WILKINSON COUNTY

REQUEST FOR QUOTE (RFQ)

Courthouse Cleaning Services

Wilkinson County, Georgia

Wilkinson County is requesting quotes from qualified cleaning service providers to perform an initial deep cleaning and ongoing janitorial services for the Wilkinson County Courthouse.

1. Scope of Services

The selected contractor shall provide the following services:

Initial Deep Cleaning

Prior to beginning the regular cleaning schedule, the contractor shall perform a thorough deep cleaning of the courthouse, including:

- Thorough cleaning and sanitizing of restrooms
- Deep cleaning of floors, including sweeping, mopping, and carpet cleaning as applicable
- Cleaning and disinfecting of high-touch surfaces
- Dusting furniture, desks, counters, window sills, and accessible surfaces
- Cleaning interior glass, doors, and entryways
- Cleaning break rooms and common areas
- Removing accumulated dust, dirt, and debris
- Emptying all trash receptacles and replacing liners

Regular Janitorial Services

Following the initial deep cleaning, the contractor shall provide routine cleaning services **three (3) days per week**, on a schedule approved by Wilkinson County.

Regular cleaning shall include:

- Sweeping, mopping, and vacuuming floors
- Cleaning and sanitizing restrooms
- Cleaning and disinfecting high-touch surfaces
- Dusting accessible furniture and surfaces
- Cleaning entrances, hallways, and common areas
- Emptying trash receptacles and replacing liners
- Cleaning break rooms and other designated areas
- Maintaining a clean, sanitary, and presentable courthouse environment

2. Contractor Responsibilities

The contractor shall provide all necessary labor, cleaning equipment, and cleaning supplies unless otherwise agreed upon by Wilkinson County.

The contractor shall maintain appropriate insurance coverage, ensure employees are reliable and professional, and comply with courthouse security procedures and county policies.

Cleaning shall be performed in a manner that does not interfere with courthouse operations.

3. Quote Requirements

Interested contractors shall submit a written quote that includes:

1. A one-time price for the initial deep cleaning.
2. A monthly price for regular cleaning services three (3) days per week.
3. A list of services included in the quoted price.
4. Confirmation of whether cleaning supplies and equipment are included.
5. Any additional charges or exclusions.
6. The proposed cleaning schedule and estimated time required for each visit.
7. References from similar commercial or government cleaning projects.

4. Courthouse Information

Contractors may request an appointment to inspect the courthouse and review the areas to be cleaned before submitting a quote.

5. Submission of Quotes

Quotes shall be submitted to:

Wilkinson County Board of Commissioners
Attn: Tracy D. Strange, County Manager
Address: 100 Bacon Street, P O Box 161 Irwinton, GA 31042
Email: tstrange@wilkinsoncounty.net

Quote Due Date: Monday December 14, 2026 at 2pm.

Wilkinson County reserves the right to reject any or all quotes, request additional information, and select the contractor whose proposal is determined to be in the best interest of the County.

We appreciate your interest in providing cleaning services to Wilkinson County.