



Renaissance Church of Christ – Atlanta, GA

REQUEST FOR PROPOSAL

FACILITIES CLEANING

Bidding Period Open: March 03, 2025

Bidding Period Close: March 31, 2025

Statement of Work (SOW)

1. GENERAL

The Renaissance Church of Christ (the Church/Church) requires the comprehensive cleaning services of a Facilities Cleaning Contractor that will be under the direction and management of the Elders the Church, with lead direction of J. Edward Gaines.

2. SCOPE

The Facilities Cleaning Contractor, further referenced in this RFP as “Contractor” shall require contractor personnel to perform all services (cleaning, disinfecting, sanitizing, housekeeping, carpet care, removal of trash and refuse, etc.) as specified in this Statement of Work (SOW). The responsibility of the Contractor is to clean the entire Church Campus, including the church facilities located at 3675 Butner Road, Atlanta, GA 30349 (approx. 65,000 square feet) delivering complete satisfactory detail commercial cleaning performance to the church.

The Church employs a full-time Facilities Manager whose tasks include same and similar cleaning services during normal business hours, and as needed. However, the Facilities Manager’s typical work responsibilities do not include nights, weekends, and holidays.

J. Edward Gaines, working with the Facilities Manager, will delineate and clarify when, where, how cleaning services will be performed by the selected Contractor.

3. OBJECTIVE

The objective of this SOW is to procure a qualified Contractor that aligns with the high-quality, reliable commercial cleaning, housekeeping and carpet care services required by the Church, and that demonstrates the ability to perform services that meet public health guidelines to help protect members, staff, and visitors from infectious agents.

4. TASKS / SPECIFIC REQUIREMENTS

The Contractor shall perform the following tasks/specific requirements throughout the Church as required. All tasks/specific requirements shall be performed on nights, weekends, after hours, after special events, and other activities/events that will be specified.

A. Standard Weekly Cleaning (Two Visits Per Week – Tuesday and Friday)

Areas Covered

- Auditorium
- Foyer
- Coffee Shop
- Classrooms
- Offices/Conference Rooms
- Restrooms
- Kitchen
- Bridal Suite
- Hallways and Entryways

B. Tasks Performed Each Visit:

- Dusting and sanitizing surfaces (e.g., chairs, podiums, tables, desks)
- Sweeping, mopping, and vacuuming all floors
- Cleaning and disinfecting restrooms (including toilets, sinks, and mirrors)
- Emptying all trash bins and replacing liners
- Spot-cleaning windows, walls, and doors
- Cleaning kitchen countertops, sinks, appliances, and all water fountains
- Restocking restroom supplies (e.g., soap, paper towels, toilet paper)

C. Semi-Annual Deep Cleaning - (Every Six Months or as needed)

- Carpet cleaning as requested by the Facilities Manager and or J. Edward Gaines at the direction of the Facilities Manager
- Stripping and waxing hard floor surfaces
- Washing interior windows
- High dusting (vents, ceiling fans, light fixtures)
- Scrubbing baseboards and corners

5. CLEANING SUPPLIES

The Church will provide trash bags, toilet paper, paper towels. All other cleaning items (mops, buckets, cleaning liquids, etc.) are to be provided by the Contractor. The Facilities Manager will replenish liquid soap, sanitizer dispenser liquids, and similar items will be the responsibility of the Facilities Manager.

6. CONTRACTOR PERSONNEL and SERVICE CONTINUITY

The Contractor shall provide qualified personnel to perform all requirements specified in this SOW.

The Contractor shall ensure that the contractually required level of services (e.g., frequency and quality) for this requirement is always maintained. The Contractor shall ensure that all contract personnel are present to perform the tasks required.

7. KEY PERSONNEL

The Church will contact the head of the contracting agency (key person) for any issues between the church and the Contractor.

8. OTHER CONTRACTOR EMPLOYEES

Contractor’s employees visiting and/or working on-site at the Church shall wear an identification badge that, at a minimum, displays the Contractor’s name, and the employee's name.

The Contractor’s employees shall comply with all applicable Church regulations, policies and procedures as provided (e.g., fire, safety, sanitation, security, wearing and possession of weapons) when working at the Church.

The Contractor shall ensure contractor employees present a professional appearance at all times and that their conduct shall not discredit the Church. The Project Manager shall ensure contractor employees understand and abide by Church established rules, regulations, and policies concerning safety and security.

9. PERIOD OF PERFORMANCE

The period of performance for this contract is a one-year base period with three one-year option periods as follows:

- Base Period 12 months
- Option Period One (1) 12-month option
- Option Period Two (1) 12-month option
- Option Period Three (1) 12-month option

Note: The periods of performance are established at time of award.

10. PLACE OF PERFORMANCE

The place of performance will be the Renaissance Church of Christ – Atlanta, GA.

11. HOURS OF PERFORMANCE

Hours of performance we be specifically determined at the time of contract award, and will include instruction/information on special dates, times, and hours as required.

There will be occasions, such as special church events, when contractor employees shall be required to work certain hours to fulfill requirements under this SOW.

12. AMMENDMENTS

The Church reserves the right to amend this document on a bilateral basis as needed. The church will provide notice to the incumbent contractor within a reasonable period of time.

13. CONTRACT AWARD & PROJECT PLAN

The Contractor shall be notified in writing about contract award within seven (7) to ten (10) business days of the Church's selection.

14. PROGRESS REPORTS & UPDATES

The Contractor Project Manager shall provide a monthly progress report to the Church (J. Edward Gaines) or designee via electronic format. This report shall include a summary of all Contractor work performed, including overall status and any Contractor concerns or recommendations.

The Project Manager shall be available to meet with the Church designee upon request to discuss progress, exchange information, and resolve emergent issues. These meetings shall take place virtually, or in person at the Church.

15. LIABILITY INSURANCE REQUIREMENT

The Contractor shall maintain liability insurance with a minimum amount of \$1,000,000.00, while providing services to the Church. The Church also requires the Contractor to be bonded prior to the contract being awarded.

16. WORK PRODUCT ACCEPTANCE

The Church (J. Edward Gaines) or designee will have the right to reject or require correction of any deficiencies found in the deliverables that are contrary to the information contained in the Contractor's accepted proposal. In the event of a rejected deliverable, the Contractor will be notified by the Church of the specific reasons for rejection. The Contractor may have an opportunity to correct the rejected deliverable at the discretion of the Church to comply with the contract.

17. RFP INSTRUCTIONS / NOTICES TO BIDDERS

Delivery of Completed Proposal: All questions regarding any aspect of this RFP must be addressed to the points of contact (POCs) – J. Edward Gaines (jegsr918@gmail.com), Floyd Williams (leadershippartnergroup@gmail.com), David Bishop (davidmb7306@gmail.com), and William Johnson (wjohnson3675@gmail.com).

- Proposals shall be submitted to the POCs electronically via e-mail by 11:59 p.m. on March 31, 2025.
- If a bidder's proposal is received after the time and date specified, the proposal will be considered LATE and shall not be accepted. If emailing is not possible due to extraordinary or unforeseen circumstances, the submission must be made immediately after the circumstance(s) are concluded, and the reason for submitting after the deadline must be defined and explained.

18. SITE VISIT

Bidders are **required** to do an on-site visit to the Church facilities and to satisfy themselves regarding all general and local conditions that may affect performance of the contract, to the extent that the information is reasonably obtainable. In no event shall failure to survey the Church facilities constitute grounds for a claim after contract award. Bidders seeking a site visit shall submit their request for scheduling to J. Edward Gaines.

19. PROPOSAL CONTENT

Please include the following in the proposal"

- Company Background – should include adequate information regarding the Project Manager/Company qualifications.

- Contractor Project Plan (Approach) - This section consists of information describing the bidder's proposed approach to successfully meet all the SOW tasks, conveying and detailing the bidder's understanding and expertise of facilities cleaning services, frequency of tasks, as well as any key functions, project schedule, qualified personnel, and best practices to meet the requirements.
- Price – should detail the bidder's proposed monthly and overall price for the base year and each option year, in fulfilling the RFP requirements based on a Firm-Fixed Price (FFP).
- Proof of Insurance and Bond Ability - should include proof of required liability insurance at a minimum level of \$1,000,000.00 and the ability to be bonded.

20. DISPUTE RESOLUTION

Any dispute or controversy arising out of or relating to any interpretation, construction, performance, termination, or breach of the contract award between the contractor and the Church will be settled by final and binding arbitration by a single arbitrator to be held in Atlanta, Georgia, in accordance with the American Arbitration Association national rules for resolution. The arbitrator selected shall have the authority to grant any party all remedies otherwise available by law, including injunctions, but shall not have the power to grant any remedy that would not be available in a state or federal court. The arbitrator shall have the authority to hear and rule on dispositive motions (such as motions for summary adjudication or summary judgment). The arbitrator shall have the powers granted by Georgia law and the rules of the American Arbitration Association which conducts the arbitration, except as modified or limited herein.

***** JanPro stuff maybe here from Ed G. *****

21. CONTRACT AWARD

The Church intends to make a single contract award based on its own internal selection criteria. Bidders should be aware that the Church's decision for award will be based upon information contained in the proposal and anticipates contract award without exchanges with bidders although the Church may determine it as necessary; therefore, it is essential that the bidder's initial proposal contain its best offer, and all information necessary for the Church to conduct its evaluation.