Bid Announcement for Cleaning Crew Services

BID ANNOUNCEMENT

REQUEST FOR PROPOSALS (RFP)

11/02/2026

Janitorial Services

Macon-Bibb Economic Opportunity Council, Inc. (MBEOC) is accepting sealed bids from qualified cleaning companies and cleaning crews to provide professional cleaning and janitorial services at the following locations: **Sarita R. Hill Center**, 2312 Shurling Drive, Macon, GA 31211; **Agnes Barden Center**, 2521 Anderson Drive, Macon, GA 31206; and **Monroe Head Start/Early Head Start**, 525 Georgia Highway 83, Forsyth, GA.

Please submit proposals separately for each location.
Indicate which location:

☐**Sarita R. Hill Center**
2312 Shurling Drive, Macon, GA

☐**Jimmie Samuel at Agnes Barden**
2521 Anderson Drive, Macon, GA

☐**EOC Administrative Office**
456 Bay Street, Macon, GA

☐**Monroe Head Start/ Early Head Start**
525 Georgia Hwy 83, Forsyth, GA

Scope of Services

The selected contractor shall provide routine professional janitorial and cleaning services, including but not limited to:

- Cleaning and sanitizing classrooms, offices, restrooms, hallways, common areas, and entryways.
- Sweeping, mopping, vacuuming, buffing, and maintaining floors in a clean, safe, and professional condition.

- Providing periodic floor care services, including buffing, polishing, and maintaining hard-surface floors as needed or as requested by MBEOC.
- Emptying trash containers and replacing liners as needed.
- Cleaning and disinfecting restroom fixtures, counters, sinks, mirrors, doors, and partitions.
- Restocking restroom supplies, including tissue, paper towels, hand soap, and other approved supplies as needed.
- Dusting furniture, ledges, baseboards, vents, and other surfaces.
- Cleaning windows, glass doors, and interior glass surfaces as needed.
- Sanitizing high-touch surfaces, including door handles, light switches, tables, desks, chairs, railings, and shared equipment.
- Cleaning cafeteria, kitchen, breakroom, and food service areas according to agency requirements.
- Maintaining all assigned areas in a clean, safe, sanitary, and professional condition suitable for Head Start/Early Head Start and community service facilities.

Services should be performed on an agreed-upon schedule and may include daily, weekly, periodic, and as-needed cleaning services based on the needs of each facility.

Contractor Requirements

Interested bidders must:

- Be properly licensed and insured to perform janitorial and commercial cleaning services in the State of Georgia.
- Provide proof of general liability insurance and workers' compensation coverage, if applicable.
- Have experience servicing commercial, educational, childcare, or government facilities.
- Provide at least three (3) business references.
- Furnish all labor, equipment, cleaning products, materials, and supplies necessary to perform the work, unless otherwise approved by MBEOC.

Site Inspection

Prospective bidders are encouraged to visit each listed site prior to submitting a proposal to become familiar with the facilities, cleaning requirements, service areas, and scope of work.

Bid Submission Requirements

Bids must include:

1. Company name, address, and contact information.
2. Description of experience and qualifications.

3. References from current or recent clients.
4. Proof of insurance.
5. Proposed cleaning schedule for each location.
6. Monthly and annual cost for janitorial services, with pricing clearly identified for each location.
7. Any additional fees or charges.

Bid Deadline

Sealed bids must be received no later than: November 6, 2026, at 3:00 PM.

Submit bids to:

Macon-Bibb Economic Opportunity Council, Inc.
Attn: Executive Director
456 Bay Street
Macon, GA 31201

Bid Evaluation

Bids will be evaluated based on:

- Cost
- Experience and qualifications
- References
- Ability to meet service requirements
- Responsiveness to the RFP

Contact Information

Company Name:_____

Address:_____

Contact Number:_____

Email Address:_____

Contact Person:_____

Authorization

Authorized Representative: _____

Title: _____

Date: _____