WARNER ROBINS HOUSING AUTHORITY
112 MEMORIAL TERRACE
WARNER ROBINS, GA 31093

REQUEST FOR PROPOSALS
OFFICE CLEANING SERVICES 2027

The Warner Robins Housing Authority (WRHA) is currently accepting sealed bids for Office Cleaning Services for a one (1) year period.

Interested and qualified individuals of companies who have successfully demonstrated their ability to perform these services are invited to submit proposals. **Small businesses; minority owned businesses; women owned businesses and businesses that are familiar with the SECTION 3 PROGRAM are encouraged to respond.**

Proposals will be received from Monday November 16, 2026 until Wednesday December 16, 2026 at 5:00 PM ET at WRHA Central Office located at 112 Memorial Terrace Warner Robins, GA 31093. Bid packets must be downloaded from the Warner Robins Housing Authority website. The website address is www.warnerrobinsha.com. ALL PACKETS MUST BE RETURNED IN A SEALED ENVELOPE, WITH "PROPOSAL FOR OFFICE CLEANING SERVICES" ON BOTH SIDES OF THE ENVELOPE. Unmarked packets or packets received before November 16, 2026 or after December 16, 2026 will not be considered. Only the successful bidders will be notified by phone and a follow up letter. Bid results will be posted to the website after a contract or contracts have been signed.

The purpose of this sealed bid is to select a contractor for the type of service requested and to enter into an agreement for performance of office cleaning services.

WRHA is an EEO/ADA compliant employer and reserves the right to reject any or all bids/proposals, to waive any informality proposal process or to cancel in whole or in part this request for bids; if it is in the best interest of WRHA. The attention of bidders is directed to the fact that the proposed work will be financed in whole or part with Federal Funds, all applicable Federal Statues, rulings and regulations will apply. WRHA also reserves the right to award multiple contracts for services if it is in the best interest of the Housing Authority.

The work consists of providing labor, cleaning supplies and equipment, necessary to provide all operations necessary to complete janitorial / housekeeping services. This includes emptying waste baskets, mopping / vacuuming floors, cleaning bathrooms, dusting / polishing furniture and washing windows.

All Bidders must submit.

A. Copy of Business License
B. Completed Bid Sheet
C. Three references where same or similar work was performed or;
D. All other documents will be collected prior to the signing of a contract.

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SPECIFICATIONS

SCOPE OF WORK

Provide all labor, cleaning supplies, and equipment needed for cleaning offices. This includes mopping floors (must use a mop and a bucket) / vacuuming floor, cleaning bathrooms, dusting / polishing furniture, emptying waste baskets and washing windows.

QUANTITY

During the contract period, the contractor will service the Central Office daily and the Resident Services Office as needed or as directed by the Property Manager. Hours are Monday through Thursday 7:30 am - until all tasks are completed.

TERM OF CONTRACT

The term of the contract will be January 4, 2027, until January 3, 2028. Invoices will be paid once a month. The contract may be shortened or lengthened at the convenience of the Authority.

CONTRACTOR WORK PROCEDURES

1. Contact the Property Manager by cell phone prior to coming on site and when leaving.
2. Contractor shall clean all floors, mop or vacuum.
3. Empty all waste baskets.
4. Wipe down all surfaces in the kitchenettes.
5. Thoroughly clean all bathrooms.
6. Dust / polish furniture as needed.
7. Wash windows as needed or directed.
8. Sweep / clean around entrance to front of each building.
9. Contractors are to refrain from driving on the lawns.

If you have questions concerning the bid package or request to visit the sites, please contact Robert Gidney, rgidney@warnerrobinsha.com Thank you for your interest in the Warner Robins Housing Authority.

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PROPOSAL SHEET

AMP 11 Jimmy Rosenberg Office Bid Amount _____

AMP 13 Central Office Bid Amount _____

AMP 14 Resident Services Office Bid Amount _____

Proposal Submitted by: _____

Date: _____

Phone Number: _____

EMAIL ADDRESS: _____

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In submitting this proposal, the undersigned agrees:

(a) That the Owner reserves the right to waive irregularities, to reject proposals and to award the Contract to the most qualified contractor, should it be in the best interest of the Owner to do so.

(b) That in the event the contractor does not perform the services as stipulated in the contract to the satisfaction of the Warner Robins Housing Authority Authority, the Authority may cancel the contract at anytime by giving at least fourteen (14) days written notice of the intent to cancel the contract; and

(c) The contractor shall be responsible for the employment, control and conduct of his/her employees during the contract.

The undersigned hereby designates his business structure and location:

Contractor is: (check one)

Sole Proprietor ( ) Partnership ( ) Corporation ( )

If the Contractor is a Sole Proprietor, state the following:

Name(s) of Partners:

_____ _____ _____

If the Contractor is a corporation, state the following:

Organized under the laws of the State of _____

Name(s) and title(s) of officers authorized to sign the contract:

_____ _____ _____

The Proposal is authorized and submitted by:

_____ _____
(Name of Firm) Authorized Official (Please Print)

_____ _____
(Signature) (Title)

_____
(Date)

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(Seal and attest Seal if Proposal is submitted by a corporation)