



Muscogee County School District
Columbus, Georgia

REQUEST FOR PROPOSAL
For
Custodial Services for
Muscogee County School District
Elementary Schools

RFP NUMBER 21-016

For all questions about this RFP contact:

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RELEASED ON:

February 19, 2021

DUE ON:

March 17, 2021 @ 1:00 P.M. Eastern Standard Time

(MANDATORY PRE-PROPOSAL MEETING: 03/3/2021 @ 2:00 p.m. EST)

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PROPOSAL CHECKLIST

This standardized checklist has been provided to assist the vendor with the submission of their Proposal package. This checklist cannot be construed as identifying all required submittal documents for this project. Vendors remain responsible for reading the entire Proposal document to ensure that they are in compliance. Proposals may be considered subject to rejection if, in the sole opinion of the District, there is a serious omission, unauthorized alteration of form, an unauthorized alternate Proposal, incomplete or unbalanced unit price, or irregularities of any kind.

- Proposal Signature and Certification Form – all information completed and signed
- Financial Form – signed
- Federal Work Authorization Contractor Affidavit (if awarded)
- Federal Work Authorization Subcontractor Affidavit (if awarded)
- Exceptions or Deviations to Specifications – signed and/or information completed
- Disclosure of Subcontractors, Subconsultants, and Suppliers – signed and/or information completed
- Reference Request Form – list three (3) references of similar size and scope
- W-9 – completed and signed (if not a District registered vendor)
- Sample Contract – provide a sample contract intended to use if awarded the contract
- Copy of Business License
- Copy of Required/Applicable Licenses or Certifications per Specifications
- Required Number of Copies of the Proposal.

1.0 INTRODUCTION

1.1 Objective – Purpose of Procurement

- A. The objective of this Request for Proposal (RFP) is to procure custodial services for several elementary schools of the Muscogee County School District (MCSD).

The MCSD is seeking one vendor to provide the best-proposed solution for creating a custodial services program for elementary schools of MCSD to allow for maximum operational efficiencies and provide a consistent high level of quality service and cleanliness at the price with the best benefit to MCSD.

Through this competitive process, the MCSD will establish a single vendor award to provide custodial services in compliance with the Association of Physical Plant Administrators (APPA) Level 2 requirements.

In using this method for solicitation, we are requesting your best effort in seeking the greatest value for our requirements. To be eligible for consideration, sealed proposals shall be presented in accordance with the instructions of this solicitation and within the timeframe specified. It shall be the responsibility of the selected provider to meet all specifications and guidelines set forth herein, in addition to all applicable laws and regulations. Muscogee County School District (MCSD), at its discretion, determines the criteria and process whereby proposals are evaluated and awarded. No damages shall be recoverable by any challenger as a result of these determinations or decisions by Muscogee County School District (MCSD).

- B. The laws of the State of Georgia shall prevail concerning all purchases of products and services under this RFP and subsequent contract(s). Venue shall be in the court of competent jurisdiction in Columbus, Muscogee County, Georgia. Several Georgia statutes proscribe jurisdiction and venue for different types of cases that involve state agencies. Any provision that requires legal action that would require travel by MCSD employees likely violates the Constitutional provisions noted above.

- C. Scope of Work (See Appendix A)

1.2 Background

- A. The Muscogee County School District is the public school system serving the Columbus, GA area. There are currently 57 schools and alternative centers educating over 30,000 students. The Muscogee County School District is the area's second-largest employer-after neighboring Ft. Benning-with approximately 5,000 employees.
- B. The District currently uses an in-house and outsourced custodial staff to serve at campuses with a variety of fixed and portable structures ranging in size from 54,773 square feet to 209,863 square feet. Buildings range in age from 93 years old to newly built in 2018.

1.3 Schedule of Events

This Request for Proposal will be governed by the following schedule:

| | |
|---|---|
| <u>February 19, 2021</u> | Release of RFP |
| <u>February 25, 2021 at 2:00 p.m. EST</u> | Deadline for Written Questions |
| <u>March 1, 2021</u> | Answers to all Written Questions Posted on the MCSD Website |
| <u>March 3, 2021 at 2:00 p.m. EST</u> | MANDATORY Pre-Proposal Conference (via Zoom Meeting) Meeting ID: 856 9048 6336 Dial by your location 1 646 876 9923 US (New York) 1 301 715 8592 US (Washington DC) 1 312 626 6799 US (Chicago) 1 253 215 8782 US (Tacoma) 1 346 248 7799 US (Houston) 1 408 638 0968 US (San Jose) 1 669 900 6833 US (San Jose) |
| <u>March 17, 2021 at 1:00 p.m. EST</u> | Proposals Due |
| <u>April 19, 2021</u> | Contract Awarded (at Board Meeting) |
| <u>June 1, 2021</u> | Contractor Begins Work |

1.4 Restrictions on Communications with Staff

A. All questions about this RFP must be directed in writing to:

Aileen Arrighi, CPPB
Senior Buyer
Muscogee County School District
P.O. Box 2427
2960 Macon Road
Columbus, GA 31902
Office: 706-748-2352, Fax 478-223-0199
arrighi.aileen@muscogee.k12.ga.us

B. No other MCSD employee shall be contacted regarding this RFP. The school district reserves the right to reject the proposal of any proposer violating this provision. If any vendor finds discrepancies or omissions in this RFP or is in doubt as to the meaning of a particular

requirement, submit notifications and questions in writing or via e-mail for interpretation, correction, or clarification. Only written questions and written answers regarding this RFP shall be binding. Answers will be posted to the MCSD website after that date.

- C. Procedures for formal protests of RFPs are available at www.muscogee.k12.ga.us> Vendors > Additional Information.

1.5 Contract Term

- A. The initial contract term is for one year, from June 1, 2021 through May 31, 2022 with two additional one-year options to renew. Renewals shall be based on the fiscal year and shall depend upon funding, contractor performance, and agreement by both parties.
- B. In compliance with State of Georgia law, O.C.G.A. 20-2-506, the contract shall terminate absolutely and without further obligation at the close of the calendar year. The contract shall automatically renew, unless positive action is taken by the school system, and shall terminate at the end of the contract period.
- C. Georgia law at OCGA s 20-2-506 contains very specific provisions regarding the limited authority of school boards to enter into contracts whose terms could financially obligate future boards of education. Boilerplate or standard termination clauses, therefore, are often problematic for the MCSD. A board of education cannot unreasonably financially obligate a future board of education. The terms of the law will be summarized below, as a thorough discussion of the requirements is outside of the scope of this document. Under certain conditions, school systems may enter into multi-year lease, purchase, or lease-purchase contracts, and these contracts may be used to acquire construction project sites or buildings, or for other purposes. Each such contract must terminate at the end of the calendar year in which the contract was entered into, and at the end of each succeeding calendar year. The contract may provide that it shall be automatically renewed for each successive year unless the school system takes affirmative steps to terminate the contract. The contract must contain a clear statement of the school system's total financial obligation for the original and each succeeding calendar year. Except for guaranteed energy savings contracts, the total value of all such contracts for any calendar year may not exceed 7.5 percent of the total local revenue collected in the most recently completed fiscal year. Failure to comply with the specific requirements of the code section can make the contract void.

2.0 TERMS AND CONDITIONS

2.1 Muscogee County School District Reserves the Right to:

- A. Waive formalities and technicalities in any proposal.
- B. Reject any and/or all proposals wherein its judgment, it will be in the best interest of the school district.
- C. Accept the proposal that in its judgment will be in its best interest.
- D. At its option, award on an individual component or a lump sum basis.

- E. Award this contract to the vendor who in the school district's opinion is most responsive and responsible, and will perform in the best interest of the Muscogee County School District.
- F. Cancel or amend this RFP prior to the proposal due date. All amendments and additional information will be posted to the Muscogee County School District website at www.muscogee.k12.ga.us. Proposers are encouraged to check this website frequently.
- G. Determine whether or not a product is equal or equivalent to specifications.
- H. Retain proposals and all submitted documentation.

2.2 Proposal Period

- A. All proposals must be valid for at least 90 days after the proposal due date.
- B. A submitted proposal may be withdrawn prior to the due date by a written request to the Director of Purchasing. A request to withdraw a proposal must be signed by an authorized individual from the vendor's company.
- C. The cost for developing and delivering the proposal is the sole responsibility of the proposer.

2.3 Contract

- A. The proposer shall provide a sample contract which they intend to use if awarded the contract. After the award, the winning proposer shall be required to enter into discussions with the school district to resolve any contractual differences. Failure to resolve contractual differences may lead to the cancellation of the award. The District will prepare and negotiate a contract with the selected Provider and give consideration, to the extent possible, to Vendor's standard contract and agreement.
- B. The school district reserves the right to modify the contract to be consistent with the successful offer and to negotiate with the successful proposer other modifications, provided that no such modifications affect the evaluation criteria set forth herein, or give the successful proposer a competitive advantage.
- C. The contractor shall notify the Muscogee County School District in writing if sub-contractors will be used. The contractor shall list that part of the work the sub-contractor is to furnish or perform and assume complete responsibility for such subcontractor's portion.
- D. A form W-9 must accompany all contracts. All payments will be subject to backup withholdings of 28% if a correct W-9 is not provided. All contracts and invoices must reflect the official name as registered with the IRS.
- E. If you are an independent contractor, and are drawing retirement from the Georgia Teachers Retirement System (TRS), you must identify that in your proposal. If any of your employees are drawing retirement from the Georgia Teachers Retirement System, you must identify them and their duties, responsibilities, and relationships as they apply to the goods and

services your company will provide to the Muscogee County School District. MCSD will enter into this contract with your company and not with any individuals employed therewith. If you employ individuals who are Georgia TRS retirees, you are responsible for any and all penalties and interest assessed by TRS. You shall indemnify and hold harmless MCSD, its officers, officials, representatives, agents, and employees, from and against any and all claims.

2.4 Equal Opportunity Policy

Vendors shall abide by the school district's non-discrimination policy (DJED). The vendor/contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, handicap, or national origin. The vendor shall take appropriate action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, sex, handicap, or national origin. Such action shall include, but shall not be limited to the following: employment, upgrading, demotion, transfer, recruitment, layoff, termination, rates of pay or other forms of compensation, and training. It is the further policy of the Board to ensure equal opportunity for minority-owned businesses and minority professionals with regard to all work, services, and supplies purchased by the Board and all construction projects undertaken by the Board which are competitively bid by the Board.

2.5 Non- Collusion Certification

- A. The proposer shall certify that the price(s) and amounts of this proposal have been arrived at independently and without consultation, communication, or agreement with any other contractor, proposer, or potential proposer. Neither the price(s) nor the amount of this proposal, and neither the approximate price(s) nor the approximate amount of this proposal, have been disclosed to any other firm or person who is a proposer or potential proposer, and they will not be disclosed before contract award. No attempt has been made or will be made to induce any firm or person to refrain from submitting a proposal on this contract, or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal or another form of complementary proposal. The proposal is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposal.
- B. The proposer, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any government agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract. The proposer understands that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.

2.6 Debarment Certification

The proposer shall certify and swear that neither this vendor nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal or State department or agency.

2.7 Georgia Security and Immigration Compliance Act of 2006 Certification

The proposer shall certify that the proposer and any subsequent subcontractors have registered with and are participating in a federal work authorization program as outlined in the O.C.G.A. 13-10-91.

2.8 Bonding

- A. The Muscogee County School District may require that proposers furnish bonds as a security for faithful performance in several stages of the proposal process if the project has an estimated cost of \$50,000 or greater. All costs thereof shall be deemed to be included in the proposal price. The school district may waive the bond requirements or require bonds at a lower project cost if it is in the best interest of the school district. The bonds will be used to conform to Georgia law. Failure to provide the bonds when required may be grounds for termination of the contract or non-acceptance of the proposal. Bond requirements will need to be fulfilled before the Purchase Order will be issued and any work performed.
- B. Bid Bond – Proposals may be required to be accompanied by a Bid Bond with good and sufficient surety for faithful acceptance of the contract. Bid bonds must be in an amount not less than five percent (5%) of the total amount payable by the terms of the contract. The bid bond may be in the form of a certified check, cashier's check, or money order.
- C. Performance Bond – All performance bonds are to be for 100% of the proposed total price. These bonds shall be furnished to cover the faithful performance of the contract. For multi-year contracts, the successful proposer shall furnish a bond in an amount equal to the value of the first year of this contract, to be renewed on an annual basis, if the option to renew the contract is exercised, prior to the execution of the contract. The conditions of such bond shall be that the contractor shall faithfully perform the work called for in the contractual documents. Future bonds for option years shall be in the amount of the bid for the particular option year being renewed. Bonds must be issued by an approved surety firm listed in the Federal Register and licensed to write Surety Insurance in the State of Georgia.
- D. Payment Bonds – The successful proposer shall furnish a payment bond of a surety company authorized to do business in the State of Georgia in an amount equal to 100% of the proposed total price. For multi-year contracts, the successful proposer shall furnish a bond in an amount equal to the value of the first year of this contract, to be renewed on an annual basis, if the option to renew the contract is exercised, prior to the execution of this contract. The conditions of such bond shall be that the contractor shall faithfully pay for all material and labor associated with the work called for in the contractual documents.

2.9 Insurance

The awarded contractors and sub-contractor(s) shall furnish to the MCSD a Certificate of Insurance showing compliance with the limitations listed herein. The Certificate of Insurance must be sent to the Muscogee County School District prior to commencement of work.

MCSD is a member of an interlocal risk management agency, the Georgia School Board Association (GSBA). GSBA Risk Management Services (RMS) offers protection through its group-self-insurance plans for workers' compensation, property, and liability risks.

Provisions mandating the MCSD to purchase insurance, increase policy limits, or name the vendor or other third party as an additional insured party cannot be included in contracts with the MCSD.

A. COMPREHENSIVE GENERAL LIABILITY

Standard 1986 ISO (Insurance Services Office) Occurrence Form

Bodily Injury - \$1,000,000 Each Occurrence
- \$2,000,000 Aggregate

Property Damage - \$1,000,000 Each Occurrence
- \$2,000,000 Aggregate

Or

Bodily Injury/Property Damage - \$2,000,000 CSL (Combined Single Limit) Each Occurrence/Aggregate

B. COMPREHENSIVE AUTOMOBILE LIABILITY

Including Owned, Non-Owned, and Hired Vehicles –

Bodily Injury/Property Damage - \$2,000,000 CSL per Accident

C. WORKERS' COMPENSATION

Georgia Statutory Coverage

Employer's Liability

- \$500,000 Each Accident

- \$500,000 Disease Policy Limit

- \$500,000 Disease Each Employee

D. UMBRELLA/EXCESS (if appropriate)

\$5,000,000 limit of liability each occurrence and aggregate

E. PROFESSIONAL LIABILITY (if appropriate)

\$1,000,000 per person

Claims-Made Form must have a minimum of 30 Day Extended Reporting Period

F. *Muscogee County School District must be shown as Additional Insured with respect to liability. Attach a copy of the policy Additional Insured endorsement or state on the certificate that the policy has been specifically endorsed to provide coverage, including Defense Cost Coverage for Muscogee County School District as an Additional Insured. Professional Liability is excluded.*

G. Insurance carriers must be rated A or better in the AM Best Guide.

H. Thirty (30) days Notice of Cancellation on all policies is required.

I. Provide a brief description of the service and anticipated dates on school property in the Description of Operations/Locations/Vehicles box.

J. Exclusions other than those found on the ISO Policy Form must be indicated.

- K. The certificate must be signed by an authorized insurance representative.
- L. The vendor, and any of the vendor's sub-contractors, agrees to comply with the provisions of worker's compensation laws of the State of Georgia. A certificate from an insurance company showing issuance of worker's compensation coverage for the State of Georgia or a certificate from the Georgia Worker's Compensation Board showing proof of ability to compensate directly shall be submitted to the Muscogee County School District prior to beginning the work.
- M. It shall be stated on every policy or certificate of insurance, as the case may be, that "The insurance company agrees that Policy Number (insert the number) shall not be canceled, changed, or allowed to lapse until thirty (30) days after the Muscogee County School District has received written notice."
- N. The vendor further shall maintain such other insurance (with limits as shown below) that shall protect the vendor and Muscogee County School District from any claims for property damage or personal injury, including death, which may arise out of operations under this contract, and the vendor shall furnish the Muscogee County School District certificates and policies of such insurance as shown below.
- O. Warranty – The contractor shall provide at least a one-year warranty indicating that the contractor will, at no cost to the Muscogee County School District, repair or replace new work that fails.
- P. The contractor shall indemnify and hold harmless the Muscogee County School District, its officers, officials, representatives, agents, and employees, from and against any and all claims, demands, suits, loss, damage, injury, and liability, including cost and expenses incurred in connection therewith, resulting from, arising out of, or in any way connected with the performance of the contract, except where caused by the active negligence, sole negligence or willful misconduct by the Muscogee County School District. This holds harmless clause is in no way an admission of liability on the part of the Muscogee County School District, or any of its agents, representatives, or employees.
- Q. The MCSD cannot enter into an agreement whereby it agrees to indemnify or hold harmless a vendor or other third party. This language typically looks like "agrees to hold harmless from any liability, personal injury, or property damage arising out of the performance..." There are three legal principles that come into play here. First, indemnification provisions have been held by Georgia courts to be an unauthorized attempt to waive the State's sovereign immunity. An opinion of the Georgia Attorney General (AG) counsels that an unauthorized attempt to waive sovereign immunity through an indemnification agreement in a contract would be ultra vires and void. 1980 Op. Atty. Gen. 80-67. The Georgia Supreme Court has held that an indemnification clause is invalid where the governmental entity didn't have express statutory authority to waive its sovereign immunity. *CSX Transp., Inc. v. City of Garden City*, 588 S.E.2d 688 (Ga. 2003). Second, an indemnification violates Georgia's Constitutional ban on gratuities. The Georgia Constitution does not allow any donation or gratuity or the forgiving of any debt owed to the public. Ga. Const. Art. III, s VI, Para VI (a). The Georgia AG has issued an opinion expressly stating that indemnification provisions are gratuitous undertakings in violation of the gratuities clause. 1980 Op. Atty. Gen. 80-67.

Third, the Georgia Constitution does not allow the credit of the state to be pledged or loaned to any individual, company, corporation, or association. Ga. Const. Art. VII s IV Para VIII. The AG has opined that the constitutional debt restriction does not allow any state agency from contractually agreeing to any indemnification or “hold harmless” clause. See 1980 Op., supra. An indemnification is open-ended in nature because, at the time of contracting, neither party knows if nor when it will be triggered. As such, it violates the debt restriction.

2.10 Compliance with Laws

The successful proposer shall procure all permits, bonds, and licenses, pay all charges, taxes, and fees, and give all notices necessary and incidental to the due and lawful prosecution of the work. All costs thereof shall be deemed to be included in the proposal price. The successful proposer shall, at all times, observe and comply with all Federal, State, City, and other laws, codes, ordinances, rules, and regulations in any manner affecting the conduct of the work.

2.11 Muscogee County School District Requirements

- A. Muscogee County School District intends to continue some school business functions during the project. The contractor must coordinate the installation schedule with a representative from the school district. This project must not interfere with any school business function.
- B. Proposers shall carefully examine the worksite to obtain first-hand knowledge of existing conditions.
- C. School District Regulations – The contractor shall follow all applicable Muscogee County School District regulations while on Muscogee County School District property, including the no alcohol, no tobacco products, no weapons, no idling, and drug-free policies.
 - (1) Displays and/or verbiage, including those on vehicles, shirts, or hats of tobacco, illegal drugs, alcoholic beverages, firearms, profane or obscene language, or gestures, is prohibited in accordance with School Board Policies.
 - (2) No products or materials containing asbestos or lead-based paints in any form shall be used in the work of this contract.
 - (3) A safe separation of work areas and occupied areas is required.
 - (4) The Contractor shall comply with the Federal Clean Water Act.

2.12 Funding Out Clause

It is necessary that fiscal funding-out provisions be included in all contracts in which the terms are for periods longer than one year. Therefore, the following funding-out provisions are an integral part of this RFP and must be agreed to by all proposers. The Muscogee County School District may, during the contract period, terminate or discontinue the purchase of goods, services, or systems covered in this RFP at the end of the District’s then-current fiscal year and upon 30 days prior written notice to the contracted vendor. Such prior written notice will state:

- That the lack of appropriated funds is the reason for termination, and

- Agreement not to replace the items or services being terminated with items or services with functions similar to those performed by the items or services covered in this RFP from another vendor in the succeeding funding period.

The complete statement “This written notification will thereafter release the District of all further obligations in any way related to such goods, services or systems covered herein.” must be included as part of any agreement with the District. No agreement will be considered that does not include this provision for “funding out”.

2.13 Payments and Pricing

- A. The payment terms for the District are Net 30. Payment for any work from this contract shall be made upon receipt, inspection, and acceptance of completed work and receipt of proper itemized invoices.
- B. The Muscogee County School District will not pay any penalties for late payment of invoices.
- C. The district is exempt from state sales tax. All federal and state taxes and fees that can be eliminated in sales to public school systems in the State of Georgia should not be included in the proposed price.
- D. Proposed prices shall include all charges to complete the work as specified. All deliveries are FOB destination with the school district assuming ownership and liability at the final destination when the project is complete.
- E. The District has determined issuing payment electronically is the preferred method of payment. The District reserves the right to remit payments using an electronic method in lieu of issuing a check at no additional cost to the District.
- F. Payment of interest / late fees is prohibited by the gratuities clause of the Georgia constitution. Similarly, MCSD cannot enter into an agreement that requires it to pay attorney’s fees or goods/services not priced in the contract or authorizes the payment of unknown / unspecified cost increases that cannot be calculated.

2.14 Open Records

You are hereby notified by MCSD that it is the submitting party’s obligation to indicate whether any of the information submitted to MCSD constitutes a “trade secret” as defined by law and if so, what specific information constitutes a “trade secret.”

The Georgia Open Records Act, as amended in April 2012, requires that any “trade secret” information be designated as such at the time it is provided to a governmental agency. The Act further indicates that a failure to make such a designation may result in a waiver of the right to subsequently claim that such information is confidential or otherwise protected from public disclosure. OCGA 50-18-72 (a) (34).

Specifically, OCGA 50-18-72 (a) (34) states in material part:
“(a) Public disclosure shall not be required for records that are:

(34) Any trade secrets obtained from a person or business entity that is required by law, regulation, bid, or request for proposal to be submitted to an agency. An entity submitting records containing trade secrets that wishes to keep such records confidential under this paragraph shall **submit and attach to the records an affidavit affirmatively declaring that specific information in the records constitutes trade secrets pursuant to Article 27 of Chapter 1 of Title 10.** If such entity attaches such an affidavit, before producing such records in response to a request under this article, the agency shall notify the entity of its intention to produce such records as set forth in this paragraph. If the agency makes a determination that the specifically identified information does not, in fact, constitute a trade secret, it shall notify the entity submitting the affidavit of its intent to disclose the information within ten days unless prohibited from doing so by an appropriate court order. In the event the entity wishes to prevent disclosure of the requested records, the entity may file an action in superior court to obtain an order that the requested records are trade secrets exempt from disclosure. The entity filing such action shall serve the requestor with a copy of its court filing. If the agency makes a determination that the specifically identified information does constitute a trade secret, the agency shall withhold the records, and the requester may file an action in superior court to obtain an order that the requested records are not trade secrets and are subject to disclosure; “

3.0 PROPOSAL SUBMISSION AND EVALUATION

3.1 Proposal Submission

- A. Each proposal should be prepared simply and economically, avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete presentation. If supplemental materials are a necessary part of the technical proposal, the proposer should reference these materials in the technical proposal, identifying the document(s) and citing the appropriate section and page(s) to be reviewed.
- B. The proposal must follow the sequence listed in the RFP. The proposal must be divided into two appropriately labeled separate documents – a Technical Submission and a Financial Proposal. **Do not include cost information in the Technical Proposal.**
- C. Provide six (6) printed copies of the technical proposal with one clearly marked as “ORIGINAL”. Provide ONE printed copy of the financial proposal. Provide ONE full digital copy of the proposal on electronic media such as a flash drive in PDF or Microsoft Word format. If there is a discrepancy between a hard copy submission and the companion digital submission, the hard copy will take precedence.
- D. Proposals must be sealed and marked on the outside of the shipping package as follows:
Proposal #21-016 Custodial Services for Elementary Schools
Due: March 17, 2021 at 1:00 p.m. EST

E. Submit the proposal to:

Muscogee County School District
Purchasing Department
P.O. Box 2427
Columbus, GA 31902

OR

2960 Macon Road
Columbus, GA 31906
706-748-2349

- F. Any proposal received after the due date and time will not be evaluated. The due date for this proposal is **March 17, 2021, at 1:00 PM EST**. The proposer has sole responsibility to ensure that the proposal is delivered to the correct place by the proposal deadline. In order to protect the integrity of the Contracting process, proposals will not be disclosed until after the award and signing of the Contract.
- G. The delivery method of the proposal is by U.S. Mail, Private Mail Service Carriers, or Personal Delivery to the above location only. Faxed and emailed proposals will not be accepted.

3.2 Evaluation Process

- A. The evaluation of proposals received on or before the due date and time will be conducted in three phases. If a proposal does not meet the requirements of the Administrative Review phase, it will not be evaluated in future phases.
- (1) **Administrative Review:** The Purchasing Department will review all proposals to determine if they meet the following requirements:
 - a. Submitted by deadline
 - b. Separate technical submission does not include any information from the Financial Proposal
 - c. The Proposal Certification Signature Page has been submitted with the original signature
 - d. The Contractor Affidavit is submitted
 - e. Proposer indicates with a statement in the Executive Summary that the proposer meets the Mandatory Minimum Requirements listed in section 4.0 of this RFP
 - (2) **Technical Proposal Evaluation:** Technical proposals that pass the Administrative Review will be evaluated and scored in categories and may receive a maximum of 600 points.
 - a. Proposals will be scored according to the requirements listed in the Technical Proposal Requirements section (5.0) of this RFP and assigned maximum points as indicated in the table below.

b. The following are the maximum possible points of each category:

| Technical Merit Categories | Maximum Points | Percent |
|---------------------------------------|-----------------------|----------------|
| Company Qualifications and Experience | 200 | 33% |
| Methodology and Operations | 200 | 34% |
| Requested Additional Information | 200 | 33% |
| Total | 600 | 100% |

The Technical Proposal with the highest technical points will be adjusted up to a score of 600. All other technical proposals will receive a prorated technical score calculated using the following formula:

$$P/H \times (\text{Maximum points available for Technical Proposal}) = V$$

Where: P = Technical points of the proposal being adjusted
 H = Original technical points of the highest-ranking proposal
 V = Assigned score for the proposal being adjusted

(3) Financial Proposal Evaluation

- a. Proposers shall use only the Financial Proposal Forms provided with the RFP to supply pricing information.
- b. Financial Proposals can receive a maximum of 400 points (the number of points difference in the maximum technical score and 1000 points). The Financial Proposal with the lowest cost will be awarded the full score of 400. All other Financial Proposals will receive a prorated score calculated using the following formula:

$$L/P \times (\text{Maximum points available for Financial Proposal}) = V$$

Where: L = Total Cost of the proposal with the lowest cost
 P = Total Cost of the proposal being adjusted
 V = Assigned score for the proposal being adjusted

- B. The scores earned by each vendor for each step will be combined and the committee will review the combined score and make a recommendation to award to a vendor.
- C. The final award of this proposal is contingent upon the approval of the Board of Education.

- D. Selection of a successful proposal is not the end of the contractual process; further negotiation over the contract terms and conditions will be necessary, which, in and of itself, could change the Vendor of choice.
- E. Vendors responding to the original RFP will be notified of their selection or non-selection after the date of Vendor selection.

4.0 MANDATORY MINIMUM REQUIREMENTS

4.1 Proposers Business Qualification Requirements

- A. Proposer is licensed to do business in the State of Georgia, is in good standing with federal, state, and municipal jurisdictions to conduct business with the District, and is not under investigation or engaged in litigation that would hinder the conduct of business.
- B. Proposer has presently, or will have at the time of implementation, the professionals, technicians, and supporting staff necessary to deliver the proposed goods, services, and systems.
- C. Proposer has presently, or will have at the time of implementation, the required licenses, certifications, and subject matter knowledge to deliver the proposed goods, services, and systems.
- D. The proposer must be able to provide all required services in an equitable fashion through the District.
- E. The proposer must be fully capable of delivering a solution inclusive of all required services described herein as a part of their proposed solution.

4.2 Submission Requirements

- A. The proposer must submit a Technical Proposal organized according to the sequence defined in this RFP and detailing the proposed approach to performing all of the services requested under Section 5.0.
- B. The proposer must submit a Financial Proposal using the provided form.
- C. The proposer must submit a sample contract.
- D. The proposer must submit a completed Certification Page.
- E. The proposer must submit a completed Contractor Affidavit Form.

5.0 TECHNICAL PROPOSAL

This section identifies the information which must be submitted in the Technical Proposal. The Proposer must demonstrate their ability to satisfy all Qualification and Technical Requirements as stated in the Scope of Work as well as detail their plan to perform the required services. The Technical Proposal must

be structured in the following sequence and labeled with the corresponding titles stated below using the same outline numbers. Present factual assumptions used to develop the proposal. Offering to meet the requirements of the RFP or reference to the RFP will be considered incomplete. Each representation of fact or future performance will be incorporated into the contract as a warranty by the respondent.

5.1 Executive Summary

Include an abstract, stating the proposer's understanding of the nature and scope of the goods and services required and a brief demonstration of the capability to comply with all terms and conditions of this RFP. Include the company name and address and the name, address, and telephone number of the person acting as the contact for matters concerning the proposal and the person who will be authorized to make legal representations. The letter is to be signed by an officer or agent of the proposer who is authorized to legally bind the Vendor. It is necessary for each proposer to include a written statement that they understand and meet the mandatory minimum requirements (Section 4.0) as a part of the proposal, including specific information as necessary to demonstrate satisfaction of each requirement.

5.2 Table of Contents

The Table of Contents and proposal will conform to the order, headings, and sub-headings of this RFP as appropriate.

5.3 Company Background and Experience

The Proposer will describe their background, relevant experience, and qualifications. Include the following proposer Information:

- Company name, parent company name
- Address, city, state, and zip of business offices
- Type of ownership
- State of incorporation
- Primary project contact name, title, phone, email, address, city, state, and zip
- Federal Tax ID number
- Do you own or lease your current business properties?
- List other business locations including addresses

Include the following descriptive information:

- State the nature and scope of the business
- Brief history of the business
- Length of time the company been licensed to do business
- Size of the organization

- A brief organizational chart showing the positions that will be involved with this project – detailed information of the background, certification, experience of these key personnel
- State the business philosophy and mission statement
- Briefly describe the three most similar contracts, preferably K-12 educational or other governmental agencies, or related engagements that the Proposer is currently engaged in or has completed within the past two years. Provide for each reference the customer name, contact name, title, telephone number, and contract dates.

Describe other qualifications that may be used to assess the Proposer's capabilities. Please note that the District recognizes that the information requested may not apply in full to the goods, services, or systems in this RFP, but the highest point levels will be awarded to those proposals where the respondent has clearly described additional reasons that the District may consider in establishing an enhanced and more productive business partnership.

5.4 Financial Stability

The Proposer will provide financial information that would allow proposal evaluators to ascertain the financial stability of the firm.

- A. If a public company, the proposer will provide their most recent audited financial report.
- B. If a private company, the proposer will provide a copy of their most recent internal financial statement, and a letter from their financial institution, on the financial institution's letterhead, stating the proposer's financial stability.

5.5 Business Litigation

The Proposer will disclose any involvement by the organization or any officer or principal in any material business litigation within the last five (5) years. The disclosure will include an explanation, as well as the current status and/or disposition.

5.6 Conflicts of Interest

Address the potential, if any, for conflict of interest.

5.7 Exceptions to the RFP

Note any exceptions to the requirements and conditions in this RFP where applicable. If exceptions are not noted, the District assumes that the Vendor's proposals meet the stated requirement and any discovered deviation will result in disqualification of the proposal.

5.8 Proposed Service Solutions

The evaluation process will award the highest point levels to responses that most definitively and completely describe the aspects of the proposed service delivery.

1. Proposed Plan and Schedule

- A. Detail exactly what is included in your proposed solution for implementing and sustaining outsourced custodial services at the Muscogee County School District using the MCSD standards outlined in this RFP.
- B. Provide an implementation plan and operational plan to meet the RFP standards.
 - a) Include hiring process
 - b) Include training employees process
 - c) Include daily work plan
- C. If the vendor feels that the listed available hours for cleaning are not adequate for maintaining clean facilities, they may submit a proposed alternative schedule. Please explain the nature of the change(s) and why the change is an improvement. A vendor will not be penalized during the bid process for a proposed change to the cleaning schedule. However, their pricing should be done based on the MCSD schedule. Nor should they use the proposed schedule before and unless receiving written approval from the MCSD.
- D. Detail all service guarantees offered by your company.

2. Methodology and Operations

- A. Provide the following information for custodial services at each MCSD sites:
 - a) List of equipment including 2quantity for each site.
 - b) A preventive maintenance plan for equipment.
 - c) Describe your quality control (QC) program including:
 - i. Personnel involved in the QC program
 - ii. Inspections
 - iii. Reporting
- B. Provide a detailed explanation on methods to be used in cleaning the following:
 - a) Cafeteria and kitchen areas
 - b) Drinking fountains
 - c) Blinds
 - d) Vents
 - e) Floors
 - f) Windows
- C. Inspection and Evaluation Documentation – Submit a written inspection and corrective action program. The vendor must state the inspections frequency and timetable used to ensure corrective actions are completed.

3. Requested Additional Information

- A. List the types of carpets your firm has experience cleaning and methods used.
- B. State the type of cleaner to be used when cleaning all walls and horizontal surfaces.
- C. State the type/name brand disinfected cleaner to be used in disinfecting any type of surface area (i.e. bathroom, kitchen, restroom, etc.)
- D. State the type of chemicals to be used to clean the inside and outside window surfaces.
- E. Provide a list of all equipment, supplies, and chemicals that will be used at MCSD facilities and copies of each of their Material Data Safety Sheets (MSDS) where appropriate.
- F. State the number of miles from proposer's company headquarters to 2960 Macon Road, Columbus, GA 31906. Share the onsite contact person information and location of the company's local representative.

6.0 FINANCIAL PROPOSAL

Complete the Financial Proposal on **Appendix D**. Provide additional supporting information if required to clarify pricing.

7.0 PROPOSAL CERTIFICATION

Indicate a willingness to enter into an agreement by signing the Proposal Certification Form. Failure to sign this form will result in disqualification.

8.0 PROPOSAL DOCUMENTS

Complete all proposal documents on the following pages accordingly.

PROPOSAL CERTIFICATION

We propose to furnish and deliver any and all of the goods and/or services named in our proposal at the prices stated. It is understood and agreed that this proposal constitutes an offer, which when accepted in writing by the Muscogee County School District, and subject to the terms and conditions of such acceptance, will constitute a valid and binding contract between the undersigned and the Muscogee County School District.

It is understood and agreed that we have read the specifications shown or referenced in the RFP and that this proposal is made in accordance with the provisions of such specifications. Any exceptions are noted in writing and included with this proposal. By our original signature, entered below, we guarantee and certify that all items included in this proposal meet or exceed any and all such stated specifications. We further agree, if awarded a contract, to deliver goods and/or services that meet or exceed the specifications.

It is understood and agreed that this proposal shall be valid and held open for a period of ninety days from the proposal opening date.

PROPOSAL SIGNATURE AND CERTIFICATION (Bidder to sign and return with the proposal)

I certify 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, equipment, or services and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of the proposal and certify that I am authorized to sign this proposal for the proposer.

Authorized Signature _____ Date _____

Print/Type Name _____

Company Name _____

Address: _____

Phone Number: _____

Email Address: _____

Fax Number: _____

Do you accept purchasing cards as a method of payment? _____

Do you accept electronic fund transfers as a method of payment? _____

Dun and Bradstreet (D & B) number _____

**Muscogee County School District
FEDERAL WORK AUTHORIZATION CONTRACTOR AFFIDAVIT
Under O.C.G.A. § 13-10-91(b) (1)**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is engaged in the physical performance of services on behalf of MUSCOGEE COUNTY SCHOOL DISTRICT has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization ID Number (E-Verify Number Assigned to Your Company - 4 to 7 digits)

Date of Authorization

Name of Contractor

Name of Project

MUSCOGEE COUNTY SCHOOL DISTRICT
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.
Executed on _____, __, 20__ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

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

NOTARY PUBLIC SIGNATURE

My Commission Expires: _____

**Muscogee County School District
FEDERAL WORK AUTHORIZATION SUBCONTRACTOR AFFIDAVIT
Under O.C.G.A. § 13-10-91(b) (1)**

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is engaged in the physical performance of services under a contract with _____ (**name of contractor**) on behalf of Muscogee County School District has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five business days of receipt. If the undersigned subcontractor receives notice of receipt of an affidavit from any sub-subcontractor that has contracted with a sub-subcontractor to forward, within five business days of receipt, a copy of such notice to the contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization user identification number as follows:

Federal Work Authorization ID Number (E-Verify Number Assigned to Your Company - 4 to 7 digits)

Date of Authorization

Name of Contractor

Name of Project

MUSCOGEE COUNTY SCHOOL DISTRICT
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.
Executed on _____, __, 20__ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

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

NOTARY PUBLIC SIGNATURE

My Commission Expires: _____

DEBARRED, SUSPENDED, AND INELIGIBLE STATUS

Institutions shall solicit offers from, award contracts to, and consent to subcontracts with responsible contractors and/or principals only. The serious nature of debarment and suspension requires that sanctions be imposed only in the public interest for the Government's protection and not for purposes of punishment. Institutions shall impose debarment or suspension to protect the Government's interest and only for the causes and in accordance with the procedures set forth in 2 CFR 200.213.

The Contractor certifies that the Contractor and/or any of its subcontractors or principals have not been debarred, suspended, or declared ineligible by any agency of the State of Georgia or any agency of the Federal government or as defined in the 2 CFR 200.213 which states "Non-federal entities are subject to the non-procurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 CFR part 180. These regulations restrict awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs or activities." The Contractor will immediately notify the School Food Authority if Contractor is debarred or placed on the Consolidated List of Debarred, Suspended, and Ineligible Contractors by a federal entity.

By signing this agreement, the Contractor is testifying that they are not debarred, suspended, or has any ineligible or voluntary exclusions with the U.S. Department of Agriculture or any other Federal or State Agency. All responses will be verified.

Organization Name

Names(s) and Title(s) of Authorized Representative(s)

Signature(s) Date

EXCEPTIONS OR DEVIATIONS TO SPECIFICATIONS

Note: Vendor must sign the appropriate statement below as applicable.

() Vendor understands and agrees to all terms, conditions, requirements, and specifications stated herein.

Firm: _____

Signature/Date: _____

-OR-

() Vendor takes exceptions to terms, conditions, requirements, and specifications stated herein. (Vendor must itemize each exception below and return with the Proposal Documents.)

Firm: _____

Signature/Date: _____

Vendor should note that any exceptions taken from the stated terms and/or specifications *may*, but not necessarily will be cause for their submittal to be deemed “non-responsive”, risking rejecting of the submittal.

Attached are _____ additional pages.

DISCLOSURE OF SUBCONTRACTORS, SUBCONSULTANTS, AND SUPPLIERS

Note: Vendor must sign the appropriate statement below as applicable.

() No Subcontractors, Subconsultants, or Suppliers will be used in connection with the performance of this contract.

Firm: _____

Signature: _____

-OR-

() All Subcontractors, Subconsultants, or Suppliers to be used in connection with the performance of this contract are listed below. (Attached additional sheets as necessary.)

Firm: _____

Signature: _____

SUBCONTRACTORS, SUBCONSULTANTS, AND SUPPLIERS

Name of Firm or Agency: _____

Address: _____

Telephone: _____

Contact Name/Title: _____

Name of Firm or Agency: _____

Address: _____

Telephone: _____

Contact Name/Title: _____

Name of Firm or Agency: _____

Address: _____

Telephone: _____

Contact Name/Title: _____

Name of Firm or Agency: _____

Address: _____

Telephone: _____

Contact Name/Title: _____

REFERENCE & SIMILAR PROJECTS FORM

| | | |
|-------------------------------|--------|------------------|
| Owner / Business Name: | | |
| Service Location / Address: | | |
| City: | State: | Zip Code: |
| Point of Contact: | | Dates of Work: |
| Phone Number: | | Fax Number: |
| E-mail Address: | | |
| Project Name: | | Contract Amount: |
| Brief Description of Service: | | |

| | | |
|-------------------------------|--------|------------------|
| Owner / Business Name: | | |
| Service Location / Address: | | |
| City: | State: | Zip Code: |
| Point of Contact: | | Dates of Work: |
| Phone Number: | | Fax Number: |
| E-mail Address: | | |
| Project Name: | | Contract Amount: |
| Brief Description of Service: | | |

| | | |
|-------------------------------|--------|------------------|
| Owner / Business Name: | | |
| Service Location / Address: | | |
| City: | State: | Zip Code: |
| Point of Contact: | | Dates of Work: |
| Phone Number: | | Fax Number: |
| E-mail Address: | | |
| Project Name: | | Contract Amount: |
| Brief Description of Service: | | |

NO-BID RESPONSE

**Muscogee County School District
Statement of “No Bid”**

If you do not intend to submit a bid for this project, please complete and return this form prior to the date shown for receipt of bids to: Aileen Arrighi, Senior Buyer at arrighi.aileen@muscogee.k12.ga.us.

We, the undersigned, have declined to submit a bid on the “BID #21-016 Custodial Services for Muscogee County School District Elementary Schools” for the following reasons:

_____ Specifications are too “tight”, i.e. geared toward one brand or manufacturer only
(please explain reason below)

_____ Insufficient time to respond to the solicitation.

_____ We do not offer this product/service or equivalent.

_____ Our schedule would not permit us to perform to specifications.

_____ Unable to meet specifications.

_____ Unable to meet insurance requirements.

_____ Specifications unclear (please explain below).

_____ Competition restricted by pre-approved owner standards.

_____ Other (please specify below).

Remarks:

Company Name: _____

Address: _____

Signature and Title: _____

Telephone Number: _____ Date: _____

SAMPLE AGREEMENT FOR SERVICES

(Sample agreement only. MCSD reserves the right to alter this agreement based on final BID results and/or any negotiations with the proposed vendor)

THIS AGREEMENT FOR SERVICES is entered into and effective as of the X day of XXXX, 20XX, by and between **MUSCOGEE COUNTY SCHOOL DISTRICT**, a body politic of the State of Georgia (“MCSD”) and **XXXXXXXXXX**, duly authorized to conduct business in the State of Georgia (“CONTRACTOR”).

WHEREAS, the Contractor shall provide (services to be provided) as detailed in Appendix A, if applicable, incorporated herein by reference, as such services are further described on Appendix A.

NOW, THEREFORE, in consideration of the mutual considerations as stated herein, MCSD and CONTRACTOR agree as follows:

- 1. Discrimination is Prohibited:** MCSD does not discriminate on the basis of race, color, religion, sex, national origin, age, status as a veteran, or disability or in any other manner prohibited by the laws of the United States or the State of Georgia in any of its employment practices, education programs, services or activities. Contractor agrees that it will not discriminate or permit discrimination against any person or group of persons on the basis of race, color, religion, sex, national origin, age, status as a veteran, or disability or in any other manner prohibited by the laws of the United States or the State of Georgia or the policies of the MCSD.
- 2. Service Location:** The services identified in this Agreement will be provided at the location(s) indicated in this Agreement.
- 3. Fees:** The MCSD shall pay Contractor the amounts indicated in this Agreement according to the terms of this Agreement. As mandated by O.C.G.A. §20-2-506 (b) (3), the total and maximum obligation of MCSD for the calendar year of execution and all services rendered hereunder shall be: **(agreed price per bid documents and/or negotiations)**, invoiced as follows and subject to the Payment Terms outlined on the attached Appendix B: Fee Schedule.

MCSD shall not pay interest, penalty fees, late fees, conversion fees, or any sums intended as a penalty. If no services are performed under the terms of this agreement, MCSD shall be entitled to a return of money paid for months where no services were received or performed by Contractor, prorated at the monthly rate of the contract.

MCSD reserves the right to adjust any payments it makes to accurately reflect any diminished level of services that have been or may be provided by you as a result of the mandated shutdowns or building closures caused by COVID-19 or other national health emergencies.

Any agency or company, including Contractor, who provides MCSD with additional part-time or full-time supplemental staff workers, whether the work is performed on MCSD property or remotely, shall reimburse MCSD for any payments or portions of payments MCSD makes to that agency or company if that agency or company also receives payments under the CARES Act, or FFCRA or similar federal or state financial relief measures attributable to those same individuals.

MCSD hereby places Contractor on notice that MCSD will seek reimbursement from Contractor in the event Contractor also receives duplicate funds for the same services through the FFCRA and/or the CARES Act or similar federal or state financial relief measures.

4. **Term:** This Agreement shall terminate absolutely and without further obligation on the part of the MCSD at the close of the calendar year for which it was executed and at the close of each succeeding calendar year for which it may be renewed. This Agreement is subject to the provisions of O.C.G.A. § 20-2-506 and the terms of that statute are hereby expressly incorporated herein.

5. **Description of Services:** Contractor agrees to perform the services indicated in this Agreement and at Appendix A attached hereto, in accordance with the terms and conditions of this Agreement.

6. **Independent Contractor:** Neither Contractor nor any of its employees or agents shall be deemed to be employees or agents of the MCSD, it being understood at all times that Contractor is an independent contractor for all purposes and at all times and that Contractor shall have no right, power or authority to act or create any obligation, whether express or implied, on behalf of MCSD. Contractor shall, at its own and sole expense, comply with all federal, state, and local laws, rules, and regulations that are now or may in the future become applicable to Contractor, Contractor's business or Contractor's personnel engaged in the services covered by this Agreement including, but not limited to, the withholding and payment of all federal, state and local income and/or sales taxes, Social Security, unemployment, sickness, disability, workers' compensation, and other payroll taxes with respect to its employees, including contributions from them when and as required by law. Contractor shall provide all of the tools, materials, equipment, and other business items necessary to perform the Services. Contractor shall be solely responsible for paying, and shall pay, all of its own expenses, debts, accounts, obligations, liabilities, employees, taxes, and fees incurred by it in the performance of the Services hereunder.

7. **Teachers' Retirement System:** Contractor must identify individuals who are drawing retirement from the Georgia Teachers' Retirement System (TRS), and Contractor is responsible for any and all penalties and interests that may be assessed by TRS; Contractor shall hold MCSD harmless from and against any claims related to TRS.

8. **Georgia Security and Immigration Compliance Act of 2006, as amended:** The Contractor shall certify that the Contractor and any subcontractors have registered with and are participating in a federal work authorization program as outlined in O.C.G.A. §13-10-91.

9. **Delay of Performance:** MCSD reserves the right to prorate and/or adjust the cost of the services contracted for herein, or to terminate this Agreement if the commencement of Contractor's engagement is unduly delayed due to the fault of Contractor and/or any of their agents and/or representatives.

10. **Insurance:** At all times during the Term of this Agreement, Contractor, at its own expense, shall procure and maintain the types and minimum limits of insurance specified by the MCSD as outlined on the attached Appendix B: Insurance Requirements. Such insurance shall be provided by insurers authorized to do business in the State of Georgia and which have at least an A-(Excellent)/FSC-XI rating from A.M. Best. All insurance herein, except the professional liability insurance and educational liability, shall be written on an "occurrence" basis and not a "claims-made" basis. Contractor shall ensure that it names MCSD as an additional insured on its insurance policies and shall, concurrently with the execution of this Agreement, provide the MCSD with a Certificate of Insurance.

Contractor, on behalf of itself and its insurance companies, hereby waives, to the extent of any recovery under any such insurance policies, any right of subrogation that either may have. Contractor shall cause its respective insurance policies to contain endorsements evidencing such waivers of subrogation.

11. **Governing Law; Jurisdiction:** This Agreement shall be governed in all respects by the laws of the State of Georgia without regard to any conflict of laws provisions, and the parties hereto irrevocably consent to the exclusive jurisdiction and venue of the appropriate Court in Muscogee County, Georgia, for any dispute arising out of this Agreement or related to the services provided hereunder.

12. **Entire Agreement:** This Agreement, together with the exhibits and documents attached hereto (if any), represents the entire agreement between the parties and supersedes and replaces all prior oral and written proposals, communications, and agreements with respect to the subject matter hereof. This Agreement may only be amended in writing, executed by the parties hereto. In the event of any inconsistency or conflict between the terms and conditions of this Agreement and any exhibits, then this Agreement shall control. Terms and conditions of any Request for Proposal connected to this Agreement are hereby incorporated by reference.

13. **Non-Assignment, Non-Sub-Contracting:** Neither this Agreement nor any of the rights, interests, or obligations under this Agreement shall be assigned, in whole or in part, by operation of law or otherwise by Contractor without the prior written consent of the MCSD, and any purported assignment shall be null and void. Substitutions are not permitted. Contractor may not subcontract without the prior written consent of the MCSD.

14. **Termination:** The MCSD may terminate the Agreement at any time and for any reason (or no reason), and without penalty, upon thirty (30) days written notice to Contractor. Further, and pursuant to O.C.G.A. § 20-2-506, in the event appropriated funds are determined no longer to exist or to be insufficient for purposes of fulfilling MCSD's obligations hereunder, the MCSD may terminate this Agreement. The MCSD and Contractor may terminate this Agreement at any time upon their mutual consent.

15. **Taxes:** The MCSD is a tax-exempt entity and shall not be liable for the payment of any taxes.

16. **Hold Harmless:** To the fullest extent permitted by law, Contractor shall indemnify, defend (at Contractor's sole expense) and hold the MCSD, the Muscogee County Board of Education, its board members, and employees harmless from and against any and all claims for bodily injury or death, damage to property, demands, damages, actions, causes of action, suits, losses, judgments, obligations, and any liabilities, costs, and expenses (including, but not limited to, attorneys' fees and costs), which arise or are in any way connected with the services contemplated by Contractor under this Agreement or the actions of Contractor's officers, employees, or agents.

17. **Compliance with MCSD Policies:** Contractor and any of its employees and agents shall, at all times during the term hereof and during the performance of services hereunder, comply with MCSD policies, procedures, regulations and directives, as modified from time to time.

18. **Attorneys' Fees:** Should the MCSD be the prevailing party in any legal action with Contractor arising out of this Agreement or the services performed hereunder, then in such event, the MCSD shall be entitled to recover its reasonable attorneys' fees and costs from Contractor.

19. **Force Majeure:** Parties' obligations to perform shall be excused if rendered impossible as a result of serious illness, death, or injury, accident, fire, riot, pandemic, or other manifestation of civil disorder; an act,

rule, or regulation of any public authority or Court of competent jurisdiction; and/or an act of God, or any other event completely beyond the reasonable control of either party. Either party may terminate this agreement with no further obligation or liability if a Force Majeure Event causes substantial interruption for a period of thirty (30) days or more.

20. **Sovereign Immunity:** MCSD is a state agency and may not waive its Sovereign Immunity or agree to indemnify or hold harmless another party. The only liability MCSD may incur is that which is expressly provided for by Georgia law and is not enlarged by this Agreement.

21. **Deposits, Fees, and Fines:** Contractor will not seek late fees, penalties, or interest, or any other fees or fines that constitute a gratuity. Contractor will pay where its negligence causes damage to the property of MCSD. MCSD will not make any advance payments or deposits prior to the completion of services contracted for herein unless otherwise specified on the attached Appendix A.

22. **Payment Terms:** Contractor will seek payment thirty (30) days after invoice date; Contractor will provide invoices, with Purchase Order number identified via email to accountspayable@muscogee.k12.ga.us or the MCSD Accounts Payable Department, Muscogee County School District, 2960 Macon Rd., Columbus, GA 31906. Contractor may also be requested to provide a copy of the invoice to the Division of MCSD obtaining the services. Contractor will register as a vendor via submission of a W-9 to the MCSD Division of Finance prior to beginning work.

23. **Disclosures:** Contractor will disclose to MCSD the existence of any actions, suits, proceedings, claims or disputes pending or, threatened or contemplated, at law, in equity, in arbitration or before any Governmental or Regulatory Agency, whether under current business name or designation or a prior business name or designation. Traffic and parking citations do not need to be disclosed. This disclosure will be made prior to any performance under the Agreement.

24. **Background Investigation:** MCSD requires a criminal background investigation of Contractor's personnel that may provide services on MCSD property. Contractor represents and warrants that it shall not assign personnel to any task under this Agreement if that individual's background check does not satisfy the current expectations and requirements of the MCSD Division of Human Resources. Contractor further warrants that if an individual's status changes due to an arrest or any other legal action, Contractor will immediately notify MCSD's Division of Human Resources to collaborate on the response. MCSD background check requirements include a criminal background check that includes fingerprinting. Final authority as to who may enter MCSD property rests with MCSD.

25. **Non-Collusion:** Contractor certifies that its proposal, bid or offer is made without any prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal, bid, or offer for the same materials, supplies, or equipment, and is in all respect fair and without collusion or fraud. Contractor understands and acknowledges that collusive bidding is a violation of Federal and/or state law and can result in fines, prison sentences, and civil damage awards.

26. **MCSD Right to Remove:** MCSD reserves the right to immediately remove any individual from its premises; Contractor agrees that this provision applies to its employees and agents. Contractor agrees to abide by the wishes of MCSD should the MCSD determine that any employee or agent of Contractor should not work pursuant to this Agreement. MCSD will be reasonable in the enforcement of this provision.

27. Records, Information, and Data:

a) **Retention** – Contractor shall retain all its internal books, records, and documents related to this Agreement in accordance with generally accepted accounting principles and procedures – which shall sufficiently and properly document and calculate all charges billed to the MCSD during the term of the Agreement – for a period of at least five (5) years following the date of final payment hereunder or the completion of any audit, whichever is later. Records to be maintained include both financial records and service records.

b) **Access** – Contractor shall permit MCSD to access and examine, audit, excerpt, and transcribe any directly pertinent books, documents, papers, electronic or optically stored and created records of the Contractor relating to orders, invoices or payments or any other documentation or materials pertaining to this Agreement, wherever such records may be located, during normal business hours. Contractor shall not impose a charge for audit or examination of Contractor's books and records and, if an audit discloses incorrect billings or improprieties, the MCSD reserves the right to charge Contractor for the cost of the audit and any other appropriate reimbursements.

c) **Confidentiality** – Contractor may have access to confidential information maintained by MCSD or access to MCSD computers, hardware, software programs and/or information technology infrastructure or hard copy data or records, where such access is needed to carry out Contractor's duties; Contractor shall presume all information received is confidential unless otherwise designated by the MCSD. Access shall be terminated at the sole discretion of the MCSD. Contractor shall notify the MCSD immediately if it suspects abuse or misuse of such access. No confidential information shall be disseminated except as authorized by law and with the prior written consent of the MCSD, either during the period of the Agreement or at any time thereafter. Any information supplied to Contractor shall be considered the property of the MCSD. Contractor must return any and all data collected, maintained, created, or used, in whatever form it is maintained, within a reasonable time from the request of the MCSD. Contractor shall take commercially reasonable measures to protect the security of confidential information both during the Agreement and thereafter. Contractor shall immediately notify MCSD where it has reasonable cause to believe there has been an unauthorized disclosure of confidential information, whether intentional or accidental. Contractor shall notify MCSD prior to or immediately upon termination or resignation of an employee or agent of Contractor that has or has had access to MCSD software platforms or data in order that MCSD may terminate that individual's ability to access MCSD software or data.

d) **Applicable Laws** – Contractor shall maintain any information obtained from MCSD in strict confidence, and specifically, in accordance with all federal and state laws that may apply, including but not limited to the federal Family Education Rights and Privacy Act of 1974, 20 U.S.C. s 1232(g) and 5 U.S.C. s 522(a). To the extent a request is made pursuant to any federal Freedom of Information or state Open Records Act laws, Contractor shall immediately notify MCSD and shall respond as directed by MCSD.

e) **Warranties** – Contract warrants that the workmanship hereunder shall be free from defects for one (1) year from date of installation or from completion of the services hereunder, whichever is later. Contractor will also extend to MCSD the benefits of any warranty Contractor has received from the manufacturer, the procurement of such warranties being the duty of the Contractor.

THE PARTIES HERETO have affixed their hand and seal as of the date first written above.

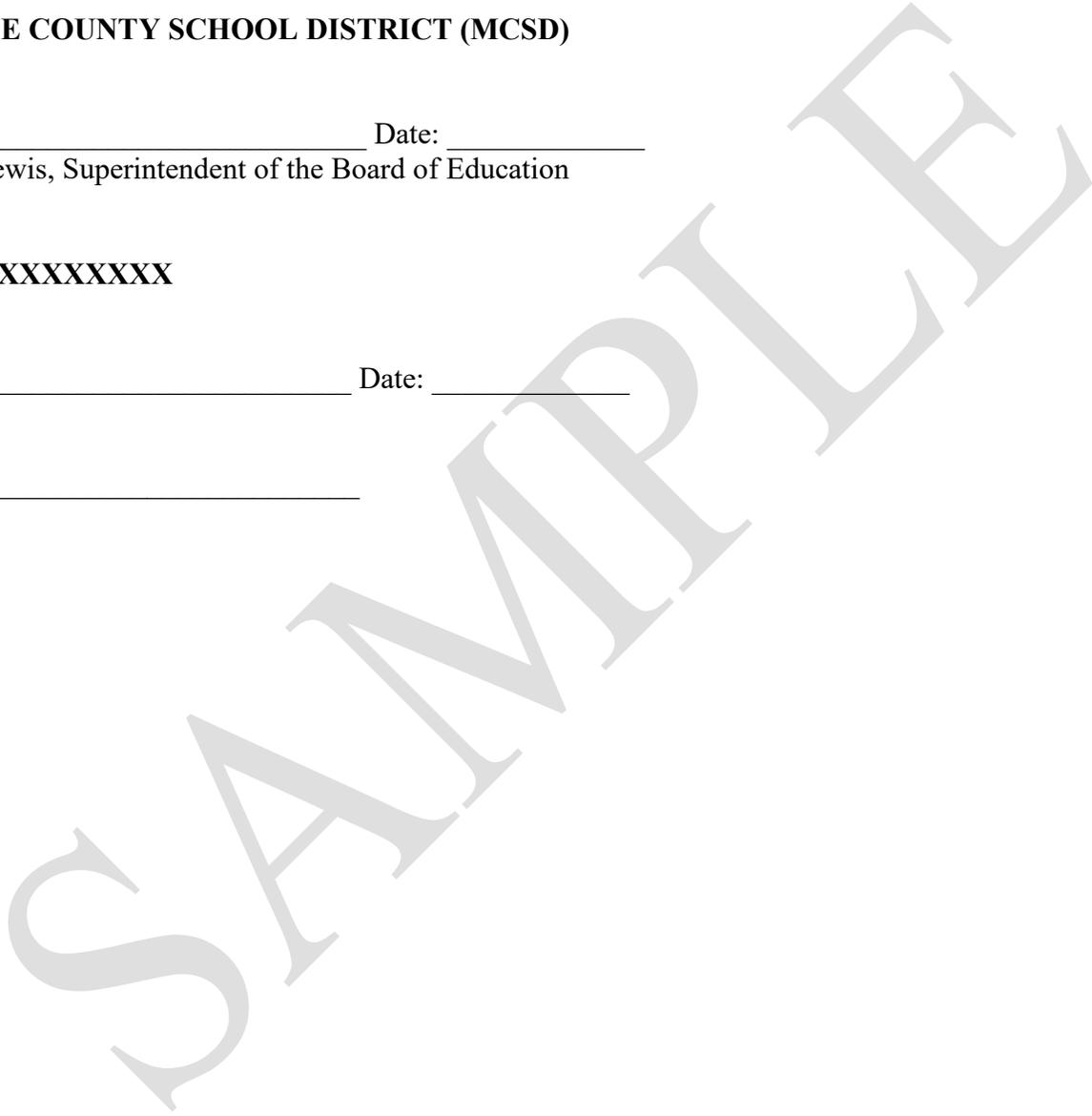
MUSCOGEE COUNTY SCHOOL DISTRICT (MCSD)

By: _____ Date: _____
Dr. David Lewis, Superintendent of the Board of Education

XXXXXXXXXXXXXXXXXX

By: _____ Date: _____

Print: _____



APPENDIX A**SCOPE OF WORK****1. Overview**

- 1.1 Vendors will provide primarily nighttime custodial services to MCSD at the sites included on the list of MCSD facilities (**Appendix B**). Elementary schools will require two-day porters with staggered start and end times.
- 1.2 The sites may include but are not limited to, elementary schools, middle schools, high schools, portable classrooms, and administrative locations or a combination thereof.
- 1.3 Sites may be added or removed from the current roster. Future awards for additional facilities will be determined by Muscogee County School District based on the performance and cost structure of the awarded vendor.
- 1.4 In most cases, the vendor's employees will be reporting sometime after 4:00 p.m. each day (available work hours, 4:00 p.m. to 12:00 a.m.), to begin cleaning duties. The day porters will typically arrive around 6:30 a.m. on a staggered start time. Each elementary school will pick the start time for the day porters. In most cases, it is expected that cleaning duties will begin in the cafeteria or other area(s) immediately available. Actual hours will be confirmed for each individual facility. Day porters will remain for the summer months. June will cover summer school. July typically only has the Principal in the building so duties can be split between day porter duties and summer cleaning duties.
- 1.5 During that time, vendor employees shall complete all required tasks as outlined in the Frequency Chart (**Appendix C**). The vendor supervisor shall notify the MCSD School Security office if they feel that they will remain in the building past 12:00 am.
- 1.6 All services shall be completed in a manner and at a time so as not to disturb instructional and administrative functions as determined by MCSD.
- 1.7 The vendor shall clean the facilities, five (5) times per week, on Monday-Friday, following the schedules issued by MCSD.
- 1.8 MCSD official holidays shall require an exception to the five times per week requirement. In the event schools are not open or are closed early due to inclement weather or emergency conditions, MCSD will notify the vendor of any needed adjustments. The vendor will typically be required to work in the event of such circumstances as to ensure the readiness of the facility the following day. It is expected that the vendor shall resume their regular schedule on the next available workday. Any work that was left uncompleted due to an unexpected closure must be completed along with regularly scheduled duties, on the next available workday.
- 1.9 In the event of special evening meetings or activities occurring at the facility, as a general rule, the vendor's cleaning crews should not stay beyond 12:00 am without notifying MCSD Security Office. If the vendor plans or is scheduled to do weekend or holiday cleaning, MCSD must approve the hours in writing. The vendor may not work weekends or extended evening hours without written consent from MCSD. The vendor must ensure that the MCSD School Security is properly notified.

The vendor supervisor and vendor's staff must have this approval available on-site. MCSD reserves the right to request and expect an adjustment to the work hours of the vendor and its staff as needed by school location and situation.

- 1.10 MCSD facilities have regularly scheduled evening programs or specially scheduled community activities. In such cases, it may be more productive for the vendor's crew to report and to stay much later in the day/evening. MCSD will inform the successful vendor(s) if such is the case at one of the facilities covered by this program.
- 1.11 MCSD will supply all utilities (electric, gas, water, and sewer) needed for custodial services for each site. However, MCSD utilities shall not be used for any purpose other than for the custodial services required under this contract. Violations of this provision will be considered theft and subsequently treated accordingly.

2. Quality of Work and Standards of Cleanliness

- 2.1 The vendor is expected to use first quality workmanship and quality equipment, materials, and supplies in carrying out its duties. Best management practices of the building cleaning industry are required concerning sanitation, housekeeping, safety, and public relations.
- 2.2 Muscogee County School District requires compliance with APPA Level 2 at a minimum. The APPA Level 1 and 2 Standards are defined as follows:

APPA LEVEL 1: Orderly Spotlessness

- a) Floors and base moldings shine and/or are bright and clean; colors are fresh. There is no buildup in corners or along walls.
- b) All vertical and horizontal surfaces have a freshly cleaned or polished appearance and have no accumulation of dust, dirt, marks, streaks, smudges, or fingerprints.
- c) The lights and fixtures are clean.
- d) Washroom and shower fixtures and tile are gleam and odor-free. Supplies are adequate.
- e) Trash containers and pencil sharpeners hold only daily waste, are clean and odor-free.

APPA LEVEL 2: Ordinary Tidiness

- a) 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 dust, dirt, stains, or streaks.
 - b) All vertical and horizontal surfaces are clean, but marks, dust, smudges, and fingerprints are noticeable up-close observations.
 - c) The lights and fixtures are clean.
 - d) Washroom and shower fixtures and tile are gleam and odor-free. Supplies are adequate.
 - e) Trash containers and pencil sharpeners hold only daily waste, are clean and odor-free.
- 2.3 The vendors must maintain a daily cleaning level between 1 and 2 per the Association of Physical Plant Administrators (APPA) cleaning standards only. Building Owners and Management Association (BOMA) standards do not meet the intent of this contract.
 - 2.4 All methods, including but not limited to, equipment, personnel, materials, cleaning approach, etc., used in performing the work herein specified shall be in accordance with the current best practices of

the International Executive Housekeeping Association (IEHA) and affiliate ISSA-InterClean World Wide Cleaning Group of the building cleaning industry.

- 2.5 The vendor must have experience in APPA Level 2 cleaning environment.
- 2.6 The vendor's employees shall not perform any services not specified in this proposal for the facility faculty and students, which are outside the scope of this contract. At no time, during the work shift, shall the vendor's employees leave the facility premises on behalf of any MCSD employee, student, or visitor. (NOTE: In the event of some extreme, life-or-death emergency the vendor's employee should use his/her own best judgment as to whether to assist the principal or facility administrator. However, MCSD shall not incur any liability that may result from such an action).
- 2.7 The vendor supervisor, after confirming that all daily requirements have been met with regards to a properly cleaned facility, shall ensure that all outside doors and windows are secured and locked daily. Once the building is cleaned and made ready for the next day, the contractor should walk the building and ensure that all windows and doors are secure and that there are no other persons in the building before setting the alarm. The vendor assumes full responsibility in the event the exterior doors and windows are not properly secured upon exiting from the facility. Furthermore, the vendor is responsible if the building is left in an unsecured position, including but not limited to, all doors and window being locked, setting off the burglar alarm, immediate notification to MCSD if a problem is encountered, receiving confirmation of "building secure" status, etc. The vendor's supervisor shall coordinate with the MCSD as to the appropriate times for these actions.
- 2.8 Floors
 - a) Hard surface floors shall be maintained without the accumulation of dirt in the corners and/or scuff marks throughout. Floors should be free from discoloration or build-up throughout the building and under desks, chairs, sinks, and other furnishings.
 - b) The EPA (Environmental Protection Agency) requires the use of the custodial closet deep sink to dispose of stripper water by flushing with warm water into the sewer system. Dumping stripper water onto the ground or in storm drains is prohibited and subject to fine. Kitchen drains cannot be used to dispose of stripper water.
 - c) The vendor must provide with their proposal a list of all cleaning chemicals to be used on the different types of floors found in MCSD facilities. The floor finish that will be used is Millennia Duragloss (Spartan).
 - d) The vendor must apply and maintain five (5) coats in the classrooms and six (5) in the halls of finish and maintain a high-gloss shining wet look at all times.
 - e) The vendor should not use any dust mop treatment chemicals that leave a residue.
- 2.9 Carpet and Area Rugs
 - a) The vendor shall maintain the carpet and area rugs free of spots and soiled areas.
 - b) All areas shall be vacuumed daily.
 - c) They shall be spot cleaned as frequently as needed, but no less than once per week to prevent the onset of any new stains or spots.
 - d) Deep extraction shall be done monthly for pre-k areas and semi-annually for other areas.

2.10 Classroom Wood Floors

- a) Wood floors will be refinished over the summer months with a different company.
- b) Wood floors will be maintained according to the Frequency Chart (**Appendix C**).
- c) Wood floors will be swept and damp mopped for daily maintenance.

2.11 Walls

- a) Walls shall be cleaned following the schedule shown on the Frequency Chart (**Appendix C**).
- b) Scuff marks and other marks or dirt on the walls shall be removed to maintain a clean appearance.
- c) The use of bleach is prohibited.
- d) If the appearance of the wall is altered after spot cleaning the entire wall must be cleaned.

2.12 Windows and Windows Frames

- a) Both inside and outside of window and window frames shall be cleaned as specified in the Frequency Chart (**Appendix C**). The height limits on the windows and frames to be cleaned shall be 96 inches and below.
- b) All windows and frames shall be cleaned following the schedules laid out in the Frequency Chart (**Appendix C**).

2.13 Cleaning Desk and Furniture

Vendors must understand and will ensure their cleaning personnel understands that no computer equipment is to be unplugged at any time without written approval from MCSD. The vendor should have MCSD personnel unplug all equipment.

2.14 Horizontal Surfaces

All horizontal surfaces, including desks, chairs, casework, and furnishings shall be kept free of dust and soil. Cleaners shall be used in a manner that imparts a glossy look, without leaving a discernible residue or without damaging the surface material. There are no height limits on horizontal surfaces to be cleaned.

2.15 Restrooms

- a) All restroom surfaces, including toilet seats, face bowls, mirrors, vent fans, floors, walls, and partitions, etc. shall be cleaned thoroughly each night with a disinfectant cleaner. Floors and fixtures shall be cleaned each night with a restroom machine designed for commercial restrooms. They shall be maintained in a condition free of noxious odor and residues.
- b) All restroom floors shall be cleaned following the schedule shown on the Frequency Chart (**Appendix C**), or as often as is necessary to maintain a sanitary condition, free of noxious odors or residues.

2.16 Other Surfaces

Blinds, curtains, drapes, vents, fountains, and all other appurtenances shall be cleaned as specified in the schedule Frequency Chart (**Appendix C**).

2.17 Trash Disposal

MCSD will provide containers for the vendor's use for the disposal of waste paper, trash, and debris. The vendor shall ensure that all trash and debris collected each day is placed in these containers daily and the lids kept closed. If there is a recycling container on the site, the vendor is required to support the recycling program by placing the approved materials in the recycling bin and not in the trash container. The vendor must notify MCSD if they are not able to remove all trash from the building due to circumstances beyond their control. The notification of service disruption will ensure that the MCSD is aware of the problem and immediately dispatch personnel to the areas not completed.

2.18 Emergency On-Call Services

The vendor may be required to perform emergency on-call cleaning services as requested by Muscogee County School District. The services required may include but not be limited to the following:

- a) Floor restoration
- b) Fire and smoke damage
- c) Mold clean-up, wipe down, and removal
- d) Disinfectant for health concerns

2.19 Summer break cleaning activities:

- a) All furniture will be removed from classrooms before the top-down cleaning process has begun. Inspections will be conducted after stripping/scrubbing and before the wax is applied. A sign-off sheet will indicate readiness to move to the next process.
- b) All furniture will be cleaned thoroughly before placing back into the classrooms.
- c) Quality of floor work = no debris, footprints, or chair/table legs visible in wax.
- d) All deficiencies will be corrected within twenty-four (24) hours of notification.
- e) Floors sited for waxing or stripping will be evaluated based on the size and scope of the problem and turn-around time rendered.

3. **Personnel Requirements**

- 3.1 The vendor is solely responsible for all matters concerning the recruitment, performance, and retention of their employees. The vendor must fully comply with all federal, state, and local laws and regulations regarding employment and immigration, including nondiscrimination, compensation, training, taxation, benefits, etc.
- 3.2 Only persons, who have received the proper screening and training, before employment, shall be assigned duties under this contract. All contract personnel will receive training on the APPA system

for scoring and cleaning schools at level 2 or better. The vendor must provide written documentation that any employee working on an MCSD site has received this training.

- 3.3 All personnel shall be dressed in a manner authorized by the vendor unless otherwise indicated by MCSD in writing. A uniform that identifies the worker as an employee of the vendor's workforce shall be worn at all times during work hours. The uniform should identify the company's name. Attire not within the standards of MCSD will not be authorized.
- 3.4 The vendor's employees are expected to exhibit professional and courteous conduct and an appropriate appearance at all times. Any conduct or appearance deemed inappropriate by a MCSD representative will be grounds for removal from MCSD property. The vendor's employees are to be respectful to faculty, students, and visitors; these employees are prohibited from fraternizing with these groups. Flirtatious behavior, soliciting monies, names, addresses and other such inquiries will cause the employee to be removed from the premises.
- 3.5 The vendor shall assign the required staff to each location to be serviced. The required staff will be defined as one employee for every 24,000 sq./ft. with a minimum of 4 employees per location. Elementary schools will require two-day porters with their time being assigned by the school. Usually one will open the school and the other to follow with a slight delay. These two-day porters will count toward the minimum of 4 employees per location. All MCSD buildings must be staffed to achieve APPA Level 2 cleaning or better. Management requirements will include one district-level manager and one area manager responsible for no more than 10 schools each. The District manager will report to the MCSD Operations and Safety Supervisor.
- 3.6 The vendor must notify MCSD if personnel from an assigned school will be utilized at a different location. Shifting of cleaning crews will only be allowed on a case-by-case basis following approval from MCSD.
- 3.7 All special circumstances requiring additional/revised hours must be pre-approved by MCSD.
- 3.8 The vendor shall designate a primary company contact within twenty-four (24) hours of notice of award. The primary company contact shall be available to attend the regular staff meeting of the MCSD and/or meetings of the MCSD Board of Education at the direction of the MCSD. These meetings will be attended without any extra costs to the MCSD.
- 3.9 Listed below are the procedures to follow for adding NEW STAFF:
 - a) The vendor is asked to consider hiring displaced MCSD staff.
 - b) The vendor is required to notify MCSD within 48-72 hours when they make staff changes or add new staff.
 - c) The vendor is to notify MCSD via email of names of new personnel and the school to which they will be assigned by 2:00 pm on Thursday of each week.
 - d) New staff must schedule an appointment with MCSD Human Resources Division (HR) to obtain a badge and a background check BEFORE STARTING ON THE JOB. This must be coordinated through the designated Plant Services monitor.
 - e) A notification from HR will be sent to Plant Services stating whether the employee is eligible to work for MCSD.

- f) The vendor will be notified and badges will be issued at Plant Services.

3.10 Badges

- a) All vendor employees that are deemed eligible to perform services for Muscogee County Schools shall wear photo ID badges and clothing identifying the name of the company. Contract employees shall not report to any MCSD school or facility at any time to perform services without an ID badge and identifiable clothing. If so, the employee will not be allowed to enter the building to perform services. Badged and identifiable clothing shall be worn at all times when on Muscogee County School Districts property. The vendor must enforce the badge policy through the term of the awarded contract. This process also includes the use of temporary staffing agency employees.
- b) All vendor employees are required to badge in upon arrival for work at an MCSD site and badge out upon leaving an MCSD site after work.
- c) All vendor employees must display MCSD issued credentials at all times when working on an MCSD site.
- d) Upon termination of a contract employee, the vendor shall immediately retrieve the badge and identifiable clothing from the ex-employee, inform the MCSD immediately with follow-up notification in writing, as well as, provide immediate notification to the onsite contract of such, and turn in a copy of the photo identification of the respective former employee. Any property belonging to the Muscogee County Schools must be returned immediately.

3.11 Keys

Upon award of a contract, Muscogee County Schools may provide keys and an access code to the primary company contact, to allow entrance to and exit from the school. If keys and codes are provided, they shall be given ONLY to the primary company contact. Neither the keys nor the access codes shall be duplicated or given to other contracted employees in the primary company contact's absence unless the vendor has obtained written permission to do so from the authorized MCSD personnel.

3.12 Parking

The vendor's employees may use the facility parking, when on duty. The parking shall not be used for periods other than the work shift.

3.13 Weapons

Guns, knives, or any other recognized weapons or any tools or instruments intended for use as weapons are not allowed upon MCSD's property. Possession of a weapon on the grounds or property of the MCSD, regardless of whether the weapon is on the person of the employee or in a location of the employee's knowledge, shall be cause for the immediate removal of the employee from MCSD's property and any further work under this contract.

3.14 Alcohol and Drugs

- a) Possession and/or use of alcohol, tobacco, or illegal drugs are prohibited on MCSD's property. Being under the influence of illegal drugs and alcohol while on MCSD's property or grounds is prohibited. Violation of this provision shall be cause for the immediate removal of the employee from MCSD's property and any further work under this contract.
- b) Use or possession of legally prescribed or over-the-counter medication is not prohibited. However, the vendor is cautioned to closely monitor and supervise employees taking medication, such that they will not endanger themselves or others by being unable to work effectively and safely while under the medication.

3.15 Visitations

The vendor's employees shall not be assisted, accompanied, or visited by family, friends, or associates during their work shift, unless specific, written authorization has been granted by the MCSD.

4. Security

- 4.1 The vendor shall be responsible for training employees in the security requirements of the school or facility in which he or she is working. The vendor is also responsible for enforcing these requirements.
- 4.2 The vendor shall secure the building after the completion of work or other activities. All rooms are to remain locked at all times, unless in use or being cleaned at that time. This includes locking all doors and windows as designed by the MCSD.
- 4.3 In the event doors or windows are left unsecured by the vendor's employees, the vendor will be subject to disciplinary action.
- 4.4 The building shall be locked if left unattended; the security alarm shall be set, the vendor supervisor must notify the MCSD's Security office before leaving the school campus or administrative facility.
- 4.5 The vendor's employees shall not disturb papers on desks or other office furnishings. They shall not open drawers or desks, furnishings, or cabinets under any circumstances unless otherwise directed by the MCSD.
- 4.6 The vendor shall be responsible for repairing or replacing, to the satisfaction of MCSD, any damage caused by any willful or negligent act of its employees. The vendor is also liable for any theft proven to be either committed by its employees or made possible by the willful or negligent action of its employees. MCSD reserves the right to remove the vendor from the site based on the severity of the acts committed by the vendor's staff.
- 4.7 Keys – Any vendor's employee found to have duplicated a key will be immediately removed from MCSD property and this contract. The vendor is fully responsible for the cost of replacing lost keys and the cost of replacing the facility locks if this becomes necessary. Upon termination of a supervisor or other management staff, the vendor shall immediately retrieve the keys from the ex-

employee and inform the MCSD. Also immediately, the vendor must follow-up with a written notification which shall be provided to the MCSD. The vendor must also immediately forward the keys to the MCSD. The keys shall be formally reassigned and a new access code shall be given to the new vendor supervisor by the MCSD.

5. Supplies and Equipment

- 5.1 The vendor shall provide all labor, supervision, equipment, materials, supplies, tools, etc. as are required for undertaking custodial services for the schools/facilities under contract.
- 5.2 The vendor must have new and updated equipment and said equipment must be available for inspection when requested by MCSD personnel. Required equipment will include a minimum of one auto scrubber, one battery-powered burnisher, and one restroom machine for each school under this proposal. All floors must be dust mopped before wet mopping using 18" or 24" dust mops for classrooms and 36" or 48" for large rooms, gyms, and hallways. The use of improper equipment will be reported to MCSD. Any required equipment out of service for more than three days must be reported to the MCSD Operations and Safety Supervisor.
- 5.3 All sanitary chemicals shall have UL approved label. Abrasive cleaners and polishes shall not be used routinely. When these are essential, they shall be used with great care and caution.
- 5.4 The restrooms are to be stocked by the night cleaning personnel. Restroom supply requirements include Scott hard roll towels, one-ply, white, eight-inch 1000 foot roll. Scott Coreless Jr. jumbo roll tissue. Lite N foaming Cranberry Ice hand, hair and body wash or equivalent. There will be no lotion soap allowed.
- 5.5 Supplies will be placed in a centralized location for use by the night cleaning personnel. The supply levels will be monitored by the MCSD and restocking will be based on usage.
- 5.6 The awarded vendor shall submit samples (To Include SDS information) of these equipment, supplies, and chemicals to MCSD upon request for approval before implementation. The vendor shall not use any hazardous materials.
- 5.7 Before implementation, the vendor must supply a detailed listing of all equipment, supplies, and chemicals to be used during the custodial services contract; moreover, the list must be approved by MCSD before use in an MCSD facility or school (approval in writing is the only acceptable method of approval). This applies to any new products that the vendor wishes to use in addition to the original list submitted.
- 5.8 The vendor will use an odor control counteractant with Enzymes for restroom care. This is to help combat the smell of urine salt within the school facilities serviced by the vendor.
- 5.9 The vendor will use disinfectants daily in restrooms and cafeterias. This product must be kept in the facility/school at all times. NO BLEACH is allowed on MCSD sites.
- 5.10 If indoor air quality (IAQ) concerns develop, the vendor must be prepared to assist in the resolution of the concern by providing wet wiping, carpet extraction, and removing flood waters from MVT

(12 x 12 flooring) or carpet as directed by MCSD facilities representative at no additional expense to the system. The vendor will use MCSD approved cleaning supplies including wax and stripper products.

- 5.11 The vendor shall have a five (5) year recycle equipment plan stating that they must show proof of the age of the equipment and service records provided upon request by MCSD.
- 5.12 Wherever possible and reasonable, MCSD will provide locked storage at each facility covered under this contract for the vendor's use. The vendor is solely responsible for the protection and safekeeping of his/her equipment, materials, and supplies.

6. Inspections and Performance Evaluations

- 6.1 The vendor shall remain mindful that MCSD expects the vendor to be proactive and to operate as a strategic partner in its effort to maintain a very high level of cleanliness within all of its facilities.
- 6.2 It shall be noted as a warning when performance is showing deterioration from the standard. Where deterioration is noted, the vendor is required to take corrective action. It is the vendor's responsibility to correct the noted deficiencies within the allotted time frame.
- 6.3 MCSD will conduct daily and/or weekly inspections of the facilities maintained by the vendor as a part of its standard operating procedures. Inspections may occur more often if the MCSD deems it necessary or desirable.
- 6.4 If a deficiency or concern regarding the potential drop in the standard is noted, an assessment sheet identifying the deficiency shall be provided to the vendor within twenty-four (24) hours of the inspection. Twenty-four (24) hour response/remedy to non-waxing issues is strictly enforced. Floors sited for waxing or stripping will be evaluated based on the size and scope of the problem and response/remedy time rendered. The assessment sheet will denote areas of satisfactory performance and areas of unsatisfactory performance.
- 6.5 Inspection and Evaluation Documentation
 - a) The vendor must have a written inspection and corrective action plan.
 - b) The vendor must state the inspections frequency and timetable to ensure corrective actions are complete.
 - c) The vendor must provide MCSD with written documentation regarding all inspections (timetable to be determined by MCSD).
 - d) MCSD reserves the right to adjust the timetable regarding written inspections and corrective actions to be taken as required.
 - e) The vendor shall create the inspection form for MCSD approval.
 - f) The vendor shall complete the inspection of each school twice a week and send the results to MCSD.
- 6.6 MCSD will use the following steps for corrective action when conducting audits on a school or facility:
 - a) Audit 1 – if below MCSD standards of Level Two cleanliness, written warning and request for a plan of action from the vendor to bring the facility back to MCSD standards.

- b) Audit 2 – if below MCSD standards of Level Two cleanliness, request for a plan of action from the vendor to bring the facility back to MCSD standards.
 - c) Audit 3 – if below MCSD standard of Level Two cleanliness, removal from that school or facility.
- 6.7 MCSD shall make a written “negative performance report” each time the vendor’s work performance falls below acceptable standards, as determined by MCSD. The negative performance report shall detail each area in which the vendor’s performance is deficient. After each negative performance report is issued, the vendor will have one (1) business day to respond in writing with a plan to cure the performance and two (2) days to demonstrate marked improvement. After the issuance of the third negative performance report, MCSD has the option to:
- a) Wait for a reasonable amount of time for the vendor’s cure; or
 - b) Terminate the vendor’s services at a particular premises; or
 - c) Terminate the vendor’s contract with MCSD in its entirety.
- 6.8 Financial Penalties Clause
- a) Building security (i.e. doors, windows, alarm panels) – First occurrence will have a verbal warning. Additional occurrence will have a \$250 penalty withheld from payment to the vendor after the vendor has been notified.
 - b) Inspection scores that fall below 85% will have a first occurrence verbal warning. Additional occurrences will result in a \$250 penalty withheld from payment to the vendor after the vendor has been notified.
 - c) Cleaning deficiencies identified to the vendor by the MCSD Operations and Safety Supervisor or the Director of Plant Service that are not corrected and continue to repeat will be assessed a \$500 penalty per occurrence after the vendor has been notified.

APPENDIX B**LIST OF ELEMENTARY SCHOOLS**

| Facility Name | Facility Address | Est. Cleanable Square Feet |
|--------------------------------------|-----------------------------|-----------------------------------|
| Blanchard Elementary School | 3512 Weems Road | 61,844 |
| Brewer Elementary School | 2951 Martin Luther King | 68,724 |
| Britt David Magnet Academy | 5801 Armour Road | 58,474 |
| Clubview Elementary School | 2836 Edgewood Road | 65,960 |
| Dawson Elementary School | 180 Northstar Drive | 51,990 |
| Dimon Elementary School | 480 Dogwood Drive | 58,068 |
| Dorothy Height Elementary School | 1458 Benning Drive | 87,392 |
| Eagle Ridge Elementary School | 7576 Raider Way | 81,089 |
| Forrest Road Elementary School | 6400 Forrest Road | 48,019 |
| Fox Elementary School | 600 38 th Street | 63,400 |
| Georgetown Elementary School | 954 High Lane | 60,911 |
| Hannan Elementary School | 1338 Talbotton Road | 66,240 |
| Johnson Elementary School | 3700 Woodlawn Ave | 61,122 |
| Lonnie Jackson Elementary School | 4601 Buena Vista Road | 52,391 |
| Martin Luther King Elementary School | 350 Thirtieth Ave | 61,577 |
| Midland Academy | 7373 Psalmond Road | 73,560 |
| North Columbus Elementary School | 2006 Old Guard Road | 78,654 |
| Rigdon Road Elementary School | 1320 Rigdon Road | 77,005 |
| St. Mary's Magnet Academy | 4408 St. Marys Road | 45,148 |
| Waddell Elementary School | 6101 Miller Road | 48,891 |
| Wesley Heights Elementary School | 1801 Amber Drive | 49,234 |
| Wynnton Elementary School | 2303 Wynnton Road | 56,980 |

APPENDIX C

FREQUENCY CHART

Please see the attached Frequency Chart spreadsheet.

APPENDIX D

FINANCIAL PROPOSAL

Please complete the attached Financial Form spreadsheet by providing the cost per square foot that your company would charge to complete all the requirements at each of the listed locations.