

Douglas County Board of Commissioners
Request For Proposals
Janitorial Services - Douglas County Courthouse
Solicitation 19-007
February, 2019

Notice is hereby given that the Douglas County Board of Commissioners will accept sealed proposals for the janitorial services within the Douglas County Courthouse. Proposals should be submitted to the Douglas County Purchasing Office located on the third floor of the Douglas County Courthouse - 8700 Hospital Drive, Douglasville, Georgia 30134. Proposals shall be due **no later than 2:00 p.m., Friday, March 22, 2019**. Proposals shall be evaluated based on the price and the requirements and criteria set forth herein. The contract shall be awarded to the lowest responsible and responsive vendor whose Proposal meets the requirements and criteria set forth in this invitation for Proposal.

Request for Proposal documents can be found on the Douglas County website, www.celebratedouglascounty.com, under the Purchasing Department.

A **Pre-Proposal Conference** will be held in the Purchasing Department conference room at 10:00 am on **Wednesday, March 6, 2019** at the Douglas County Courthouse, 8700 Hospital Drive, Douglasville, Ga 30134. A site tour will be conducted immediately following the pre-Proposal conference.

All **questions** concerning this Request for Proposal must be submitted in writing, (email is preferred but fax and mail may also be used) to the Purchasing Director no later than **5:00 PM, March 13, 2019**. Phoned questions shall not be accepted. Responses shall be issued no later than **5:00 PM, March 15, 2019**.

Questions regarding this Request for Proposal are to be delivered to:

Bill Peacock, Purchasing Director
Douglas County Board of Commissioners
8700 Hospital Drive
Douglasville, GA 30134
bpeacock@co.douglas.ga.us, Phone: 770-920-7247 or Fax: 770-920-7219

The Douglas County Board of Commissioners does not discriminate on the basis of disability in the admission or access to its programs or activities. Any requests for reasonable accommodations required by individuals to fully participate in any open meeting, program or activity of these entities, related to this Proposal, should be directed to Bill Peacock, Purchasing Director. The written Proposal Documents supersede any prior verbal or written communications between the parties.

You are invited to attend or submit your Proposal prior to the deadline. Each response should be marked on the envelope with: **“SEALED PROPOSAL FOR JANITORIAL SERVICES - DOUGLAS COUNTY COURTHOUSE Solicitation 19-007”**. Proposals may be mailed or personally delivered to the Purchasing Department.

Douglas County reserves the right to waive any informality, to reject any and all Proposals, to evaluate Proposals, to accept portions or any Proposals and to accept any Proposal, which in its opinion may be in

the best interest of the County. The County reserves the right to add or to delete from the contract after the contract has been awarded.

No proposals may be withdrawn within ninety (90) days after the Proposal opening and all Proposals shall remain firm during this period.

2/19 & 2/21