



REQUEST FOR QUOTES (RFQ)

QUOTE NAME: FAMILIES FIRST CLEANING AND SANITATION SERVICES

RFQ NUMBER: FF2017CLN200

1. Introduction and Overview

1.1. About Families First

Families First was founded in 1890 as the Leonard Street Orphans' Home. After a series of mergers and consolidations, our name was changed to Families First in 1987. Our mission is *to ensure the success of children in jeopardy by empowering families*. Our headquarters is located at 80 Joseph E. Lowery Boulevard NW, Atlanta, GA 30314. We are a 501(c)(3) organization and our tax ID number is 58-1054331. Each year, Families First impacts more than 35,000 children, women and families across Metro-Atlanta. 71% percent of our clients report an annual income less than 200% of the 2014 Federal Poverty Level. Our goal is to disrupt generational cycles of poverty through 11 core program strategies that connect, strengthen and sustain vulnerable families throughout Metropolitan Atlanta and Georgia.

We are requesting quotes from prospective vendors/suppliers to provide cleaning and sanitation services.

1.2. Overview of the RFQ and Selection Process

The objective of the RFQ and Selection Process is to select one qualified supplier to provide cleaning and sanitation services to three properties in south Fulton County, Georgia and one property in DeKalb County, Georgia.

1. 80 Joseph E. Lowery Boulevard, Atlanta, GA, 30314.
2. 25 Newcastle Street, SW, Atlanta, GA, 30314.
3. 1371 Kimberly Way SW, Atlanta, GA, 30331.
4. 4298 Memorial Drive, Park Plaza Office Park, Suite A&B Decatur, GA, 30032.

Vendors/suppliers are invited to submit a quote for services.

Vendors/suppliers are invited to visit the properties on the dates indicated in the next section, Schedule of Events. Please email: maintenance@familiesfirst.org to schedule a site visit. All site visits start at the Joseph E. Lowery building. Visits to south Fulton and Decatur can be arranged immediately following the Lowery building visit or for another time.

Vendors/suppliers will have 48 hours to submit a quote after the last scheduled site visit. Quotes will be reviewed and scored. The top-scoring vendors will be invited to participate in a face-to-face interview.



The RFQ and Selection process, including any changes and adjustments, will be posted on Families First website for 48 hours. All communication with individual vendors, including questions about the process, resolutions, and preliminary results will be conducted via e-mail.

1.3. Schedule of Events

Description	Date as of 6/26/17
Release of RFQ	6-12-2017
Site visits open for all prospective vendors/suppliers. Email: maintenance@familiesfirst.org to schedule a site visit.	6-28-2017 thru 7-5-2017 Mondays & Wednesdays. 9:00AM – 4:00PM
Deadline for written questions sent via email to maintenance@familiesfirst.org .	7-6-2017 – 5pm EST
Email Responses to Written Questions	7-7-2017 – 5pm EST
Quotes Due/Close Date and Time	7-10-2017
Quote Evaluation Completed	7-11-2017
Interviews Conducted	7-13-2017
Vendor/suppliers Selected	7-14-2017
Prospective Vendors/suppliers Notified	7-17-2017
Vendor Submits Insurance	7-24-2017
Contract Start Date	7-31-2017

1.4. Issuing Officer Contact: maintenance@familiesfirst.org

1.5. Contract Term

Quotes will be considered for a one-year contract. If services remain satisfactory, an annual renewal or month-to-month contract will be considered at that time. If services are unsatisfactory, the contract will be ended immediately.

2. Instructions to Vendors

By submitting a response to the RFQ, the supplier is acknowledging that the prospective supplier:

1. Has read the information and instructions; and
2. Agrees to comply with the information and instructions contained herein.



2.1. General Information and Instructions

2.1.2. Restrictions on Communicating with Staff

From the issue date of this RFQ until the final selection is announced (or the RFQ is cancelled), prospective vendors are not allowed to communicate for any reason with any Families First staff who will make a decision about this award, except through the contact email listed above.

Prohibited communication includes all contact or interaction, including but not limited to telephone communications, personal emails, faxes, letters or meetings, including lunch, entertainment, or otherwise. Families First reserves the right to reject the response of any supplier violating this provision.

2.1.3. Submitting Questions

All questions concerning this RFQ must be submitted in writing via email to the Issuing Officer contact identified in Section 1.5. No questions other than written will be accepted. No response other than written will be binding upon Families First. All vendors must submit questions by the deadline identified in the Schedule of Events.

Vendors are cautioned that Families First may elect not to entertain late questions or questions submitted by any method other; than as directed by this section. All questions about this RFQ must indicate:

Company Name

Question #1, Question, *Citation of relevant section of the RFQ*

Question #2, Question, *Citation of relevant section of the RFQ etc.*

Do not use the comments section of the Sourcing Event to submit questions to the issuing officer.

2.1.4. Failing to Comply with RFQ Submission Instructions

Responses received after the identified due date and time, or submitted by any other means than those expressly permitted by the RFQ, will not be considered. Responses must be complete in all respects, as required in each section of this RFQ.

2.1.5. Rejection of Responses; State's Right to Waive Immaterial Deviation

Families First reserves the right to reject any or all responses, to waive any irregularity or informality in a response, and to accept or reject any item or combination of items.

2.1.6. Submitting the Completed Quote/ Response/ Bid

Save your quote as a PDF file and submit by email to maintenance@familiesfirst.org. Please note that submission is not instantaneous; therefore, each supplier must allow ample time for its response to be submitted prior to the deadline.