

Henry County Board of Education
P O BOX 635
Abbeville, AL 36310
334-585-2206

July 12, 2022

Request for Bid

The Henry County Board of Education (BOE) is soliciting bids for professional cleaning services for the Henry County School System. Sealed bids are due on or before July 27, 2022 at 1pm. Bids will be opened at 1pm on that date at the Henry County Board of Education at 300 N. Trawick St. Abbeville AL. NO late bids accepted. If there are any questions concerning the bid or to schedule a time to visit the locations to be served, contact Jon Murphy, Transportation Supervisor at jmurphy@henrycountyboe.org or Michelle Andrews, CSFO at mandrews@henrycountyboe.org

Locations to be serviced:

HCVC/Alt School	300 North Trawick Street, Abbeville, AL 36310
Abbeville Elementary	100 Elm Street, Abbeville, AL 36310
Abbeville High School	411 Graball Cutoff, Abbeville, AL 36310
Headland Elementary	305 Mitchell Street, Headland, AL 36345
Headland Middle	1 Martin Luther King, Headland, AL 36345
Headland High School	8 Sporman Street, Headland, AL 36345

Areas to be cleaned and disinfected monthly after business hours:

ALL touch points: (light switches, door knobs, student desks, tables, cubby holes, etc)

Restrooms: clean floors (only)

Hallways: wipe baseboards and dust any overhead suspended lights

Classrooms: clean/dust overhead suspended lights, baseboards, walls up to light switches, blinds, windows, whiteboards (no teacher desks or electronics are to be cleaned)

Cafeteria: walls up to light switches, baseboards, tables and seats

Gym: walls up to light switches, floors cleaning using provided floor scrubber

Billing

It is the intent of the Board of Education to pay invoices monthly. A monthly statement must be provided and the successful bidder must furnish weekly invoice of delivery including the following information:

- Date of delivery
- Invoice or ticket number
- Quantity purchased
- Purchased price
- Extended totals for each school
- Signature of receipt

The Henry County Board of Education is not liable for Federal Excise or State Sales Tax.

Bid Award and Renewal

A bid by a supplier may be submitted to provide all products needed for cleaning services to all schools in the school system. This bid will be awarded to one vendor who is the lowest and most responsible bidder meeting all requirements of specification listed herein.