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Paulding County School District

3236 Atlanta Highway
Dallas, Georgia 30132

Dr. Brian Otott, Superintendent

Procurement Department

770-443-8000

March 15, 2019

RFP 19-190312

REQUEST FOR PROPOSAL

FOR

CUSTODIAL SERVICES

Proposals Due: April 15, 2019; 2:00 p.m. Eastern Time

REQUEST FOR PROPOSAL
19-190312 CUSTODIAL SERVICES

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Section I – General Information

A. Introduction

The Paulding County School District (PCSD) is seeking proposals from qualified vendors to provide Custodial Services to all locations within the District. This Request for Proposal (RFP) anticipates two models.

Model 1 (Excludes Light Maintenance)

The awarded Contractor will manage the total cleaning program – including all custodial activities during the day, including necessary day porters, evening and summer cleaning activities. PCSD will be responsible for light maintenance activities.

Model 2 (Hybrid, Excludes Light Maintenance)

The awarded Contractor will be responsible for cleaning designated facilities after traditional school hours, including summer cleaning activities. PCSD will be responsible for light maintenance and day porter activities. Day porters will support PCSD during the school day.

PLEASE NOTE: As discussed in this RFP, the awarded Contractor must provide detailed service level agreements (SLA) that adequately define service level expectations, including penalty escalations for failure to maintain defined standards.

The method of procurement will be a competitive negotiation via a Request for Proposal (RFP) which may include the submission of best and final offers.

Price will not be the sole determinant for the award. Sealed Proposals will be evaluated based upon criteria formulated around best value which may include among other criteria: price, quality, performance references, financial information and the ability to successfully supply and service the listed commodity that meets the needs of the District.

Due to the large number of vendors listed in certain categories of the District's vendor's list, not all vendors will necessarily be sent a proposal each time one is issued. Proposals issued by the Owner are advertised on the District Internet Site www.paulding.k12.ga.us. Vendors are advised to review the Internet Site frequently for a listing of Current Solicitations.

Proposals received after the date and time specified will not be considered.

The Owner reserves the right to reject any or all proposals and to waive technicalities and informalities. The judgment of the District on such matters shall be final.

In the operation of PCSD, it is the policy of the Board of Education that no person shall, on the grounds of race, color, national origin, handicap, disability, or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in educational programs, activities, or employment practices.

Business representatives are instructed to read carefully all Terms and Conditions and Specifications stated within the attached pages before submitting their proposal. All required forms should be included in the response.

B. Background

PCSD is comprised of thirty-four (34) educational facilities and six (6) support facilities that require daily custodial services. The student population of the District is approximately 30,000 in grades PreK-12. The District employs approximately 3,300 individuals. Staff is made up of both certified and classified employees. You are invited to learn more about our district by visiting our website at <http://www.paulding.k12.ga.us/>.

C. Procurement Administrator

Cole Crowder will administer the solicitation process and will be the point of contact for purposes of this Request for Proposal. All questions and inquiries should be emailed to purchasing@paulding.k12.ga.us.

D. About This Document

This document is a Request for Proposal (RFP). It differs from a Request for Bid/Quotation in that PCSD is seeking a solution, as described in the cover page and in the following sections, not a bid/quotation meeting firm specifications for the lowest price. As such, the lowest prices proposed may not guarantee an award recommendation. Sealed Proposals will be evaluated based upon criteria formulated around the most important features of a product or service, of which quality, references, and availability or capability, may be overriding factors, and price may not be determinative in the issuance of a contract or award. The proposal evaluation criteria should be viewed as standards that measure how well a contractor(s) approach meets the desired requirements and needs of PCSD. Those criteria that will be used and considered in evaluation for award are set forth in this document.

No negotiations, decisions, or actions shall be initiated by any proposers as a result of any verbal discussion with any PCSD staff prior to the opening of proposals in responses to this document. RFP Offerors shall make no contacts – either written or verbal – with any individual other than the individual identified herein during the period beginning with the issuance of this RFP through approval of award unless given written permission from the Procurement Administrator. Any attempt by a supplier/proposer to influence a member or members of the aforementioned may be grounds to disqualify the proposal from the proposer from further consideration.

As applicable to the service identified in this solicitation, trade secrets or proprietary information submitted by a supplier/proposer in connection with this solicitation may not be subject to disclosure.

Proposers must clearly identify the materials to be protected and state the reasons why protection is necessary.

If awarded, this RFP document in its entirety including attachments, appendices and addendums will become part of the Contract. PCSD reserves the right to reject any or all proposals at any time and make necessary arrangements to contract for the services or work described and proposed in the manner most feasible and applicable when in its best interest to do so.

E. Proposal Acceptance

Proposals including price must remain valid for a period of not less than ninety (90) days to allow for evaluation, School Board approval and contract execution. PCSD reserves the right to accept or reject any or all proposals, waive informalities and select the most favorable proposal that will serve its best interest as well as the best interest of those participating governmental entities.

F. Definitions

- The term “solicitation” used in this document means this Request for Proposal (RFP).
- The term “offer and “proposal” are used synonymously and mean a response to this solicitation.
- The terms “offeror” and “proposer” are synonymous and refer to the entity/business/individual that submits a response to this solicitation.
- Paulding County School District may be referred to as “PCSD” or “the District”.
- The term “owner” used in this document is synonymous with PCSD, Georgia and is the entity for whom the service/work will be executed.

G. Calendar of Events (Subject to Change)

Event	Date
Issue RFP	March 15, 2019
Pre-Proposal (Non-mandatory)	March 25, 2019; 3:00pm ET
Proposal due date	April 15, 2019 by 2:00pm ET
Recommendation to Board of Education	April 2019 (estimate)
Proposed Contract Effective Date	July 1, 2019

H. Incurring RFP Preparation Cost

PCSD accepts no responsibility for any expense incurred in the proposal preparation, on-site presentation, mailings, etc.

I. Insurance Requirements

Within three (3) working days of notification of award, the awarded vendor must provide proof of liability insurance coverage. for a minimum of \$1 Million for single liability (CSL – Combined Single Limit). Statutory Workers’ Compensation must also be provided. **The**

vendor awarded the contract should mail or fax the Certificate of Insurance to the PCSD Purchasing Department at 770-443-7243.

- Commercial General Liability with limits of \$1,000,000 and \$2,000,000 aggregate. Coverage must include products and completed operations with reporting of claims on occurrence basis.
- Commercial Auto Liability with limits of at least \$1,000,000 CSL (Combined Single Limit) or \$500,000/\$1,000,000/\$500,000.
- Umbrella Coverage in excess of GL and Auto of at least \$2,000,000.
- Statutory Workers' Compensation.
- Employer's Liability of at least \$100,000/\$500,000/\$100,000.
- PCSD must be named as an additional insured on all applicable policies. The insurance carriers should be licensed to do business in the State of Georgia and carry an AM Best rating of A- or higher.

Proof of insurance is not required with submission of proposal but must be made available upon request including during the evaluation process. Owner will require proof of insurance before issuance of Award Letter/Contract. By participating in this solicitation and/or signing the Contract Agreement, the awarded contractor agrees to comply with insurance requirements as specified.

The contractor/vendor shall hold harmless PCSD from any and all claims, suits, actions, damages, liability, and expenses in connection with loss of life, bodily or personal injury, or property damage, including loss of use thereof directly or indirectly caused by, resulting from, arising out of or occurring in connection with the performance of this contract. The contractor's obligation shall not be limited by or in any way to any insurance coverage or by any provision in or exclusion or omission from any policy of insurance.

J. Confidential Information

Trade secrets or proprietary information submitted in response to this solicitation must be clearly labeled as "Confidential" and may not be disclosed unless required under the appropriate freedom of information statute. Proposers must clearly identify the data or other materials to be protected and state the reasons why protection is necessary. If awarded, the RFP and all related documents and proposal submissions will become part of the contract award.

K. Pre-Proposal Conference (Non-mandatory)

March 25, 2019; 3:00 p.m. ET. The conference will be held at 3236 Atlanta Highway Dallas, A 30132.

L. Multiple Awards

It is the intent of PCSD to make a single award but reserves the right to make multiple awards at its sole discretion or what it deems is in the best interest of the District.

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Section II – Intent and Procedures

A. Outcome

The expected outcome of this proposal is to enter a contractual agreement for custodial services with a provider that meets or exceeds the requirements set-forth in this document.

B. Proposal Submission

Complete proposals are to be submitted in a sealed envelope on the date and time stipulated. One (1) original and three (3) copies including one (1) flash drive containing a complete proposal response shall be submitted to, or hand delivered to, Paulding County School District, 3236 Atlanta Highway, Dallas, GA 30132 to the attention of the Procurement Administrator no later than April 15, 2019; 2:00 p.m. ET.

Proposals must be clearly labeled showing the RFP number, firm's name and address, and the proposal due date on the outside. Late proposals will not be accepted and will be returned unopened.

All proposals shall be printed in ink or typewritten. No erasures permitted. Errors may be crossed out and corrections printed in ink or typewritten adjacent to the error. The person signing the proposal shall initial correction in ink.

Emailed or faxed proposals will not be accepted and will be rejected upon receipt.

Specifications used are intended to be open and non-restrictive.

Brand names and numbers when provided in solicitations are for reference to establish a quality standard. Any reference to a brand name shall not be construed as restricting to that manufacturer (unless "no substitutes" is stated). Proposals on equal items will be considered, provided the proposal clearly describes the article offered and it is equal or better in quality and function and fully compatible with this requirement.

By submitting a proposal, the vendor warrants that any goods supplied to the PCSD meet or exceed specifications set forth in this solicitation except as may be otherwise noted in the vendor's exceptions.

Proposals shall be signed by an authorized officer of the company.

C. Taxes

The Owner is exempt from all sales tax and Federal Excise Tax. These taxes shall not be included in the proposals.

D. Solicitation Questions

Questions regarding this solicitation shall be submitted via email to the Procurement Administrator at purchasing@paulding.k12.ga.us or addressed to Procurement Administrator, 3236 Atlanta Highway, Dallas, Georgia 30132.

E. Addenda

It is the vendor's responsibility to check the PCSD "Current Solicitations" website for any addenda, responses to vendor questions, or other communications which may be necessary during the solicitation period. Following receipt of vendor responses to a solicitation, it is the vendor's responsibility to be available via email, phone and/or fax during the review process in the event that clarification or additional information is required. If clarification or additional information is requested, the responsibility rests on the vendor to ensure that PCSD receives said information prior the deadline(s) indicated.

F. Revision or Withdrawal of a Proposal

A proposal may be revised or withdrawn by the Contractor/supplier prior to the proposal opening date and hour with the permission of the Procurement Administrator. Requests to withdraw a proposal, along with supporting documentation, will be made in writing to the Procurement Administrator. After the proposal opening, the PCSD Procurement Administrator will permit withdrawal only when the best interest of PCSD would be served. Generally, withdrawal will only be allowed in cases where there has been an honest mistake made in preparing the proposal not resulting from negligence and the mistake is clearly ascertainable. If withdrawal is allowed, PCSD reserves the right to disqualify the withdrawing Contractor/supplier from bidding on PCSD solicitations for a period of up to one year.

G. Compliance with Laws

All property or services furnished shall comply with all applicable Federal, State, and Local laws, codes, and regulations.

H. Purchasing Policy

By acceptance of this solicitation a Contractor/supplier, potential contractor/supplier, or contractor agrees to be bound by the PCSD Purchasing Policy and Purchasing Regulations in any issue or action related to this solicitation or subsequent contract resulting from this solicitation.

I. Specific Information Requested from all Proposal Submitters

PCSD may make such investigations deemed necessary to determine the ability of the Offeror to furnish the necessary requirements described herein. The Offeror shall furnish, to PCSD, all data and information requested in order to determine the Offerors ability to perform under this RFP. PCSD reserves the right to reject any offer if the evidence submitted by, or investigation of, such Offeror fails to satisfy PCSD that such Offeror is qualified to carry out the obligations of the contract.

J. Checklist

The following is a checklist of required information:

#	Item	Complete
1	One (1) Original Technical Proposal and Three (3) Copies and one (1) flash drive copy that contains the Technical and Pricing Proposal	
2	Attachment A – Proposal Form	
3	Attachment B – Required Forms signed and notarized	
4	Acknowledge Addenda	

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Section III – Evaluation and Selection Process

A. Introduction:

The evaluation criteria are set forth below and are intended to be the basis by which each proposal shall be evaluated. This is a two-step evaluation process. Technical Proposals and Price Proposals shall be submitted separately and labeled accordingly. Technical Proposals will be evaluated first. Each proposal will be assigned an adjectival rating as described below. A short list will be prepared of the top two highest ranking technical proposals. These two finalist firms may be invited to provide an oral presentation either on-site or via teleconference and to negotiate best and final offers, both in terms of Technical and Price Proposals. Based on a final evaluation of both Technical and Price Proposals from the two finalist firms, a selection will be made. The highest-ranking firm shall be given first rights for finalization of a contract agreement.

B. Evaluation Criteria:

The following criteria will be used in evaluating and determining the awarded supplier for this project/service.

Cost: 30%
Experience with Similar Projects: 20%
Personnel and Equipment: 20%
Service Proposal: 15%
Professional References: 15%

C. Definitions:

Discussion: Written or oral communications including negotiations between PCSD and an Offeror that involves information essential for determining the acceptability of the Proposal or to cure identified defects in the Proposal.

Clarification: Communication with an Offeror for the sole purpose of eliminating minor irregularities, informalities, or apparent clerical mistakes in the Proposal. Unlike discussion, clarification does not give the Offeror an opportunity to revise or modify its proposal, except to the extent that correction of apparent clerical mistakes results in revision.

Deficiencies: Any defects in the proposal which preclude acceptance. Involves any part of the Offeror's Proposal which would not satisfy the minimum requirements established in this solicitation. It may also include failure to provide information and questionable technical or management approaches.

Weakness: Aspect of or omission from an Offeror's proposal that includes ambiguities and conflicts within the Proposal, lack of complete descriptions, errors in interpretation, omissions of essential information, inadequate information that prevent the evaluators from knowing the intent of the Proposal.

Strengths: Elements of the Proposal that meet or exceed the outcomes identified and may provide additional benefits beyond what is specified.

D. Technical Proposal Criteria:

- Name of firm, address, telephone number, fax number, primary contact with email address and website address.
- List of equipment to be used in servicing this contract.
- Is your organization a subsidiary, parent or affiliate of any other firm?
- Include a brief history and description of your company.
- Provide a minimum of three (3) references for clients to which you are providing similar service. List the names, email addresses and telephone numbers in order to contact the references provided.
- Discuss your ability to meet the outcomes and standards identified.
- Explain past performance of related experiences with regards to contracts of similar scale, scope and complexity.
- Describe the firm's approach to meeting the overall requirements and deliverables stated herein. Include a narrative describing how your company can meet the outcome of providing the most comprehensive floor mat solution.
- List any and all additional fees/charges your company has that are not reflected on the Proposal Form.

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Section IV – Contract Information

A. Contract Term

The awarded vendor shall provide service for a twelve (12) month period of July 1, 2019 through June 30, 2020, with an option to renew annually, in twelve month increments, for an additional thirty-six (36) months with proven quality, performance, and price if approved by PCSD and awarded vendor.

The Contract Agreement and Georgia Security and Immigration Compliance Documents must be completed by the contractor/supplier and returned with the proposal.

Contractor's full compliance with all applicable federal and state security and immigration laws, including the Georgia Security and Immigration Compliance Act as amended, O.C.G.A. 13-10-90, O.C.G.A. 13-10-91, and Georgia Department of Labor Rule 300-10-1 is a condition to the contract. ***Contractor is required to affirm compliance by completing and returning the Georgia Security and Immigration Compliance Documents with Contractor's proposal. Award will not be granted until these forms are completed and in the possession of the PCSD Procurement Department.***

B. Termination for Cause/Convenience

If the Contractor fails to fulfill its obligations under this contract properly and on time, or otherwise violates any provision of the contract, PCSD may terminate the contract by 30-day written notice to the Contractor. PCSD can affirmatively collect damages which may result from the Contractor's breach.

PCSD may terminate all or any part of the Contract for the convenience of the PCSD with 30-day written notice. The contract shall terminate immediately at such time as appropriated and otherwise un-obligated funds are no longer available to satisfy the obligations of the PCSD under the contract. The determination of the occurrence of such unavailability of funds shall be made by the PCSD in its sole discretion and shall be conclusive.

C. Disputes

Except as otherwise provided in these contractual documents, any claim, dispute, or other matter in question shall be referred to the Procurement Administrator, who shall decide the issue and provide a written response to the Contractor. The decision of the Procurement Administrator shall be final and conclusive.

The Contract shall be governed by the laws of the State of Georgia and nothing in this contract shall be interpreted to preclude the parties seeking any and all remedies provided by law. All protests must be in writing and submitted to the Procurement Administrator.

D. Local Supplier/Contractor

The Board of Education finds that local suppliers and contractors support the economy of Paulding County, Georgia and therefore the School District by employing Paulding County residents, contributing time and resources to local efforts, and by paying taxes to local governments. Therefore, it is a policy of this District that consideration be given to local suppliers and contractors as set forth herein.

Whenever purchases are to be made using competitive quotes or proposals and the most competitive quote or proposal was submitted by a non-local supplier or contractor and an otherwise conforming quote or proposal was submitted by a local suppliers or contractor, as that term is defined herein, whose quote or proposal is within 2% or less of the most competitive quote or proposal, the District shall notify the local supplier or contractor on the business day following the opening of the quote or proposal of the most competitive quote or proposal and give the local supplier or contractor one business day to match the quote or proposal. Should the local supplier or contractor agree to match the quote or proposal, it will be considered by the Superintendent in making his recommendation to the Board of Education.

For the purposes of this policy “local” shall mean any individual, Georgia corporation, Georgia partnership, or other Georgia business entity who, at the time said individual or entity submits a quote or proposal to the District, and for a period of 90 days or more prior thereto, has its principal place of business, as determined by the District, in Paulding County, Georgia. The District shall consider all factors that it deems relevant in its determination of whether an individual or entity is local. These factors may include, but shall not be limited to, the following:

- Whether the individual or entity holds a business license in Paulding County, Georgia;
- Whether the individual or entity has an office in Paulding County, Georgia;
- Whether the individual(s) owner is a resident of Paulding County, Georgia;
- Whether the owner or owners of an entity are residents of Paulding County, Georgia.

E. Billing and Payment

Specific to PCSD, unless otherwise instructed, the preferred method of payment processes is through the issuance of Purchase Orders. Invoices must be submitted to the Accounts Payable Department, 3236 Atlanta Highway, Dallas, Georgia, 30132 or assountspayable@paulding.k12.ga.us. Purchase order numbers or contract numbers must appear on the invoice.

Section V – Other

A. Assignment

By the submission of this proposal, the bidder agrees not to assign the contract or purchase order to others unless specifically authorized in writing by the Procurement Administrator.

B. Back Orders

Back orders may be made only when specifically authorized to do so by the Procurement Administrator. The necessity to back order may be deemed a breach of contract.

C. Security

Contractor must check in with the office to notify the school when/if work is being performed during school hours. This is to be done for every day Contractor is on site. Failure to do so may void contract.

The Contractor will remove, or cause to be removed, any workman or workmen that the PCSD deems unsuitable. Contractor has sole responsibility for suitability of all his employees, including background screening and employment verification status (I-9).

D. Background Screening

Owner may require contractors to perform background screening on any employee or subcontractor that will be working on the District's property (delivery personnel included). If required, a comprehensive criminal history background screening shall to include both GCIC and NCIC is required on each applicant assigned to PCSD. Minimum findings that warrant exclusion include:

- Any felony conviction
- Any drug conviction
- Any crime against children
- Any sex-related conviction

When background screening is required, screening results must be provided to the PCSD Procurement Department upon request by the PCSD.

Please note: It is preferred that all necessary screening be completed prior to employee beginning work. If business demands warrant assignment before the screening is completed, then it is acceptable for employee to begin assignment as long as the background screening is in progress and the application for employment does not list offenses of any type. PCSD must be informed of any employee assigned without completed background screening and the results must be on file within 30 days.

E. Non-Discrimination

The contractor, by the submission of a proposal or the acceptance of an order or contractor, does agree in providing the goods and services covered under the proposal or contract not to discriminate in any way against any person or persons or refuse employment of any person or persons on account of race, color, religion, age, disability, national origin, sex, or any other legally protected status.

F. PCSD Non-Discrimination

PCSD does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or any legally protected status in any of its employment practices, education programs, services, or activities.

G. Drug-Free Workplace

By submission of a proposal, the bidder certifies that he/she will not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or drug during the performance of the contract and that a drug-free workplace will be provided for the contractor's employees during the performance of the contract. The bidder also certifies that he will secure from any subcontractor who works on the contract, written certification of the same drug free workplace requirements. False certification or violation by failing to carry out requirements may cause suspension, termination of contract, or debarment of such bidder.

H. Certification of Non-Collusion

By submitting a proposal, the bidder certifies "that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. That collusive bidding is understood to be a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards."

I. Authorized Official

It is agreed that all conditions of the proposal shall be abided and that the person signing this proposal is authorized to sign the proposal for the bidder.

J. Debarment and Suspension Status

By providing a signed response to this solicitation, the Contractor certifies that the Contractor and/or any of its subcontractors (if applicable) have not been debarred, suspended, or declared ineligible by any agency of the State of Georgia or as defined in the Federal Acquisition Regulation (FAR) 48 C.F.R. Ch. 1 Subpart 9.4. Supplier will immediately notify PCSD in writing if supplier is debarred by the State of Georgia or placed on a Consolidated List of Debarred, Suspended, and Ineligible Contractors by a federal entity.

C.F.R. Section 180.300 requires that when the School District enters into a covered transaction with an entity at a lower tier, the School District must verify that the entity is not suspended, debarred or otherwise excluded. "Covered transactions" include those procurement contracts for goods and services awarded under a grant or cooperative agreement that are expected to equal or exceed \$25,000. Furthermore, grantees and sub-grantees must not make any award or permit any award at any tier to any party which is debarred or suspended or is otherwise excluded. By signing this contract, you are affirming that neither you, the Supplier, nor any principal of the Supplier are at the date of your signature suspended, debarred or otherwise excluded.

K. Special Terms and Conditions

Should these general terms and conditions be in conflict with the any attached Special Terms and Conditions; the Special Terms, Conditions or Specifications will control.

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Section VI – Special Terms, Conditions and Additional Information

1.0 Proposal Certification

PCSD has determined that the use of competitive sealed bidding will not be practical or advantageous to the school system in completing the acquisition of the services and/or commodities described herein. Competitive sealed proposals will be submitted in response to this RFP in the same manner as competitive sealed bids. All proposals submitted pursuant to this request shall be made in accordance with the instructions and specifications set forth herein.

2.0 Scope of Procurement

Perform throughout the entire facility, general cleaning services to include but is not limited to:

- Empty waste receptacles and replace liners as needed
- Sweep floors and baseboards
- Vacuum carpets
- Dust mop and wet mop floors
- Trash removal
- Clean and sanitize: counters, desks, doorknobs, light switches and sinks
- Graffiti removal
- Hard floor buffing
- Scrub, strip and seal work
- Replenish ALL paper towel, toilet paper, and hand soap dispensers, including instructional areas
- Clean walls and partitions and all other contiguous surfaces
- Dust and wash columns, doors, and door frames
- Vacuum upholstered furniture and full rug areas
- Spot clean carpets
- Wash windows
- Clean ceiling areas, overhead pipes, wall fans, pictures, plaques, wall or ceiling diffusers, file cabinets, bookcases, etc.
- Scrub and foam restrooms
- Use District's GenEon Trio RX Mister/Fogger, as needed
- Trash pickup and removal from grounds area
- Cleaning of bleachers (inside and outside along with cleaning behind them too), indoor basketball goals, dusting of gym ventilation duct (supply and return), walls, panel boards and light fixtures.
- Hot water extraction of carpets
- Use of various ladder types and heights up to 12' conforming to all OSHA required regulations

- Use of telescopic dusting poles in conjunction with ladders to reach elevated areas
- 2.1 **PCSD reserves the right to remove consumables from the scope of this RFP. In addition, PCSD reserves the right to add or remove up to 15% of the cleanable square footage in the Financial Proposal Section from the scope of this RFP.**
- 2.2 The Contractor will be responsible for supplying cleaning tools and equipment, floor finishing equipment, cleaning products, and consumables (including trash can liners, hand soap, toilet tissue, and paper towels). The intent of the outlined specifications is that the schools be kept neat and clean at all times. The specifications should, therefore, be referred to as a guide for, rather than a limitation to, the Contractor to maintain the cleanliness of the schools. **The Contractor will provide a cleaning schedule with an itemized list of services provided.**
- 2.3 To ensure satisfactory quality, the District must approve all consumables (including trash can liners, hand soap, toilet tissue and paper towels) used by the Contractor throughout the term of the Contract. Contractor must ensure that an adequate level of consumables is maintained at each facility. Contractor should provide an overview of their process for maintaining an adequate level and their process for the timely replenishment of consumables. All proposed products must be environmentally friendly and safe for all standard sewer and septic systems.
- 2.4 If awarded Bidder chooses to replace existing hand, paper towel, and soap dispensers to a brand of their choice, any newly installed dispensers must be ‘generic’ dispensers that will accommodate a wide variety of cleaning chemicals/paper products.
- 2.5 With the exception of the School Nutrition Program, the Contractor will be responsible for supplying all cleaning tools, floor finishing equipment, cleaning products, trash can liners, hand soap, toilet tissue, and paper towels.

3.0 Scope of Services

- 3.1 The Contractor will provide all necessary labor, materials, and equipment to perform said services as described in section 2.0 and the following specifications.
- 3.2 It is the intent of these specifications to describe janitorial service requirements for PCSD. The primary objective in maintaining clean conditions is to provide a safe, healthy, and pleasant learning and work environment. This environment must be maintained throughout the building and immediate grounds, in all variations of weather and occupancy. The scope of services includes, but is not limited to, inspecting, surface cleaning, deep cleaning, and reporting. Items such as restrooms, sinks, walls, carpet, windows, vents, doors, furniture and fixtures must be properly and thoroughly cleaned.
- 3.3 Any deviation from the specifications must be clearly identified in a letter accompanying the proposal. The furnishing of cuts, catalogs, or printed descriptions will not relieve the Bidder of this requirement. The District shall determine in its sole discretion whether substitution or modifications of the requested specifications are

comparable to those contained within the RFP. If the District determines that the modifications or deviations from the specifications are not in compliance, it may reject the proposal.

4.0 Personnel

- 4.1 The Bidder shall provide hourly pay rates (or pay rate ranges) and a list of benefits offered to employees.
- 4.2 The awarded Contractor will be required to provide an adequate staff of experienced personnel, capable of and devoted to the successful accomplishment of the work to be performed under this contract. The Contractor shall perform the services set forth in this Contract at time periods as approved by the District's designee. Safety of student and staff and unimpeded delivery of the instructional programs will determine the authorized work periods.
- 4.3 All employees assigned to the District must meet the following requirements. They must be:
- At least 18 years of age
 - U.S. citizen or authorized to work in the U.S.
 - Completion of criminal background and history reports and results in compliance with state laws and allow District access to results as needed
 - Able to read, write, and speak English fluently, and to use courteous language
 - Able to inspect, see, and report maintenance needs to the Project Manager/Supervisor and/or to the building principal
 - Able to interact positively and appropriately with students, school employees, and the public. This shall especially apply to the lead custodians.
 - Able to productively work with minimal supervision
 - Competent persons who are well trained in the area of work assigned
 - Alcohol and drug free when arriving for and while on duty. Contractor's employees are prohibited from the manufacturing of, being in possession of; using, distributing, or dispensing of any controlled substance, including alcohol and tobacco while on school grounds
 - Punctual
 - Well-groomed and in uniform (provided by the contractor with the Company's name clearly visible on the front of the uniform)

Note: English may be the employee's first or second language. Because of the need to communicate with English speaking students, staff, vendors, and community members, all employees must be able to read, write, and speak conversational English.

- 4.4 All employees of the Contractor are to present themselves in an appropriate manner and in attire consistent with the District's policies and administrative guidelines. The District reserves the right to seek removal of a contract employee whose moral conduct, behavior, health habits, or appearance are unsatisfactory. In addition, the District reserves the right to request that the Contractor remove any employee from the District

Contract for unsatisfactory performance. If the District's designee notifies the Contractor in writing that any of the Contractor's employees assigned to the District are incompetent, disorderly, or otherwise unsatisfactory, the Contractor will remove such employee within one (1) shift and will not again assign that employee to work in the District schools/buildings without the written consent of the District's designee.

4.5 **PLEASE NOTE, 4.5 IS FOR MODEL 1 ONLY**

Day Porters – Please provide us how many Day Porters, based on student enrollment and square footage, will be provided for each school, with a minimum of one (1) full time Day Porter in each school.

Job Responsibilities & Essential Functions include but not limited to the following:

- Open the building in the morning and secure the building at the end of the day as directed by the building Principal. This includes turning on and off lights, unlocking doors and arming/disarming the security system.
- Inspect the building to ensure all areas have been cleaned and are ready to receive students and staff.
- Report any damage or signs of entrance or vandalism or items that will require a work order from maintenance staff.
- Prepare the cafeteria for breakfast, including making sure tables are cleaned and trash cans are in place.
- Maintain clean restrooms throughout the day. This includes sweeping, cleaning toilets and urinals, cleaning sinks, counter tops and mirrors, emptying trash, clearing minor toilet clogs and sinks, as needed.
- Cleaning tables, sweeping floors and cleaning up spills during and after lunch. Dust mop halls and clean entrance mats after children are in the classrooms.
- Clean windows in entry way and throughout the building as needed.
- Clean and sanitize water fountains on a regular basis throughout the day.
- Set up and break down for any special events that may take place in the mornings and afternoons.
- Receive and unload any deliveries to the school.
- Be familiar with emergency procedures in the building including locations of fire alarms, fuse boxes, breaker boxes, etc.
- Cleaning up after sick students and staff.
- Assist with any special tasks that may arise as directed by the building Principal.
- Place ice melt

4.6 At no time shall the Contractor's personnel do any of the following:

- Allow custodial closets to be open and unattended, if staff and students present.
- Allow products or equipment to be unattended if staff and students present.
- Congregate or have food/drink in unauthorized areas

- Disturb papers on desks, open drawers or cabinets, use telephones or computers or tamper with personal property owned by the District, staff or students, which has not been allowed for their use
 - Leave lights on or doors open in unattended sections of the facility
 - Play radios, or other similar devices, at a volume that is audible in other areas of the building if staff and students present.
 - Smoke or use any tobacco products on District property
 - Attempt to gain access to student records, access/remove records of other confidential information
 - Access computers or other technology for personal use
 - No building modifications requires without prior approval from the District.
- 4.7 The Contractor is required to inform the building principal and the District designee or his designee when there will be a change of employees for absence purposes. Contractors will be responsible for their employees to follow sign in/out procedures at each location.
- 4.8 The District reserves the right to perform independent background checks on all of the Contractor's employees consistent with applicable laws.
- 4.9 **It is the Contractor's responsibility to maintain the standard of cleanliness specified in the Contract and to provide sufficient personnel to ensure that the requirements are met and that each building is effectively cleaned on a daily basis.**

5.0 Extra-Curricular, After School and Weekend Activities

- 5.1 The Contractor will be responsible for assisting with extracurricular activity needs, sporting events, or rental agreements that occur at school sites. At the middle and high schools these events are numerous and may occur after school hours.

The Contractor must provide, at a minimum, the following amount of after-hours support per year, per location. After hours support in excess of the minimum below must be billed directly to each school or location.

- | | |
|----------------------|--------------------|
| ○ High Schools | 150 hours per year |
| ○ Middle Schools | 50 hours per year |
| ○ Elementary Schools | 50 hours per year |

- 5.2 Scheduled use of the buildings on the weekend may occur. This is relatively common for the high school sites. The Contractor may be responsible to open and prepare the buildings for scheduled use on a Saturday or Sunday. These scheduled events may be related to District rental agreements or administrative and staff needs.
- 5.3 Periodic special events will require the Contractor to modify the cleaning schedule to accomplish setup and breakdown of those special events (i.e. parent teacher conferences, a play in the auditorium, home sports games, etc.). The Contractor may choose to schedule support clean up on the day after the event if the delaying of the cleanup does not detract or interfere with the overall look or environment of the school facility.

- 5.4 Hours of service for events that extend outside of the regular schedule must be invoiced by the Contractor separately from the monthly contract fee and will be mutually agreed upon prior to the event. Itemized bills should include the date of the service, hours worked, the employees who worked and the District designee who approved the service. Such billing must be submitted under separate invoice but at the same time as the base contract invoice for the month within which the service was provided.
- 5.5 The Contractor may invoice the District or individual school at the agreed upon rates for work beyond the scope of this section.

6.0 Scheduling

- 6.1 Bidders will submit proposed work schedules that will accommodate the daily, evening, and after school needs of the District.
- 6.2 The District reserves the right to change any and all of the work scheduled with advance notice to the Contractor.
- 6.3 Scheduled breaks and summer cleaning shall be coordinated with the District's designee. The schedule is to be developed with the goal of minimizing interference with any scheduled instructional activities or with contracted work being performed by others and shall be coordinated with the district's energy management designee.

7.0 General Provisions

7.1 Asbestos

Many of the District school facilities have recently been renovated, and therefore have had full asbestos abatement. However, some older schools may include some asbestos containing building materials. Some of the most common locations include old floor tile, old HVAC pipe wrap, some old ceiling tile, and some old glue holding boards to classroom walls.

Each school has, and the District's designee has, a copy of the District's asbestos management plan for each school. These are available for public inspection. All of the Contractor's employees assigned to the District should familiarize themselves with the various sources of asbestos in the school(s) to which they are assigned. Contractor shall have an asbestos training program for employees to complete within the first 60 days of employment.

7.2 Billing/Payments

Cleaning services are to be billed in equal monthly installments as agreed upon by both parties prior to signing of the Contract. Invoices must itemize charges of labor for each school. **Invoices shall be submitted to:**

Paulding County School District
Attn: Accounts Payable
3236 Atlanta Highway
Dallas, Georgia 30132

Payment will be made after Contractor's submittal of a proper invoice. Once approved check will be issued once per month. Payment will be made on a net 30 day basis unless early payment discount terms are offered and accepted.

Any work outside the scope of these specifications must be approved and assigned in advance by the District's designee. Invoices for additional work must include the date and time of the work, the name of the school/facility, the type of work performed, the number of hours worked, and the name of the authorized District person who approved the work to be performed. Invoices for additional work performed are to be sent to the established billing address along with the regular monthly invoice for processing but are not to be included on the regular monthly invoice.

7.3 Building Opening and Closing

The Contractor's employees may be asked to lock or unlock specific doors at the times specified by the District's designee. As needed, Contractor employees will be asked to assist with lock downs and fire drills.

The Contractor is responsible for the security of the building during the cleaning operation. The Contractor shall secure the building at the end of each shift and set the alarm (secure all doors, turn off all but designated lights, turn off ceiling fans, and secure all windows). Office, classroom, and other doors are to be unlocked or opened only during the time that cleaning is actually being done and all are to be relocked as soon as the service has been completed. For the safety of students and the public at large, storage and custodial closet doors are to be kept shut and locked when not in use, if students or staff present.

If the Contractor fails to properly secure any building, a non-compliance penalty as provided in the Deductions and Penalties section and Contractor Deductibles Table of this RFP shall be applied and shall be deducted from the next month's payment.

7.4 Communication with Principals

One of the Contractor's most important customers will be the building principals. To ensure customer satisfaction, the Contractor will be required to maintain regular, open communication with the building principals or administrators.

7.5 Emergency Contacts

Communication is critical when maintaining multiple school campuses. The Contractor will be responsible to provide the District's designee with an emergency contact person.

7.6 Energy Conservation

Every effort shall be made to conserve energy whenever possible throughout the cleaning schedule. Only areas in use shall have lights on and doors and windows shall remain closed whenever the heating or cooling systems are operating. **Contractor will work with the District's Energy Management Technician to meet District's energy savings goals.**

7.7 Equipment, Tools, and Cleaning Supplies

It will be the Contractor's responsibility to provide, in a timely manner, the appropriate equipment, tools and cleaning supplies necessary to fulfill the requirements of this contract.

7.8 Government Regulations and District Policies

The Contractor must have a complete working knowledge of, and must comply with, all of the following:

- Asbestos Hazard Emergency Response (AHERA) regulations
- Rules regarding working with lead-based paints
- All other applicable federal, state, and local laws, codes, and regulations

7.9 Hazardous Substances

The Contractor will ensure that any substances defined as hazardous by state or federal law will be properly labeled and delivered or used in a way that does not violate state or federal laws.

7.10 Property Damage

The Contractor shall inform the applicable principal and Director of Maintenance and Facilities or designee of any vandalism, evidence of attempts to force entry, and all other damages to any buildings. The Contractor's employees shall report, in writing, any items that require maintenance or repair that are discovered during the process of this Contract.

8.0 **Insurance Requirements**

The Contractor agrees that, prior to the beginning of any work by the Contractor or any Subcontractor, as the case may be; the Contractor will furnish, upon request, the following to the District.

- Workers Compensation Insurance Certificate: A certificate from insurance company showing a policy of Worker's Compensation Insurance in any amount which fully complies with the statutory requirements of the State of Georgia and which includes \$1,000,000 employer's liability or a certificate from Georgia Workmen's Compensation Board showing Contractor as being an approved self-insured.
- Commercial General Liability and Property Damage Insurance Certificate:

A policy of commercial general liability insurance written on a per occurrence basis with a combined single limit of at least \$1,000,000/2,000,000 bodily injury and property damage including coverage for contractual liability, personal injury, independent contractors, broad form property damage, products and completed operations. Personal Injury, including death – minimum limits of \$1,000,000 for each person and \$2,000,000 for each accident. Property Damage - minimum limits of \$1,000,000 for each accident and \$2,000,000 for aggregate of operations (annual).

- **Business Automobile Insurance:**

A policy of business automobile liability insurance written on a per occurrence basis with a single limit liability in the amount of \$1,000,000 bodily injury and property damage. Said policy shall include coverage for owned, non-owned, leased and hired vehicles

Note: The term “vehicles” includes all forms of motorized transportation, including but not limited to, golf carts, off highway/road vehicles, etc.

Disposition: Certificate of insurance must be sent to the District/Owner prior to commencement of work. See the following endorsement required on this certificate.

- The Contractor’s policies will be primary, non-contributory, and Occurrence based. The insurer shall waive all rights of subrogation and contribution it may have against the District/Owner, its officers, employees and agents, and their respective insurers. The policy shall name the District as an additional insured in accordance with standard ISO additional insured endorsement form (CG2010(1185) or equivalent language.

All insurance policies shall be with carriers licensed to do business in the State of Georgia and carry an AM Best rating of “A” or better.

9.0 Key and Alarm Codes

The District takes the security of students, staff and parents very seriously. Each instance of District-observed non-compliance with the standards outlined in Section 9.0 will result in a non-compliance penalty of five hundred dollars (\$500).

- 9.1 The District shall provide the Contractor with keys and alarm codes for each school. Keys and alarm codes must not be traded between or shared among employees. Previously assigned alarm codes must not be forwarded by the Contractor to new employees. Key box method shall be used to ensure a minimum number of district keys are leaving district property daily.
- 9.2 Notification to the District shall be immediate with the reassignment or termination of any individual who has been assigned an alarm code.
- 9.3 At no time shall copies be made of any keys issued. If additional copies are needed, the Contractor must obtain keys from the District.

- 9.3.a Key Replacement – There will be charge for the replacement of any lost or stolen key, unless a police report is provided noting property was stolen from the employee. (Reference District’s key replacement and related costs procedures).
- 9.3.b. Lost Keys – all lost building keys assigned to the Contractor or to any of the Contractor’s employees, (whether interior or exterior keys), must be reported to the District’s designee within 24 hours of discovery of the loss.
- 9.3.c. Re-Keying of Locks – If the District deems it necessary to re-key any locks due to inadequate key control/management by the Contractor, the cost will be deducted from the monthly payment. This includes the cost of door core replacement.
- 9.3.d. Security of Keys – The Contractor is prohibited from lending District building keys to anyone. The Contractor and its employees are also prohibited from leaving key rings in closets or lying on custodial carts, or otherwise out of their possession.
- 9.3.e. Termination of Contract - All keys assigned to a Contractor’s employee shall be returned to the District’s designee when his/her services in the assigned school ends. All keys shall be returned to the District’s designee at the termination of this Contract.

10.0 Licenses and Permits

The Contractor shall obtain at its own expense any necessary licenses and permits to provide the services specified in this Contract.

11.0 Performance Bond

The Contractor awarded the proposal will be required to furnish the District with a satisfactory performance bond. The purpose of the performance bond requirement is to secure the faithful performance of the RFP/Contract specifications and to financially protect the District against the cost to hire a different Contractor to fulfill the Contract requirements unfulfilled by the original Contractor.

12.0 Prices Quoted

- 12.1 The prices proposed by the Bidder shall include all fees, expenses, charges for labor, insurance, taxes, overhead, profit, and any other related costs.
- 12.2 All proposals must detail price guarantee periods and price escalators during the contract term. Please note, at a minimum, the prices proposed by the Contractor shall remain firm for the initial first year.

12.3 Outside of defined price escalators, if applicable, the District will not consider any price increases during the term of the Contract (including extensions), unless one or more of the following occur:

- The District requests a change in the scope of the project, the cost of which exceeds five percent (5%) of the total Contract price.
- When the District significantly increases the cleaning frequency requirements, or a federally mandated minimum wage increase is enacted during the term of this Contract.

If this occurs, the Contractor will have the option to negotiate the amount necessary to cover the increased payroll costs. Any requested increase must be justified by a copy of the current payroll identifying those employees who are below the new minimum wage standards and the amount required to enable them to meet the new minimum wage standards. The Contractor shall notify the District in writing at least 90 calendar days before any price increase is to start.

12.4 If the District closes a building during the term of this Contract, the Contract will be reduced by the amount proposed on the submittal form.

12.5 If the District reduces the scope of the work by more than 30,000 square feet district-wide during the Contract period, the Contract price shall be reduced proportionally. Additionally, the District reserves the right to negotiate reductions in frequency and or scope to reduce costs if it deems necessary. Such reductions shall be agreed upon by both parties.

12.6 Prices will not be the sole determinant for the award. As defined by the American Bar Association Model Procurement Code, Competitive Sealed Proposals (RFP) will be evaluated based upon criteria formulated around best value, which may include among other criteria: price, quality, performance references, financial information and the ability to successfully supply services or commodities. A contract will be awarded to the lowest responsive and responsible Bidder whose proposal meets the requirements, specifications and contract terms contained in the RFP.

12.7 If there is a discrepancy between the unit price bid and the extension, the unit price shall govern. Bidders shall not be allowed to take advantage of errors, omission or discrepancies in the specifications.

13.0 Quality Control Inspections

13.1 The Contractor's Project Manager/Supervisor, the District's Designee, and other personnel as deemed appropriate by the District's Designee will perform periodic inspections of each school to ensure:

- tasks are completed according to the approved cleaning standards and frequency requirements,
- that the quality of work is satisfactory, and
- the Contractor's compliance with other terms of the Contract.

- 13.2 In addition, an inspection of all schools will be conducted prior to each school year. This requirement is not intended to limit the Contractor's responsibility to inspect or control his own work, nor does it limit the District's right to inspect any building at any time. Inspections are to be conducted with the District's designee and other personnel as deemed appropriate by the District designee. The Contract Project Manager/Supervisor will use the required inspection forms or pre-printed forms mutually agreed upon between the District and the Contractor.
- 13.3 Upon completion of each inspection, the Contractor will provide a copy of the inspection form to the District administrator(s) present during the inspection before leaving the school. The District's Superintendent, the District's designee, and the principals may also periodically inspect the schools and may report any deficiencies and unsatisfactory performance to the Contractor. The Contractor will be granted a reasonable time to correct the deficiencies. Where it is necessary, in the opinion of the District's designee, to correct unsatisfactory performance to conduct school activities in a clean and safe environment, all costs incurred by the District to correct the deficiencies will be deducted from the monthly payment to the Contractor.

14.0 Record Keeping Requirements and Safety

- 14.1 The District shall maintain all required OSHA records. Should the Contractor have occasions to bring any new chemicals onsite, the Contractor must receive pre-approval by the District's designee and provide one copy of the Material Safety Data Sheets (MSDS) to the District's designee.
- 14.2 The Contractor shall be responsible for compliance with all applicable federal and state laws, codes, and regulations, including but not limited to OSHA and the Right-to-Know.

15.0 Deductions and Penalties

- 15.1 If one or more schools are closed for more than three consecutive work days for "Acts of God", building renovations, and/or a problem with the building, the District's designee may request that cleaning services be temporarily suspended in the applicable school(s). If this occurs, the District's bill for that month will be reduced by 1/20th for each day of work that cleaning services are cancelled in the applicable school(s). If any such service reductions can be reasonably anticipated by the District, the District's designee will provide as much lead time to the Contractor as possible.

If the District is assessed any fines for OSHA violations arising out of these Contract services and attributable to the Contractor, the Contractor shall reimburse the District for these fines by commensurately reducing the charges on the monthly invoice.

- 15.2 If the Contractor uses chemicals or methods that damage the District's property and/or health of staff and students, the Contractor shall pay for the property's replacement

and provide insurance coverage for health liabilities. This includes chemicals used for pest management. For damages to health or property that are shown to have been the result of Contractor negligence, a deduction in the amount of the damages will be made on the next month's invoice.

15.3 Please refer to section 9.0 for key and alarm code penalties.

REQUEST FOR PROPOSAL 19-190312 CUSTODIAL SERVICES

Appendix A – Proposal Format

Participants are required to submit their proposals in the following format:

- Technical Approach – Bidders are required to describe the procedures and methods that will meet the service requirements of this RFP.
- Project Management – Describe how the project will be organized and managed. Describe the resources necessary to accomplish the purpose of the project.
- Personnel – identify the individuals who will be part of the project team. Include any outside personnel such as subcontractors.
- Describe your experience, capabilities, equipment list, and other qualifications for this project.
- Include a current Financial Statement and references (include name of project, point of contact, phone number).
- FINANCIAL PROPOSALS SHOULD BE PROVIDED IN AN EXCEL FORMAT.

Cost Proposal

The cost proposal must be submitted in a separate, sealed envelope with the responder's name, the request for proposals number, and title of the request for proposal clearly identified on the outside of the envelope.

Responder's are required to submit their cost in the format provided:

The awarded service provider will be contracted for a twelve (12) month period – at the prices quoted for the line items listed above – for July 1, 2019 through June 30, 2020, with an option to renew annually, in twelve month increments, for an additional thirty-six (36) months with proven quality, performance, and price.

NIGP 5-digit Code Assignment:

48565 – Janitorial Equipment and Supplies (Not Otherwise Classified)
91039 – Janitorial and Custodial Services

REQUEST FOR PROPOSAL

19-190312 CUSTODIAL SERVICES

Minimum Cleaning Standards

The following standards have been adopted from the Association of Physical Plant Administrators (APPA)

ENTRANCES, LOBBIES, RECEPTION, FOYER – APPA Level 2	FREQUENCY
Tiled and linoleum floors will be dust mopped and damp mopped/washed	5 days per week
Doormats will be lifted and vacuumed both sides	5 days per week
Carpeted areas will be vacuumed and spot cleaned	5 days per week
Litter receptacles will be emptied and cleaned	5 days per week
Door glass and partition glass will be cleaned both sides	1 day per week
Door glass will be kept free (clean) of stains, marks, etc.	5 days per week
Entrance doorframes, side glass panels and top glass panels will be cleaned	1 day per week
Finger and other marks will be removed from wall to 2m high	1 day per week
Horizontal surfaces will be dusted	1 day per week
Stainless steel kick plates will be cleaned	1 day per week
Exterior garbage containers (within 5m) will be emptied and damp wiped	5 days per week

STAIRS AND LANDINGS – APPA Level 2	FREQUENCY
Stairs and landings will be swept and damp mopped/washed	5 days per week
Doors will be kept free of finger marks	5 days per week
Handrails will be dusted and damp wiped	2 days per week
Walls will be spot cleaned to 2m high	1 day per week
Stainless steel kick plates will be cleaned	1 day per week

CORRIDORS, HALLWAYS – APPA Level 2	FREQUENCY
Tiled and linoleum floors will be dust mopped and damp mopped	5 days per week

Carpeted floors will be vacuumed and spot cleaned	5 days per week
Horizontal surfaces will be dusted	1 day per week
Waste receptacles will be emptied and cleaned	5 days per week
Drinking fountains will be cleaned	5 days per week
Walls will be spot cleaned to 2m high	1 day per week
Tiled and linoleum floors will be sprayed and buffed	1 day per week
Door glass and partition glass will be completely cleaned both sides	1 day per month

ELEVATORS – APPA Level 1	FREQUENCY
Floors will be dust mopped and damp mopped/washed	5 days per week
Doors and wall will be kept free of marks	5 days per week
Glass ceiling panels will be cleaned	1 day per month
Stainless steel panels will be polished	1 day per week

LOUNGES, STAFF ROOM – APPA Level 2	FREQUENCY
Supplies will be replenished	5 days per week
Upholstered furniture will be vacuumed	1 day per week
Tables will be damp wiped	5 days per week
Wastebaskets and recycling bins will be emptied and cleaned	5 days per week
Walls will be spot cleaned to 2m high	1 day per week
Chairs will be damp wiped	1 day per week
Carpet will be vacuumed and spot cleaned	5 days per week
Stainless steel sinks and counters will be cleaned	5 days per week
OFFICES – APPA Level 2	FREQUENCY
Tiled and linoleum floors will be dust mopped and damp mopped	1 day per week
Carpets will be vacuumed and spot cleaned	1 day per week
Wastebaskets and recycling bins will be emptied and cleaned	5days per week
Furniture and horizontal ledges will be dusted	1 day per week
Finger marks will be removed from walls and partitions will be spot cleaned to a height of 2m	1 day per week

Telephones will be cleaned and disinfected	1 day per week
Horizontal and vertical blinds dusted	2 times per year
Horizontal and vertical blinds spray cleaned in the summer	1 time per year

WASHROOMS, SHOWERS, CHANGE ROOMS (I.E. LOCKER ROOMS, FIELDHOUSES, WEIGHTROOMS) – APPA Level 1	FREQUENCY
<p>To maintain the general health and wellbeing of students and staff, all areas should be checked on a regular basis throughout the day and addressed as needed.</p> <p>In particular, Contractor should provide specific details on how they will manage bathrooms facilities, including how they will maintain, monitor and react to bathroom cleanliness issues.</p>	
All fixtures will be cleaned, i.e. bowls, urinals, basins, mirrors, chrome surfaces and interface	5 days per week
Waste receptacles will be emptied and cleaned	5 days per week
All supplies will be replenished	5 days per week
Walls will be spot cleaned to a height of 2m	5 days per week
Walls will be washed floor to ceiling	1 day per month
Toilet partitions will be damp wiped	1 day per week
Floors will be swept and washed	5 days per week
Floor drains will be primed	1 day per week
Walls and toilet partitions will be kept free of graffiti	5 days per week
Floor drains will be cleaned and floor drain lids lifted and cleaned	1 day per month

LIBRARY – APPA Level 2	FREQUENCY
Carpets vacuumed throughout and spot cleaned	5 days per week
Tile and linoleum floors dust mopped and damp mopped	5 days per week
Wastebaskets and recycling bins will be emptied and cleaned	5 days per week
Desks, counters, sills, and ledges dusted	3 days per week
Doors, door glass and any partition glass cleaned	1 day per week
Lighting fixtures dusted	1 day per month
Walls, stairwells, railings, landings spot cleaned to 2m	1 day per week

CAFETERIA SEATING AND CIRCULATION AREAS – APPA Level 1	FREQUENCY
Floors will be swept and damp mopped/washed	5 days per week
Walls will be spot cleaned up to a height of 2m	5 days per week
Waste will be removed to outside container	5 days per week
Horizontal ledges will be wiped	1 day per week
Glass doors will be cleaned	5 days per week
Chairs, tables and table legs will be damp wiped	1 day per week
Waste containers will be cleaned – cleaning to include wiping of the outside and washing inside with disinfectant	1 day per week
Walk-off mats will be vacuumed	1 day per week
Remove gum from all surfaces	1 day per month

MEETING ROOMS, CONFERENCE ROOMS, MULTI PURPOSE ROOMS – APPA Level 2	FREQUENCY
Wastebaskets and recycling bins will be emptied and cleaned	5 days per week
Carpets vacuumed	5 days per week
Upholstered furniture vacuumed	1 day per week
Tables damp wiped (policed daily)	3 days per week
Walls spot cleaned to a height of 2m	1 day per week
Chairs damp wiped	1 day per week
MEETING ROOMS, CONFERENCE ROOMS, MULTI PURPOSE ROOMS – APPA Level 2	FREQUENCY
Carpets spot cleaned	5 days per week

CLASSROOMS, LECTURE THEATRES, GYMNASIUM – APPA Level 2	FREQUENCY
Carpets will be vacuumed and spot cleaned	5 days per week
Tiled, linoleum and hardwood floors will be dust mopped and damp mopped/washed	5 days per week
Wastebaskets and recycling bins will be emptied and cleaned	5 days per week

Desks, counters, sills, ledges, and computer monitors will be dusted	1 day per week
White boards will be cleaned	5 days per week
Floor grills will be cleaned	1 day per month
Door glass and partition glass will be cleaned both sides	1 day per month
Horizontal and vertical blinds will be dusted	2 times per year
Horizontal and vertical blinds will be spray cleaned in the summer	1 time per year

COMPUTER LABORATORIES – APPA Level 2	FREQUENCY
Carpets will be vacuumed and spot cleaned	5 days per week
Tiled and linoleum floors will be dust mopped and damp mopped/washed	5 days per week
Wastebaskets and recycling bins will be emptied and cleaned	5 days per week
Desks, counters, sills, ledges, and computer monitors will be dusted	1 day per week
White boards will be cleaned	5 days per week
Door glass and partition glass will be cleaned both sides	1 day per month
Horizontal and vertical blinds will be dusted	2 times per year
Horizontal and vertical blinds will be spray cleaned in the summer	1 time per year

SCIENCE LABORATORIES – APPA Level 2	FREQUENCY
Carpets will be vacuumed and spot cleaned	5 days per week
Tiled and linoleum floors will be dust mopped and damp mopped/washed	5 days per week
Wastebaskets and recycling bins will be emptied and cleaned	5 days per week
Desks, counters, sills, ledges will be dusted	1 day per week
White boards will be cleaned	5 days per week
Stainless steel sinks and counters will be cleaned	5 days per week
Eyewash stations will be cleaned	2 days per week
Door glass and partition glass will be cleaned both sides	1 day per month
Horizontal and vertical blinds will be dusted	2 times per year
Horizontal and vertical blinds will be spray cleaned in the summer	1 time per year

FIRST AID ROOMS – APPA Level 1	FREQUENCY
To maintain the general health and wellbeing of students and staff, all areas should be checked on a regular basis and addressed as needed.	
All fixtures will be completely cleaned, i.e. bowls, basins, mirrors and chrome surfaces	5 days per week
Waste receptacles will be emptied and cleaned as per medical waste disposal regulations	5 days per week
All supplies will be replenished	5 days per week
Walls will be spot cleaned to a height of 2m	5 days per week
Floors will be swept and damp mopped/washed with germicide	5 days per week
Floor drains will be primed	1 day per week
Floor drains will be cleaned	1 day per month
Sinks will be cleaned	5 days per week

GENERAL OFFICE SPACE – APPA Level 2	FREQUENCY
Tiled and linoleum floors will be dust mopped and damp mopped	2 days per week
Carpets will be vacuumed and spot cleaned	2 days per week
Wastebaskets and recycling bins will be emptied and cleaned	5 days per week
Furniture and horizontal ledges will be dusted	1 day per week
Finger marks will be removed from walls and partitions will be spot cleaned to a height of 2m	1 day per week
Telephones will be cleaned and disinfected	1 day per week
Horizontal and vertical blinds dusted	2 times per year
Horizontal and vertical blinds spray cleaned in the summer	1 time per year

OTHER AREAS – GENERAL CLEANING SERVICES – AREAS NOT SPECIFIED – APPA Level 2	FREQUENCY
Furniture will be spot cleaned	Weekly
Mops to be cleaned/launched to avoid odor	Weekly

Floor will be spray buffed	Monthly
Dust exterior doors and frames of lockers, partitions, and ledges	Weekly
Thoroughly clean all floor drains – flush with water and an enzyme product	Weekly
All linoleum floors will be swept with a treated dust mop; spillage will be removed	3 times per week
All carpets will be vacuumed and all stains removed	3 times per week
Finger marks will be removed from glass desks, table tops, door glass, and display cases	3 times per week
Finger marks and smudges will be removed from walls and other surfaces, where accessible	3 times per week
All graffiti shall be removed as it appears	Daily
Exterior sidewalk cleaning; all sidewalk extensions of buildings to be swept and kept clean 5m on either side of and perpendicular to entrance	Daily
All outside garbage receptacles at building entrance to be emptied	Daily
Clean and sanitize all waste receptacles, sinks, tables and countertops	Daily
Window ledges and tracks will be dusted and wiped	Monthly
All metal surfaces, including push plates and kick plates will be cleaned and polished	Monthly
Spot cleaning of ceramic tile grout	Monthly
Clean the exterior of all paper towel and soap dispensers	Monthly

PROJECT WORK	FREQUENCY
Wash all walls in entrances, hallways, and classrooms	1 time per year
Hard surfaces scrubbed and recoated (two coats)	2 times per year
Hard surfaces burnished	2 times per year
Hard surfaces stripped and refinished	1 time per year
Hard surfaces spray buffed	1 time per month
Wash walls in offices	1 time per year
Extraction clean all carpets	1 time per year
Vacuum clean all fabric furniture, wash all vinyl/plastic furniture	1 time per year
Wash all building outside perimeter windows	1 time per year

All interior glass unless otherwise specified	2 times per year
All supply, return and exhaust air diffuser grills will be vacuumed and washed	2 times per year
Clean and sanitize tables and chairs including tops and underneath surfaces, legs and arms, including removing gum, etc.	2 times per year
Service rooms: boiler, electrical, mechanical, and communications rooms to be dusted, swept, and/or vacuumed	1 time per year

Note: Not all areas will receive floor care at the frequencies noted and reductions may be made for low traffic areas and increased for high traffic areas.

APPA APPEARANCE LEVELS DEFINITIONS

Level 1 – Orderly Spotlessness

Floors and base moldings shine and/or are bright and clean; colors are fresh. There is no buildup in corners or along walls.

- All vertical and horizontal surfaces have a freshly cleaned or polished appearance and have no accumulation of dust, dirt, marks, streaks, smudges or fingerprints. Lights all work and fixtures are clean.
- Washroom and shower tile and fixtures gleam and are odor free. Supplies are adequate.
- Trash containers and pencil sharpeners are empty, clean and odor-free.

Level 2 – Ordinary Tidiness

- Floors and base moldings shine and/or are bright and clean. There is no buildup in corners or along walls, but there can be up to two days' worth of dirt, dust, stains or streaks.
- All vertical and horizontal surfaces are clean, but marks, dust, smudges, and fingerprints are noticeable with close observation. Lights all work and fixtures are clean.
- Washroom, shower fixtures, and tile gleam and are odor free. Supplies are adequate.
- Trash containers and pencil sharpeners are empty, clean and odor-free.

Level 3 – Casual Inattention

- Floors are swept clean, but upon observation dust, dirt and stains as well as a buildup of dirt, dust and/or floor finish in corners and along walls, can be seen. There are dull spots and/or matted carpet in walking lanes and streaks and splashes on base molding.
- All vertical and horizontal surfaces have obvious dust, dirt, smudges, fingerprints and mark.
- Lights all work and all fixtures are clean.
- Trash containers and pencil sharpeners hold only daily waste, are clean and odor-free.

Level 4 – Moderate Dinginess

- Floors are swept clean but are dull. Colors are dingy and there is a conspicuous buildup of dirt, dust and/or floor finish in corners and along walls. Base molding is dirty, stained, and streaked.
- There is a dull path and/or obviously matted carpet in walking lanes. Base molding is dull and dingy with streaks or splashes.
- All vertical and horizontal surfaces have conspicuous dust, dirt, smudges and fingerprints that will be difficult to remove. Lamp fixtures are dirty and some lamps (up to 5 percent) are burned out.
- Trash containers and pencil sharpeners have old trash and shavings. They are stained and marked. Trash containers smell sour.

Level 5—Unkempt Neglect

- Floors and carpets are dull, dirty, dingy, scuffed, or matted. There is a conspicuous buildup of old dirt or floor finish in corners and along walls. Base molding is dirty, stained, and streaked. Gum, stains, dirt, dust balls, and trash are broadcast.
- All vertical and horizontal surfaces have major accumulations of dust, dirt, smudges, and fingerprints, all of which will be difficult to remove. Lack of attention is obvious.
- Light fixtures are dirty, with dust balls and flies. Many lamps (more than 5 percent) are burned out.
- Trash containers and pencil sharpeners overflow. They are stained and marked. Trash containers smell sour.

FINANCIAL PROPOSALS

Model 1 (Excludes Light Maintenance)

Facilities		Cleanable SQF	Total Annual Consumables	Total Annual Cleaning Supplies	Total Annual Service	Total Annual Cost	Total Annual Cost per SQF
Abney	ES	108,160					
Allgood	ES	82,880					
Baggett	ES	72,390					
Burnt Hickory	ES	89,030					
Dallas	ES	55,998					
Dugan	ES	85,520					
Hiram	ES	97,470					
Hutchens	ES	92,550					
McGarity	ES	64,825					
Nebo	ES	82,920					
New GA	ES	42,390					
Northside	ES	70,880					
Panter	ES	64,580					
Poole	ES	70,690					
Ragsdale	ES	95,180					
Roberts	ES	54,450					
Russom	ES	87,440					
Shelton	ES	114,783					
Union	ES	43,570					
Austin	MS	107,745					
Dobbins	MS	80,070					
East Paulding	MS	99,350					
Jones	MS	91,590					
McClure	MS	125,970					
Moses	MS	81,200					
Ritch	MS	117,990					
Scoggins	MS	119,790					
South Paulding	MS	73,790					
East Paulding	HS	233,010					
Hiram	HS	221,720					
North Paulding	HS	220,221					
Paulding County	HS	221,190					
South Paulding	HS	218,540					
CO		25,530					
DWIC		44,859					
Maintenance		730					
NHLC		41,740					
Transportation		9,530					
Warehouse (Old)		460					
Other		2,500					
Totals		3,613,231					

Event Coverage per hour _____
 Emergency Cleanup per hour _____

Model 2 (Hybrid, Excludes Light Maintenance)

Facilities		Cleanable SQF	Total Annual Consumables	Total Annual Cleaning Supplies	Total Annual Service	Total Annual Cost	Total Annual Cost per SQF
Abney	ES	108,160					
Allgood	ES	82,880					
Baggett	ES	72,390					
Burnt Hickory	ES	89,030					
Dallas	ES	55,998					
Dugan	ES	85,520					
Hiram	ES	97,470					
Hutchens	ES	92,550					
McGarity	ES	64,825					
Nebo	ES	82,920					
New GA	ES	42,390					
Northside	ES	70,880					
Panter	ES	64,580					
Poole	ES	70,690					
Ragsdale	ES	95,180					
Roberts	ES	54,450					
Russom	ES	87,440					
Shelton	ES	114,783					
Union	ES	43,570					
Austin	MS	107,745					
Dobbins	MS	80,070					
East Paulding	MS	99,350					
Jones	MS	91,590					
McClure	MS	125,970					
Moses	MS	81,200					
Ritch	MS	117,990					
Scoggins	MS	119,790					
South Paulding	MS	73,790					
East Paulding	HS	233,010					
Hiram	HS	221,720					
North Paulding	HS	220,221					
Paulding County	HS	221,190					
South Paulding	HS	218,540					
CO		25,530					
DWIC		44,859					
Maintenance		730					
NHLC		41,740					
Transportation		9,530					
Warehouse (Old)		460					
Other		2,500					
Totals		3,613,231					

Event Coverage per hour _____
Emergency Cleanup per hour _____

Proposal and Invoice Format

All proposals and invoices should be bifurcated between services, cleaning supplies and paper products (consumables).

Price Escalations

All proposals must detail price guarantee periods and price escalators during the contract term.

RFP 19-190312 CUSTODIAL SERVICES

SERVICE LEVEL AGREEMENT

Contractor must provide plan for contractual service level agreements (SLA). The plan must address service level expectations, including penalty escalations for failure to maintain SLAs. Examples may include, but are not limited to:

- APPA guideline violations
- Satisfaction survey results
- Equipment maintenance
- Supply availability

RFP 19-190312 CUSTODIAL AND LIGHT MAINTENANCE SERVICES

Paulding County School District Locations Information

HIGH SCHOOLS, Grades 9 - 12				
East Paulding	3320 East Paulding Dr.	Dallas	30157	770.445.5100
Hiram	702 Virgie Ballentine Dr.	Hiram	30141	770.443.1182
North Paulding	300 North Paulding Dr.	Dallas	30132	770.443.9400
Paulding County	1297 Villa Rica Hwy.	Dallas	30157	770.443.8008
South Paulding	1364 Winn Rd.	Douglasville	30134	770.949.9221

MIDDLE SCHOOLS, Grades 6-8				
Austin	3490 Ridge Rd.	Douglasville	30134	770.942.0316
Dobbins	637 Williams Lake Rd.	Powder Springs	30127	770.443.4835
East Paulding	2945 Hiram-Acworth Hwy.	Dallas	30157	770.443.7000
Jones	100 Stadium Dr.	Dallas	30132	770.443.8024
McClure	315 Bob Grogan Dr.	Dallas	30135	770.505.3700
Moses	1066 Old County Farm Rd.	Dallas	30132	770.443.8727
Scoggins	1663 Mulberry Rock Rd.	Dallas	30157	770.456.4188
South Paulding	592 Nebo Rd.	Dallas	30157	770.445.9989
Ritch	60 Old Country Trail	Dallas	30157	770.443.1449

ELEMENTARY SCHOOLS, Grades K-5				
Abney	1186 Colbert Rd.	Dallas	30132	770-443-2756
Allgood	312 Hart Rd.	Dallas	30157	770.443.8070
Baggett	948 Williams Lake Rd.	Powder Springs	30127	678.460.1570
Burnt Hickory	80 North Paulding Dr.	Dallas	30132	678.363.0970
Dallas	520 Hardee St.	Dallas	30132	770.443.8018
Dugan	1362 Winn Rd.	Douglasville	30134	770.949.5261
Hiram	200 Seaboard Ave.	Hiram	30141	770.443.3392

Hutchens	586 Clonts Rd.	Douglasville	30134	678.838.2683
McGarity	262 Rakestraw Mill Rd.	Hiram	30141	770.445.9007
Nebo	2843 Nebo Rd.	Dallas	30157	770.443.8777
New Georgia	5800 Mulberry Rock Rd.	Villa Rica	30180	770.445.3597
Northside	2223 Cartersville Hwy.	Dallas	30132	770.443.7008
Panter	190 Panter School Rd.	Hiram	30141	770.443.4303
Poole	1002 Wayside Lane	Dallas	30132	770.505.5541
Ragsdale	528 Holly Springs Rd.	Rockmart	30153	770.443.2140
Ritch	140 Bethel Church Rd.	Hiram	30141	770.443.4269
Roberts	1833 Mt. Tabor Church Rd.	Dallas	30157	770.443.8060
Russom	44 Russom Elem. School Ln.	Dallas	30132	678.574.3480
Shelton	1531 Cedarcrest Rd.	Dallas	30132	770.443.4244
Union	206 Hwy. 101 South	Temple	30179	770.443.4191

AUXILIARY SUPPORT LOCATIONS				
Central Office	3236 Atlanta Hwy.	Dallas	30132	770.443.8000
Diane Wright Center	140 Bethel Church Rd.	Hiram	30141	770.443.4269
New Hope Education Center	4555 Dallas Acworth Rd.	Dallas	30132	770.445.2656
Maintenance	335 Academy Dr.	Dallas	30132	770.443.8044
Transportation Service Center	522 Hardee St.	Dallas	30132	770.443.8035
Central Warehouse	230 International Pkwy.	Dallas	30157	770.443.8050
Central Registration	522 Hardee St.	Dallas	30132	770.505.3623

REQUEST FOR PROPOSAL

19-190312 CUSTODIAL SERVICES

Appendix B – Required Forms

The following pages contain forms that must accompany the submittal packet. If you have any questions or need clarification, contact the Procurement Administrator at purchasing@paulding.k12.ga.us.

CERTIFICATE OF NON-DISCRIMINATION

In connection with the performance of work under this contract, the bidder agrees as follows:

The bidder agrees not to discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin or ancestry. The vendor shall take affirmative action to ensure employees are treated without regard to their race, creed, color, sex, national origin or ancestry. Such action shall include, but not be limited to the following: employment, upgrading, demotion, transfer, recruiting or recruitment, advertising, lay-off or termination, rates of pay or other compensation and selection for training, including apprenticeship.

In the event the bidder is not in compliance with this non-discrimination clause, the contract may be cancelled or terminated by PCSD. PCSD may declare the bidder, ineligible for further contracts with PCSD until satisfactory proof of intent to comply shall be made by the vendor.

The bidder agrees to include this non-discrimination clause in any sub-contracts connected with the performance of this agreement.

Signature: _____

Printed Name: _____

Date: _____

Company: _____

Address: _____

NON-COLLUSION AFFIDAVIT

The following affidavit is to accompany the proposal:

STATE OF _____

COUNTY OF _____

Owner, Partner or Officer of Firm

Company Name: _____

Address: _____

City, State and Zip: _____

Being of lawful age, being first duly sworn, on oath says, that he/she is the agent authorized by the contractor to submit the attached proposal. Affiant further states as contractor, that they have not been a party to any collusion among contractors in restraint or competition by agreement to proposal at a fixed price or to refrain from bidding; or with any office of the Owner or any of their employees as to quantity, quality or price in the prospective contract; or any discussion between contractors and any employee of the Owner concerning exchange of money or other things of value for special consideration in submitting a sealed proposal for:

FIRM NAME _____

SIGNATURE _____

TITLE _____

Subscribed and sworn to before me this _____ day of _____, 20____.

NOTARY PUBLIC

Notary Public

My Commission Expires

PROMPT PAY ACT AFFIDAVIT

THIS AFFIDAVIT IS TO ACCOMPANY THE PROPOSAL

GEORGIA PROMPT PAY ACT-The Georgia Prompt Pay Act was enacted by the General Assembly in 1994 and took effect January 1, 1995. This act requires Owners to pay contracts within 15 days of receipt of a pay request by the Owner or the Owner's representative. If payment is not made, the Owner shall pay the contractor 1% per month interest on the delayed payment. Additionally, the contractor must pay sub-contractors within 10 days of receipt of payment from the Owners.

This Act is Code Section 13-11-1 (Georgia Laws of 1994, p. 1398 par. 4).

FIRM NAME _____

SIGNATURE _____

TITLE _____

Subscribed and Sworn to before me this _____ day of _____ 20____.

NOTARY PUBLIC

Notary Public

My Commission Expires

19-190312 CUSTODIAL SERVICES

Vendor Application

Legal Business Name:		
Address:		
City:	State:	Zip:
Web Address:		
Federal ID Number or SSN (<i>W-9 Form Also Required</i>):		
Related Parties Disclosure: Are you a current employee of Paulding County School District (PCSD)? Yes _____ No _____		
Do you have immediate family members that are employed with PCSD? Yes _____ No _____ Name: _____ Relation: _____		
List additional immediate family members and relation here: _____		

General Contact Name:	Phone:	Fax:
General Contact Email Address:		
Purchase Order Contact Name:	Phone:	Fax:
Purchase Order Email Address (<i>Note: This address will be used to send Purchase Orders electronically</i>):		

Payment/Remittance Information

Business Name:				
Remittance Address:				
City:	State:		Zip:	
Accounts Receivable Contact Name:	Phone:		Fax:	
Accounts Receivable Email Address:				
Payment Terms	30 days: _____	60 days: _____	P-Card (optional): _____	Other: _____

Paulding County Invoicing Requirements:

<i>Unless otherwise noted, all invoices are to be sent to the Accounts Payable Department via USPS or Email.</i>	
USPS: Accounts Payable Paulding County School District 3236 Atlanta Highway Dallas, GA 30132	Email: accountspayable@paulding.k12.ga.us

Application Submittal:

USPS: Procurement Administrator Paulding County School District 3236 Atlanta Highway Dallas, GA 30132 Or Email: purchasing@paulding.k12.ga.us	Required Forms: The following forms are required to be submitted with this application. Failure to submit these forms will delay approval and entry into our supplier database. <ol style="list-style-type: none"> 1. A completed and signed IRS form W-9 (<i>Rev. December 2017</i>) 2. Applicable E-verify affidavit per the Georgia Security & Immigration Compliance Act as amended, O.C.G.A. 13-10-90 et.seq.
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Disclaimer: Receipt of this application by the District neither implies or guarantees any contract or obligation to purchase goods or services from applicant.

Representative Signature

Date

Representative Printed Name

19-190312 CUSTODIAL SERVICES

PROFESSIONAL REFERENCE SHEET
(School Systems preferred)

Company: _____ Contact: _____

Address: _____

City, State, Zip: _____

Telephone: _____ Fax: _____ E-Mail: _____

Company: _____ Contact: _____

Address: _____

City, State, Zip: _____

Telephone: _____ Fax: _____ E-Mail: _____

Company: _____ Contact: _____

Address: _____

City, State, Zip: _____

Telephone: _____ Fax: _____ E-Mail: _____

Company: _____ Contact: _____

Address: _____

City, State, Zip: _____

Telephone: _____ Fax: _____ E-Mail: _____

Company: _____ Contact: _____

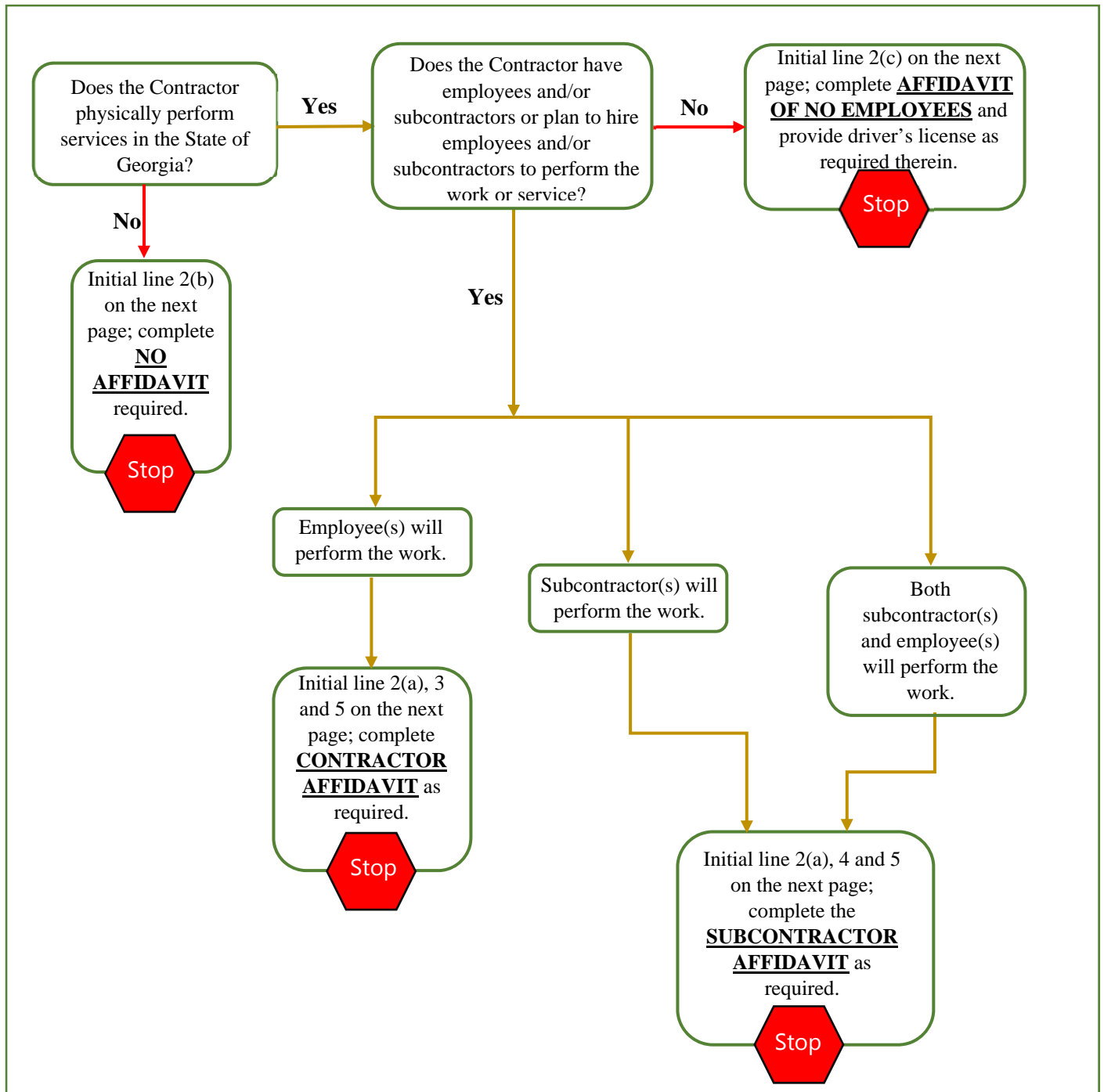
Address: _____

City, State, Zip: _____

Telephone: _____ Fax: _____ E-Mail: _____

Determine how to comply with the GA Security & Immigration Act

This section is related to the GA Security & Immigration Compliance Act, O.C.G.A. §13-10-90 et seq. The chart below may assist the vendor in determining whether these documents apply to your company for this project. If in doubt as to whether a document should be completed and submitted, it is recommended that the vendor submit the information.



**GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT, AS AMENDED BY THE ILLEGAL
IMMIGRATION REFORM ACT OF 2011, O.C.G.A. 13-10-90, ET AL.**

If you are providing physical performance of services to the Paulding County School District (PCSD), the applicable Georgia Security and Immigration Compliance documents found here must be completed, signed, notarized, and submitted with your bid or proposal.

1. The PCSD shall comply with the Georgia Security and Immigration Compliance Act, as amended, Act O.C.G.A. 13-10-90 et. seq.
2. In order to insure compliance with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603, and the Georgia Security and Immigration Compliance Act, as amended by the Illegal Immigration Reform Act of 2011, O.C.G.A. 13-10-90 et. seq., (collectively the “Act”), the Vendor (“Contractor”) **Must initial** the statement applicable to Contractor below:
 - (a) _____ (Initial here) Contractor warrants that, Contractor has registered at <https://e-verify.uscis.gov/enroll/> to verify information of all new employees in order to comply with the Act; is authorized to use and uses the federal authorization program; will continue to use the authorization program throughout the contract period; Contractor further warrants and agrees Contractor shall execute and return any and all affidavits required by the Act and the rules and regulations issued by the Georgia Department of labor as set forth at Rule 300-10-1-.01 et. seq.; **or**
 - (b) _____ (Initial here) Contractor represents and warrants that it does not physically perform any service within the State of Georgia pursuant to O.C.G.A. 13-10-90 et. al. and thus does not have to comply with the foregoing Georgia law
 - (c) _____ (Initial here) Contractor represents and warrants that it has no employees and does not intend to hire employees to perform contractual services and thus has provided a U.S. state-issued driver’s license or ID card in lieu of an affidavit, which license or ID card was issued by a State that verifies lawful immigration status before issuing the license or ID card. If my status changes I will, before hiring any employees, immediately notify the District in writing and provide all affidavits required (Complete the Affidavit of No Employees)
3. _____ (Initial here) Contractor will not employ or contract with any subcontractor in connection with a covered contract unless the subcontractor is registered, authorized to use, and uses the federal work authorization program; and provides Contractor with all affidavits required by the Act and the rules and regulations issued by the Georgia Department of Labor as set forth at Rule 300-10-1-.01 et. seq.
4. _____ (Initial here) Contract agrees that, if Contractor employs or contracts with any sub-contractor in connection with the covered contract under the Act and DOL Rule 300-10-1-.02, that Contractor will secure from each sub-contractor at the time of the contract the sub-contractor’s name and address, the employee-number applicable to the sub-contractor, the date the authorization to use the federal work authorization program was granted to sub-contractor; the subcontractor’s attestation of the subcontractor’s compliance with the Act and Georgia Department of Labor Rule 300-10-1-.2; and the subcontractor’s agreement not to contract with sub-subcontractors unless the sub-subcontractor is registered, authorized to use, and uses the federal work authorization program; and provides subcontractor with all affidavits required by the Act and the rules and regulations issued by the Georgia Department of Labor as set forth at Rule 300-10-1-.01 et. seq.
5. _____ (Initial here) Contractor agrees to provide the PCSD with all affidavits of compliance as required by O.C.G.A. 13-10-90 et. Seq, and Georgia Department of Labor Rule 300-10-1-.02, 300-10-1-.03, 300-10- 1-.07 and 300-10-1-.08 within five (5) business days of receipt.
6. _____ (Initial here) Vendor is a foreign company and therefore not required to provide the affidavit as required by O.C.G.A. §13-10-90 *et seq.* Vendor must comply with any other laws required to perform services in the United States, including but not limited to having an appropriate visa.

Company Name: _____

CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, and attests under oath that:

- (1) The individual, firm, or corporation ("Vendor") which is contracting with the Paulding County School District has registered with, is authorized to use, uses, and will continue throughout the contract term to use and participate in, a federal work authorization program [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91, as amended. As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Pilot Program" operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).
- (2) Vendor's correct user identification number and date of authorization is set forth herein below.
- (3) Vendor agrees that the Vendor will not employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the Paulding County School District, unless at the time of the contract said subcontractor:
 - (a) is registered with and participates in the federal work authorization program;
 - (b) provides Vendor with a duly executed, notarized affidavit with the same affirmations, agreements, and information as contained herein and in such form as required under applicable law; and
 - (c) agrees to provide Vendor with notice of receipt and a copy of every subcontractor Affidavit or other applicable verification procured by subcontractor at the time of contract with the subcontractor(s) within five (5) business days after receiving the said Affidavit or verification.

Vendor agrees to maintain records of such compliance and to provide notice of receipt and a copy of each such subcontractor Affidavit or other permissible verification to the Paulding County School District at the time the subcontractor(s) is retained to perform such service or within five (5) days after receiving the said Affidavit or verification, whichever first occurs.

- (4) Vendor further agrees to and shall provide Paulding County School District with copies of all other affidavits or other applicable verification received by Vendor (i.e.: subcontractor affidavits and all other lower tiered affidavits) within five (5) days of receipt.

EEV/Basic Pilot Program User Identification Number
(Note: Should be a 4 to 6-digit number)

Date of Authorization

If an applicable Federal work authorization program as described above is used, other than the EEV/Basic Pilot Program, please identify the program.

Company Name / Vendor Name

BY: Signature of Authorized Officer or Agent

Date

Title of Authorized Officer or Agent of Vendor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF, 20 ____

Notary Public

My Commission Expires

SUBCONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. 13-10-91, and attests under oath that:

- (1) The undersigned individual, firm or corporation ("Subcontractor") is engaged in the physical performance of services under a contract with _____ (*name of contractor*), which has a contract with the Paulding County School District.
- (2) Subcontractor has registered with, is authorized to use, uses, and will continue throughout the contract term to use and participate in, a federal work authorization program [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91. As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Pilot Program" operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).
- (3) Subcontractor's correct user identification number and date of authorization is set forth herein below.
- (4) Subcontractor agrees that the Subcontractor will not employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this subcontract or the contract with the Paulding County School District, unless said subcontractor:
 - (a) is registered with and participates in the federal work authorization program;
 - (b) provides Subcontractor with a duly executed, notarized affidavit with the same affirmations, agreements, and information as contained herein and in such form as required under applicable law; and
 - (c) agrees to provide Subcontractor with notice of receipt and a copy of every subcontractor Affidavit or other permissible verification procured by subcontractor at the time the subcontractor(s) is retained to perform such service or within five (5) days after receiving the said Affidavit or verification, whichever first occurs.
- (5) Subcontractor agrees to maintain records of such compliance and to provide notice of receipt and a copy of each such subcontractor Affidavit or other applicable verification to the Vendor at the time the subcontractor(s) is retained to perform such service or within five (5) days after receiving the said Affidavit or verification, whichever first occurs.

EEV/Basic Pilot Program User Identification Number

(Note: Should be a 4 to 6-digit number)

Date of Authorization

If an applicable Federal work authorization program as described above is used, other than the EEV/Basic Pilot Program, please identify the program.

Company Name / Sub-contractor Name

BY: Signature of Authorized Officer or Agent (of Subcontractor)

Date

Title of Authorized Officer or Agent of Subcontractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF _____, 20____

Notary Public

My Commission Expires

AFFIDAVIT OF NO EMPLOYEES

The undersigned, in connection with a proposed contract or subcontract with the Paulding County School District for the physical performance of service in the State of Georgia (the "Contract"), hereby affirms and certifies under penalties of perjury that:

- (1) I am a sole proprietor.
- (2) I do not employ any other persons.
- (3) I do not intend to hire any employees to perform the Contract.
- (4) A true, correct and complete copy of my driver's license is attached hereto.
- (5) If at any time hereafter I determine that I will need to hire employees to satisfy or complete the physical performance of services under the Contract then before hiring any employees, I will:
 - (a) immediately notify the School District in writing; and
 - (b) register with, participate in and use, a federal work authorization program operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91, as amended; and
 - (c) Provide the School District with all affidavits required by O.C.G.A. § 13-10-90 *et seq.* and Georgia Department of Labor Rule 300-10-1-.02, 300-10-1-.03, 300-10-1-.07 and 300-10-1-.08.

Print Company Name / Name of Sole Proprietor

BY: Signature of Authorized Officer/Agent

Date

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF _____, 20____

Notary Public

My Commission Expires

[Attach a copy of driver's license]

REQUEST FOR PROPOSAL

19-190312 CUSTODIAL SERVICES

Appendix C – Calendars

The following pages contain the 2018-2019 School Calendar and 2018-2019 Professional Calendar.



Paulding County School District/School Calendar
July 2018 – June 2019

July

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

4 - Independence Day
25-31 - Pre-Planning
27 - District Professional Learning
30 - Open House

January

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1 - Holiday Break
2 - Teacher Workday
21 - Martin Luther King Day

August

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1 - First Day of School

February

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

6 - Two Hour Early Release
18 - President's Day
19-22 - Winter Break

September

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

3 - Labor Day
12 - Two Hour Early Release
24-28 - Fall Break

March

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

25-29 Parent Conferences

October

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

15-19 - Parent Conferences

April

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1-5 - Spring Break

November

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

6 - District Professional Learning
11 - Veterans Day
19-23 - Thanksgiving Break

May

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

24 - Last Day of School
24 - Two Hour Early Release
24-25 - Graduation Ceremonies
27 - Memorial Day
28-30 - Post Planning

December

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

5 - Two Hour Early Release
25 - Christmas
20-31 - Holiday Break
31 - New Year's Eve

June

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- Holiday/Schools Closed
- Conferences (ALL Levels) Students Dismissed 1 Hour Early
- Teacher Workday/Student Holiday
- Early Release/All Students Dismissed 2 Hours Early
- *Days marked with an asterisk may be used as inclement weather make-up days

Approved 071216 Revised 031318 (Updated 041018)



Paulding County School District/Professional Calendar
July 2018 – June 2019

July

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

18-19 Admin Pre-planning
24 - New Teacher Orientation
25-31 – Pre-Planning
27- District Professional Learning
30 - Open House (ES 2-6; MS and HS 4-8)

January

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1 – Holiday Break
2 – Teacher Workday
2 – Posting Window Closes
3 – 1st Day Second Semester
4 – Grade Reports Issued
21 - Martin Luther King Day (20 days)

August

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1 – First Day of School
27 – Posting Window Opens
31 – Progress Reports Issued (23 days)

February

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

4 – Posting Window Opens
6- Two Hour Early Release
8 – Progress Reports Issued
18 - President's Day
19-22 – Winter Break (15 days)

September

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

3 - Labor Day Holiday
12- Two Hour Early Release
24-28 – Fall Break (14 days)

March

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

11 – Posting Window Opens
15 – End 3rd 9 Weeks (46 days)
20 – Posting Window Closes
29 – Grade Reports Issued
25-29 Parent Conferences (21 days)

October

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1 – Posting Window Opens
5 – End 1st 9 weeks (42 days)
10 – Posting Window Closes
15-19 – Parent Conferences
19 – Grade Reports Issued (23 days)

April

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1-5 – Spring Break
15 – Posting Window Opens
19 – Progress Reports Issued (17 days)

November

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

5 – Posting Window Opens
6 – District Professional Learning
9 – Progress Reports Issued
19-23 - Thanksgiving Break (16 days)

May

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

13 – Posting Window Opens
24 – End 4th 9 Weeks (45 days)
24- Last Day of School
24 – Last Day 2nd Sem (91 days)
24- Two Hour Early Release
24-25 – Graduation Ceremonies
28-30 – Post Planning (18 days)
31 – Grade Reports Issued

December

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

5 – Two Hour Early Release
10 – Posting Window Opens
19 – End 2nd 9 Weeks (47 days)
19 – End 1st Semester (89 days)
20-31 – Holiday Break (13 days)

June

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

■ Holiday/Schools Closed ■ Conferences (ALL Levels) Students Dismissed 1 Hour Early
■ Teacher Workday/Student Holiday ■ Early Release/All Students Dismissed 2 Hours Early
 *Days marked with an asterisk may be used as inclement weather make-up days

Approved 071216 * Revised Approved 03132018 Last Edited 4302018