



**WAKULLA COUNTY BOARD OF COUNTY COMMISSIONERS
REQUEST FOR WRITTEN QUOTE
RFQ 2023-23 UF/IFAS EXTENSION OFFICE WEEKLY JANITORIAL SERVICES**

Information for Vendor:

Quotes must be on company letterhead with a date and signature of an authorized representative of the vendor. All vendors providing written quotes must have the required expertise and capability to perform the work or supply the commodities or equipment. Consideration will be given to the vendor who has the capability to perform the work or supply the commodities or equipment, consideration shall also be given to the vendor's geographic proximity to Wakulla County for future ease of delivery, mobilization, or customer support after a purchase. The lowest cost, responsible and responsive vendor who is capable of performing the services or supplying the commodities or equipment shall be awarded the contract.

If there are specific questions regarding the scope of services, please contact Sherry Balchuck, UF/IFAS Office Manager at sbalchuck@ufl.edu or (850) 926-3931.

Issue Date: Monday, May 8, 2023

Purpose:

The Board of County Commissioners is seeking written quotes from licensed and insured contractors with the required expertise and capability to perform the work or supply the commodities or equipment for weekly janitorial services at the UF/IFAS Extension Office located at 84 Cedar Avenue., Crawfordville, FL. 32327.

Scope of Services to be provided:

To provide janitorial services for approximately 2 ½ hours weekly. Services will be performed after 5:00p.m. The weekly job responsibilities/functions include but are not limited to:

- Vacuuming, sweeping, and mopping of floors.
- Cleaning and sanitizing bathrooms.
- Cleaning sinks, countertops, microwaves, and refrigerators in all kitchens.
- Restocking supplies in bathrooms and kitchens (toilet paper, paper towels, hand soap, etc.).
- Emptying all trash cans and replacing liners; cleaning receptacles as needed.
- Dusting and cleaning office and furniture that are not cluttered.
- Cleaning windowsills, windows, and glass doors.
- Maintain janitor's supply room in a clean, organized, and safe manner.
- Maintain janitor's equipment in a clean, safe, and operable condition.
- Properly label, dilute, and use chemicals.
- Other routine maintenance duties as assigned.

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Knowledge, Skills & Abilities:

- Good communication skills.
- Good client/customer service.
- Ability to follow oral and written instructions.
- Ability to prioritize tasks and manage time effectively.
- Ability to work independently as needed to support our team.
- Basic knowledge of cleaning products or a willingness to learn.

Pre-Quote Site Visit:

Prospective respondents are strongly encouraged to visit the site.

The selected vendor shall be fully informed as to all existing conditions and limitations that affect the work to be performed hereunder. Failure to become familiar with site conditions will in no way relieve the successful vendor from the necessity of furnishing any materials or performing any work that may be required nor shall it be grounds for a change order for work that would have been apparent had a site visit been made.

Time and Deliverables:

The agreement between the County and the awarded contractor will be in full effect for one full year with an option for two (2) one-year extensions.

Warranty:

Upon award of the written quotation the vendor will be required to provide the necessary liability insurance as per County requirements.

Quote Responses are Due By:

Tuesday, May 16, 2023 @ 3:00 PM and will be received by the Procurement office located at 3093 Crawfordville Hwy, Crawfordville, Florida 32327. Quotes can be hand-delivered or sent via express mail to the above referenced address or sent via email to ptaylor@mywakulla.com. If the response to this request is not received by the above deadline it will be considered null and void.

Procurement Office Contact
Patty Taylor
3093 Crawfordville Hwy
Crawfordville, FL 32327
850.926.0919 Ext. 705
ptaylor@mywakulla.com