



May 29, 2026

TO: All Potential Bidders

SUBJECT: Janitorial/Custodial Services (LEC)

Bid Ref. #26-054

Bid Opening Date & Time: June 9, 2026, 2:30 p.m.

ADDENDUM NO. #2

The items contained in this addendum are added to and/or deleted from and become part of the specifications and proposal documents for the above-referenced Invitation to Bid. Bidders **must acknowledge receipt** of the Addendum on the Bid Form, located in the invitation to bid, when the bids are submitted.

QUESTIONS/ANSWERS:

QUESTION #1: Will any samples be requested?

Answer: Samples may be requested for any cleaning product used by the vendor.

QUESTION #2: Will the client provide any product, supplies, or equipment?

Answer: The City will provide the paper products and soap for stocking restrooms, breakrooms, etc. and can liners for trash receptacles. Products used in the cleaning process will be the vendors responsibility.

QUESTION #3: Please clarify the requirements in regards to a Day Porters for during the day cleaning.

Answer: Please reference Addendum 1 that was issued May 18, 2026.

QUESTION #4: What is the square footage for the cleanable space?

Answer: Please reference Addendum 1 that was issued May 18, 2026.

QUESTION #5: What is the height for the exterior window cleaning and how has the exterior cleaning been handled in the past?

Answer: Minimum of 8 feet from the floor for daily cleaning, to include interior and exterior. Daily requirement is the duties of the chosen vendor. Heights about the minimum 8ft. requirements are handled on a case by cases basis throughout the year.

QUESTION #6: Please clarify how the restricted access areas will be handled.

Answer: Restricted areas are typically handled by City staff. On occasions where the vendor may need access, they will be accompanied by APD/City staff.

QUESTION #7: Please provide the square foot for each area 1-5 identified as options.

Answer: These areas fall within the "Restricted Areas".

QUESTION #8: In Addendum 1, the bid tabulation from the previous contract provides a lump sum for three bids. Is the lump sum for a one-year contract or one year and three option periods?

Answer: For the last contract for these services, the bid was for a one-year term with options to renew, but the bid tabulation just reflects one year of service.

End of Addendum 2

Destin Adams

Destin Adams, Buyer

Cc: Tripp Swilley, Deputy Director of Facilities Management
Harry Greene, Facilities Supervisor



May 18, 2026

TO: All Potential Bidders

SUBJECT: Janitorial/Custodial Services (LEC)

Bid Ref. #26-054

Bid Opening Date & Time: June 9, 2026, 2:30 p.m.

ADDENDUM NO. #1

The items contained in this addendum are added to and/or deleted from and become part of the specifications and proposal documents for the above-referenced Invitation to Bid. Bidders **must acknowledge receipt** of the Addendum on the Bid Form, located in the invitation to bid, when the bids are submitted.

QUESTIONS/ANSWERS:

QUESTION #1: Can you provide the square footage of the building that is to be a part of this contract?

Answer: Floor 1 – 27,692 sq. ft., Floor 2 – 25,361 sq. ft., Floor 3 – 25,435 sq. ft. Total square footage: 78,488.

QUESTION #2: Is it required to have a day porter for this contract?

Answer: No, a day porter is not required.

QUESTION #3: Is the awarded company expected to supply everything for these services?

Answer: Yes, it is expected for the awarded company to supply all necessary items in order to fulfill this contract.

QUESTION #4: What is the occupancy number for the Law Enforcement Center?

Answer: Floor 1 – 277 occupants, Floor 2 – 254 occupants, Floor 3 – 254 occupants.

QUESTION #5: Is a background check required of the awarded company?

Answer: Yes, a background check will be required of each individual you will have working in the Law Enforcement Center Building. It will be conducted by the Albany Police Department, and it typically takes 5 days. If you need to replace someone who you currently have working in the building, the new person will also need a background check conducted and Facilities Management will need to be informed of the change.

QUESTION #6: How many people are currently being used to complete these services?

Answer: The current incumbent has one day porter and two employees at night.

QUESTION #7: How much was the previous contract for these services?

Answer: Please see the attached bid tabulation from the previous solicitation for these services for the LEC Building.

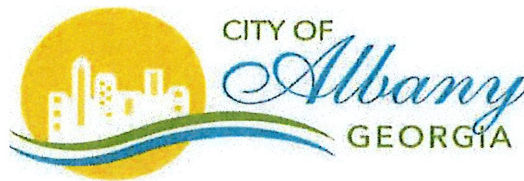
End of Addendum 1

Destin Adams

Destin Adams, Buyer

Cc: Tripp Swilley, Deputy Director of Facilities Management
Harry Greene, Facilities Supervisor

CITY OF ALBANY GEORGIA PROCUREMENT DIVISION TABULATION OF BIDS DEPT: FACILITIES MGMT OPEN DATE: 9/15/2025 TIME OF OPENING: 2:30 p.m. BID REF: 26-011		LRL VENTURES PO BOX 71404 ALBANY, GA 31708 229-809-0863 lrventures@live.com		GOOD SUCCESS COMPANY, INC. 4751 BEST RD, SUITE 350 COLLEGE PARK, GA 30337 404-458-4196 kendavis@goodsuccesscompany.com		BISHOP CLEAN CARE 234 CEDRIC STREET LEESBURG, GA 31763 229-883-1202 jenny@bishopcleancare.com	
	DESCRIPTION		TOTAL		TOTAL		TOTAL
	JANITORIAL/CUST. SERVICES LEC	LUMP SUM	\$61,000.00	LUMP SUM	\$66,000.00	LUMP SUM	\$99,878.00
TOTAL			\$61,000.00		\$66,000.00		\$99,878.00
FOB Point/Terms							
COMMENTS	PENDING APPROVALS	Lowest responsible, responsive bidder					



May 7, 2026

**INVITATION TO BID
JANITORIAL/ CUSTODIAL SERVICES (LEC)
Bid Reference No. 26-054**

Sealed Bids will be received by the City of Albany, Procurement Division, 222 Pine Avenue, Suite 260, Albany, Georgia, until **2:30 p.m., June 9, 2026**, for Janitorial and Custodial Services at the Law Enforcement Center (LEC) located at 201 W. Oglethorpe Blvd, Albany, Georgia 31701 to be performed in accordance with this bid document, specifications, Instructions to Bidders, and all other contract provisions. Contract shall be for one (1) year with three (3) to renew per Georgia law 36-60-13 for multi-year contracts.

A Pre-Bid conference will be held on **May 14, 2026, at 10:00 a.m.** at **222 Pine Avenue, Suite 260, Albany, Georgia 31701**. Following the pre-bid, a tour of the Law Enforcement Center (LEC) will take place. This will be the only opportunity to view the work areas. All interested bidders are strongly encouraged to attend.

The project will be bid on a unit price basis for the rate paid each month for all specified work and will be awarded to the lowest responsive and responsible bidder(s) in the manner that best benefits the City of Albany. **A 5% Bid Bond is required** and must be included with the submission for the bid to be read or considered.

The City of Albany strongly encourages Small Business firms to participate in this bid. The City of Albany reserves the right to reject any and all bids and to waive any informalities in the bidding process. All Corporations should provide corporate seal, a copy of the Secretary of State's Certificate of Incorporation, and a listing of the principals of the corporation with the bid.

Bid documents & specifications are available at the Procurement Office, www.albanyga.gov, and the Georgia Procurement Registry.

For additional information, contact Destin Adams, Buyer, at (229)302-1461. Submit all questions via email to dadams@albanyga.gov cc; KRoss@albanyga.gov and jswilliams@albanyga.gov. The deadline for questions is **May 29, 2026 at 2:30 p.m.** Questions received after this deadline will not be answered. Replies of substance will be in the form of written addenda and made available to all potential bidders.

City of Albany,


Joshua Williams, CPPB
Procurement Manager

FINANCE

**CITY OF ALBANY
PROCUREMENT DIVISION
FINANCE
ALBANY, GEORGIA
INSTRUCTIONS TO BIDDERS**

These instructions will bind bidders to terms and conditions herein set forth, except as specifically qualified in special bid and contract terms issued with any individual bid.

1. The following criteria are used in determining low responsible bidder.
 - (a) The ability, capacity and skill of bidder to perform required service.
 - (b) Whether bidder can perform service promptly or within specified time.
 - (c) The character, integrity, reputation, judgment, experience and efficiency of bidder.
 - (d) The performance of previous contracts.
 - (e) The suitability of equipment or material for City use.
 - (f) The ability of bidder to provide future maintenance and parts service.
2. Payment terms are Net 30 unless otherwise specified. Favorable term discounts may be offered and will be considered in determining low bids if they are deemed advantageous to The City.
3. Unless otherwise specified all materials, supplies or equipment quoted herein must be delivered within thirty (30) days from date of notification of award or by exception noted on bid sheet.
4. Prospective bidders are responsible for examining the location of the proposed work or delivery and determining, in their own way, the difficulties, which are likely to be encountered in the execution of same.
5. The ESTIMATED QUANTITY given in the specifications or advertisement is for the purpose of bidding only. The City may purchase more or less than the estimated quantity, and the bidder must not assume that such estimated quantity is part of the contract.
6. All bids should be tabulated, totaled and checked for accuracy. The unit price will prevail in case of errors.
7. All requested information should be included in the sealed bid envelope. All documents and information must be signed and included for your bid to receive full consideration. **Failure to submit any required information or document will be cause for bid to be rejected as non-responsive.**
8. Failure of the bidder to sign the bid document or have the signature of any authorized representative or agent on the bid **in the space provided will be cause for rejection of the bid.** Signature(s) must be written in ink.
9. Failure to enclose bid bond, where required, **will result in rejection of the bid.** Bond may be in the form of cash, certified check, cashier's check or Surety Bond issued by a Surety Company licensed to conduct business in Georgia.
10. **All bidders should provide their tax identification number with the bid.**
11. All bidding Corporations should provide the corporate seal, a copy of the Secretary of State's Certificate of Incorporation, and a listing of the principals of the corporation with the bid.
12. Quote all prices F.O.B. Albany or our warehouse or as specified in bid documents.
13. If the bidder proposes to furnish any item of a foreign make or product, he/she should write "Foreign" together with the name of the originating country opposite such item on the bid.
14. When requested, SAMPLES will be furnished free of expense, properly marked for identification and accompanied by list where there is more than one sample. The City reserves the right to mutilate or destroy any samples submitted whenever it may be in the best interests of The City to do so for the purpose of testing.
15. The City will reject any material, supplies or equipment that do not meet the specifications, even though bidder lists the trade name or names of such materials on the bid or price quotation form.
16. Any alterations, erasures, additions or omissions of required information or any changes of specifications, or bidding schedule are done at the risk of the bidder. Any bid will be rejected that has a substantial variation, such as a variation that affects the price, quality or delivery date (when delivery is required by a specific time).
17. Each bid or proposal will be submitted in a **SEALED ENVELOPE**. Additionally, that envelope shall be clearly marked on the outside as a **Sealed Bid** with the **Bid Number** clearly printed.
18. Bids **must** be received and stamped by the Procurement Office before the date and time stipulated in bid documents. The City of Albany assumes no responsibility for submittals received after the advertised deadline or at any office or location other than that specified herein, whether due to mail delays, courier mistake, mishandling, or any other reason. No responsibility will attach to any City representative or employee for premature opening of bids not properly addressed or identified.
19. If only one bid is received, the bid may be rejected and/or re-advertised, except in the case of only one known source of supply.
20. Bids received late will not be accepted, and The City will not be responsible for late mail delivery.
21. Should a bid be misplaced by The City and found later it will be considered.
22. The unauthorized use of patented articles is done entirely at the risk of the bidder.
23. All bidders must be recognized and authorized dealers in the materials or equipment specified and be qualified to instruct in their application or use. A bidder at any time requested must satisfy the Procurement Office and City Commission that he has the requisite organization, capital, plant, stock, ability and experience to satisfactorily execute the contract in accordance with the provisions of the contract in which he is interested.

24. Only the latest model equipment as evidenced by the manufacturer's current published literature will be considered. Obsolete models of equipment not in production will not be acceptable. Equipment shall be composed of new parts and materials. Any unit containing used parts or having seen any service other than the necessary tests will be rejected. In addition to the equipment specifically called for in the specifications, all equipment catalogued by the manufacturer as standard or required by the State of Georgia shall be furnished with the equipment. Where required by the State of Georgia Motor Vehicle Code, vehicles shall be inspected and bear the latest inspection sticker of the Georgia Department of Revenue.
25. All materials, equipment and supplies shall be subject to rigid inspection, under the immediate supervision of the Procurement Officer and/or the Department to which they are delivered. If defective material, equipment or supplies are discovered, the contractor, upon being instructed by the Procurement Officer, shall remove, or make good such material, equipment or supplies without extra compensation. It is expressly understood and agreed that the inspection of materials by The City will in no way lessen the responsibility of the contractor or release him from his obligation to perform and deliver to The City sound and satisfactory materials, equipment or supplies. The contractor agrees to pay the cost of all tests on defective material, equipment or supplies or allow the cost to be deducted from any monies due him by The City.
26. For multi-year contracts the following clauses pursuant to OCGA 36-60-13 apply: (1) The contract shall terminate absolutely and without further obligation on the part of The City or County at the close of the calendar year in which it was executed and at the close of each succeeding calendar year for which it may be renewed; (2) The contract may provide for automatic renewal unless positive action is taken by The City or County to terminate such contract, and the nature of such action shall be determined by The City or County and specified in the contract; (3) The contract shall state the total obligation of The City or County for the calendar year of execution and shall further state the total obligation which will be incurred in each calendar year renewal term, if renewed; and (4) The contract shall provide that title to any supplies, materials, equipment, or other personal property shall remain in the vendor until fully paid for by The City.
27. Unless otherwise specified The City reserves the right to award each item separately or on a lump sum basis, whichever is in the best interest of The City.
28. The successful bidder shall secure all permits, license certificates, inspections (permanent and temporary) and occupational tax certificate, if applicable, before any work can commence. Contractor as well as any and all known subcontractors must possess or will be required to obtain a City of Albany Occupational Tax Certificate or Registration.
29. The successful bidder on motor vehicle equipment shall be required to furnish with delivery of vehicle, Certificate of Origin and Georgia vendors shall provide Georgia Motor Vehicle form MV1.
30. The City reserves the right to reject any and all bids, to waive any informalities in the bid process, and to award the contract as may be in the best interest of the City and/or re-advertise for bids.
31. Local bidder (domiciled in Albany City Limits) will receive bid in the event of tie bids. In the case of tie bids between out of town companies or between local concerns, evaluated as equal, bid will be recommended or awarded by chance coin toss, or drawing straws. **The Board of Commissioners passed a local preference ordinance on January 27, 2015. Where applicable, this ordinance will govern. Local preference will not be a basis for award on bids that are federally funded.**
32. No bidder writing restrictive specifications for The City will be allowed to bid on the project.
33. Reasonable grounds for supposing that any bidder is interested in more than one bid for the same item will be considered sufficient cause for rejection of all bids in which he/she is interested.
34. A contract **will not** be awarded to any corporation, firm or individual who is, from any cause, in arrears to The City/County or who has failed in any former contract with The City to perform work satisfactorily, either as to the character of the work, the fulfillment of the guarantee, or the time consumed in completing the work.
35. It is mutually understood and agreed that if any time the Procurement Officer shall be of the opinion that the contract or any part thereof is unnecessarily delayed or that the rate of progress or delivery is unsatisfactory, or that the contractor is willfully violating any of the conditions or covenants of the agreement, or is executing the same in bad faith, the Procurement Officer shall have the power to notify the aforesaid contractor of the nature of the complaint. Notification shall constitute delivery of notice, or letter, to address given in bid/proposal. If after three working days of notification the conditions are not corrected to the satisfaction of the Procurement Officer, he shall thereupon have the power to take whatever action he may deem necessary to complete the work or delivery herein described, or any part thereof, and the expense thereof, so charged, shall be deducted from any paid by The City out of such monies as may become due to the said contractor, under and by virtue of this agreement. In case such expense shall exceed the last said sum, then and in that event, the bondsman or the contractor, his executors, administrators, successors, or assigns, shall pay the amount of such excess to The City on notice by the Procurement Officer of the excess due.
36. Contracts may be cancelled by The City with or without cause with 30-day written notice.
37. Any complaint from bidders relative to the Invitation to Bid or any attached specifications should be made prior to the time of opening of bids, otherwise such complaint cannot be properly considered.
38. Any bidder may withdraw his bid at any time before the time set for opening of bids. No bid may be withdrawn without cause in the 60-day period after bids are opened.
39. All questions, inquiries and requests for clarification shall be directed to Procurement.
40. **Prior to submission, all bidders are encouraged to check the website at www.albanyga.gov or call the Procurement Office at 229-431-3211 for any addendums.**

**SPECIAL INSTRUCTIONS TO BIDDERS
JANITORIAL/CUSTODIAL SERVICES (LEC)
Bid Reference No. 26-054**

1. **General:** Janitorial and Custodial Services to be provided at the Law Enforcement Center (LEC) located at 201 West Oglethorpe. The work areas, scope of work, and the schedule are detailed on pages 10-12.
2. Contractor's bid shall include all necessary labor, materials, cleaning supplies, paper products, tools, equipment, and all other items necessary to complete the contract requirements in accordance with specifications, general conditions, special instructions to bidders and all other provisions included in this Invitation to Bid.
3. The Owner is the City of Albany. The Owner reserves the right to reject any and all bids and to waive any informalities in the bidding process.
4. Bidder shall be responsible to visit the jobsites and familiarize himself with the local conditions.
5. **Bid Form:** Bid **must** be submitted on the Bid Form provided in this bid package. The unit price will be the rate paid each month. The bid will be awarded to the lowest responsive and responsible bidder in the manner that best benefits the City of Albany.
6. **Penalty:** In the event the Contractor is unable to maintain the schedule contained herein, the City will ensure the work is accomplished. Assistance will be provided by the City at cost plus 20%, which will be deducted from the Contractor's future invoices. Failure to respond within the stated time frames shall be cause for penalty. Repeated failures may result in termination of the contract for non-performance and are subject to re-procurement costs.
7. Bidder to provide with bid the number of personnel who will be devoted to this contract. Contractor shall be on call 24 hours a day, 7 days a week. Contractor shall provide and maintain a valid contact number via pager, cell phone, and landline in order to be contacted and a valid email address in order to receive service requests from the City of Albany.
8. **References:** Submit with bid a list of three (3) references for contract performance lasting six months or longer for similar work. (See attached sheet, p. 9)
9. **Bid Bond:** Each bid shall be accompanied by a certified check, cashier's check, cash, or bid bond (surety) acceptable to the Owner, in an amount equal to at least five **(5%)** percent of the bid, payable without condition to the Owner as a guaranty that the bidder, if awarded the contract, will promptly execute the Agreement in accordance with the bid and other contract documents, and will furnish good and sufficient bond for the faithful performance of the same, and for the payment to all persons supplying labor and material for the work. The bid bond must be presented in its original form. Copies are not acceptable.
10. **Contract Renewal:** This contract to be a **one (1) year contract with three (3) options to renew** for additional one-year terms per O.C.G.A § 36-60-13 for multi-year purchases. Per O.C.G.A § 36-6013, the contract terminates at the end of the calendar year in which the agreement is made as well as at the end of any calendar year for which the agreement is renewed. The City of Albany must issue written notification to contractor **thirty (30) calendar days** prior to

December 31 to confirm termination. In absence of this written notice of termination, the contract will automatically continue. Either party to this contract may waive their option to renew this contract by providing written notice to the other party **sixty (60) calendar days** prior to the contract renewal date. Fees may be adjusted for each year after the initial year by the percentage increase in the U.S. Department of Labor's CPI-U, South Urban, Size B/C, for the most recent publication preceding the renewal date (applied to the rate in effect prior to the renewal).

11. **Bonding Requirement:** Contractor must provide a Dishonesty Bond for **\$5,000.00** and maintain bonding throughout the term of the contract. Documentation of bond must be submitted to the Procurement Office prior to issuance of purchase order.
12. **INSURANCE:** The bidder shall maintain insurance with companies licensed to do business in the State of Georgia acceptable to the City for the protection of the City and name it as an additional insured, against all claims, losses, costs or expenses arising out of injuries or death of persons whether or not employed by contractor, whether arising from the acts or omission, negligence or otherwise of contractor or any of its agents, employees, patrons, or other persons, and growing out of work being done by Contractor on behalf of City, such policies to provide for a liability limit on account of each accident resulting in the bodily injury or death of not less than One Million (\$1,000,000) Dollars, a liability limit of not less than One Million (\$1,000,000) Dollars for each accident for property damage. Contractor shall also carry product/completed operations liability insurance for personal injuries and/or death in the amount not less than One Million (\$1,000,000) Dollars for any one person. Contractor shall maintain a combined single liability limit of One Million (\$1,000,000) Dollars covering owned, non-owned, leased, and hired vehicles. Contractor shall furnish to the City satisfactory evidence that it carries Worker's Compensation Insurance in the statutory limits of Georgia and Employers' Liability with limits of liability of no less than One Hundred Thousand (\$100,000) Dollars of each accident/disease. These policies must also contain a waiver of subrogation in favor of the City of Albany. Contractor shall furnish evidence to the City of the continuance in force of said policy's declaration page (s) to the Procurement Agent. Acceptable proofs of insurance: (i) a Certificate of Insurance with Additional Insured Endorsement (a Certificate of Insurance by itself is not acceptable) or (ii) Declaration Pages of the insurance policies listed below which show the City of Albany as additional insured. All insurance policies must provide that the City of Albany will be notified within 30 days of any changes, restrictions, and/or cancellation. The City's sole judgment shall control as to the sufficiency of the coverage. **SUBMIT WITH BID**, specimen copy of Certificate of Insurance. Upon award of contract and prior to commencement of work under this contract, the successful bidder shall provide the City of Albany a Certificate of Insurance showing the type and limits of insurance specified herein with the City of Albany as an additional insurer.
13. **Indemnification:** Contractor agrees to indemnify and hold harmless the City, its agents, officers, and employees, their successors and assigns, individually and collectively, with respect to all claims, demands or liability for any injuries to any person (including death) or damage to any property arising out of the activities of contractor or based on alleged negligence of contractor, its officers, agents, or employees and contractor shall defend against all such claims and pay all expenses of such defense, including attorney fees, and all judgments based thereon; provided that this obligation shall not extend to any damage, injury or loss due to the negligence of the City.
14. **Georgia Security and Immigration Compliance Act:** The successful contractor will provide certification that they are in compliance with the Georgia Security and Immigration Compliance

Act, certifying that the provisions of GA Law, O.C.G.A 13-10-91, Chapter 300-10-1, per the Georgia Department of Labor, if applicable, have been complied with in full. Pursuant to O.C.G.A 13-10-90(2), all subcontractors entering into a contract or agreement for hire on this Project must be registered and participate in the Federal Work Authorization Program. **Complete and submit a copy of the form, applicable to your company, and applicable Subcontractor Affidavits, with your bid.**

15. **Preservation of Property:** The Contractor shall carry out his work with such care and by the proper methods to prevent damage to the property adjacent to the work or within streets, easement locations to the extent the owner may have rights therein, or other property of the owners or of others, whether adjacent to the work site or not, the removal, relocation, or destruction of which is not called for by the provisions of the contract documents; it being a condition of the execution of the contract that the work be performed in such manner that the property of others and other property of the owner shall not be damaged in any way. The word PROPERTY, as used, is intended to include among other types of property, public street improvements, storm and sanitary sewers, water lines and appurtenances, or other structures. Should any property be damaged or destroyed, the Contractor at his own expense shall promptly, or within reasonable time, repair or make such restoration as is practical and acceptable to the owner of the damaged or destroyed property. In case of failure on the part of the Contractor to repair or restore such property, or make good such damage or injury, the Project Manager may within forty-eight (48) hours notice, proceed to repair, rebuild, or otherwise restore such property as may be necessary, and the cost thereof will be deducted from any monies due, or which may become due the Contractor under this contract agreement. The Contractor shall, at all times in performance of the work, employ approved methods and exercise reasonable care and skill so as to avoid delay, damage, injury or destruction of existing public service installations and structures; and shall at all times in the performance of the work avoid interference with, or interruption of, public utilities services, and shall cooperate fully with the owners thereof to the end.
16. No bid may be withdrawn for a period of sixty (60) days from the bid opening date.
17. **Permits and Fees:** The Contractor shall secure all required permits, license, certificates, etc. as required. Successful bidder shall be required to possess or obtain a current City of Albany Occupational Tax Certificate or registration. The Contractor is responsible for knowledge of and compliance with all laws, codes, ordinances, and regulations that are applicable to this type of work. Likewise, all subcontractors physically working on this project shall be required to possess or obtain a current City of Albany Occupational Tax Certificate or Registration.
18. **Certification of Bidder's Experience and Qualifications:** The undersigned bidder certifies that they are, at the time of bidding, and shall be, throughout the period of the contract, licensed by the State of Georgia to do the type of work required under terms of the contract documents. Bidder further certifies that they are skilled and regularly engaged in the general class and type of work called for in the contract documents. The bidder represents that they are competent, knowledgeable and have special skills on the nature, extent and inherent conditions of the work to be performed. Bidder further acknowledges that there are certain peculiar and inherent conditions existent in the construction of the particular facilities, which may create, during the construction program, unusual or peculiar unsafe conditions hazardous to persons and property. Bidder expressly acknowledges that they have the skill and experience to foresee and to adopt protective measures to adequately and safely perform the construction work with respect to such hazards.

Suitable evidence of the successful bidder's experience, to include references, must be submitted prior to award of contract.

19. **Termination for Convenience:** This contract may be terminated in whole or in part by the City of Albany with the consent of the contractor in which case the two parties shall agree upon the termination conditions, including the effective date in the case of partial termination, the portion to be terminated or by the contractor upon written notification to the City of Albany setting forth the reasons for such termination, the effective date, and in the case of partial termination, the portion to be terminated. However, if in the case of partial termination, the City of Albany determines that the remaining portion of the award will not accomplish the purposes for which the contract was awarded, the City of Albany may terminate the contract in its entirety.
20. **Termination of Contract for Cause:** In the event that the contractor shall for any reason or through any cause be in default of the terms, conditions, or obligations of the contract documents, the City may give the contractor written notice of such default and terminate the contract. All terms, conditions, and obligations of the contract documents are considered material. The City may, in its discretion, provide the contractor an opportunity to cure the default, if curable, prior to termination. Unless a different duration is provided in the notice of default, the contractor shall have fourteen (14) calendar days to cure the default from the date such notice is mailed to the contractor, unless notification is by facsimile or personal delivery, in which case the opportunity to cure shall commence upon delivery of the notice. Upon failure of the contractor to cure the default the City may immediately terminate the contract effective as of the mailing or delivery of the default notice. If the City terminate the contract, the contractor shall remain liable for performance of all terms, conditions, and obligation through the date of termination. Termination by the City shall not constitute a waiver by the City of any other rights or remedies available to the City by law or contract.
21. The Owner reserves the right to reject any and all bids and to waive any informalities in the bidding.
22. **Certificate of Non-Collusion:** An executed copy of this form should accompany your bid. (See Attached).
23. **Governing Law and Venue:** An executed copy of this form should accompany your bid. (See Attached).
24. **Invoices:** The Contractor will be required to submit invoices within two (2) weeks after the end of the month to Facilities Management, via: the Administrative Manager, Theresa Jones, email: ThJones@albanyga.gov; cc: HGreene@albanyga.gov and tswilley@albanyga.gov.
25. **Evaluation:** Contractor will be evaluated in accordance with the cleaning requirements specified herein. A designated person from Facilities will evaluate each day's work and place a number in each block based upon the following scale:

2 = Job well done 1 = Job done but not satisfactorily 0 = Job not done

A "0" in any block will result in a deduction of payment for that item for the invoice.

A "1" must have the work done the next day after the report is received by the service or that amount of money will be deducted.

A "2" indicates satisfactory work. A trend toward "0"s and "1"s may result in cancellation of the contract.

Grade Chart - One's and Zero's Per Month

5 = Phone counseling

10 = Conference and written warning copied to Procurement Division (Contract File)

15 = Conference with Procurement Division on site 5% penalty on monthly invoice

20 = Conference with and written notice from Procurement Division 10% penalty on monthly invoice (30-day probation period initiated)

26. Bid Submittals (All items listed below must be submitted with bid)

A. Bid Bond

B. Bid Form

C. Addendum Acknowledgement Form

The following items should be submitted with bid:

D. Governing Law & Venue Form

E. Certificate of Non-Collusion Form

F. Debarred Bidders

G. Drug Free Workplace

H. References listed under Item #8

I. Corporate Seal

J. Secretary of State's Certificate of Incorporation

K. Listing of the principals of Corporation

L. Affidavit to Comply with OCGA § 13-10-91.

M. Cleaning Industry Management Standard (CIMS) or similar Certification.

Pre-Bid Conference: A pre-bid conference will be held on **May 14, 2026, at 10:00 a.m.** at **222 Pine Ave, Suite 260, Albany, Georgia 31701**, followed by a tour of the Law Enforcement Center. All interested bidders are strongly encouraged to attend.

For additional information, contact Destin Adams, Buyer, at (229)302-1461. Submit all questions via email to dadams@albanyga.gov; cc: jswilliams@albanyga.gov and KRoss@albanyga.gov. The deadline for questions is **May 29, 2026 at 2:30 p.m.** Questions received after this deadline may not be answered. Replies of substance will be in the form of written addenda and made available to all potential bidders.

**JANITORIAL SERVICE
BID REF. #26-054
LIST OF REFERENCES
JANITORIAL SERVICE CONTRACTS**

1.	<hr/> <div style="text-align: center;">Name of Company</div>	<hr/> <div style="text-align: center;">Telephone</div>	<hr/> <div style="text-align: center;">Dates of Contract</div>
	<hr/> <div style="text-align: center;">City / State</div>	<hr/> <div style="text-align: center;">Contact Person</div>	
	<hr/> <div style="text-align: center;">Size Facility (Sq. Ft.)</div>	<hr/> <div style="text-align: center;">If not current, state reason for cancellation/termination</div>	<hr/> <div style="text-align: center;">Email Address</div>

2.	<hr/> <div style="text-align: center;">Name of Company</div>	<hr/> <div style="text-align: center;">Telephone</div>	<hr/> <div style="text-align: center;">Dates of Contract</div>
	<hr/> <div style="text-align: center;">City / State</div>	<hr/> <div style="text-align: center;">Contact Person</div>	
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**SCOPE OF WORK AND SCHEDULE
JANITORIAL/CUSTODIAL SERVICES (LEC)
Bid Reference No. 26-054**

SCHEDULE A (Daily excludes weekends and holidays): after close of business.

GENERAL/OFFICE AREAS:

- Tabletops shall be dusted with treated cloth or damp cloth
- Desks and chairs shall be dusted on all horizontal and vertical surfaces
- Wood surfaces shall be dusted with a soft and treated cloth. Vinyl, metal, and glass surfaces shall be dusted with a treated or damp cloth. Rings and other minor spillage will be removed.
- Desktop surfaces shall be limited to areas reasonably clear of documents and files. Heavily laden desktops shall be dusted only in exposed areas.
- Fabric upholstered chair seats and arms shall be vacuumed and/or cleaned with a light upholstery cleaner.
- All seating shall be dusted or wiped with a treated or damp cloth as needed.
- Office machinery and computers shall be dusted with a soft cloth (Do not use any cleaning solution).

CARPET AND FLOOR MATS:

- All carpets and floor mats shall be thoroughly vacuumed. Accessory tools shall be used for hard-to-reach areas. Dirty/soiled spots on carpet shall be removed.

HARD FLOORS

- LVT, VCT, hardwood, and ceramic tiled floors shall be swept, and damp mopped. Scuffs and other markings, and spills shall be removed. Residue as result of inclement weather shall be cleaned as required.

WOODWORK AND WALLS:

- Handprints or smudges around light switches, doorknobs, door frames shall be cleaned as needed with care taken for avoidance of paint damage by cleaning.

TRASH RECEPTACLES:

- Wastebaskets and trash receptacles shall be emptied, wiped clean and returned to original location.
- Plastic liners shall be installed in all wastebaskets and trash receptacles.

RESTROOMS:

- Trash receptacles, walls, and doors shall be attended to as specified above.
- Floors shall be attended to as specified above with the additional requirement to wet mop with a detergent disinfectant solution.
- Countertops shall be cleaned with a treated cloth or damp cloth. Rings and other minor spillages shall be removed.
- Mirrors shall be cleaned and left streak-free.

- Commodes and urinals shall be washed inside and out, and seats washed and dried top and bottom using a scouring powder first and then an acceptable, non-pungent germicidal disinfectant solution.
- Washbasins and countertops shall be washed and dried using an acceptable, non-pungent germicidal disinfectant solution. Bright metal parts shall be dry shined.
- Stall partitions shall be cleaned with an acceptable, non-pungent germicidal disinfectant solution.

DRINKING WATER FOUNTAINS:

- All water fountains shall be cleaned, remove water deposits with disinfectant solution and dry-shined.

ENTRANCE DOOR GLASS, WINDOWS AND INTERIOR GLASS CORRIDORS:

- All interior and exterior of door glass and interior glass corridors shall be cleaned and left streak-free.
- All window (interior glass) shall be cleaned and left streak-free.

BUILDING EXTERIOR:

- All outside walks and porch at entrance doors shall be swept and kept clear of trash/debris as needed.

SCHEDULE B (weekly excludes weekends and holidays): after close of business.

BREAK ROOMS:

- All appliance exteriors and interiors of refrigerators and microwave ovens shall be cleaned with a treated cloth or damp cloth. No food shall be discarded from refrigerators.

HARD FLOORS:

- All hard floors shall be buffed in addition to the daily cleaning. Scuffs and other markings, and spills shall be removed prior.
- All Ceramic and Terrazzo floors shall be steamed cleaned.

WINDOWS, METAL DOORS, BASEBOARDS AND LOW VENTS:

- All window ledges and window blinds shall be dusted with treated cloth or damp cloth.
- Up to 10 feet interior of windows shall be cleaned and left streak-free.
- All interior and exterior of wood/metal doors shall be cleaned as needed.
- Baseboards and low vents shall be dusted.

JANITORIAL CLOSETS:

- These areas (where designated) are for storage of cleaning products, equipment, etc. provided by the janitorial contractor. These areas shall be kept clean and orderly at all times. MSDS sheets for any cleaning products used shall be kept onsite in the janitorial closets, neatly and orderly in a binder.

SCHEDULE C (Semi-Annual): Hard Floor & Carpet Cleaning

Completed semi-annually during hours to be coordinated with Facilities Management.

FLOORS:

- All carpets shall be shampooed. All dirty spots shall be removed.
- All VCT floors shall be scrubbed and recoated with wax. Scuff, markings and spills shall be removed prior to recoating.

*** On occasion there may be instances where emergency clean-ups (same day service/within 24 hours) are needed or additional cleanings outside of the normal scheduling are required. In this case, a representative from Facilities Management will contact the Contractor and request immediate attention to items such as spills on carpeted areas. ***

Albany Police Department Law Enforcement Center (LEC) – Restricted Access

The following are general guidelines for restricted or “no” access to Albany Police Department facilities. Any issues or access needed, please contact **Facilities Management Janitorial Supervisor, Harry Greene at (229)733-1355, email: hgreene@albanyga.gov** and he will make the necessary arrangements with authorized personnel for access.

1. In general, all locked offices are restricted or no access.
2. Support Services Bureau – 1st floor - Front Desk, GCIC and Records
2nd floor – Property/Evidence
3rd floor – Quartermaster office
Armory
SWAT Armory
Records file room
Off-site – MILO Range Simulator – south end of GTF
Range – tower & storage areas – APD Lt. Thompson
3. Uniform Patrol Bureau - 1st floor – Special Operations office
Off-site – GTF offices at 530 W. Broad Avenue
4. Criminal Investigations - 2nd floor – Forensics offices
5. Administration Bureau - Professional Standards/Internal Affairs suite
 - Information Technology suite
 - Human Resource Manager’s office
 - Finance Manager’s office
 - Assistance Chief office
 - Chief of Police suite

Restricted access generally means access is permitted when accompanied by APD staff.

BID FORM
Janitorial/Custodial Services (LEC)
Bid Reference No. 26-054

 Contractor Name

 Date

The undersigned hereby declares that (he, she, they) has (have) made field inspection of the site to be serviced and the work described in the Scope of Work; read Scope of Work, General Conditions, Special Instructions to Bidders, and other Contract Documents and proposes to perform the work for the below listed price:

Law Enforcement Center

	Unit Price	Qty	Total
1. Schedule A – Daily Services	\$_____	365	\$_____
2. Schedule B – Weekly Services	\$_____	52	\$_____
3. Schedule C – Semi-Annual Services	\$_____	2	\$_____
Total Bid:			\$_____

OPTIONS (As Requested by Project Manager)

- 1. Sweep/Mop/Buff flooring \$_____ per square foot
- 2. Shampoo, Carpet Cleaning \$_____ per square foot
- 3. Shampoo, Carpet (Spot Cleaning) \$_____ per square foot
- 4. Glass Cleaning \$_____ per square foot
- 5. Emergency Restroom or Floor Cleaning \$_____ per job

Work shall begin within 10 (ten) calendar days after issuance of a Notice to Proceed and shall be completed in accordance with contract time stated herein. This bid complies with the Instruction to Bidders contained herein, (including all Contract Documents referenced therein, and all Addenda, hereinafter listed and acknowledged as received), which are hereby made a part hereof and which shall govern in all matters of the work hereby proposed. We acknowledge receipt of the following Addenda: (Bidder to list all revisions received, or, if none, state "NONE RECEIVED")

Addendum # _____, dated _____

Addendum # _____, dated _____

Addendum # _____, dated _____

Addendum # _____, dated _____

If awarded the contract, the Contractor will provide certificates(s) of insurance and proof of current City of Albany business license to the Procurement Office within ten (10) days following the issuance of the Notice of Award.

The undersigned being duly sworn, hereby declares and affirms that they are an authorized representative of the above-named firm and further declares and affirms that the bid provided herein,

and the statements provided herein are true and correct and are sufficiently complete so as not to be misleading.

Authorized Signature

Tax ID #

Address

City State Zip

Seal (If Incorporated)

Telephone #

Fax #

Email Address

(End of Bid Form)

**BID REFERENCE
NO. 26-054
ADDENDUM ACKNOWLEDGEMENT FORM**

Instructions: Please acknowledge receipt of addenda received by completing this addendum acknowledgement form. Check the box next to each addendum received and sign below. This addendum acknowledgement form should be submitted with your bid to expedite document processing.

Acknowledgement: I, the undersigned, acknowledge receipt of the following addenda to the above referenced Invitation To Bid and have made any necessary revisions to my response or submittal. I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid.

- | | | | |
|----------------------------------------------------------------------------|--------------------------|----------------|--------------------------|
| Addendum No. 1 | <input type="checkbox"/> | Addendum No. 3 | <input type="checkbox"/> |
| Addendum No. 2 | <input type="checkbox"/> | Addendum No. 4 | <input type="checkbox"/> |
| <input type="checkbox"/> No Addenda received for Bid Reference NO. 26-054. | | | |

Print Name and Title of Authorized Signer

Authorized Signature

Date

BID BOND

KNOW ALL MEN BY THESE PRESENTS, that we the undersigned,

_____ as PRINCIPAL, and
(Name of Principal)

(Legal title and address of the Surety)

as Surety (hereinafter referred to as "Surety"), are held and firmly bound unto the City of Albany, Georgia, hereinafter called the "Local Public Agency," in the penal sum of

_____ Dollars (\$_____)

lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

_____, 20__ for the construction of _____

NOW, THEREFORE, if the Principal shall not withdraw said Bid within the allowable period specified, and shall within the period specified therefor, or if no period be specified, within ten (10) days after the prescribed forms are presented to him for signature, enter into a written Contract with the Local Public Agency in accordance with the Bid as accepted, and give bond with good and sufficient surety or sureties, as may be required, for the faithful performance and proper fulfillment of such Contract; or in the event of the withdrawal of said Bid within the period specified, or the failure to enter into such Contract and give such bond within the time specified, if the Principal shall pay the Local Public Agency the difference between the amount specified in said Bid and the amount for which the Local Public Agency may procure the required work or supplies or both, if the latter be in excess of the former, then the above obligation shall be void and of no effect, otherwise it is to remain in full force and virtue.

Signed and sealed this _____ day of _____, 20__

(Principal)

(Witness)

(Title)

Seal

(Surety)

(Witness)

(Title)

Seal

COMPLETE & SUBMIT

CERTIFICATION OF NON-COLLUSION

The bidder being sworn, disposes and says, _____

The Contractor submitting this, and its agents, officers or employees have not directly or indirectly entered into any agreements, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this bid.

DATE: _____

COMPANY NAME: _____

AUTHORIZED REPRESENTATIVE NAME: _____

TITLE: _____

SIGNATURE: _____

****COMPLETE & SUBMIT****

GOVERNING LAW AND VENUE

Contractor agrees that as to any actions or proceedings arising out or related to this agreement, any such proceedings shall be governed and determined by Georgia Law.

Contractor further agrees that as to any actions or proceedings arising out of or related to this agreement, any such action or proceeding shall be resolved only in an appropriate court located in Dougherty County, Georgia.

DATE: _____

COMPANY NAME: _____

AUTHORIZED REPRESENTATIVE NAME: _____

TITLE: _____

SIGNATURE: _____

COMPLETE & SUBMIT

DEBARRED BIDDERS/ INTEGRITY CERTIFICATION

Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion
(49 CFR, Part 29):

The Contractor must certify that neither it nor its principals are presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. Further, the Contractor certifies that he or she shall obtain an identical certification from all its sub-contractors. The Contractor also agrees that when a sub-contractor is unable to certify to any of the statements in this certification, the prospective participant shall submit an explanation to the Contractor.

DATE: _____

COMPANY NAME: _____

AUTHORIZED REPRESENTATIVE NAME: _____

TITLE: _____

SIGNATURE: _____

****COMPLETE AND SUBMIT****

Drug Free Workplace Certification

DRUG FREE WORKPLACE REQUIREMENTS: The Contractor will provide the following certification that a Drug Free Workplace will be provided on the Project.

The undersigned certifies that the provisions of Code Sections 50-24-1 through 50-24-6 of the Official Code of Georgia Annotated, relating the "Drug Free Workplace Act", have been complied with in full. The undersigned further certifies that:

1. A drug free workplace will be provided for the Contractor's employees during the performance of the Contract; and
2. Each Contractor who hires a Subcontractor to work in a drug free workplace shall secure from that Subcontractor the following written certification:

DATE: _____

COMPANY NAME: _____

AUTHORIZED REPRESENTATIVE NAME: _____

TITLE: _____

SIGNATURE: _____

**LAW ENFORCEMENT CENTER - 201 W OGLETHORPE BLVD.
JANITORIAL SERVICE REQUIREMENTS**

SERVICES		FREQUENCY				SERVICES		FREQUENCY			
AREA/ITEM	REQUIRED WORK DESCRIPTION	D	W	M	O	AREA/ITEM	REQUIRED WORK DESCRIPTION	D	W	M	O
RESTROOMS						DOORS-WALLS-PARTITIONS					
Toilets, Sinks, Urinals	Clean - Sanitize - Polish	X				Entrance Glass Doors, EXT.	Clean	X			
Trash Containers	Empty - Line - Clean - Sanitize	X				Entrance Glass Doors, INT.	Clean	X			
Dispensers: Soap, Towel, Tissue, Napkins	Fill - Clean - Sanitize	X				Ledges, Window Sills	Dust		X		
Glass, Mirrors, Chrome Hardware	Clean - Polish	X				Doors, Frames, Walls	Spot Clean	X			
Floors	Sweep - Damp Mop - Sanitize	X				Baseboards & Chair Rails	Dust		X		
Partitions, Doors	Dust - Damp Mop - Spot Clean	X									
Walls by Sinks/Urinals	Damp Wipe	X									
Floor Drains	Seal - Clean	X				MISCELLANEOUS					
						Waste Cans	Empty	X			
FLOORS						Conference Room	Clean	X			
Resilient	Sweep	X				Lights	Replace - Dust		X		
Resilient	Damp Mop - As Needed	X				Chairs, Clocks, Pictures	Dust - Damp Wipe		X		
Resilient	Wax - As Needed				X	Upholstered Furniture, Drapes	Vacuum			X	
Resilient	Buff - As Needed				X	Interior Glass Windows	Clean	X			
Rugs, Carpet	Spot Shampoo - As Needed				X	Mats	Vacuum - Pick up - Turn	X			
Rugs, Carpet	Vacuum	X				Drinking Fountains	Clean - Polish - Sanitize	X			
Cement, Terrazzo, Tile, Other	Sweep - Damp Mop - As Needed		X			Light Switches, Handles, Push Plates	Clean - Polish		X		
						Kick plates, Thresholds	Clean - Polish		X		
EXTERIOR						Desks, Tables, Phones	Dust - Damp Wipe - Sanitize		X		
Entrance & Porch	Sweep	X				Janitor's storage areas	Clean - Organize - Restock		X		
Paper, Debris	Pick up	X				Silk Plants	Dust		X		
Sidewalks	Sweep	X				Vents, Louvers, Fans, Blinds	Clean - Vacuum - As Needed		X		
Windows	Clean		X								

SPECIAL INSTRUCTIONS/NOTES:

1. CONTRACTOR TO PROVIDE ALL CLEANING SOLVENTS, COMPOUNDS, AND MISCELLANEOUS SUPPLIES.
2. CONTRACTOR TO PROVIDE ALL EQUIPMENT.
3. CONTRACTOR MUST HAVE A MINIMUM OF 5 WET FLOOR SIGNS TO PLACE AROUND THE FACILITY AS NEEDED
4. CONTRACTOR WILL BE REQUIRED TO NOTIFY STAFF WHEN SOMETHING IS IN NEED OF REPAIR
5. CONTRACTOR WILL BE REQUIRED TO CLEAN AND WIPE DOWN APPLIANCES, TO INCLUDE COFFE MAKERS
6. CONTRACTOR WILL BE REQUIRED TO ALERT STAFF WHEN COFFEE AREA SUPPLIES ARE LOW
7. CONTRACTOR WILL BE REQUIRED TO DUST TV'S THROUGHOUT THE FACILITY
8. CONTRACTOR MUST CHANGE MOP HEADS OFTEN AND USE CLEAN WATER DAILY
9. CONTRACTOR WILL BE REQUIRED TO PASS A BACKGROUND CONDUCTED BY THE CITY OF ALBANY POLICE DEPARTMENT
10. CONTRACTOR WILL NOT BE ALLOWED IN RESTRICTED AREAS - RESTRICTED AREAS WILL BE NOTIFIED BY APD PRIOR TO CONTRACT STARTING

D = Daily W = Weekly M = Monthly O = Optional (As requested by Manager)