REQUEST FOR PROPOSAL
For
PEST CONTROL SERVICES

RFP NUMBER 17-037

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1.0 INTRODUCTION

1.1 Objective – Purpose of Procurement

A. The objective of this Request for Proposal (RFP) is to award a contract for pest control service for the schools and other facilities of the Muscogee County School District (MCSD) to the vendor offering the highest quality service at the best value.

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

(1) Immediate Requirements
   a. The vendor must respond to emergency calls within 4 hours, especially in food service areas. All other work orders must be complete in 24 hours.
   b. All cafeteria requirements (see Section 7 below) must be met within thirty days of the award of the contract because these are the areas where the infestations usually occur.
   c. Each school shall be inspected monthly in accordance with the contract.
   d. Copies of all inspection reports will be delivered to Plant Services.
   e. Due to the excessive amount of work orders required to keep any infestation under control the vendor shall have a technician on duty daily at the District for the first several months of the contract period.

(2) General Requirements
   a. The proposer will work with Muscogee County School District Plant Services Department, school Principals, and department heads to assess specific needs at each school.
   b. The awarded vendor will submit a written Pest Management Plan designed specifically to meet the needs of the Muscogee County District within two weeks of the contract award. The contractor will update the control plan on an annual basis, or as necessary. The plan will be submitted to the Plant Services Department for approval.
   c. The proposer is responsible for furnishing all professional services, labor, materials, tools, equipment, supplies permits, insurance, fees, etc., to carry out the provisions of the specifications of this RFP.
   d. The Pest Control Management Plan will include the control and suppression of populations of indoor pests, such as rats, mice, cockroaches, ants, flies, and any other pests not specifically excluded from the contract.
e. The pests listed below are excluded from this RFP and are not part of the regular inspection. However, if any of these are found in a glue trap in a MCSD building the treatment and removal of the pest will be considered part of the contract.

- Birds
- Bats
- Snakes
- All other vertebrates other than rodents unless they are in the building.

f. The proposer will have 24 hour access to all schools seven days a week. However, inspections are to be done only during regular school hours.

g. Any other specific needs as required by Plant Services, Principals or Cafeteria Managers to enhance the control of pests.

(3) **Procedure for Performing Service**

a. The contractor will perform routine Pest Control in a manner that does not adversely affect the students, teachers, or staff of the MCSD.

b. When it is necessary to perform work outside the normal business hours of the MCSD, as set forth in the contractor’s Pest Control Management plan, the contractor will give Plant Services notice of a minimum of 24 hours.

c. The contractor will observe all safety precautions throughout the performance this contract.

d. Upon entering a facility, the contractor or their employees will notify the facility personnel of their presence and purpose. All such personnel will have identification and wear distinctive uniform clothing.

e. The contractor or their employee will ask for any special instructions from the principal or his/her representative.

f. The contractor will provide whatever additional personal protective equipment required for safe application of chemicals or other pest control devices.

g. At a minimum all such protective clothing, equipment, and devices will conform to OSHA standards for the products used.

h. All vehicles used by the contractor will be identified in accordance with state regulations.

i. Upon completion of work, the contractor or their employee will notify the facility personnel, and submit a signed verification of services completed.

j. In the event, additional services are required (callback); all such work will be done within twenty-four hours, and at no cost to the MCSD.

k. All emergency and special requests, outside of routine services, will be conducted within one working day. If these services cannot be performed within this time constraint, the contractor will notify the Plant Services Department and give an estimated time of completion.

(4) **Laws and Regulations Compliance**

a. In addition to compliance with all OSHA requirements, the contractor will meet all EPA, other federal, state and local regulations related to,
but not limited to, the application, licensure, usage, and instructions concerning pesticides and fumigant products used.

b. The contractor will have on staff at the time of service Certified Commercial Pesticide Applicators in the category of Industrial, Institutional, Structural, and Health Related Pest Control.

(5) **Insect Control**

a. Non-Pesticide Products and Use: The contractor will use non-pesticide methods of control whenever possible.
   - Portable vacuums will be used to pick up dead bugs once an infestation remediation is completed. This will include cleaning up cockroaches, swarming insects, etc. once the subjects have been killed. In addition, vacuums will be used to control spiders in webs whenever appropriate.
   - Use trapping devices for indoor fly control whenever possible.
   - Sticky traps will be used to guide and evaluate indoor pest control efforts whenever necessary.

b. Contractor may be required to provide classroom treatment for bed bug and head lice.

c. Contractor may be required to provide service at the elementary schools to kill ant and/or bugs within the playground area.

d. Contractor may be required to spray for mosquitoes in classrooms and outside on occasion.

e. During the monthly inspections, contractor will be required to spray and remove wasp nest.

f. During the winter break, contractor will provide full treatment for all school kitchens.

g. Pesticide products and use: When the contractor determines that a pesticide must be used to achieve adequate control, he or she will use the least hazardous material, the most precise application technique, and the minimum quantity of pesticide necessary to achieve the desired effect.

h. The contractor will be responsible for the application of the chemicals in the method proscribed on the label. All pesticides used by the contractor must be registered with the EPA and the state jurisdiction.

i. The transport, handling, and use of all pesticides will be in strict compliance with the manufacturer's label instructions and all applicable federal and state laws and regulations.

(6) **Rodent Control**

a. Non-pesticide Products and Use: Generally, trapping devices should be used for rodent control inside occupied buildings. All these devices will be concealed from view and in protected areas so as not to be affected by routine cleaning and other operations. The majority of the trapping should be conducted on holidays, weekends or in coordination with the affected school principal. The trapping devices used must be approved by Plant Services and checked regularly per the plan submitted at the inception of the contract. The contractor is responsible for the disposal of all trapped rodents or rodent carcasses.
b. Pesticide Products and Use: When circumstances warrant the contractor, with the approval of Plant Services, may use chemical means to control rodents. All such chemicals, regardless of packaging, will either be placed in locations not accessible to children, or be in EPA approved tampering resistant bait boxes.

c. The frequency of bait box service will depend on the level of rodent infestation. All bait boxes will be maintained in accordance with all federal, state, and local regulations.
   - All bait boxes will be placed out of general view
   - The lids of all bait boxes will be locked or fastened shut
   - All bait boxes will be securely attached or anchored to the floor, ground, wall, or other surface to prevent moving by unauthorized personnel.
   - The bait will be placed in the baffled protected feeding chamber and not the runway of the box.

(7) **School Nutrition Program Requirements**

a. Each kitchen and cafeteria shall be treated twice a month during operating months to include Summer Feeding. This schedule must be adhered to and approved by the cafeteria manager for a period of no less than 90 days upon acceptance of the contract.

b. The pest control employee shall contact the cafeteria manager prior to each treatment and discuss any problem areas before any treatment begins.

c. The nutrition employee must sign off any work order or treatment involving the kitchens and cafeterias.

d. Any recommendations to reduce pest control issues after the kitchens and cafeterias are under control must be discussed with the cafeteria manager and shall be submitted in a written format.

e. All school facilities shall be treated before the start of each school year to include kitchens and cafeterias. This work is to be done mainly during June and July.

f. All work orders shall be completed within 24 hours of being submitted.

g. A written schedule must be submitted as part of the plans showing twice-monthly service for the kitchens and cafeterias with standard monthly service for the remaining locations within the schools.

h. Copies of all inspection and work order sheets are to be left in the cafeteria.

i. The pest control company should contact the cafeteria manager after the service is completed to see if the treatment was effective.

(8) **Quality Control Program**

a. The Program will include an inspection system covering all the services stated in this contract. A copy of the checklist used in carrying out the specified inspection.

b. In addition, a system for identifying and correcting deficiencies in the quality of service prior to a drop in the overall quality of service provided.
c. Files will be maintained by the contractor, and made available to the MCSD of all inspections conducted by the contractor and corrective actions taken.

(9) **Safety and Health**
   a. All work will comply with OSHA and state safety and health regulations.
   b. The contractor assumes the full responsibility and liability for compliance with all regulations in pertaining to the health and safety of personnel performing the work specified in this RFP.
   c. Uncertified individuals working under the supervision of a Certified Applicator will not be permitted to provide service under the terms of this contract.

(10) **MCSD Daily Service Provision**
   a. The MCSD has a need for pest control services that will require scheduled daily treatment in the District as well as an immediate response time for emergencies or urgent treatment events.
   b. MCSD has determined that at least five treatment specialists are required daily to keep up with MCSD’s prescribed treatment schedules for all its schools and buildings. Furthermore, MCSD has determined that in order to provide this service on a daily basis and in the time required, the five treatment specialists must be located within a geographical area close in proximity to the District so that there is no delay or potential disruption in providing the daily treatment or responding to an emergency call. As such, MCSD shall require the winning bidder to have an office located in the Columbus, Georgia area, to be defined as any distance within 15 miles of the Muscogee County District boundary, where not less than five treatment specialists must be located so that they can provide the daily prescribed, and scheduled treatments and be immediately available to MCSD.
   c. The failure, or inability, by the bidder in its bid to meet this daily and immediate availability requirement of its treatment specialist is grounds for MCSD to reject the bid.
   d. Additionally, if a bidder is awarded the contract but then fails or is unable to comply with this daily and immediate availability requirement of its treatment specialists, said failure to comply shall be deemed a material breach of the agreement and MCSD, at its sole discretion, may terminate the agreement without further notice to the vendor.”

1.2 **Background**
   A. The Muscogee County School District is the public school system serving the Columbus, GA area. There are currently 56 schools and alternative centers educating over 30,000 students. The Muscogee County School District is the area’s largest employer-after neighboring Ft. Benning—with approximately 6,000 employees.

   B. The district currently uses the services of a nationally recognized vendor.
1.3 **Schedule of Events**

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

- **03/17/17** Release of RFP
- **03/28/17** Deadline for written questions by 5pm
- **03/29/17** Proposer’s Conference/Site Visit
  
  9am Eastern Time – Sign in at Building 1
  
  5908 Whitesville Road, Columbus, GA 31904
- **03/31/17** Answers to written questions posted on the MCSD website (on or about)
- **04/06/17** Proposals due 2pm Eastern Time
- **05/15/17** Contract awarded (at Board Meeting)
- **07/01/17** Contractor begins work

1.4 **Restrictions on Communications with Staff**

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

Bill Crowder  
Senior Buyer  
Muscogee County School District  
P.O. Box 2427  
2960 Macon Road  
Columbus, GA  31902  
706-748-2352  
Fax 706-748-2359  
crowder.william.g@muscogee.k12.ga.us

B. No MCSD employee outside the Purchasing Department 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 under the Vendors tab.

1.5 Contract Term

A. The initial contract term is for one year from July 1, 2017 through June 30, 2018, 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. Contract award and optional renewals shall be initiated by issuance of an annual purchase order.

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 on 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. Price alone will not be the determining factor in the contract award.

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 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 cancellation of the award. The District will prepare and negotiate a contract with the selected Vendor 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 sub-contractor’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/contractor 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 insure 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 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 other form of complimentary 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 is 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 requires that proposers furnish bonds as 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 the 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. 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 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.

C. 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 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 contractor 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 - $100,000 Each Accident
$500,000 Disease Policy Limit
$100,000 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 as regards 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. 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 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 which 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 hold 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 all 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 work site 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, fire arms, 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.

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. 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

MCSD is subject to Georgia’s Open Records Act at OCGA s 50-18-70, et. seq. This law allows individuals to view MCSD records [whether maintained electronically or through paper] and / or make copies, unless the records are specifically exempted by the law. The law does contain specific language addressing valid trade secrets, but requires specific action from the vendor to ensure confidentiality.

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 are 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 constitute 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 6 copies of the technical proposal with one clearly marked as “ORIGINAL”. Provide one copy of the financial proposal. One full copy of the proposal should be submitted on electronic media such as a CD in PDF or Microsoft Word format. If there is a discrepancy between a hard copy
submission and the companion CD submission, the hard copy will take precedence.

D. Proposals must be sealed and marked on the outside of the shipping package as follows:
   Proposal #17-037  
Pest Control Services  
Due: 2:00 p.m. April 6, 2017

E. Submit the proposal to:

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

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

F. Any proposal received after the due date and time will not be evaluated. The proposer has sole responsibility to insure 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 award and signing of the Contract.

G. 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 original signature
d. **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 which pass the Administrative Review will be evaluated and scored in categories and may receive a maximum of 400 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:

<table>
<thead>
<tr>
<th>Category</th>
<th>Maximum Points</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Demonstrated Experience of the Proposer</strong></td>
<td>50</td>
<td>12.5%</td>
</tr>
<tr>
<td><strong>Service Capabilities of the Proposer</strong></td>
<td>150</td>
<td>37.5%</td>
</tr>
<tr>
<td><strong>Quality Assurance Program Guarantees</strong></td>
<td>50</td>
<td>12.5%</td>
</tr>
<tr>
<td><strong>Overall Suitability to MCSD Needs</strong></td>
<td>150</td>
<td>37.5%</td>
</tr>
</tbody>
</table>

The Technical Proposal with the highest technical points will be adjusted up to a score of 400. All other Technical proposals with 300 or more points (75% of maximum points available) 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 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 600 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 600. All other Financial Proposals will receive a prorated score calculated using the following formula:

\[ \frac{L}{P} \times \text{(Maximum number of points available for Financial Proposal)} = V \]

Where:
- \( L \) = Total Cost of the proposal with the lowest cost
- \( P \) = Total Cost of the proposal being adjusted
- \( V \) = Assigned score for 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 completed Financial Proposal using the provided form.

C. The proposer must submit a sample contract.

5.0 TECHNICAL PROPOSAL

This section identifies the information which must be submitted in the Technical Proposal. 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

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

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 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 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.
- If a public company, the proposer will provide their most recent audited financial report.
- 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 stated requirement and any discovered deviation will result in disqualification of the proposal.

5.8 Proposed Solution

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. Describe the company’s collective experience, especially in dealing with organizations the size of the MCSD.

2. Outline the general plan proposed to service the MCSD.

3. Explain the company’s capability to provide the specified services with the resources required in the Scope of Work, including Section 10.

4. Provide a detailed description of the company’s quality assurance program, and the service guarantees that are offered.

5. Describe in as much detail as possible, why the proposers company should be selected to provide pest control service to the MCSD.
6.0 **FINANCIAL PROPOSAL**

Complete the Pricing Information Sheet in Appendix B. Complete the tables and provide additional supporting information as required to clarify pricing.

7.0 **PROPOSAL CERTIFICATION**

Indicate a willingness to enter into an agreement by signing the Proposal Certification Form in Appendix A. Failure to sign this form will result in disqualification.
Appendix A - 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 proposal opening date.

PROPOSAL SIGNATURE AND CERTIFICATION (Bidder to sign and return with 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 ________________________________________________
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 _____, ___. 201__ 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 _______________, 201__.

_______________________________

NOTARY PUBLIC SIGNATURE

My Commission Expires: ________________________________
APPENDIX B
FINANCIAL PROPOSAL

Provide monthly, quarterly, and annual pricing for all services as specified in this Request for Proposal.

Monthly ________________________________________________________________
Quarterly ______________________________________________________________
Annual ________________________________________________________________

Itemize any other costs ____________________________________________________
________________________________________________________________________
________________________________________________________________________

List any exceptions to the terms of the Request for Proposal _____________________
________________________________________________________________________
________________________________________________________________________

Vendor Name: __________________________________________________________________
## APPENDIX C
### MCSD
### SERVICE LOCATIONS

<table>
<thead>
<tr>
<th>Facility Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Elementary, Middle, and High Schools:</strong></td>
<td></td>
</tr>
<tr>
<td>Aaron Cohn Middle</td>
<td>7352 Garrett Road</td>
</tr>
<tr>
<td>Allen Elementary</td>
<td>5201 23rd Avenue</td>
</tr>
<tr>
<td>Arnold Middle</td>
<td>2011 51st Street</td>
</tr>
<tr>
<td>Baker Middle</td>
<td>1215 Benning Drive</td>
</tr>
<tr>
<td>Benning Hills Elementary</td>
<td>190 Munson Drive</td>
</tr>
<tr>
<td>Blackmon Road Middle</td>
<td>7251 Blackmon Road</td>
</tr>
<tr>
<td>Blanchard Elementary</td>
<td>3512 Weems Road</td>
</tr>
<tr>
<td>Brewer Elementary</td>
<td>2951 MLK Boulevard</td>
</tr>
<tr>
<td>Britt David Magnet Academy</td>
<td>5801 Armour Road</td>
</tr>
<tr>
<td>Carver High</td>
<td>3100 8th Street</td>
</tr>
<tr>
<td>Clubview Elementary</td>
<td>2836 Edgewood Road</td>
</tr>
<tr>
<td>Columbus High Magnet</td>
<td>1700 Cherokee Avenue</td>
</tr>
<tr>
<td>Cusseta Road Elementary</td>
<td>4150 Cusseta Road</td>
</tr>
<tr>
<td>J. D. Davis Elementary</td>
<td>1822 Shepherd Drive</td>
</tr>
<tr>
<td>Dawson Elementary</td>
<td>180 Northstar Drive</td>
</tr>
<tr>
<td>Dimon Magnet Academy</td>
<td>480 Dogwood Drive</td>
</tr>
<tr>
<td>Double Churches Elementary</td>
<td>1213 Double Churches Road</td>
</tr>
<tr>
<td>Double Churches Middle</td>
<td>7611 Whitesville Road</td>
</tr>
<tr>
<td>Downtown Elementary</td>
<td>1400 First Avenue</td>
</tr>
<tr>
<td>School Name</td>
<td>Address</td>
</tr>
<tr>
<td>-------------------------------------------------</td>
<td>--------------------------------</td>
</tr>
<tr>
<td>Eagle Ridge Elementary</td>
<td>7601 Schomburg Road</td>
</tr>
<tr>
<td>Early College Academy</td>
<td>2701 11th Ave</td>
</tr>
<tr>
<td>East Columbus Magnet Academy</td>
<td>6100 Georgetown Road</td>
</tr>
<tr>
<td>Fine Arts Academy</td>
<td>1700 Midtown Drive</td>
</tr>
<tr>
<td>Lonnie Jackson</td>
<td>4601 Buena Vista Road</td>
</tr>
<tr>
<td>Eddy Middle</td>
<td>2100 South Lumpkin Road</td>
</tr>
<tr>
<td>Edgewood Elementary (A.I.M.)</td>
<td>3835 Forrest Road</td>
</tr>
<tr>
<td>Forrest Road Elementary</td>
<td>6400 Forrest Road</td>
</tr>
<tr>
<td>Fort Middle</td>
<td>2900 Woodruff Farm Road</td>
</tr>
<tr>
<td>Fox Elementary</td>
<td>600 38th Street</td>
</tr>
<tr>
<td>Gentian Elementary</td>
<td>4201 Primrose Road</td>
</tr>
<tr>
<td>Georgetown Elementary</td>
<td>954 High Lane</td>
</tr>
<tr>
<td>Hannan Magnet Academy</td>
<td>1338 Talbotton Road</td>
</tr>
<tr>
<td>Hardaway High</td>
<td>2901 College Drive</td>
</tr>
<tr>
<td>Johnson Elementary</td>
<td>3700 Woodlawn Drive</td>
</tr>
<tr>
<td>Jordan High</td>
<td>3200 Howard Avenue</td>
</tr>
<tr>
<td>Kendrick High</td>
<td>6015 Georgetown Drive</td>
</tr>
<tr>
<td>Key Elementary</td>
<td>2520 Broadmoor Road</td>
</tr>
<tr>
<td>MLK, Jr. Elementary</td>
<td>350 30th Avenue</td>
</tr>
<tr>
<td>Lonnie Jackson</td>
<td>4601 Buena Vista Road</td>
</tr>
<tr>
<td>Marshall Middle</td>
<td>1830 Shepherd Drive</td>
</tr>
<tr>
<td>Mathews Elementary</td>
<td>7533 Lynch Road</td>
</tr>
<tr>
<td>School</td>
<td>Address</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>--------------------</td>
</tr>
<tr>
<td>Midland Academy</td>
<td>7373 Psalmond Road</td>
</tr>
<tr>
<td>Midland Middle</td>
<td>6990 Warm Springs Road</td>
</tr>
<tr>
<td>Muscogee Elementary</td>
<td>3900 Baker Plaza</td>
</tr>
<tr>
<td>North Columbus Elementary</td>
<td>2006 Old Guard Road</td>
</tr>
<tr>
<td>Northside High</td>
<td>2002 American Way</td>
</tr>
<tr>
<td>Reese Road Elementary</td>
<td>3100 Reese Road</td>
</tr>
<tr>
<td>Richards Middle</td>
<td>2892 Edgewood Road</td>
</tr>
<tr>
<td>Rigdon Road Elementary</td>
<td>2892 Rigdon Road</td>
</tr>
<tr>
<td>River Road Elementary</td>
<td>516 Heath Drive</td>
</tr>
<tr>
<td>Rothschild Middle</td>
<td>1136 Hunt Avenue</td>
</tr>
<tr>
<td>St. Elmo Facility</td>
<td>2101 18th Avenue</td>
</tr>
<tr>
<td>St. Mary's Elementary</td>
<td>4408 St Mary’s Road</td>
</tr>
<tr>
<td>Shaw High</td>
<td>7579 Raider Way</td>
</tr>
<tr>
<td>South Columbus Elementary</td>
<td>1964 Torch Hill</td>
</tr>
<tr>
<td>Spencer High</td>
<td>4340 Victory Drive</td>
</tr>
<tr>
<td>Veterans Middle</td>
<td>2008 Old Guard Road</td>
</tr>
<tr>
<td>Waddell Elementary</td>
<td>6101 Miller Road</td>
</tr>
<tr>
<td>Wesley Heights Elementary</td>
<td>1801 Amber Drive</td>
</tr>
<tr>
<td>Wynnton Elementary</td>
<td>2303 Wynnton Road</td>
</tr>
<tr>
<td>Facility Name/Location</td>
<td>Address</td>
</tr>
<tr>
<td>-----------------------------------------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td><strong>Support Buildings:</strong></td>
<td></td>
</tr>
<tr>
<td>Muscogee County Public Education Center</td>
<td>2960 Macon Road</td>
</tr>
<tr>
<td>Bradley Division of Information Services</td>
<td>1120 Bradley Drive</td>
</tr>
<tr>
<td>Columbus Roberts Center</td>
<td>539 Brown Avenue</td>
</tr>
<tr>
<td>Operations and Facilities Building</td>
<td>5661 Lorenzo Road</td>
</tr>
<tr>
<td>Kinnett Stadium</td>
<td>7579 Raider Way</td>
</tr>
<tr>
<td>Mildred L. Terry Library</td>
<td>640 Veterans Parkway</td>
</tr>
<tr>
<td>North Columbus Branch Library</td>
<td>5689 Armour Road</td>
</tr>
<tr>
<td>Plant Services</td>
<td>5908 Whitesville Road</td>
</tr>
<tr>
<td>South Columbus Branch Library</td>
<td>2034 S. Lumpkin Road</td>
</tr>
<tr>
<td>Transportation</td>
<td>5908 Whitesville Road</td>
</tr>
<tr>
<td>Columbus Library</td>
<td>3000 Macon Road</td>
</tr>
<tr>
<td>Columbus Museum</td>
<td>1251 Wynnton Road</td>
</tr>
<tr>
<td>Warehouse</td>
<td>5908 Whitesville Road</td>
</tr>
</tbody>
</table>