provisions 8 USC § 1324a regarding the unlawful employment of unauthorized aliens. Contractor will ensure that only persons who are citizens or nationals of the United States or non-citizens authorized under federal immigration law are employed to perform services under this contract or any subcontract hereunder.

“Pursuant to the Georgia Security and Immigration Compliance Act of 2006, contractors are required to register and participate in the federal work authorization program. For a bid under this RFQ to be considered by the DeKalb Community Service Board, the bid must include a signed, notarized affidavit from the contractor attesting to the following.  
**Attachment G**

- (A) The affiant has registered with, is authorized to use, and uses the federal work authorization program.
- (B) The user identification number and date of authorization for the affiant.
- (C) The affiant will continue to use the federal work authorization program throughout the contract period; and
- (D) The affiant 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 same information required by subparagraphs (A), (B), and (C) of this paragraph.

Contractors and subcontractors who have no employees and who do not hire or intend to hire employees for purposes of satisfying or completing the terms and conditions of any part or all of this contract with the DeKalb Community Service Board instead may provide a copy of their state issued driver's license or state issued identification card. A driver's license or identification card shall only be accepted in lieu of an affidavit if it is issued by a state within the United States and such state verifies lawful immigration status prior to issuing a driver's license or identification card. A list of such states is available on the Attorney General's website."

23. **GOVERNING LAW**  
The laws of the State of Georgia shall govern this contract.

24. **LICENSE REQUIREMENTS**  
Contractor and its employees assigned to perform services under this Agreement shall be at all times duly licensed, certified, or permitted in the State of Georgia to provide the services required under this Agreement and shall maintain any license, certificate, or permit required by DeKalb County or any municipality in which the DeKalb Community Service Board’s facilities are located in order to permit Contractor lawfully to perform this Agreement.

25. **NON-WAIVER**  
The failure by the DeKalb Community Service Board to take action or make any objection to the failure by contract to comply with this contract shall not be deemed a waiver of such failure and the DeKalb Community Service Board may exercise any remedy on account of such failure at any time. A claim of waiver against the DeKalb Community Service Board shall not be valid unless such waiver is set forth in writing referencing this agreement and the term or action waived and signed by an authorized officer of the DeKalb Community Service Board. A waiver by the DeKalb Community Service Board of any breach by contractor of any provision of this contract shall not be deemed to be a waiver of such



provision on any subsequent breach of the same or any other provision contained in this Agreement and shall not establish a course of performance between the parties contradictory of the terms thereof.

26. **INDEPENDENT CONTRACTOR**

The Contractor, and the agents and employees of the Contractor, in the performance of this Agreement, shall act in an independent capacity and not as officers, employees, or agents of the DeKalb Community Service Board.

27. **CERTIFICATE OF DRUG-FREE WORKPLACE**

Contractor certifies that a drug-free workplace will be provided for its employees during the performance of the Agreement, pursuant to subsection (a) O.C.G.A. section 50-24-3; and if the contractor hires a subcontractor (which is prohibited by this contract without the consent of the DeKalb Community Service Board) to work in that drug free workplace, the contractor shall secure from that subcontractor the written certification required by O.C.G.A. section 50-24-3 (a) (2).

28. **REQUIREMENTS**

The contractor shall prior to assigning an employee to duty under this contract submit proof that the employee has been fingerprinted, that the contractor completed within the 60 days preceding the assignment a background check (including obtaining a criminal history record) for the employee, and that the employee had a negative drug screen within the 60 days preceding the assignment.

29. **RENEWALS**

The initial term of this contract shall be ONE year from date of execution. After which this contract will be automatically renewed at the existing rate, for up to three (3) additional one-year terms.

30. **PROVIDER MANUAL**

Contractor is advised that there is a **Provider Manual** for Community Health, Developmental Disabilities and Addictive Diseases providers under contract with the Division of Mental Health, Developmental Disabilities and Addictive Diseases that is available on the DMHDDAD website, <http://mhddad.dhr.georgia.gov/portal> site "Provider Information". A copy is also available for review during normal business hours on the 4<sup>th</sup> floor of the Richardson Building, 445 Winn Way, Decatur, Georgia 30030.

<b>Bidder / Company:</b>	
<b>Number and Street:</b>	
<b>City, State, Zip</b>	
<b>Name and Title of Authorized Signee:</b>	
<b>Signature of Authorized Signee:</b>	
<b>Date:</b>	
<b>Contact Number:</b>	

**NOTICE TO BIDDERS**

**THIS FORM IS TO BE SIGNED AND RETURNED WITH YOUR BID**

**THE BIDDER MUST SIGN THIS FORM WHICH MUST BE SUBMITTED AS PART OF THE BID.**

**UNSIGNED BIDS, INCLUDING ANY FORM REQUIRED TO BE SIGNED, WILL NOT BE CONSIDERED**

The enclosed (or attached) bid in response to **(LIST THE RFQ HERE)** is a firm offer, as defined by the Georgia Code (O.C.G.A. 11-2-205), by the undersigned bidder. This offer shall remain open for acceptance for a period of ninety (90) days from the date of the closing of the bids, as set out in the Request for Quote.

<b>Bidder / Company:</b>	
<b>Number and Street:</b>	
<b>City, State, Zip</b>	
<b>Name and Title of Authorized Signee:</b>	
<b>Signature of Authorized Signee:</b>	
<b>Date:</b>	
<b>Contact Number:</b>	

**BID MUST BE SIGNED  
UNSIGNED BIDS WILL NOT BE CONSIDERED**

**CERTIFICATIONS AND SPECIFICATIONS**

**NOTICE TO BIDDERS**

**THIS FORM IS TO BE SIGNED AND RETURNED WITH YOUR BID**

**THE BIDDER MUST SIGN THIS FORM WHICH MUST BE SUBMITTED AS PART OF THE BID.**

**UNSIGNED BIDS, INCLUDING ANY FORM REQUIRED TO BE SIGNED, WILL NOT BE CONSIDERED**

1. Bidder must check applicable blank below:

Bidder affirms the Bidder meets exact specifications:

YES \_\_\_\_\_ NO \_\_\_\_\_

2. ANY DEVIATIONS FROM SPECIFICATIONS MUST BE COMPLETELY EXPLAINED BY BIDDER.

If “NO” is checked above, Bidder will explain exact particulars where bid does not meet the specifications.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Email invoices to:**

**Billing address to:** DeKalb Community Service Board  
 Attn: Accounts Payable  
 P.O. Box 1648  
 Decatur, GA 30031

Bidder is cautioned to make this bid complete and to furnish all information and detail required by these specifications. Failure to comply may result in the bid not being considered due to incompleteness.

<b>Bidder / Company:</b>	
<b>Number and Street:</b>	
<b>City, State, Zip</b>	
<b>Name and Title of Authorized Signee:</b>	
<b>Signature of Authorized Signee:</b>	
<b>Date:</b>	
<b>Contact Number:</b>	

**SCOPE OF WORK FOR SERVICES**

**GENERAL TERMS:**

- 1.1 **Home Cleaning Services-** All necessary and required home cleaning services shall be performed on a quarterly schedule. The cleaning schedule shall be on a quarterly basis from the first month of awarded contract and be completed every 3 months foregoing schedule will be determined by Support Services Department
- 1.2 **Locations for Home Cleaning Services:**
- Alford Group Home (1116 Alford Road, Lithonia GA 30058)
  - Cofer Group Home (4316 Smithsonia Drive, Tucker GA 30084)
  - Luray Court Group Home (2129 Luray Court, Dunwoody GA 30338)
  - Shallowford Group Home (2473 Shallowford Road, Atlanta GA 30345)
  - St. Dunstons Group Home (1536 St. Dunstons Road, Lithonia GA 30058)
  - Summit Hills Group Home (2621 Summit Hills Land, Tucker GA 30084)
  - Tucker Group Home (4559 Lavista Road, Tucker GA 30084)
  - Waterloo Group Home (4200 Waterloo Circle, Tucker GA 30084)
- 1.3 The Contractor agrees to provide all cleaning supplies, personnel, and equipment to meet specifications contained in this scope of work. Mops and other like supplies are to be provided by the contractor for their staff use. The DeKalb Community Service Board (DeKalb CSB) will supply bathroom soap and shampoo products to fill dispensers in homes. DeKalb CSB will also provide paper products for client restrooms and kitchen only (paper towels and toilet tissue, trash bags) to replace, change or fill as needed.
- 1.4 All DeKalb CSB facilities are "Non-Smoking" facilities. No service Personnel shall smoke in any areas other than those designated as "Smoking Area" and shall never give cigarettes or lighting devices to any consumer, visitor, or staff.
- 1.5 All service personnel shall have at least one-year experience in professional home cleaning services. All service personnel shall be bonded against theft, tampering and/or damage (intentional damage or unintentional damage) in the amount of \$100,000.00 per person. Contractor shall be responsible for any such loss or damage to property including money, securities, merchandise, fixtures, and equipment belonging to the DeKalb CSB or to any other person or organization to such extent as the DeKalb CSB is legally liable for such loss or damage.
- 1.6 The service personnel assigned to the facility shall wear a uniform and/or have a Contractor provided ID badge with their first and last name prominently displayed at all times when on duty.
- 1.7 The use of the telephone is prohibited while on duty except in cases of emergency. Cell phones will be left in silent mode and not answered or used while on duty.
- 1.8 A home cleaning checklist indicating all tasks have been completed will be left at the home and signed and dated by the contractor staff that completed the cleaning services. (Checklist must be completed by the contractor)

**SERVICES:**

Contractor further agrees to the following services as specified in the paragraphs below according to the **GENERAL TERMS** on a **QUARTERLY BASIS**:

**Bedroom Cleaning Scope:**

1. Dust furniture, fans, windowsills, blinds, and other surfaces.
2. Clean windows and mirrors.
3. Sanitize door handles, light switches, and surface areas.
4. Clean and mop floors and baseboards.
5. Dust all areas and cobwebs.
6. Remove marks from walls (if possible).
7. Clean TV screen.

**Bathroom Cleaning Scope:**

1. Empty the trash. Place trash in larger trash receptacle outside.
2. Clean windows and mirrors.
3. Sanitize and clean shower, bathtub, sinks, and toilets.
4. Sanitize door handles, light switches, and surface areas.
5. Clean and mop floors.
6. Dust all areas and cobwebs.
7. Dust fan vent.
8. Dust the bathroom.
9. Clean shower head and grout in shower.

**Living Room Cleaning Scope:**

1. Dust furniture, fans, windowsills, blinds, and other surfaces.
2. Clean couch with fabric conditioner and vacuum couch.
3. Dust all wall mounted pictures.
4. Clean windows.
5. Clean TV screen.
6. Dust all areas and cobwebs.
7. Sanitize door handles, light switches, and surface areas.
8. Wipe down all vinyl walls.
9. Clean and mop floors.

**Kitchen Cleaning Scope:**

1. Clean inside the refrigerator, oven, microwave, and other appliances.
2. Wipe down all appliances on the surfaces.
3. Clean windows and countertops.
4. Sanitize door handles, light switches, and surface areas.
5. Wipe down table and chairs thoroughly.
6. Dust all areas and cobwebs.
7. Sanitize the sink area.
8. Clean and mop floors.



**Laundry Room Cleaning Scope:**

1. Vacuum out lint tube area.
2. Wipe down all counter tops and cabinets.
3. Wipe down washer and dryer.
4. Sanitize all door handles and light switches.
5. Dust all areas and cobwebs.
6. Clean and mop all flooring.

**Office Area Cleaning Scope:**

1. Dust all areas and cobwebs.
2. Wipe down desk and chairs.
3. Clean and mop the floors.

**Hallway Area Cleaning Scope:**

1. Mop and clean floors.
2. Dust all areas and cobwebs.
3. Remove scuffs from walls.
4. Wipe down all vinyl walls.

**WORK STANDARDS:**

- 3.1 All necessary cleaning practices will be performed as required on a quarterly schedule.
- 3.2 Representatives from the DeKalb Community Service Board will inspect all sites on a routine basis to ensure cleaning scope of work is being completed. Failure to provide applicable site-specific cleaning requirements will result in vendor performance evaluations and partial withholding of payments.
- 3.3 The contractor shall provide cleaning services as required under this contract in accordance with generally accepted practices and standards. The contractor further agrees that upon request by the DeKalb CSB, Contractor will reassign any of its employees who in the opinion of the DeKalb CSB are not satisfactory.

## Contract Award

**1 AWARD OF CONTRACT**

- (a) The contract, if awarded will be awarded to that responsible and responsive bidder whose bid meets the requirements and expectations of DeKalb Community Service Board, price and other factors considered. The DeKalb Community Service Board will make that determination in good faith but otherwise in its sole and absolute discretion.
- (b) The DeKalb Community Service Board reserves the right, in good faith but otherwise in its sole and absolute discretion, to reject or accept any or all bids, to waive informalities, minor irregularities and technicalities in the bids received, whichever is deemed to be in the best interest of the DeKalb Community Service Board. If the Board rejects all bids, the Board may issue a new request for quote which may be of a different scope or upon different terms and conditions, may procure all or part of the work, goods or services described in this Invitation by a method other than invitation to bid, or may elect not to procure some or all of the work, goods or services at all.
- (c) In the event that bids collected exceed the funds budgeted for this project, the DeKalb Community Service Board reserves the right to reduce the scope of the project. The lowest qualified responsive/responsible bidder will be contacted to negotiate a reduction in scope and bid amount. If terms cannot be reached, the next lowest qualified responsive/responsible bidder will be contacted. This method will be followed until terms are reached or all bids are rejected.

**2. REFERENCES**

All bidders must provide at least three (3) commercial references for its services, two of which must be at least the same size and scope of this procurement.

**(Complete Attachment “A”)**

Reference contacts must be someone who can verify the quality of work and the length of service that was provided.

Date

\_\_\_\_\_  
Signature of Person

Authorized to Sign Bid

\_\_\_\_\_  
Signer’s Name & Title (Type or Print)

**BID MUST BE SIGNED  
UNSIGNED BIDS WILL NOT BE CONSIDERED**

**SPECIAL INSTRUCTIONS FOR DEKALB COMMUNITY SERVICE BOARD**

Background

Pursuant to Georgia Laws 2002, Act 971 (House Bill 498) the DeKalb Community Service Board is a public corporation and an instrumentality of the State (O.C.G.A. 37-2-6 (a)). The agency provides mental health, developmental disabilities, and addictive diseases services to citizens of DeKalb County through a staff of approximately 500+ employees in 40+ sites throughout the county. Prior to July 1, 1994, the agency was a part of the DeKalb County Board of Health.

- 1. **RFQ is a Request for Quote and will close on DATE LISTED ON PAGE ONE.**
- 2. Bids should be mailed to OR delivered to addresses on PAGE ONE

**All responses must be received by 3:00 p.m. on the due date.** The DeKalb Community Service Board will not consider responses that have not been received by the Board at the above address by the due date and time.

- 3. The Mandatory Meeting will be held on DATE LISTED ON PAGE ONE, beginning promptly.

You **MUST** attend the site visit to be eligible to submit a bid. Failure to attend will negate your opportunity for submitting a bid for these services. ANYONE arriving **10 minutes** after the start of the meeting will be EXCLUDED from bidding.

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**Name, Address & Phone Number of Bidder (Street, City, State, Zip Code, Area Code & Phone)**

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<b>Signature of Person</b>	<b>Date</b>
<b>Authorized to Sign Bid</b>	

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**Signer's Name & Title (Type or Print)**

**BID MUST BE SIGNED  
UNSIGNED BIDS WILL NOT BE CONSIDERED**

**ATTACHMENT A**

***BIDDER'S REFERENCE SHEET***

In the space provided below, please list a minimum of three (3) references giving the name, address, phone number and contact person of the companies, organization or agencies for whom you have provided similar services. (TYPE OR PRINT)

**NAME OF COMPANY:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**NAME OF COMPANY:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**NAME OF COMPANY:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

\_\_\_\_\_  
**Name, Address & Phone of Bidder (Street, City, State, Zip Code, Area Code and Phone Number)**

\_\_\_\_\_  
**Signature of Person      Date of Bid  
Authorized to Sign Bid**

\_\_\_\_\_  
**Signer's Name and Title (Type or Print)**



**ATTACHMENT B**

**PRICING SHEET**

**CLUSTER 1**

HOME	Summit Hills	Cofer	Waterloo	Tucker
Quarterly Service				
Routine Cleaning (Upon request)				
Disinfectant Service (Upon request)				
Pressure Wash (Upon request)				
Initial Cleaning				
Carper Shampooing (Upon request)				

**CLUSTER 2**

HOME	Summit Hills	Cofer	Waterloo	Tucker
Quarterly Service				
Routine Cleaning (Upon request)				
Disinfectant Service (Upon request)				
Pressure Wash (Upon request)				
Initial Cleaning				
Carpet Shampooing (Upon request)				

Initial Cleaning: All items listed in routine cleaning and the following. Shampoo all carpets, clean vent hoods, all windows, base boards, oven, refrigerator, air ducts

**PROPERTY ADDRESSES:**

- Summit Hills Group Home (2621 Summit Hills Land, Tucker GA 30084) ~ 2,662 sqft
- Cofer Group Home (4316 Smithsonia Drive, Tucker GA 30084) ~ 1,629 sqft
- Waterloo Group Home (4200 Waterloo Circle, Tucker GA 30084) ~ 2,274 sqft
- Tucker Group Home (4559 Lavista Road, Tucker GA 30084) ~ 1,616 sqft
- Shallowford Group Home (2473 Shallowford Road, Atlanta GA 30345) ~ 1,710 sqft
- Luray Court Group Home (2129 Luray Court, Dunwoody GA 30338) ~ 2,740 sqft
- St. Dunstons Group Home (1536 St. Dunstons Road, Lithonia GA 30058) ~ 2,245 sqft
- Alford Group Home (1116 Alford Road, Lithonia GA 30058) ~ 2,218 sqft

**Name, Address & Phone of Bidder (Street, City, State, Zip Code, Area Code and Phone Number)**

\_\_\_\_\_  
**Signature of Person                      Date of Bid**  
**Authorized to Sign Bid**

\_\_\_\_\_  
**Signer's Name and Title (Type or Print)**

**BID MUST BE SIGNED  
 UNSIGNED BIDS WILL NOT BE CONSIDERED**

**ATTACHMENT C**

**MANDATORY MEETING AND SITE VISIT SCHEDULE**

THE **MANDATORY MEETING:** September 19<sup>th</sup> 2023  
and

There will be a SITE VISIT for all prospective contractors. Visits will **ONLY** be allowed during the provided schedule below.

GROUP HOME	Site Visit Date	Date	Time
Summit Hills Home	2621 Summit Hills Land, Tucker GA 30084	9/26/2023	9:00 am
Cofer Home	4316 Smithsonia Drive, Tucker GA 30084	9/26/2023	10:30 am
Wateloo Home	4200 Waterloo Circle, Tucker GA 30084	9/26/2023	12:00 pm
Tucker Home	4559 Lavista Road, Tucker GA 30084	9/26/2023	1:30 pm
Shallowford Home	2473 Shallowford Road, Atlanta GA 30345	9/27/2023	9:00 am
Luray Court	2129 Luray Court, Dunwoody GA 30338	9/27/2023	11:00 am
St Dunstains	1536 St. Dunstans Road, Lithonia GA 30058	9/27/2023	1:00 pm
Alford Home	1116 Alford Road, Lithonia GA 30058	9/27/2023	2:00 pm

**NOTE:** Any vendor arriving after the start of the **BID MEETING** shall be restricted from participation in this solicitation. Vendors should arrive and sign in at the site.

**ATTACHMENT D**

**REQUIRED DOCUMENTATION**

All bidders MUST submit along with their bids the following documents:

- a. Completed pricing sheet
- b. A CURRENT copy of your company's Business License for the State of Georgia.
- c. Immigrations and Security Form (140-2 E)
- d. SPD-SP045 Tax Compliance Form (applies to bids \$100,000.00 and over)
- e. SPD-SP042 Supplier General Information Worksheet
- f. SPD-SP012 Certification of Non-Collusion

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**Name, Address & Phone of Bidder (Street, City, State, Zip Code, Area Code and Phone Number)**

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**Signature of Person**                      **Date of Bid**  
**Authorized to Sign Bid**

---

**Signer's Name and Title (Type or Print)**

**BID MUST BE SIGNED  
UNSIGNED BIDS WILL NOT BE CONSIDERED**

**BIDDER:**

Name of Bidder: \_\_\_\_\_

Bidder is (check appropriate space) a

- \_\_\_\_\_ individual,
- \_\_\_\_\_ partnership or joint venture
- \_\_\_\_\_ a corporation organized under the laws of Georgia
- \_\_\_\_\_ a limited liability company formed under the laws of Georgia
- \_\_\_\_\_ Bidder is a Minority Business Enterprise
  - \_\_\_\_\_ YES                      \_\_\_\_\_ NO

"Minority Business Enterprise" means a small business concern which is at least 51% owned by one or more minorities (African-American; Asian-American; Native American; Pacific Islander; Hispanic/Latino) and is authorized to and is doing business under the laws of this state, paying all taxes duly assessed, and domiciled within this state.

Bidder's Social Security or EIN number is \_\_\_\_\_.

<b>Bidder / Company:</b>	
<b>Number and Street:</b>	
<b>City, State, Zip</b>	
<b>Name and Title of Authorized Signee:</b>	
<b>Signature of Authorized Signee:</b>	
<b>Date:</b>	
<b>Contact Number:</b>	

**BID MUST BE SIGNED  
UNSIGNED BIDS WILL NOT BE CONSIDERED**