



Request for Proposal - RFP Bid # 25 -009

Janitorial Service RFP City of Powder Springs, Georgia

Issued by:

City of Powder Springs
4484 Marietta Street
Powder Springs, GA 30127

1 | INTRODUCTION

The City of Powder Springs (the “City”) invites sealed proposals from qualified janitorial service providers to deliver routine cleaning, periodic deep cleaning, and on-call services at designated municipal facilities. Proposers must meet or exceed the requirements of this RFP and submit proposals by the deadline noted in the forthcoming Addendum.

2 | BACKGROUND

Powder Springs is a 7-square-mile municipality in southwest Cobb County with roughly 15,758 residents. Maintaining safe, clean, and welcoming facilities is vital to City operations and public perception; therefore, the City seeks a high-performing Contractor with proven expertise in comprehensive custodial programs.

3 | SCOPE OF WORK

3.1 Service Locations & Frequency

<i>Facility</i>	<i>Address</i>	<i>Frequency</i>
<i>City Hall</i>	<i>4483 Pineview Dr.</i>	<i>2× per week</i>
<i>Police Department</i>	<i>1114 Richard D. Sailors Pkwy.</i>	<i>2× per week</i>
<i>Public Works</i>	<i>3006 Springs Industrial Dr.</i>	<i>1× per week</i>
<i>Ford Center – Bldg 1 (Theater)</i>	<i>4181 Atlanta Street</i>	<i>1× per week</i>
<i>Ford Center – Bldg 2 (Rec Hall)</i>	<i>4181 Atlanta Street</i>	<i>1× per week</i>
<i>Ford Center – Bldg 3 (Senior Ctr.)</i>	<i>4181 Atlanta Street</i>	<i>1× per week</i>
<i>Ford Center – Bldg 4 (Papa Morris)</i>	<i>4181 Atlanta Street</i>	<i>1× per week</i>
<i>Linear Park Comfort Station</i>	<i>1301 Richard D. Sailors Pkwy.</i>	<i>5× per week (Tu-Th, Sa-Su)</i>
<i>Powder Springs Park Comfort Station</i>	<i>3899 Brownsville Rd.</i>	<i>5× per week (Tu-Th, Sa-Su)</i>
<i>Amphitheatre</i>	<i>4485 Pineview Dr.</i>	<i>5× per week (Tu-Th, Sa-Su)</i>
<i>Auxiliary Building</i>	<i>4426 Marietta St.</i>	<i>1× per week</i>

3.2 Detailed Task Requirements

A. General Facilities (Offices, Hallways, Conference Rooms, Council Chambers, Waiting Areas)

- Interior Door & Vision Panels: Clean both sides every visit—no smudges/fingerprints.
- Dust and polish furniture, fixtures, windowsills, blinds; disinfect high-touch points.
- **Floor Care**
 - Sweep/dust-mop hard floors; damp-mop with approved disinfectant.
 - Vacuum carpets, including edges/under furniture.
 - Spot-clean spills as needed.
 - **Carpet Shampoo/Extraction:** Semi-annual hot-water extraction (or approved low-moisture method).
- Monthly: Detail clean blinds, interior shutters, and high-reach vents below 10 ft.

B. Restrooms & Break Rooms/Kitchenettes

- Disinfect toilets, urinals, sinks, countertops, partitions, and showers each visit.
- Sweep and mop floors with hospital-grade disinfectant.
- Remove soap scum, mold, hard-water deposits monthly.
- Break rooms: Clean counters, sinks, tables, exterior appliances; empty trash/replace liners.

C. Entrances, Lobbies, Elevators, Staircases, Parking Structures

- Clean all glass doors, sidelights, frames, thresholds every visit.
- Polish lobby furniture; vacuum walk-off mats.
- Elevators: Vacuum floors; clean panels, buttons, tracks, interior glass.
- Staircases: Remove debris; damp-mop treads/risers/landings; disinfect rails, hardware.

D. Specialized & Deep-Cleaning Tasks

Task	Minimum Frequency	Notes
<i>High Dusting (surfaces > 10 ft)</i>	<i>Monthly</i>	<i>Includes tops of door frames, HVAC diffusers, light fixtures, exposed conduits.</i>
<i>Interior Glass Washing</i>	<i>Quarterly</i>	<i>Full wash of all interior windows, partitions, sidelights; streak-free finish.</i>
<i>Carpet Shampoo / Hot-Water Extraction</i>	<i>Semi-Annual</i>	<i>All carpeted square footage; schedule after hours.</i>
<i>Hard-Floor Machine Scrub & Re-finish</i>	<i>Semi-Annual</i>	<i>Strip/recoat or scrub/recoat VCT, LVT, terrazzo, sealed concrete.</i>
<i>Upholstery Cleaning</i>	<i>Annual (or As-Needed)</i>	<i>Spot-clean fabric panels, conference & lobby seating.</i>
<i>Event / Emergency Response</i>	<i>On-Call</i>	<i>Bill at hourly rate in Section 7.</i>

3.3 Supplies & Materials

Provided by City: trash-can liners, hand towels, toilet paper, hand soap.

Provided by Contractor: all chemicals/equipment (submit SDS & product list for approval).
Use environmentally preferable products where feasible.

3.4 Contractor & Staffing Requirements

- All staff must be direct employees, bonded, insured, background-checked.
- Uniforms with company logo; visible ID badge.
- On-site supervisor during service hours; primary liaison to City Facilities Maintenance Supervisor.

- Mandatory safety & chemical-handling training.

3.5 Service Hours, Scheduling & Coordination

- Routine cleaning after 5 p.m. on regular business days unless otherwise approved.
- Specialized quarterly/semi-annual tasks scheduled after hours or weekends.
- No service on City-observed holidays; make-up service next business day.
- City reserves right to modify schedules with reasonable notice.

3.6 Performance & Quality Control

- **Daily Checklist** signed by on-site supervisor and left in designated logbook.
- **Periodic Verification Logs** for high dusting, glass washing, carpet extraction, hard-floor refinishing due within 48 hrs of completion.
- The City will conduct random inspections. Non-conformance may trigger re-work at Contractor expense, penalties, or termination.

4 | PROPOSAL SUBMISSION REQUIREMENTS

1. **Cover Letter** – summarize interest and designate authorized contact.
 2. **Company Background** – legal name, local address, size, years in business, key personnel.
 3. **Relevant Experience** – comparable contracts, at least two references.
 4. **Technical Proposal** – describe methods, equipment, QA/QC, schedule flexibility, contingency plans.
 5. **Pricing Forms** – Section 7.
 6. **Documentation** – insurance certificates; signed E-Verify/Immigration affidavits; any additional City forms.
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5 | EVALUATION CRITERIA

<i>Criterion</i>	<i>Weight</i>
<i>Technical Expertise & Quality Assurance</i>	<i>30 %</i>
<i>Cost & Pricing Structure</i>	<i>25 %</i>
<i>Company Background & Experience</i>	<i>25 %</i>
<i>Approach & Scheduling Flexibility</i>	<i>20 %</i>

6 | Pricing Table

Facility	SqFt	Frequency	Cost Per SqFt	Total Monthly Cost
City Hall (4483 Pineview)	31,602	Twice per week		
Police Department (1114 Richard D. Sailors Parkway)	17098	Twice per week		
Public Works (3006 Springs Industrial Drive)	1080	Once per week		
Ford Center – Building 1	6954	Once per week		
Ford Center – Building 2	5766	Once per week		
Ford Center – Building 3	3410	Once per week		
Ford Center – Building 4	4500	Once per week		

Linear Park (1301 Richard D. Sailors Parkway)	425	Tuesday, Wednesday, Thursday, Saturday, and Sunday		
Powder Springs Amphitheatre (4485 Pineview Drive)	875	Tuesday, Wednesday, Thursday, Saturday, and Sunday		
Auxiliary Building (4426 Marietta Street)	2925	Once per week		

SECTION B – Specialized & Deep-Cleaning (A-La-Carte Add-Ons)

Add-On Service	Unit of Measure	Unit Price
High Dusting (all surfaces > 10 ft)	Per sq ft or per facility	
Interior Glass – Full Wash	Per sq ft of glass or per facility	
Carpet Shampoo / Hot-Water Extraction	Per sq ft	
Hard-Floor Machine Scrub & Re-Finish	Per sq ft	
Upholstery / Fabric Panel Cleaning	Per seat or per linear ft	
Event / Emergency Cleaning Labor	Emergency Cleaning Labor	