



**HAMILTON COUNTY SCHOOLS
PROCUREMENT DEPARTMENT**

REQUEST FOR PROPOSAL

FOR

CUSTODIAL AND GROUNDS SERVICES

RFP File 21-16 Custodial and Grounds Services

RFP Issue Date: October 2, 2020

Deadline For Submitting RFP: 2:30 PM (Eastern) on December 8, 2020

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I. OVERVIEW OF THE RFP AND THE OPPORTUNITY

A. Statement of Intent

Hamilton County Schools hereinafter referred to as “HCS” is soliciting proposals CUSTODIAL AND GROUNDS SERVICES. Throughout this document the terms Proposer, Contractor, Company, Vendor, Firm or Bidder are used interchangeably and refer to any organization submitting a response to this RFP. The purpose of this request for proposal (RFP) is to define HCS’s minimum requirements and to gain adequate information from which HCS can evaluate your company and your response to HCS’s requirements.

B. Background

Hamilton County Schools wishes to establish a standard of excellence in the cleanliness of its schools and other facilities. The school system operates approximately 7.5 million square feet of building space and expects all buildings to be excellent in regards to cleanliness. All buildings will be expected to start the school year meeting APPA Level 1 standards and should be maintained throughout the year at no less than APPA Level 2.

C. Description of Service Requested

The District’s intent is to contract with a vendor that can meet the expectations listed above. The vendor should have an established body of work that exemplifies quality service and a commitment to working alongside the district. It is expected that the vendor have successful recruitment and retention practices to ensure staffing is available to meet the expectations. A quality control and monitoring system operated by the vendor is expected.

D. Vendor Qualifications

HCS is contacting prospective vendors who have an interest in or are known to do business relevant to this Request for Proposal meeting the following requirements:

- Must have at least (5) years’ experience in this business
- Must have experience with similar size K-12 or other educational systems
- Must have all relevant licenses and certifications (Federal, State, or local as applicable) required
- Must have sufficient, competent, and skilled staff, with experience in performing/providing the requested services
- Meet Mandatory Requirements as outlined in Section IV.A – IV.C

E. Contract Terms

The successful proposer(s) will be required to enter into a contract with HCS to satisfy the requirements of this RFP. HCS reserves the right to award this contract to a single proposer or to award multiple, separate contracts in the best interest of HCS.

It is HCS’s intent to enter into a contract for up to five (5) years with the successful proposer(s). Thereafter, HCS may at its option, extend the term of the contract for two (2) additional one (1) year contract terms under the same terms and conditions.

In the event that HCS exercises such renewal rights, all terms, conditions and provisions of the original contract shall remain the same and apply during the renewal period with the possible exception of rate adjustments and minor scope additions and/or deletions which may be agreed upon in accordance with provisions set forth in Sections III - VI and any other applicable parts of this document.

Note that these are not automatic renewals. It will be the responsibility of both parties to notify the other party in writing no less than ninety (90) days before the expiration of the contract period if the contract is not to be extended for each additional term.

F. Evaluation and Award of Contract

HCS will evaluate proposals on their compliance with and responsiveness to the requirements described herein and will recommend the firm(s) to be selected, which in its opinion, is best suited to accomplish the required service for HCS.

The following components will be evaluated and rated using the scale below:

- Price = 20%
- References/Experience = 20%
- Accountability/Monitoring Model = 20%
- Wages/Benefits = 15%
- Modifications to Scope = 15%
- SMWOB Subs = 10%

All proposals will be initially evaluated to determine whether:

- The proposal is complete, in the required format, and in compliance with all the requirements of the RFP.
- Proposers meet the Vendor Qualifications and Mandatory Requirements as outlined in Sections I.D, IV.A - IV.C of this RFP.

After the initial review, evaluations will not rely solely on price, but will also consider adherence to

- A. references
- B. longevity in the public-school contract operations and custodial/grounds industry
- C. longevity and turnover factors regarding administrative, custodial and grounds personnel
- D. financial soundness and stability
- E. quality of customer contact procedures, training programs, operations diagrams, and other enclosures required by this document
- F. evaluation of a transition plan including but not limited to: timeline, procedure, and description of contractor's transition of personnel
- G. proposed wage and benefit structure for employees
- H. staffing levels

To determine the proposal that, in HCS's opinion, best meets its needs.

In order to receive full consideration, each proposal must offer comprehensive and thorough responses to all requests included in this RFP. Please pay particular attention to all instructions

provided in Sections III – VI as well as the questions you are required to answer to receive consideration.

II. ANTICIPATED PROCUREMENT SCHEDULE

The following is an anticipated timetable for the procurement process. HCS reserves the right to adjust the schedule, as it deems necessary. In the event significant adjustments are necessary, all affected parties will be notified. All times are for the Eastern Time Zone (ET).

EVENT	DATE	TIME (ET)
A. HCS issues RFP	10/2/2020	3:00 p.m.
B. Pre-proposal Meeting -- Mandatory	10/22/2020	2:00 p.m.
C. Deadline for written questions and clarification requests	10/29/2020	1:00 p.m.
D. Deadline for submitting proposals/RFP	12/8/2020	2:30 p.m.

III. PROPOSAL RESPONSE INSTRUCTIONS

All proposal responses must be submitted in accordance with the instructions provided in this RFP and in the standard format described below in order to facilitate comparison and evaluation. **Failure to follow the format or to address an area adequately may cause the proposal to be deemed unresponsive and hence, removed from consideration at HCS's discretion.** Any proposed deviations from the requested scope of services must be noted and fully explained. The information shall be prepared in a manner that is self-explanatory, complete and responsive to the request.

- The proposer must complete and deliver an original and three (3) hard copies of your proposal documents, including pricing. Additionally a copy of your entire proposal package on a flash drive in a PDF format must be included. Note: The digital file must contain a single PDF file organized in the same order as the proposal binder – the flash drive must not contain separate PDF files for sections or pages. Large, audited financial statements however may be provided in a separate file from the proposal itself on the same flash drive. In the event of discrepancy between the original proposal documents and the digital copy, the original signed document will take precedence.
- All RFP responses should be provided in three-ring binders or spiral bound with all attachments separated by marked tabs. Insert attachments directly behind the related section, not under separate cover.
- Proposers must respond to every subsection under Section IV. The proposal response must include a point-by-point response to the RFP in the order in which is it requested. Each question and its associated number, from Section IV, should be repeated and referenced in your typed response. Responses should be typed in **bold**, immediately following each question. If no specific information is required from the provider, “Understand and Comply” will be an acceptable response.
- The proposal must include an explanation of any exceptions to the stated requirements. Failure to indicate any exception will be interpreted as the proposer’s intent to comply with the requirements as written in the proposal documents.

- The proposal must include a copy of the contract(s) the vendor will submit to HCS to be signed should the contract be awarded to the vendor. Note that any proposed contract will be subject to review and negotiation and will be governed by the requirements of this RFP.
- Failure to follow the specified format to label the responses correctly or to address all of the subsections may, in HCS's sole discretion, result in the rejection of the Proposal.

IV. PROPOSAL RESPONSE REQUIREMENTS

All proposals must include information in the order as specified below. ***If a proposal fails to detail and address each of these required topics, HCS may determine the proposal to be nonresponsive and reject it.*** Use separate tabs for each section indicated below and incorporate question numbers and the actual requirement questions/statement in your response. All RFP submissions should follow the format outlined below.

A. Proposal Transmittal Letter

The Proposer must provide a written transmittal and offer of the proposal in the form of a standard business letter signed by an individual having the authority to bind your organization. The Proposal Transmittal Letter shall reference and respond to the following subsections in sequence and attach corresponding documentation as required.

The requirements of the Proposal Transmittal Letter section of the proposal are mandatory. Any proposal which does not meet the requirements and provide all required documentation may be considered nonresponsive, and the proposal may be rejected.

1. Proposal Validity: The letter shall state that the proposal remains valid for at least one hundred and twenty (120) days subsequent to the date of the proposal opening and thereafter in accordance with any resulting contract between the Proposer and HCS. *Note: Proposal validity may be extended by mutual agreement of both parties.*
2. Mandatory Requirements: Include an itemized statement indicating whether or not you meet all mandatory requirements as outlined in Sections IV.B and IV.C below, if awarded.
3. Intent to Comply with RFP Provisions: The letter shall indicate written confirmation that the Proposer shall comply with all of the provisions in this RFP. *Note: If the Proposal fails to provide said confirmation without exception or qualification, HCS, in its sole discretion, may determine the proposal to be a non-responsive counteroffer, and the proposal may be rejected.*
4. General Provisions: The letter must state your agreement with each item outlined in the general provisions in Section VI. If you do not agree to any specific item, your letter must state the exception at time of proposal. If no exceptions are taken at the time of proposal submission, HCS assumes that you agree to all items. *Note: If the Proposal fails to provide said confirmation without exception or qualification at the time of the initial submission, and at a later time raises objection, HCS, in its sole discretion, may determine the proposal to be non-responsive, and the proposal may be rejected.*
5. Certificate of Compliance: The letter must reference and include the completed and signed Certificate of Compliance (see Appendix A).

6. Authorization to Bind: The letter must reference and include the completed and executed copy of the Authorization to Bind form (see Appendix A), signed by the appropriate individual in your organization.

B. Mandatory Requirements -- Insurance

Prior to execution of the contract, the proposer shall procure and maintain at their own expense, the following insurance against claims for injuries or damages to property or other claims which may arise from or in connection with the performance of the work or services provided hereunder by proposer, their sub agents, representatives, employees or subcontractors. *Note however that coverage requirements are subject to change as business needs dictate.* The successful firm shall maintain throughout the contract period the following minimal insurance coverages:

1. *Commercial General Liability Insurance*: \$1,000,000 per occurrence for property damage and bodily injury covering the operation of employees and agents for the contracted operations as well as civil rights claims. The proposer should indicate in its proposal whether the coverage is provided on a claims-made or (preferably) on an occurrence basis. The insurance shall include coverage for the following:
 - a. Premise/Operations
 - b. Explosion, Collapse and Underground Property Damage Hazard (only when applicable to the project)
 - c. Products/Completed Operations
 - d. Contractual
 - e. Independent Contractors
 - f. Broad Form Property Coverage
 - g. Personal Injury
2. *Business Auto Liability*: \$1,000,000 limit per accident for property damage and personal injury:
 - a. Owned/Leased Autos
 - b. Non-owned Autos
 - c. Hired Auto
3. *Workers' Compensation and Employers' Liability*: Workers' Compensation statutory limits as required by Tennessee as applicable to the operations of the proposer(s). This policy should include Employers' Liability coverage for \$1,000,000 per incident.
4. *Umbrella Liability*: \$1,000,000 per occurrence with \$10,000,000 aggregate

Hamilton County Schools shall be listed as an additional insured on the above required liability insurance policies. A signed certificate of insurance shall evidence all policies and coverage shall not be cancelled without a minimum of thirty (30) days cancellation notice to the HCS Risk Management Office. All coverage shall be placed with Tennessee admitted insurers rated B+10 or better by A.M. Best's rating service or as approved by HCS's Risk Manager.

Provide a valid Certificate of Insurance that is verified and dated within the last six (6) months at the time of proposal submission.

Updated Proof of Insurance must be provided before a contract is executed with the successful proposer for this RFP and updated as necessary. **For listing purposes after the award, the successful proposer should use the following as to the additional insured:**

Hamilton County Schools
 Attn: Procurement Department
 3074 Hickory Valley Rd.
 Chattanooga, TN 37421

C. Mandatory Requirements -- Other

The Proposer must provide written confirmation that they meet the following other specified mandatory requirements, as well as any others designated by the use of the words “shall” or “must” throughout this RFP. This includes all requirements outlined throughout this entire document, not just this section. Please note that the apparent successful proposer may be required to substantiate its claim to meet any/all of these mandatory requirements to HCS’s complete satisfaction before a contract for services is awarded.

1. The successful proposer must have a minimum of five (5) years’ experience in the provision of goods and services requested in this RFP.
2. The successful proposer must be knowledgeable in and comply with all federal, state, and local laws and regulations governing this RFP and the services requested herein.
3. Proposers must submit a list of all subcontractors proposed for portions of the work fully describing the extent and nature of the work they will perform. Should the proposer subcontract portions of the work to be performed, the proposer shall retain full responsibility for all work and compliance with all General Provisions.
4. Any Contract resulting from this bid shall not be, in whole or in part, subcontracted, assigned, or otherwise transferred to any other Contractor without prior written approval by HCS.
 - a. The Contractor shall be directly responsible for any subcontractor’s performance and work quality when used by the Contractor to carry out the scope of the job.
 - b. Contractor must assure subcontractors abide by all terms and conditions under this Contract.
 - c. If subcontractors are to be used, the Contractor must clearly explain their participation at the time of each request.
 - d. In the event of substantial or material changes in ownership of the company, the contract may not be automatically assigned without prior written approval by HCS.

D. Executive Summary

The proposal must include a brief overview (maximum of 3 to 5 pages) of your proposal, summarizing your capabilities and offering, pointing out any features that differentiate your service offering. This Executive Summary should provide an overview of your plans and approach for accomplishing the work requested which should be detailed as required in each section of this document. The information provided shall be in enough detail to enable HCS to ascertain the Proposer's understanding of the effort to be accomplished and should outline the steps in the total service proposed.

E. Requirements and Proposal

Responses are required for each item in this section in the same order that the questions are asked. Please describe your proposed solution for each requirement. If no specific information is to be provided, a response of "Understand and Comply" should be utilized for each. If you cannot meet or comply with any item, please include an explanation as to your exception or alternative. Any proposal not complying with this requirement may be considered to be non-responsive and disqualified at the sole discretion of HCS.

Include an appropriate level of detail in your response so as to give HCS sufficient information to understand your experience in managing a project/service of this type and your proposed approach to this RFP. Add additional information to the end of our required sections/questions as appropriate to fully convey your value proposition.

1. Scope of Work and Requirements

- a. Within sixty (60) days of the award of the contract all schools should be brought up to APPA Level 1 Standards.
- b. All buildings must be maintained at APPA Level 2 Standards throughout the life of this contract.

2. Proposed Approach

- a. Please explain in detail how schools will be brought up to APPA Level 1 standards before August 2021.
- b. What methods will be used to ensure schools are maintained at APPA Level 2 standards?

3. Reporting Requirements

- a. Vendor should specify avenues for school leaders and teachers to report deficiencies to the management team.
- b. What Key Performance Indicators will be tracked to ensure quality control?

4. Account Management

- a. Provide a detailed organization chart and structure to include clear job descriptions for each position.

5. Implementation Plan and Schedule

- a. What strategies will be utilized to ensure that schools are fully staffed prior to June 1, 2021? Include a schedule of activities to include staffing goals by date.

6. Customer Service and Support

- a. What strategies will be utilized to promote communication and shared expectations with school administrators?
- b. What will your monitoring and accountability model include?
- c. How will deficiencies in services be communicated to your team from school level employees, including teachers?

7. Training

- a. Please outline a training schedule to include on-boarding practices at all positions and ongoing professional learning for all positions.

F. Proposer Business Qualifications and Experience

Responses are required for each item in this section in the same order that the questions are asked. Please describe your proposed solution for each requirement. If no specific information is to be provided, a response of "Understand and Comply" should be utilized for each. If you cannot meet or comply with any item, please include an explanation as to your exception or alternative. Any proposal not complying with this requirement may be considered to be non-responsive and disqualified at the sole discretion of HCS.

Include an appropriate level of detail in your response so as to give HCS sufficient information to understand your experience in managing a project/service of this type as well as the qualifications of your firm and your staff and your proposed approach to this RFP. Add additional information to the end of our required sections/questions as appropriate to fully convey your value proposition.

1. Please provide a detailed description of how the services you propose to provide meet the requirements as outlined in this RFP, as well as any other information necessary to fully evaluate your service proposal and your firm's capabilities.
2. Provide the name, title, address, phone number and email address of the contact person that HCS should use for questions and clarifications concerning the proposal.
3. Describe your form of business (i.e. individual, sole proprietor, corporation, non-profit corporation, partnership, limited-liability, etc.) and business location (physical location and state of domicile).
4. The selected firm must have and demonstrate the required years of experience in the business solicited by the RFP as indicated in Section I.D. Provide a general description of your business including information regarding the length of time your firm has been providing such services to clients. Describe your experience and results in delivering this kind of service.
5. Please provide information regarding the number, type, and location of clients for whom you currently provide the specified service.
6. Provide audited financial statements from the two (2) most recent fiscal years. Note that privately held corporations may substitute a current bank reference and two (2) credit references or positive credit rating from an accredited credit bureau within the last six (6) months as substantiation for financial stability.
7. Describe your firm's organizational structure, including the names and location of all key personnel and services (servicing offices) associated with the services relating to this RFP. Provide a brief description of each person's experience.
8. Provide a personnel roster listing the names of key people who the Proposer will assign to perform duties and services required by this RFP. Follow the personnel roster with the resume for each of the people listed, including title, training, experience, qualifications and employment history in providing the services as described above. Attach copies of any applicable certifications.
9. Provider must designate an assigned primary account representative to manage the program for HCS. Please provide the name, title, office location, experience, and contact information for your proposed account manager.
10. Please include references from (5) current clients who have utilized your services for this type of service for at least two (2) years. The accounts should be of similar size and type of service as

requested in this proposal. Contact information should include company name, contact name, contact title, phone number and email address.

11. Provide a statement of whether there is any material, pending litigation against the Proposer that the Proposer should reasonably believe could adversely affect its ability to meet contract requirements pursuant to this RFP or is likely to have a material impact on the Proposer's financial condition. If such exists, list each separately, explain the relevant details and attach the opinion of counsel addressing whether and to what extent it would impair the Proposer's performance in a contract pursuant to the RFP.

G. Financial Proposal

1. Pricing

Provide a complete description of your pricing proposal in sufficient detail for HCS to fully understand the pricing, the fee structure, and the rationale behind any option proposed. The description should include the anticipated profit margin.

Include a detailed, itemized price for your proposal, separating the various components as appropriate. Include a detailed line item description including unit pricing where necessary and applicable. Any proposed professional services should also be itemized in detail and priced separately. Any training costs should be detailed separately. Any travel costs associated with implementation and delivery must be detailed in the proposal. If on-going maintenance is priced separately from the system itself, it must be identified, itemized and fully explained. If different pricing options are available based on different timeframes, please include alternative and fully explain.

Prices quoted shall be firm for the initial term of the contract and no cost increases shall be accepted in this initial contract term.

Future pricing adjustments for maintenance and support shall be based on the latest yearly percentage increase in the Consumer Price Index and shall not exceed five percent (5%). Any requested adjustment shall be fully documented and submitted to HCS at least ninety (90) days prior to the contract anniversary date.

2. Terms

Provide a description on the schedule of payment you propose relative to the services described herein. Payment terms must be clearly stated in your proposal response. The schedule should start with contract signing, following a logical progression of services. Please note that no payments will be made for any aspect of the project until the HCS quality assurance process has been completed and scan quality has been signed off on.

V. RFP PROCEDURES AND GUIDELINES

A. RFP Number

HCS has assigned the following identification number and title to this document. This number and title should be referenced in all communications regarding the RFP:

RFP # 21-16: CUSTODIAL AND GROUNDS SERVICES

B. Point of Contact

This RFP is issued by the Procurement Department of Hamilton County Schools. The primary point of contact for this RFP shall be:

Hamilton County Schools Procurement Department
Phone: (423) 498-7030
Email: DOE_PURCHASING@HCDE.ORG

Important Note: Failure to restrict contact/discussion regarding this RFP to the above named RFP Coordinator prior to the proposal opening will be deemed a serious breach of process and, at HCS's sole discretion, may result in disqualifying the violating party's firm from further consideration.

C. Interpretation and Clarification

Proposers should carefully review this RFP and any attachments for comments, questions, or any other matter requiring clarification or correction. No oral interpretation or clarification will be made to any firm or any individual as to the meaning of the RFP document prior to the opening date. Requests for interpretation or clarification shall be made in writing or via e-mail at DOE_PURCHASING@HCDE.ORG and delivered to the RFP Coordinator as specified in Section II – Anticipated Procurement Schedule. As indicated in Section II, HCS will respond in writing to all clarification requests. Any addenda will become a part of these RFP requirements. All parties who have obtained a copy of the RFP document will be on the distribution list for any such written responses and/or addenda issued by HCS.

Any information provided by HCS or any vendor prior to the release of this RFP, verbally or in writing, is considered preliminary and is not binding on HCS or the vendor.

Vendors must not make available nor discuss any cost information contained in the proposal to or with any employee of HCS from the date of issuance of this RFP until the contract award has been announced, unless allowed by the issuing office for the purpose of clarification or evaluation.

D. Submission of Proposals

The proposer must complete and deliver the required number of response documents (hard copy and digital) in a sealed envelope before the time specified in Section II above to the Hamilton County Schools Procurement Department at the address specified below. In the event of discrepancy between the original hard copy response document and the digital copy, the original, signed document will take precedence.

Please note that receipt of the bid by the United States Postal Service, common carrier delivery service (e.g., FedEx, UPS, etc.) HCS mail system or any other Department other than Procurement does not constitute receipt of a bid by the Procurement Department. All proposals must be received in the Procurement Department by the specified deadline.

DELIVERY ADDRESS FOR ALL PROPOSALS:

Denise Ellison, Purchasing Agent
RFP File 21-16: CUSTODIAL AND GROUNDS SERVICES from *{insert your company name here}*
 Hamilton County Department of Education
 3074 Hickory Valley Rd
 Chattanooga, TN 37421

The proposer shall clearly label its sealed response envelope as specified above. If the response envelope is enclosed in another envelope/package for delivery, the latter should also be clearly labeled with the same identifying information.

It is the sole responsibility of the proposer to ensure that its response is delivered on or before the date, prior to the specified bid opening time, and at the place indicated by this document. All proposals must be received prior to the specified opening time. Any proposal submitted at or after the moment designated for the opening will be deemed to be late and will not be accepted or opened. The clock-in time will be determined by a clock maintained by the Hamilton County Schools Procurement Department. No other clock or timepiece will have any bearing on the time of proposal receipt.

E. Pre-Proposal Meeting

Any interested companies are required to attend a [MANDATORY] pre-proposal meeting. The meeting will be held as detailed below at the date and time specified in Section II above:

LOCATION: HCDE CENTRAL OFFICE BUILDING
 BOARD ROOM
 3074 HICKORY VALLEY RD
 CHATTANOOGA, TN. 37421

The purpose of the meeting is to answer questions you have about the opportunity or the proposal process. Participants are expected to have read this proposal document prior to the meeting. *Be aware that transcripts of the meeting WILL NOT BE PROVIDED.* Any interested party must plan to participate.

VI. GENERAL PROVISIONS

The following general provisions shall govern the procurement process for HCS as well as any contract that may result from this procurement process.

A. Proposal Amendment and Rules for Withdrawal

A proposal may be withdrawn prior to the response due date by submitting a written request for its withdrawal to HCS, signed by the submitter and delivered to HCS Director of Procurement. A withdrawn proposal may be resubmitted up to the time designated for the receipt of proposals provided that it then fully conforms to the RFP requirements.

HCS shall not accept any amendments, revisions, or alterations to proposals *after the deadline for proposal submittal* unless HCS requests such in writing.

B. Duty to Inquire

By submitting a proposal, the Proposer represents that it has read and understands the Solicitation and that its proposal is made in compliance with the Solicitation. Proposers are expected to examine the Solicitation thoroughly and should request an explanation of any ambiguities, discrepancies, errors, omissions, or conflicting statements in the Solicitation. Failure to do so will be at the Proposer's risk. Proposer assumes responsibility for any patent ambiguity in the Solicitation that it does not bring to HCS's attention, in writing, immediately upon receipt of the Solicitation.

C. Exceptions

If the Proposer cannot accept HCS's requirements then they shall raise their exceptions in writing to the Procurement Official, as specified in Interpretation and Clarifications provision above, and the Procurement Official will attempt to address them in the form of an addendum to the RFP. If the Proposer's concerns are not adequately addressed by the Procurement Official, Proposers shall include any unresolved exceptions in their proposal response. Proposers are cautioned that if HCS is unable to accept the exceptions, as stated, the Proposal may be subject to rejection.

D. Severability

If any provision of this RFP is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected. The rights and obligations of HCS and Proposers shall then be construed and enforced as if the RFP did not contain the particular provision held to be invalid.

E. No Liability for Costs

HCS is not responsible for costs or damages incurred by Bidders, Proposers, Teams, Team Members, subcontractors, or other interested parties in connection with the solicitation process, including but not limited to costs associated with preparing responses, qualifications, and proposals and of participating in any conferences, oral presentations, or negotiations.

F. Proposal Errors and Incorrect Information

Proposers are liable for all errors or omissions contained in their proposal. Proposers shall not be allowed to alter proposal documents after the deadline for submitting a proposal.

If HCS determines that a Proposer has provided, for consideration in the evaluation process or contract negotiations, incorrect information that the Proposer knew or should have known was materially incorrect, that proposal may, at HCS's sole discretion, be determined non-responsive and be rejected.

G. Acceptance of Submissions

All properly submitted proposals shall be accepted for evaluation. However, HCS reserves the right, in its sole discretion, to wave any informality, request clarifications or corrections to proposals, reject any or all proposals received, cancel or withdraw this RFP, according to the best interests of HCS.

Where HCS may waive variances, such waiver shall not modify other RFP requirements or excuse the proposer from full compliance with the remainder of RFP specifications and other contract requirements if the proposer is awarded a contract.

H. Mandatory Requirements

Mandated requirements, if indicated, are those required by law or such that they cannot be waived and are not subject to negotiation. In addition to any sections of the document specifying Mandatory Requirements, any use of the terms “shall” or “must” throughout the document also indicates that items are mandatory. Proposals deemed to be non-responsive to these or other requirements may be disqualified at the sole discretion of HCS.

I. Proposal of Alternate and/or Additional Services

In order to receive consideration, Proposers must respond to the specific requirements as stated in this RFP. Proposals that solely offer something different from that requested by the RFP shall be considered non-responsive and rejected.

While Proposers may submit an offer of services in addition to those required by and described in this RFP, evaluation will be done on the requirements specified by HCS. Any additional services may be negotiated and added to the contract before contract signing at the sole discretion of HCS.

J. Discussions and the Right to Negotiate

After proposals are opened, discussions may be conducted with the service providers which have submitted proposals determined to be reasonably likely of being considered for selection, to assure a full understanding of, and responsiveness to, the RFP requirements. Every effort shall be afforded to assure fair and equal treatment with respect to the opportunity for discussion of their respective proposals.

HCS reserves the right to further negotiate, after proposals are opened, with the apparent best-evaluated proposer(s), if such is deemed necessary in the discretion of HCS. This includes, but is not limited to, the right to schedule face-to-face meetings with any and all respondents, both to confirm qualifications and to be introduced to the facilities and personnel that will service HCS’s account if you are the proposer chosen. HCS also reserves the right to request clarification of information submitted from one or more proposers. Vendors may be requested to submit a best and final offer after evaluations, discussions, oral presentations and/or site visits have been completed.

The apparent best-evaluated Proposer(s) shall be prepared to enter into a contract with HCS which the proposer shall draft. Notwithstanding, HCS reserves the right to add terms and conditions, deemed to be in the best interest of HCS, during final contract negotiations. Any such terms and conditions shall be within the scope of the RFP and shall not affect the basis of proposal evaluations.

K. Proposer Presentations / Interviews / Site Visits / Demonstrations

Presentations, interviews, demonstrations, and/or site visits may be required as a part of the evaluation process. Providers will receive adequate notification to prepare. Information provided during these events shall be taken into consideration when evaluating the stated criteria.

Vendors may be requested to submit a best and final offer after evaluations, discussions, oral presentations and site visits have been completed.

L. Right of Rejection

Any proposal received that does not meet the requirements of this RFP may be considered to be non-responsive, and the proposal may be rejected. Proposers must comply with all of the terms of this RFP and all applicable state laws and regulations.

Proposers may not restrict the rights of HCS or otherwise qualify their proposals. If a Proposer does so, HCS may determine the proposal to be a non-responsive counteroffer, and the proposal may be rejected.

M. Disclosure of Proposal Content

All proposals and other materials accepted in response to this RFP become the property of HCS. Selection or rejection of a proposal does not affect this right. All proposal information, including detailed budget information, shall be held in confidence during the evaluation process. Only upon the completion of the evaluation of proposals and the submission of a recommendation to HCS Superintendent and/or Board of Education shall the proposals and associated materials be open for review.

Be aware that materials submitted by respondents are subject to public inspection under the Tennessee Open Records Act unless exempt. Any language purporting to render the entire proposal confidential or proprietary will be ineffective and will be disregarded. By submitting a proposal, the proposer acknowledges and accepts that the full contents of the proposal and any associated documents shall become open to inspection.

N. Independent Price Determination

A proposal shall be disqualified and rejected by HCS if the pricing data in the proposal was not arrived at independently without collusion, consultation, communication, or agreement as to any matter relating to such prices with any other Proposer, a County employee, or any competitor.

Should any such prohibited action stated above or in any other section of this document be detected any time during the term of the negotiation and / or contract, such action shall be considered a material breach and grounds for disqualification or contract termination.

O. Iran Divestment Act

By submission of a bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to T.C.A. §12-12-106.

P. TN Department of Revenue Requirements

Before the Contract resulting from this RFP is signed, the apparent successful Proposer must be registered with the Department of Revenue for the collection of Tennessee sales and use tax. HCS shall not approve a contract unless the Proposer provides proof of such registration. The foregoing is a mandatory requirement of an award of a contract pursuant to this solicitation.

Q. Other Terms and Conditions

- i. Under no circumstances will proposals be accepted if submitted by fax or e-mail.
- ii. All addenda must be acknowledged in writing in the proposal submitted by the submitter.
- iii. No sales, use or federal excise taxes should be included in your pricing.

- iv. The Proposer agrees to provide HCS with any additional information it deems necessary to accurately determine their ability to perform the services proposed. Furthermore, submission of this proposal constitutes permission by this vendor for HCS to verify all information contained in the proposal. Failure to comply with any request for additional information may disqualify the vendor from further consideration. Such additional information may include evidence of financial ability to perform.
- v. In the event of substantial or material changes in ownership of the company, the contract may not be automatically assigned without prior written approval by HCS.

R. Contract for Services

The following general provisions, as well as any others specifically developed and agreed to by the affected parties in subsequent procurement steps, may apply to any contract resulting from this procurement process.

i. Contract Approval

The RFP and the provider selection processes do not obligate HCS and does not create rights, interests, or claims of entitlement in the apparent best-evaluated Proposer or any vendor. A legally binding contract shall be established only after the contract is signed by the provider, the head of the Procurement Department and/or HCS Superintendent or other County officials as authorized by applicable state and local laws, policies and regulations.

ii. RFP and Proposal Incorporated into Final Contract

Any Request for Proposal and the provider's response to such, as amended between HCS and the successful provider, will be included as a part of the contract by reference. It should be understood that in the event of a discrepancy or ambiguity regarding the Proposer's duties, responsibilities and performance under this contract, these documents shall govern in the following order of precedence: Request for Proposal and associated amendments, the Proposal/Bid Response and any amendments, technical specifications, clarifications and addenda made to the Proposal/Bid response, the Contract and its attachments.

iii. Grant Funded Purchases

For purchases that are grant funded, the Grant Agreement may contain / require special terms and conditions. If there is a conflict between the terms and conditions of the Grant Agreement and the General Terms and Conditions of the Bid or RFP, the Grant Agreement Terms and Conditions shall prevail.

iv. Contract Payments

Contract payments shall be made in accordance with the Payment Terms and Conditions Section of the final contract. No payments shall be made to a Contractor until the contract is established as required by state laws and regulations. Further, HCS shall not be liable for work performed, services rendered or materials purchased and/or provided before the contract is established as required by applicable state laws and the Procurement Rules of HCS.

v. Hold Harmless

The Proposer shall indemnify, hold harmless and pay all costs of defense and damages for HCS, its agents and employees, against any and all liability damage, loss, claims, including Civil Rights

Claims, and expenses which may accrue and be sustained by or threatened against HCS or its Board, agents and employees on account of any claim, suit or action made or brought against HCS, its agents, Board, or employees for the death of or injury to any person or property, and/or for damages to any and all persons or property arising in whole or in part from any and all acts or omissions, whether negligent or otherwise, of the Contractor, the officers, agents, employees, authorized persons of Contractor and those on the premises with Contractor's permission or for whose acts HCS may be liable.

It is hereby agreed by HCS and Vendor and subcontractors that this provision is intended to and does indemnify and hold harmless HCS against any liability caused by or resulting from the acts of the Vendor and subcontractors, its employees, officers, students or anyone for whose acts the Vendor may be liable.

vi. Right to Audit

During all phases of the work and services to be provided hereunder the Provider agrees to permit duly authorized agents and employees of HCS to enter the Provider's offices for the purpose of inspections, reviews and audits during normal working hours. Reviews may also be accomplished at meetings that are arranged at mutually agreeable times and places. The Provider will maintain all books, documents, papers, accounting records, and other evidence pertaining to the fee paid/charged under this Contract and make such materials available at their offices at all reasonable times during the period of this Contract and for three (3) years from the date of payment under this Contract for inspection by HCS or by any other governmental entity or agency participating in the funding of this Contract, or any authorized agents thereof; copies of said records to be furnished if requested.

vii. Assignment and Subcontracting

Subcontracting will not be allowed for any services in this RFP without prior written authorization by HCS. Proposals are to be submitted with any subcontracted work clearly identified. HCS reserves the right to approve each subcontracting party both before and after award of the contract. HCS will consider the qualifications of all subcontractors in the evaluation of any proposal. HCS reserves the right to reject any subcontractor proposed for work on this project. The Proposer must agree to replace a subcontractor at any time during the terms of the contract at the sole discretion of HCS. Proposers are solely responsible for the work of any subcontractors and for their adherence to the terms and conditions of the contract. Proposers shall include each of its subcontractors as insured under the policies of insurance required herein or insure that their subcontractors meet the minimum requirements for insurance specified herein.

Neither the service provider nor HCS may assign any resulting contract without the prior written consent of the other party.

viii. Right to Refuse Personnel

HCS reserves the right to refuse, in its sole discretion, any subcontractors or any personnel provided by the prime contractor or its subcontractors at any point throughout the contract.

ix. Nondiscrimination

No person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of a Contract pursuant to this RFP or in the employment practices of the Contractor on the grounds of disability, age, race, color, religion, sex, national origin or any other classification protected by Federal, Tennessee State Constitution, or statutory law. The Contractor pursuant to the RFP shall, upon request, show proof of such nondiscrimination and shall post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.

x. Payment Terms – Card Acceptance

Awarded contractors should have the capability of accepting HCS's authorized Mastercard Procurement Card (p-card) as a method of payment. Price changes or additional fee(s) may not be assessed when accepting the p-card as a form of payment. The successful bidder may receive payment from HCS by the p-card in the same manner as other VISA purchases. VISA acceptance is preferred, but is not the exclusive method of payment.

xi. Contract Open to Other TN Agencies

Any resulting contract shall be open to other Tennessee governmental agencies (including school districts) as a "piggyback contract" based on mutual agreement of the governmental agency and the Proposer. Other agencies, under separate agreement, are allowed to purchase the same items, at the same terms and conditions as this bid, during the period of time that this contract is in effect. Any liability created by Purchase Orders issued against this agreement shall be the sole responsibility of the district or agency placing the order.

xii. Code Of Ethics

HCS, through its Procurement Rules, has adopted the National Institute of Government Procurement (NIGP) as well as the HCS Board of Education Code of Ethics. All suppliers are expected to adhere to business ethics and professional behaviors as outlined in these documents.

xiii. Drug-Free Workplace Program

Note: Required for construction services, encouraged for others. Law prohibits state or local governments from contracting for construction services with any private entity having five or more employees who has not furnished a written affidavit by its principal officer at the time of the bid or contract stating that the contractor is in compliance with the provisions of this act. Other organizations are encouraged to ensure that their workplace is Drug-Free.

xiv. Provisions Required by Law Deemed Inserted

Each and every provision of law and clause required by law to be inserted in this contract will be deemed to be inserted herein and the contract will be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either party the contract will forthwith be physically amended to make such assertion or correction.

xv. Termination

a) Termination for Cause: In the event of any breach of contract by the successful service provider(s), HCS may serve written notice to the service provider of its default, setting forth

with specificity the nature of the default. If the defaulting party fails to cure its default within thirty (30) days after receipt of the notice of default, then HCS shall have the right to terminate the contract upon thirty (30) days written notice and pursue all other remedies available to HCS, either at law or in equity. Notwithstanding the foregoing, the thirty (30) day cure period shall be extended to ninety (90) days if the default is not reasonably susceptible to cure within such thirty (30) day period, but only if the defaulting party has begun to cure the default during the thirty (30) day period and diligently pursues the cure of such default.

- b) Termination for Convenience: This contract may be terminated for convenience by either party by giving written notice to the other, at least ninety (90) days before the effective date of termination. Said termination shall not be deemed a Breach of Contract. Upon such termination, neither HCS nor the Contractor shall have a right to any actual general, special, incidental, consequential or any other damages whatsoever of any description or amount.
- c) Termination Due to Non-Appropriation: HCS shall not be obligated for the Contractor's performance hereunder or by any provision of this Contract during any of HCS's future fiscal years unless and until HCS appropriates funds for this Contract in HCS's Budget for each such future fiscal year. In the event that funds are not appropriated for this Contract, then this Contract shall terminate as of June 30th of the last fiscal year for which funds were appropriated. HCS shall notify the Contractor.

xvi. Cooperation with Other Service Providers

If HCS undertakes or awards other contracts for additional related work, the Service Provider shall fully cooperate with such other Service Providers and HCS employees, and carefully fit its own work to such additional work as may be directed by HCS. The Service Provider shall not commit or permit any act which will interfere with the performance of work by any other Service Provider or County employees.

[End of Section]

Appendix A: Certificate of Compliance and Authorization to Bind

Note: Signatures by personnel authorized to bind your company are required on each of the aforementioned documents; both must be submitted with the proposal submission.

CERTIFICATE OF COMPLIANCE

By indication of the authorized signature below, the Proposer/Bidder does hereby make certification and assurance, under penalty of perjury, of the Proposer's/Bidder's compliance with all provisions of this bid/proposal and the following items:

1. the laws of the State of Tennessee and Hamilton County;
2. Title VI of the Civil Rights Act of 1964;
3. the Equal Employment Opportunity Act and the regulations issued thereunder by the federal government;
4. the Americans with Disabilities Act of 1990 and the regulations issued thereunder by the federal government;
5. that to the best of its knowledge and belief that each proposer/bidder is not on the list created pursuant to T.C.A. §12-12-106 regarding the Iran Divestment Act;
6. the apparent successful Proposer must be registered with the Department of Revenue for the collection of Tennessee sales and use tax;
7. the Drug Free Workplace statement;
8. the condition that the submitted proposal/bid was independently arrived at, without collusion, under penalty of perjury; and
9. the condition that no amount shall be paid directly or indirectly to an employee or official of HCS as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Proposer/Bidder in connection with the procurement under this RFP.

Company Name: _____

Authorized Signature: _____

Date: _____

AUTHORIZATION TO BIND

By signing this proposal, I certify and acknowledge that the information contained in this document is true and correct, containing **NO** misrepresentations. The information is **NOT** tainted by any collusion. I certify and acknowledge that I have reviewed and approved the release of this proposal/bid for HCS's consideration. Further, I am authorized to bind my company to the responses and pricing in these proposal/bid documents, and any subsequent negotiations, as well as execute the actual Contract documents, if selected.

Authorized Signature (Officer of the Company)

Name of Authorized Signer (Printed or Typed)

Title of Authorized Signer

Firm Name

Taxpayer Identification Number

Firm Address, City and Zip Code

Telephone Number

Fax Number

Email Address

Date

Appendix B: NON-COLLUSION AFFIDAVIT

**APPENDIX B
INSTRUCTIONS FOR NON-COLLUSION AFFIDAVIT**

1. This non-collusion affidavit is material to any contract awarded pursuant to this bid.
2. This non-collusion affidavit must be executed by the member, officer, or employee of the bidder who makes the final decision on prices and the amount quoted in the bid.
3. Bid rigging and other efforts to restrain competition, and the making of false sworn statements in connection with the submission of bids are unlawful and may be subject to criminal prosecution. The person who signs the Affidavit should examine it carefully before signing and assure himself or herself that such statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the bidder with responsibilities for the preparation, approval or submission of the bid.
4. In the case of a bid submitted by a joint venture, each party to the venture must be identified in the bid documents, and an affidavit must be submitted separately on behalf of each party.
5. The term "complementary bid" as used in the Affidavit has the meaning commonly associated with that term in the bidding process, and includes the knowing submission of bids higher than the bid of another firm, and intentionally high or noncompetitive bid, and any other form of bid submitted for the purpose of giving a false appearance of competition.
6. Failure to file an Affidavit in compliance with these instructions will result in disqualification of the bid.

NON-COLLUSION AFFIDAVIT

State of _____

County of _____

I state that I am _____ of _____
(Title) (Name of my Firm)

and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this bid.

I state that:

- (1) The price(s) and amount of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder, or potential bidder.
- (2) Neither the price(s) nor the amount of this bid, and neither the approximate price(s) nor approximate amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before bid opening.
- (3) No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complementary bid.
- (4) The bid of my firm 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 bid.
- (5) _____, its affiliates, subsidiaries,
(Name of my Firm)

officers, directors, and employees are not currently under investigation by any governmental 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, except as follows:

Non-Collusion Affidavit
Page 2

I state that _____ understands and
(Name of my Firm)

acknowledges that the above representations are material and important and will be relied on by Hamilton County Department of Education in awarding the contract(s) for which this bid is submitted, I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from Hamilton County Department of Education of the true facts relating to submission of bids for this contract.

(Signature and Company Position)

SWORN TO AND SUBSCRIBED
BEFORE ME THIS _____ DAY
OF _____, 20_____

NOTARY PUBLIC _____
My commission expires: _____

Appendix C: ADDENDUM TO AGREEMENT

APPENDIX C
ADDENDUM TO AGREEMENT

This addendum shall be considered part of and incorporated into the Agreement between the Hamilton County Department of Education, hereinafter referred to as, "Department", and _____ Company (Company) dated _____. Notwithstanding any other language to the contrary in the

Agreement, the following terms shall be controlling:

1. The Agreement shall be governed by the laws of the State of Tennessee. Any action brought in law or in equity to enforce any provision of the entire Agreement shall be filed in the appropriate state court in Hamilton County, Tennessee.

2. In any action to enforce this Agreement, the prevailing party shall be entitled to recover its costs and expenses, including reasonable attorney's fees.

By our signatures we have read the above terms of this Addendum and agree with the terms.

Superintendent
Hamilton County Department of Education

Authorized Representative

Company

Date

Date

Appendix D: CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT

**CERTIFICATION OF COMPLIANCE WITH
THE IRAN DIVESTMENT ACT**

Effective July 1, 2016, this form must be submitted for any contract that is subject to the Iran Divestment Act, Tenn. Code Ann. § 12-12-101, et seq., ("Act"). This form must be submitted with any bid or proposal regardless of where the principal place of business is located.

Pursuant to the Act, this certification must be completed by any corporation, general partnership, limited partnership, limited liability partnership, joint venture, nonprofit organization, or other business organization that is contracting with a political subdivision of the State of Tennessee.

Certification Requirements.

No state agency or local government shall enter into any contract subject to the Act, or amend or renew any such contract with any bidder/contractor who is found ineligible under the Act.

Complete all sections of this certification and sign and date it, under oath, in the presence of a Notary Public or a person authorized to take an oath in another state.

CERTIFICATION:

I, the undersigned, certify that by submission of this bid, each bidder and each person signing on behalf of any Respondent certifies, and in the case of a joint bid or contract each party thereto certifies, as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to Tenn. Code Ann. § 12-12-106.

Respondent represents it has the full power, knowledge, and authority to make this Certification and that the signatory signing this Certification on behalf of bidder/contractor has been duly authorized to do so on behalf of the bidder/contractor.

Sworn as true to the best of my knowledge and belief, subject to the penalties of false statement.

Printed Respondent Name Printed Name of Authorized Official

Signature of Authorized Official

Company Name

Appendix E: SCOPE OF AGREEMENT

APPENDIX E

Scope of Agreement

1. In submitting a proposal, the contractor certifies that it has read and fully understood the terms of this RFP and the specifications the District thereby requires of any successful contractor. The contractor understands and agrees, therefore, that the terms of this RFP, or any addenda thereto, are essential, material terms of any agreement between the parties and, by submitting a proposal, the contractor agrees to be bound by them without variance or qualification. It is understood this is a "full-service" agreement to provide custodial and grounds services. Proposals can be submitted for the entire district or for one or more Learning Communities. The district reserves the right to contract with one vendor for the entire district or multiple vendors.
2. The terms of this RFP and the contractor's acceptance thereof constitute the entire agreement between the parties. Any understanding not contained in the RFP, or any addenda thereto, or the contractor's acceptance thereof is not binding.
3. The District has the right to inspect services for conformity to specifications. If the contractor and its employees at any time fail to comply with the terms of the contract, or do not fully perform and strictly adhere to any of the terms hereof required to be performed, the District may terminate this contract as provided herein.
 - A. In the event the District determines the contractor has failed to comply with, fully perform, or strictly adhere to the agreement, at its discretion the District will send written notice to the contractor indicating intent to declare the contractor in default. In such notice, the District will state how the contractor has failed to comply with the terms of the contract, and will state a date upon which the contract will terminate unless the contractor cures the defect to the satisfaction of the District.
 - B. If prior to the termination date stated in the notice the District notifies the contractor the defect has been cured, the contract will not terminate, but will be deemed to have remained in effect as the date such notice was given. If the District does not notify the contractor the defect has been cured, the contract is terminated without further action by District, on the date of termination stated in the notice.
 - C. The termination date stated in the notice of intent to declare the contractor in default, as provided in "A" above, may not be sooner than thirty (30) calendar days following the date of such notice, unless there is complete contractor failure to provide the services required by the agreement. In that event, the date of termination may be five (5) calendar days following the date of such notice.
 - D. The right of the District to terminate this contract as provided in this section, is cumulative with all other rights of the District contained herein.
4. The agreement shall be governed by the laws of the State of Tennessee. Any action brought in law or in equity to enforce any provision of this agreement shall be filed in the appropriate State court in Hamilton County, Tennessee.

5. Beyond the original agreement, contractor services for additional facilities may be purchased by the district-wide per square foot average for equivalent services of the given year. In each instance, the contractor will prepare a proposal for District consideration, as soon as possible. In the event buildings are closed, contract amount will be reduced by the same formula.

6. No waiver, alteration, or modification of any provision of this RFP or any addenda thereto will be binding on the parties, unless reduced to writing and signed by each party’s authorized agent.

7. Explanations/statements a bidder wishes to make must be attached to the bid document. Such an explanation or statement does not excuse non-conformance with bid specifications.

8. Bids are final and irrevocable. No bid will be amended or corrected due to error or miscalculation.

9. Approximate facility square footage and acreage follow.

	ACREAGE	SQ. FT. TOTAL
HIGH SCHOOLS		
BRAINERD HIGH	53.06	164,021
CENTRAL HIGH	50.60	127,424
EAST HAMILTON HIGH	80.00	274,262
EAST RIDGE HIGH	33.00	181,229
HARRISON BAY FUTURE READY CENTER (HAM CO HIGH - HARRISON BAY VOC.)	62.26	60,392
HIXSON HIGH	42.94	160,145
HOWARD HIGH	40.18	222,858
OOLTEWAH HIGH	40.36	203,365
RED BANK HIGH	37.00	187,888
SEQUOYAH VOCATIONAL	56.50	134,607
SODDY DAISY HIGH	65.40	187,987
STEM I & II		34,225
TYNER ACADEMY (HIGH)	21.50	134,461
TOTAL HIGH SCHOOLS	502.80	1,798,602

MIDDLE SCHOOLS		
BROWN MIDDLE	SEE CTRL.	89,956
DALEWOOD MIDDLE	20.5	97,990
EAST HAMILTON MIDDLE		180,000
EAST LAKE MIDDLE (ACADEMY)	5.3	89,500
EAST RIDGE MIDDLE	SEE ERHS	69,198
HIXSON MIDDLE	25.9	150,724

HOWARD CONNECT ACADEMY	See Howard High	50,555
HUNTER MIDDLE	48.94	148,800
LOFTIS MIDDLE	SEE MCNL	114,072
OOLTEWAH MIDDLE	47.44	99,586
ORCHARD KNOB MIDDLE	16.16	82,632
RED BANK MIDDLE	14.643	166,340
SODDY DAISY MIDDLE	35	80,943
TYNER MIDDLE	10	89,996
WASHINGTON ALTERNATIVE	17.70	25,000
TOTAL MIDDLE	241.583	1,535,292

ELEMENTARY SCHOOLS		
ALLEN ELEM	15.21	75,780
ALPINE CREST ELEM	17.15	40,415
APISON	41.50	75,700
BARGER ELEM	9.40	46,115
BATTLE ACADEMY ELEM	3.49	84,979
BESS T. SHEPHERD ELEM	10.50	61,712
BIG RIDGE ELEM	21.50	63,141
BROWN ACADEMY ELEM	3.08	82,079
CALVIN DONALDSON & ANNEX (ELEM)	8.97	69,286
CLIFTON HILLS ELEM	13.00	61,251
DAISY ELEM	SEE SDHS	55,746
DAWN SCHOOL AT WHITE OAK	9.51	35,591
DUPONT ELEM	12.60	45,936
EAST BRAINERD ELEM	20.89	158,637
EAST LAKE ELEM	3.60	63,500
EAST RIDGE ELEM	10.50	127,482
EAST SIDE ELEM	9.77	72,752
HARDY ELEM	11.22	77,018
HARRISON ELEM (NEW)		120,000
HILLCREST ELEM	10.28	39,821
HIXSON ELEM	16.66	78,672
LAKESIDE ELEM (OPENING 2022) SQ FT IS SUBJECT TO CHANGE	24.64	51,263
LOOKOUT MOUNTAIN ELEM	4.29	58,401
LOOKOUT VALLEY ELEM	14.50	55,134
MCCONNELL ELEM	50.00	57,343
MIDDLE VALLEY ELEM	16.71	149,089
NOLAN ELEM	259.00	91,356
N. HAMILTON COUNTY ELEM	129.89	57,966
OOLTEWAH ELEM.	30.60	136,698
ORCHARD KNOB ELEM	6.95	86,217

RED BANK ELEM	25.00	75,780
RIVERMONT ELEM	10.00	50,489
SNOW HILL ELEM	SEE HBVC	85,358
SODDY ELEM	9.10	91,714
SPRING CREEK ELEM	16.00	68,356
THRASHER ELEM	17.35	57,281
WALLACE A. SMITH ELEM	30.73	88,072
WESTVIEW ELEM	14.88	77,223
WOLFTEVER ELEM	SEE OOLT MID	94,428
WOODMORE ELEM	10.32	58,457
WOODMORE - Playground	1.00	
TOTAL ELEMENTARY	932.06	3,026,238

Hybrid Schools

CTR FOR CREATIVE ARTS	33.96	139,149
CSAS	12.99	208,900
CSLA (K-8)	36.00	46,694
LOOKOUT VALLEY HIGH	33.00	92,533
NORMAL PARK (LOWER)	3.10	53,550
NORMAL PARK (UPPER)	7.80	73,330
SALE CREEK MIDDLE / HIGH	12.40	111,071
SIGNAL MOUNTAIN MIDDLE / HIGH		262,250
TOTAL HYBRID	219.25	1,261,739

SCHOOL TOTALS

SCHOOL TOTALS	1895.69	7,621,871
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Service Buildings

C. O. 40TH ST- Teachers Learning Ctr	10.52	57,497
C. O. 40TH ST.	3.74	
C. O. VAAP	22.28	54,033
C. O. VAAP - Office Annex		11,400
C. O. VAAP - Building 228		4,706
C. O. VAAP - Building 229		5,799
C. O. VAAP 212	303.49x427	
CHILD CARE OFFICES AT OAKWOOD	19.00	3,072
DAWN AUDIOLOGY		
HIXSON CLINIC		3,364
OLD SODDY GYM	17.20	15,939
SERVICE CENTER	10.20	80,097
SERVICE BLDG TOTAL	86.939	235,907

Note: Service Center includes areas that are cleaned by others (warehouse storage and transportation garage). Portable square footage of 146,536 is included in locations and may vary from year-to-year. Dawn, East Lake, Piney Woods, Old Ooltewah Elem and Old Soddy Gym are (or will be) closed, however, grounds are to be maintained.

10. Contractor will procure all licenses and permits that are required to lawfully render services described in its proposal, at contractor expense.

11. Costs Absorbed by Contractor

A. Contractor will pay direct operating costs connected to all services included in the proposal. Direct operating costs include, but may not be limited to:

1. Salaries and benefits of all contractor personnel
2. Training materials as described in the proposal
3. All taxes and fees currently imposed by federal, state or local authorities in connection with all services provided
4. Salaries and benefits for all contractor employees
5. All materials, supplies and equipment and consumable products

B. Contractor will provide staffing to all school facilities 52 weeks per year from 6:00 A.M. until 11:00 P.M. Monday thru Friday; with the exception of mutually agreed holidays, not to exceed seven (7) holidays per year. Notwithstanding the previous statement; staffing will be required for any and all school sanctioned events that occur on weekends and/or holidays.

C. Contractor is responsible for all sick day, holiday, vacation, and bereavement benefits for its personnel, guaranteeing the District specified work hours, or the contractor will pay a refund of under-worked hours.

D. Contractor will provide uniforms such that employees are neatly, comfortably, and safely dressed under various weather conditions. Uniform program will be subject to District approval prior to commencement of services.

E. Contractor will implement a laundry program for mop heads, rags, mats, etc. Mop heads, rags, and other supplies should be cleaned or replaced on a weekly basis and at least one month's of supplies should be on hand at each facility.

F. Contractor will provide all cleaning supplies including disposables (paper and plastic products), including those supplies required for before and after-hours child-care operations, contractor will also provide dispensers, and custodial equipment and software necessary to provide services described in the proposal. Contractor to furnish replacement dispensers as needed and dispensers for new/renovated construction. Contractor may use alternate brand of dispensers and paper products, if contractor furnishes and installs alternate dispensers. This will be at contractor's total expense.

G. Contractor will provide all necessary grounds equipment. Sub-contracting of grounds work will be allowed, with approval of sub-contractor by HCBE, Sub-contractor employees will have the same employment requirements as contractor.

H. Contractor will furnish and require all employees to wear Photographic I.D. badges at all times. Contractor must perform e-verify checks on all personnel as part of their screening process.

I. Walk-off mat program. Mats are to be provided by contractor at **all** entrances and exits. Mats should be vacuumed on a weekly basis and deep cleaned quarterly.

J. Delivery of supplies, equipment and pick-up and delivery of mops and mats.

K. Contractor shall furnish **all** new equipment.

L. Actual telephone bills, local and long distance are the responsibility of contractor.

M. Warehouse space. Must be off-site

12. Costs Absorbed by the District

A. Offices (as currently exist at 2501 Dodds Avenue) the provision of said existing space, located at 2501 Dodds Avenue, will include utilities, including natural gas, water, sewer and electricity. Furniture is the responsibility of Contractor. Telephone and internet service are the responsibility of Contractor.

B. Warehouse space is not provided by District.

13. If school is closed for snow or other emergencies, the contractor is required to work.

14. To accommodate diverse set-up needs of athletic programs, other extra-curricular activities and the District's community building rental program; custodial and grounds staff must be able to prepare for and support a variety of programs. These special support requirements are called "setups". Monday through Friday, cleaning after all such events before the next school day, is included in the base proposal. School sponsored activities on weekends and after hours are to be included in the base proposal. Beyond the base proposal, the District reserves the right to make special requests for cleaning large areas in a short period of time, cleaning a specifically designated area within a building, and/or working on weekends or holidays, if used by an outside group. If such a request is made, work will be on an extra cost basis, separate from the base proposal, and billed to the sponsoring agency. Such requests will be in writing from the office of the Assistant Superintendent of Auxiliary Services. Contractor's billing for same will be on a separate invoice listing each event, man-hours used and cost per hour and supplies and material cost. In responding to this request for proposals, contractors are responsible for understanding the scope of these activities and be able to accommodate them as part of their response to the request for proposals. District staff is available through the Assistant Superintendent of Auxiliary Services, to provide background information as requested.

15. A key check-out/monitoring system will be established with the District prior to commencement of any services.

16. Contract Term

- A. The initial contract period will begin June 1, 2021 and end May 31, 2026, with an option for two (2), one (1) year extensions.

17. The headings contained within this RFP are for descriptive purposes only and are not intended to limit but rather to categorize the contractor's responsibility in preparing a proposal and fulfilling its obligations under any resulting agreement.

Support Services to Be Performed

The contractor will provide staff, supervision and technical direction necessary to effectively manage the custodial and grounds programs of the District. In the discharge of its responsibilities, the contractor will be guided by highest professional and technical standards in order to accomplish the following services:

1. Professional Management

- A. The corporate resources of the contractor will be applied to serve the custodial and grounds management of the District. Counsel shall be made available to the District in recommendations and appraisal of functions and services associated with custodial and grounds services. Interdepartmental coordination and cooperation will be a priority.
- B. The contractor will provide professionally qualified resident and resource management, for the performance of custodial and grounds administrative functions.
- C. The contractor will make initial and continuing recommendations for custodial and grounds departmental structures, procedures, implementation and resource application. Recommendations will be implemented only with District agreement.

2. Personnel Selection

- 1. CONTRACTOR MUST PROVIDE AT LEAST ONE EMPLOYEE PER SHIFT, PER LOCATION WITH THE ABILITY TO COMMUNICATE CLEARLY AND EFFECTIVELY WITH DISTRICT PERSONNEL TO FACILITATE COMMUNICATION BETWEEN CONTRACTOR EMPLOYEES AND SCHOOL STAFF. THE "CLEAR AND EFFECTIVE COMMUNICATION" WILL BE DETERMINED SOLELY BY THE DISTRICT

- A. Hamilton County Department of Education recognizes the most important element of a successful custodial and grounds program is people. The contractor will recruit, select, and employ service employees for custodial and grounds services at all District facilities. As the new employer of any such personnel, the contractor will protect, defend, indemnify and hold the District harmless against any and all labor and employment claims arising under state or federal law, including any claims for unemployment compensation that may accrue after the contractor becomes the employer of such personnel.
- B. Initially, the contractor will employ either the number of persons it recommends in the bid proposal, or a modified number required by the District and agreed to by the contractor. Proposal should specify number of custodians per square foot at each facility. All

proposed FTE's are to be calculated on a 2,080 hour year. The contractor shall maintain a current staffing roster on a shared Google Document that is accessible to all principals and designated District level administrators. The directory shall be updated immediately when a new employee is hired and when an employee is terminated. The directory shall show each employee's name, a photograph, and the employee's assigned work location(s) and primary assignment. The roster shall also designate the lead day porter at each school and the lead night supervisor at each school. The directory shall include cell numbers for all management and supervisory staff. Substitute employees shall be included in the Directory and labeled as substitutes. It is understood that employees may be shifted from one school to another as needed, but primary work locations should be noted on the directory. The staffing directory should note the name of employees who will be responsible for opening and closing each school building each day as well as the back-up person for each school location.

- **Substitute Pool:** Contractor must maintain a substitute pool of custodial staff available at all times. **Substitutes must be provided whenever a required Day Porter (as set forth above) is absent.** For every hour that a substitute is not provided for an absent, required Day Porter, the contractor and district will agree on an appropriate fine for understaffing.
- C. Proposals will state proposed pay rates and benefit levels. This should include benefits paid by the company and those paid by the employee.
- D. After the initial agreement, any revision to the personnel structure in response to changing levels of custodial and grounds requirements will be made in the form of a written amendment approved and signed by the contractor and the District. If the staffing level is decreased, the appropriate deduction in costs will be made.
- E. The contractor will conduct criminal background checks on all employees through the HCDE approved vendor. Contractor must perform e-verify checks on all personnel as part of their screening process. All expenses related to background checks will be borne by the contractor.

1. **CRIMINAL BACKGROUND CHECKS**

In submitting this proposal, you are certifying that you are aware of the requirements stipulated by T.C.A. 49-5-413 (d) to conduct criminal background checks through the Tennessee Bureau of Investigation and the federal Bureau of Investigation on yourself and any employees who may come in direct contact with students or who may come on or about school property anytime students are present. You are further certifying that at no time will you ever permit any individual who has committed a sexual offense or who is a registered sex offender to come in direct contact with children or to come on or about school property while students are present.

- F. The contractor will perform drug screening according to the Drug-Free Workplace Act to insure employees function in a school environment without posing a threat to students or district staff.

Random drug testing will be required.

- G. The District reserves the right to require the contractor to remove any contractor management or production employee deemed incompetent or detrimental to the District.

The contractor agrees to protect, defend, indemnify and hold the District harmless against any possible claim by the employee so removed.

- H. Contractor employees will perform their duties while in the special school environment involving students, parents or community members. Therefore, it is mandatory that every possible precaution be taken to assure contractor employees are of high moral character.
- I. Contractor employees must work cooperatively with District employees, to insure the best possible education environment for District students.
- J. Contractor and the District recognize the personnel structure is subject to revision as necessary to comply with federal, state and municipal laws, rules and regulations that are now or may in the future become applicable.
- K. The Chief Operations Officer or his/her designee will have selection and interview rights of contractor management personnel assigned to Hamilton County Department of Education.
- L. Contractor is to list the proposed range of hourly wage rates, per classification and the proposed average hourly rate per classification in Table I on the following page.
- M. The Contractor shall follow District energy conservation guidelines. When school is not in session, including the end of the instructional day, the District allows buildings to approach sixty (60) degrees in the winter and eighty (80) degrees in the summer. The Contractor's staff shall be prepared to work in these conditions. The Contractor shall make every effort to conserve energy when possible, The Contractor shall have interior lights on only in the area(s) where they are working and make sure all lights are off when locking up for the night. The Contractor shall keep exterior doors closed and locked immediately following final school dismissal time. In schools with window air conditioning units the contractor shall "turn-off" the units at the end of the school day. The Contractor shall review energy requirements with all employees prior to their beginning work, and agree to require their employees to attend training in energy conservation methods provided by HCDE.
- N. Notwithstanding this understanding, the Contractor commits to providing adequate personnel to meet the District's needs and will not allow labor strikes, work stoppages, or any other event whatsoever to interfere with its performance under the terms of the contract.
- O. The contractor assures all contractor employees are properly trained and comply fully with Federal, State and Local regulations regarding right to know, asbestos awareness training, blood borne pathogens, confined spaces, lock out/tag out requirements, AHERA and all OSHA, TOSHA related mandates; including required updates.

Table I.

Position	Proposed Hourly Wage Range	Number of employees per classification	Proposed Avg. Wage
Project Manager			
Assistant Manager			
Office Staff			
Zone (Area) Manager			
Head Custodian			
Lead Custodian			
Custodian			
Warehouse/Laundry			
Mechanic			
Grounds Manager			
Crew Leader			
Grounds Employee			

3. Personnel Direction

- A. Contractor will provide orientation and handbook in support of the District. This should include ongoing training for employees with a schedule for continued training.
- B. The successful contractor must provide a current, written organizational structure as approved by the District, for coordination within contractor’s departments and with departments of the District, prior to commencement of services.

4. Training

- A. The program must include:
 - 1. Initial determination of employee qualifications and experience
 - 2. Standardized, basic training before reporting to a facility, including but not limited to: safety, proper cleaning procedures, cost effective use of chemicals and other supplies; and indoctrination to District standards and expectations.
 - 3. On-the-job training by supervisory personnel. Schedule should be provided each year of the contract.
 - 4. Ongoing or refresher training for experienced employees, maintain records to show the type of training, date of training, and signature of employee to show he/she attended the training. Schedule should be provided.
 - 5. Formats suited to individual learning styles and/or special topics, including but not limited to: one to one; small and large group, multi-media materials, in-house speakers, contractor’s corporate specialists, site specific, job specific, AHERA, OSHA, harassment/discrimination training or other regulatory requirements
 - 6. Educational counseling as needed

5. Design and Implementation of Standard Operational Procedures

- A. Contractor will provide standard operational procedures to coordinate efforts, skills and other designated resources through the establishment of clearly defined objectives. Primary objectives will include establishment of a clean and safe environment, and the ability to provide the designated levels of custodial and grounds services.
- B. Contractor will provide management systems including clearly defined routines, record requirements, tests and inspections, operating instructions and administrative procedures essential to the designated custodial and grounds services.
- C. Contractor will develop and maintain a departmental and/or other specialized manual(s) containing instruction about individual job functions and/or methods used to accomplish tasks.
- D. Contractor will provide continuous supervision of custodial and grounds employees as shown in the proposed custodial and grounds organization.

6. Financial and Material Management

- A. Fulfill custodial and grounds management responsibilities with strong, continued attention to fiscal responsibilities. The contractor's financial and materials management objectives will include but are not limited to:
 - 1. increased effectiveness at less cost through improved management practices
 - 2. create and communicate written instructions necessary for fiscal management of custodial and grounds supplies
 - 3. comply with established District fiscal control systems and directives
- B. Prepare custodial and grounds financial and statistical data to assist the District in its budget preparation.
- C. Comply with District directives necessary to properly receive, inspect, account for, store, inventory, secure and issue custodial and grounds supplies.

7. Building Security

SCHOOL SECURITY SYSTEMS:

It is imperative that building security systems be "armed" everyday when leaving school:

1. Evening Custodian: Final Check:

- a. Check all exterior doors and windows
- b. Check building for any occupants or intruders
- c. Interior door check
- d. Set Alarms. Signal will be sent to ADS Security LP (423) 267-9609 when system is "armed"
- e. In the event of system malfunction or failure to arm: Notify supervisor, remain in the building until supervisor or maintenance personnel arrive to repair system.

2. **All school personnel must leave the building when the evening custodian leaves or the following procedure must be used:**
- A. Any school based personnel desiring to remain in the building must exit with the custodian and allow the custodian to “arm” the security system with his/her code. The school based person may then re-enter the building, using his/her personal code to “dis-arm” the system. It will then be the responsibility of the school based person to “re-arm” the building when they leave.
 - B. All buildings must be vacated and “coded” out by 11:00 P.M.
 - a. Custodial, Maintenance and Security personnel must be notified if the building will be occupied past 11:00 P.M.
 - b. Absolutely no “sharing” of access codes among school personnel. Everyone needing access to the building will be assigned a specific access code number that identifies that individual.
 - C. Alarm notification:
 - a. In the event the alarm goes off after hours (weekends and evenings) the alarm will notify ADS Security LP (423) 267-9609 HCDE’s alarm monitoring company. ADS Security LP will then contact either the principal or their designee and the police.
 - b. The police will not respond to the alarm unless someone from the school is “in-route” to the building. **No HCDE or Custodial personnel are to enter the building until police arrive.**
HCDE personnel are not to attempt to apprehend any intruder in the building. This is the responsibility of police
 - c. It is the responsibility of the principal or their designee to respond to alarms.

SECURITY ALARMS (FIRE, SECURITY, ETC.)

Stacey Swafford

Office: 423-498-7267

Cell: 423-280-4661

Justin Witt

Office: 423-498-7262

Cell: 423-322-1440

Custodial Services to Be Performed

Provide all employees, benefits, supplies, materials and equipment to necessary to provide a “full-service” custodial and grounds program. At least two weeks of supplies should be on hand in every facility to complete necessary tasks. Working equipment should be in every facility to complete tasks described below.

The following tasks and frequencies are guidelines intended to establish all schools start the year at APPA Level 1 and are maintained throughout the year at no less than APPA Level 2:

APPA (Association of Physical Plant Administrators) Industry Levels of Cleaning For Educational Facilities

Level 1 – Orderly

This level establishes cleaning at the highest level. It was Spotlessness developed for the corporate suite, the donated building or the historical focal point. This is show-quality cleaning for that prime facility.

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

Level 2 – Ordinary

This level is the base upon which standards are established. Tidiness is the level at which cleaning should be maintained. Lower levels for washrooms, changing/locker rooms and similar type facilities are not acceptable.

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

1. Work schedules will be written, and custodial employees will be instructed, to promote flexibility in cleaning practices. As needed, schedules and responsibilities must be shifted to accommodate daily, changing needs of building administration.

2. Daily, police grounds areas, specifically leading up to and at entrances, and all mulch/gravel beds.
3. Snow and ice removal will take priority over cleaning responsibilities, including custodians on all shifts.
 - A. Snow and ice removal will be limited to sidewalk areas immediately adjacent to the buildings.
 - B. Removal of snow and ice from parking lots will be the responsibility of others.
4. Change out light bulbs and tubes as necessary and other minor maintenance; this includes but is not limited to: un-stopping clogged drain lines, turning off leaking plumbing fixtures, replacing light bulbs, replacing air filters, moving furniture or tables, assembling furniture, replacing vacuum bags, loading/unloading materials, replacing ceiling tiles, and other tasks as may be assigned.

5. Classrooms and Offices

A. Daily:

1. Clean all hard surface and carpeted traffic areas using a chemically treated dust mop or vacuuming. Spot vacuum carpets as needed.
2. Spot clean spills on hard surface and carpeted floors.
3. Spot clean walls, doors, windows and electric switch plates. Clean interior of glass doors and glass partitions.
4. Empty and clean wastepaper baskets. Wet wipe with an odor controlling or sanitizing solution as needed. Reline wastebaskets.
5. Clean all spaces utilized by before and after hours child care operations
6. Following student dismissal, turn off lights and window type air conditioning units in all areas.
7. Restock paper dispensers and soap dispensers if less than 10% full.
8. Clean and disinfect all student desks, chairs, and teacher desk.
9. High touch points, such as doorknobs and telephones, should be disinfected.
10. Remove any graffiti or wall markings.

B. Weekly:

1. Wet clean all hard surface floors with an appropriate floor chemical designed to extend the life of the finish. Vacuum all carpeted areas. Provide a schedule to building administration showing rooms and areas to be done each night, as a basis for measurement.
2. Vacuum or dust mop non-traffic areas moving student desks, but not file cabinets and teacher desks.
3. Clean and Disinfect all horizontal surfaces in the room.
4. Spot check room for any spaces that need additional cleaning.
5. High dust horizontal surfaces.
6. Cleaning of computers, monitors and keyboards will be done by others.
7. Wet-clean chalk boards/trays and marker boards with an appropriate cleaner, if not marked "Save".
8. Empty pencil sharpeners.
9. Dust all blinds.

6. Laboratories/Biology, Chemistry, Earth Science, Physics, Computer Labs

- A. Perform cleaning described in 5., A. and B. above.
- B. Contractor is responsible for cleaning of chemical hoods, sinks and shelves. Portable equipment, Glassware, computers, monitors and keyboards will be cleaned by others.

7. Art Rooms

- A. Perform cleaning in 5., A. and B. above.
- B. Kilns and ovens will be cleaned by others.

8. Library

- A. Perform cleaning in 5., A. and B. above.
- B. Daily, vacuum all carpeted areas.
- C. Weekly, clean shelves where books are not present, and tables/desks/countertops. Dust all shelves.

9. Auditorium, Stages, Music Rooms, Dance Rooms

- A. Perform cleaning in 5., A. and B. above.
- B. Weekly and after major events, vacuum theater seating-area carpeting and spot-clean as needed.
- C. Weekly, dust theater seats.

10. Home Economics, Food Science

- A. Perform cleaning in 5., A. and B. above.
- B. Daily and weekly exterior cleaning of stoves, refrigerators, washers and dryers.

11. Industrial Arts

- A. Perform cleaning in 5., A. and B. above.
- B. Portable equipment and computers will be the responsibility of others.

12. Custodial and Maintenance Closets

Daily, clean and maintain.

13. All-Building Metal Work

As needed, clean, polish and maintain all bright metal work.

14. Drinking Fountains

Daily, wet clean and disinfect

15. Stairways

- A. Daily, dust mop and spot wet mop.
- B. Weekly, complete wet mop.
- C. Dust entire stairway, removing any cobwebs or other debris from stairs

16. Corridors

- A. Daily, dry mop hard surface floors with a chemically treated mop and spot wet mop.
- B. Daily, vacuum all carpeted corridors. Remove spots as necessary.
- C. Weekly, wet mop hard surface corridors using mop and bucket or automatic floor machines.
- D. Weekly, burnish hard surface floors and recoat as needed.

17. Public Entrances

- A. Daily sweep or blow exterior steps and sidewalks within 20 feet of entrance.
- B. Daily, spot clean glass surfaces on doors and walls.
- C. Clean entrance floor area as needed, including vacuuming walk-off mats weekly. Mats should be deep cleaned quarterly.

18. Elementary School Carpeted Gymnasiums

- A. Daily, vacuum carpeting and spot-clean stains.
- B. If hard surface floor perform services as outlined in 26 for gymnasiums.

19. Cafeterias

- A. Daily, dust mop and wet clean (mop) floors, clean walls, vertical surfaces as needed
- B. Daily, cleaning of all tables and chairs using disinfectant and sanitizing solution. Cleaning will be performed after every meal, breakfast, lunch, child care function and any other use.
- C. Daily, make sure lids are closed on dumpsters
- D. Quarterly, project clean walls and vents. Spot clean daily.
- E. Assist in emptying trays, removing garbage, etc.
- F. Weekly, burnish or buff floors and recoat as needed.
- G. Weekly, thoroughly clean, wash and sanitize cafeteria and kitchen garbage containers
- H. Weekly or as needed, clean window sills in cafeteria
- I. No janitorial equipment is to be stored in the cafeteria or kitchen area. Equipment must be kept clean.
- J. If necessary to haul (transport, carry) trash through kitchen, either use a cart or carry bags on the floor to prevent spills and/or leakage. If spills occur, custodian must clean immediately.

20. Staff Lounges

- A. Daily, vacuum all carpet, and/or mop floors.
- B. Daily, disinfect and clean, countertops and sinks with a sanitizing chemical.
- C. Daily, remove trash, re-line trash containers and sanitize as needed.
- D. Weekly, high dust all horizontal surfaces.
- E. Interior cleaning microwave ovens, conventional ovens, toasters and refrigerators will be done by others.

21. Restrooms

- A. Daily, completely clean and disinfect washrooms, including:
 - 1. Wet wipe fixtures, shelves and ledges with a sanitizing solution.
 - 2. Clean and disinfect the inside and outside of urinals and toilet bowls.
 - 3. Disinfect stall walls and walls surrounding urinals.
 - 4. Clean and disinfect walls and light switches as needed.
 - 5. Clean and disinfect sinks.
 - 6. Empty trash, re-line and disinfect trash containers as needed.
 - 7. Replenish dispensed items such as toilet tissue, soap, paper towels and hygiene-related materials.
 - 8. Wet clean and disinfect floors with a sanitizing solution.
 - 9. Clean and polish mirrors.
- B. Once in AM, once in PM, check and correct deficiencies as needed. Towels and soap dispensers should be replenished if less than 10% full.
- C. Respond to immediate need of cleaning and sanitizing as accidents occur.
- D. Weekly, deep scrub walls, floors, fixtures, and stall partitions. This should include machine scrubbing and/or pressure cleaning.
- E. An odor control program should be established to prevent restroom odors. This should be monitored daily.

22. Computer Server Equipment Closets/ Rooms

- A. Once per week, dry mop hard surface or vacuum carpet. Spot wet mop hard surface as needed.
- B. Computer equipment to be cleaned by others.

23. Locker Rooms and Showers

- A. Daily, perform steps A., 1. – 9., B, C, Restrooms
- B. Daily, clean locker surfaces of stickers and graffiti.
- C. Weekly, high dust all horizontal surfaces and wet clean locker surfaces as needed.
- D. Weekly, deep clean and sanitize walls, floors, fixtures and partitions.
- E. An odor control program should be established to prevent restroom odors. This should be monitored daily.

24. Athletic Conditioning Areas

- A. Weekly, dust mop and wet mop floors with a sanitizing solution.
- B. Conditioning equipment will be cleaned and sanitized by others.
- C. Weekly, wet wipe and sanitize walls.
- D. Weekly, deep clean and sanitize walls, floors, fixtures and partitions

25. Gymnasium, Field House, Stadiums and Concession Areas

- A. Daily, dry mop using a dry mop treatment recommended for wood gym floors and spot wet mop floors.
- B. Weekly during non-competition use, wet mop floors.
- C. Prior to and after interscholastic events, dry mop and wet mop floors.
- D. Daily, clean bleachers and grandstand areas. Clean underneath bleachers after every event.
- E. Provide an annual allowance of \$120,000.00 for screen, touch-up paint, and recoating of all gym floors.

26. Dance Rooms

- A. Daily, dry mop and wet mop floors.

- B. Prior to and after interscholastic events, dry mop floors, wet mop as needed.
- C. Daily, clean walls and mirrors.

Summer Custodial/Grounds Services to Be Performed

1. Develop and coordinate a summer custodial and grounds program that emphasizes special project or group tasks. Summer “deep cleaning” to include all items listed under “Custodial Services to Be Performed” as listed on pages 15 through 18.
2. Provide cleaning and security as described for the school year, at schools housing summer school programs and child care. Stagger custodial schedules to open as needed and clean after classes are complete.
3. At the completion of summer school, coordinate support to summer school buildings to catch up with project or group maintenance and custodial tasks prior to the start of school. This will be done using regular time, drawing personnel from all buildings.
4. Wash all windows, doors and blinds inside and outside.
5. Strip and wax all hard surface floors with a minimum of six (7) coats of wax.

Mid-Year Tasks

1. During winter break; all common areas including corridors, entrance ways, and cafeteria to be machine scrubbed and recoated.

Grounds Services to Be Performed

The contractor will implement an effective program of grounds maintenance, designed around environmentally sound principles and focused on the needs of people who use the landscape. The grounds program will promote overall attractiveness as well as safe and enjoyable use of recreational facilities. The contractor will establish levels and frequency of care for each site in coordination with the District. Levels will be based on specific site use, sound principles of plant health care, and impact on site appearance and safety factors. The program will include:

1. Mowing, line trimming, edging

- A. Erratic rainfall and growing conditions make exact mowing schedules impossible to determine. Maintain to an average height of 3” for cool season grasses and 2” for warm season grasses. Under no condition will grass be allowed to exceed 5”.
- B. Actual playing surface of athletic game (High School Only) fields will be maintained by District. All other areas; including practice fields are the contractor’s responsibility.
- C. **All areas** of the campus are to be mowed/maintained.
- D. Retention/detention ponds/areas must be maintained at twelve (12) inches or less height for all vegetation, to include removal of trees/shrubs, trash or debris.
- E. Line trimming, edging and removal of debris by power air blowing required following each mowing
- F. Mulch in Elementary Playgrounds should be added to appropriate levels before the start of each school year.
- G. Mulch should be added to appropriate levels in bed surrounding the school and at entrance signs before the start of the school year.

2. Irrigation and Water Cannons

- C. Maintenance of irrigation systems provided by others.

3. Weed Control

A. Control weeds in turf, beds, paved areas, along fences, walls and curbs through proper plant selection, herbicides, mechanical procedures and effective timing of seasonal maintenance practices.

B. Herbicides will be used only in compliance with applicable state and local herbicide application and licensing regulations. Contractor's grounds employees must be properly certified to deliver (apply) herbicides within these parameters.

4. Tree and Shrub Care

A. Annually, provide recommendations to replace old plantings when aesthetics may be enhanced while reducing maintenance requirements.

B. Pruning will be performed at times determined by best practice. Shaping, and removal of dead, diseased, fallen and damaged trees, shrubs, and limbs will be by the contractor.

C. At request, research and prepare recommended bid specifications for subcontracting fertilization at additional expense.

5. Leaf Removal

A. No less than three times per year; all lawn and driveway, parking areas, including playgrounds, athletic fields

6. **Snow and Ice Removal**

A. Contractor is responsible for removing snow and ice from all sidewalks and building entry points and applying deicer to sidewalks and entry points. This is to be a priority over any other duties.

Salt, sand and deicer as needed to be supplied by contractor.

Technical Support

1. Perform research in determination of District custodial and grounds management needs, resources, utilization, programs, procedures and systems.

2. Implement technical support programs for system implementation, training, control inspection and consultant services relating to District custodial and grounds management.

Quality Control Service

Contractor must provide a quality control service that at minimum meets the requirements below. Additionally, the district prioritizes a system that allows teacher and staff input to be monitored and addressed by the contractor. Inspection reports should be made available to Principals and when deficiencies occur management will meet with school administrators to remedy the deficiencies.

1. Weekly, contractor management staff will make inspections, providing summary documents on a monthly basis, to the Chief Operations Officer and the Principal of each school. If deficiencies occur in weekly reports school administrators should be contacted and deficiencies addressed immediately.
2. Monthly, hold review meetings with the Chief Operations Officer and appropriate contractor management. A summary of custodial and grounds functions, accomplishments and objectives will be prepared and presented for comments, additions and concurrence by the District. Provide detailed report of hours worked and staffing levels for each location.
3. Annually, or as requested, prepare a report to be submitted to District administration and Board of Education, summarizing department activities for the fiscal year. The report will include financial information, staff development activities, project dates and other accomplishments made by the contractor during the year.

Additional Information

1. Production worker responsibilities in **Custodial, General Custodial, Summer Custodial and Grounds Services to Be Performed** will be by contractor's employees, during regular work hours within the 2,080 hour work year.
2. The contractor assures all contractor employees are properly trained and comply fully with Federal, State and local regulations regarding right to know, asbestos awareness training, blood borne pathogens, confined spaces, lock out/tag out requirements, AHERA and all OSHA related mandates.

Proposal Response Requirements

1. Fully complete the following forms included in the specifications. Do not leave unfilled blanks where a response is indicated:

1. SPECIFIC PROPOSAL INFORMATION
2. CERTIFICATE OF ELIGIBILITY TO BID
3. PROOF OF INSURABILITY
4. HOLD HARMLESS AGREEMENT
5. DRUG FREE WORKPLACE AFFIDAVIT
6. HAMILTON COUNTY DEPARTMENT OF EDUCATION SMOKING AND TOBACCO POLICY
7. CONTRACTOR REFERENCE INFORMATION
8. FTE PROPOSAL FOR EMPLOYEES
9. MINIMUM SALARY AND BENEFITS FOR EMPLOYEES
10. COST PROPOSALS

2. An incomplete, inaccurate or misleading response will result in disqualification.
 - A. An authorized officer of your firm must sign all responses.
 - B. Responses are to conform to the given format(s).

**HAMILTON COUNTY DEPARTMENT OF EDUCATION
3074 HICKORY VALLEY RD
CHATTANOOGA, TENNESSEE 37421
423-498-7030**

REQUEST FOR PROPOSALS TO PROVIDE
CUSTODIAL AND GROUNDS MANAGEMENT SERVICES

CONTRACTOR-SPECIFIC INFORMATION

(1.) SPECIFIC PROPOSAL INFORMATION

NAME OF FIRM: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

PRINCIPLE OFFICER: _____

PARTNERSHIP OR CORPORATION UNDER STATE LAWS OF: _____

AUTHORIZED SIGNATURE: _____

TITLE: _____

PERSON TO CONTACT REGARDING THIS BID: _____

PHONE NUMBER: _____

CONFLICT OF INTEREST

The award hereunder is subject to provisions of state statutes. All bidders must disclose with their bid the name of any officer, director, or agent who is also an employee of the School Board. Further, all bidders must disclose the name of any Hamilton County Board of Education employee, officer, director, or agent who owns, directly or indirectly, **any interest** in the bidder's firm or any of its branches, or has any financial interest in proposers firm.

(2.) CERTIFICATE OF ELIGIBILITY

_____ (contractor), pursuant to Tennessee criminal code, hereby certifies that neither (he, she, its) partners, officers, or owners of (his, her, its) business have been convicted in the past five (5) years of the offenses of bid rigging and that neither (he, she, its) business has ever been convicted of the offense of bid-rotating.

Signature of Contractor: _____

Title: _____

Date: _____

(3.) PROOF OF INSURABILITY

PROPOSAL SUBMITTED BY: _____
(Contractor Name)

ADDRESS: _____

Being duly sworn, I do hereby acknowledge that I have read the insurance specifications herein and agree the above contractor is eligible for insurance per aforesaid specifications.

Subscribed and sworn before me on the ____ day of _____, 2013.

Signed: _____

Date: _____

Insurance Company: _____

Address: _____

Notary Public: _____

Note: Certificate(s) of insurance to be submitted with bid.

(4.) HOLD HARMLESS AGREEMENT

The contractor agrees to indemnify, keep and save harmless Hamilton County Department of Education, its Board of Education, agents, officials and employees against all injuries, judgments, costs and expenses that may accrue against Hamilton County Department of Education in consequence of granting this contract or that may result there from, whether or not it shall be alleged or determined the act was caused through negligence or omission of the contractor or his employees, of the District or its employees arising there from or incurred against the District in any such action, and shall at his own expense discharge same.

The contractor agrees to protect, defend, indemnify, and hold harmless the Hamilton County Department of Education, its Board of Education, agents, officials and employees against all injuries, losses, demands, claims, suits or causes of action arising out of or relating to use by the contractor's employees of equipment owned, rented or leased by the District.

The contractor agrees to protect, defend, indemnify, and hold harmless the Hamilton County Department of Education, and Board of Education, agents, officials and employees against all injuries, losses, demands, claims, suites or causes of action arising out of or relating to the maintenance or upkeep of the grounds or facilities during the life of this agreement or any extension thereof.

The contractor understands and agrees that any insurance protection required by this contract, or otherwise provided by contractor, will in no way limit the responsibility to indemnify, keep and save harmless and defend Hamilton County Department of Education as herein provided.

NAME OF CONTRACTOR: _____

BY: _____

ATTEST: _____

CORPORATE SEAL

(5.) Drug-Free Workplace Affidavit Requirements

(1) Each Contractor or Subcontractor with no less than five (5) employees receiving pay shall submit an affidavit stating that such employer has a drug-free workplace program in effect at the time of submission of bids.

(2) If it is determined that an employer subject to the provisions of this section has entered into a contract for this Project and does not have a drug-free workplace pursuant to the referenced requirements, such employer shall be prohibited from entering into another contract with any local government or state agency until such employer can prove compliance.

(3) The written affidavit shall be submitted with the Contractor's Proposal Form, and the Bid shall not be considered complete if said affidavit is not included, and the Bid shall be rejected as Non-Responsive.

(4) For purposes of compliance with this section, any private employer shall obtain a certificate of compliance with the applicable portions of the Drug-Free Workplace Act from the Department of Labor and Workforce Development

AFFIDAVIT OF COMPLIANCE

WITH

DRUG-FREE WORKPLACE REQUIREMENTS

(To be submitted with bid by vendor/contractor with 5 or more employees)

I, _____, president or other principal

Officer of _____, swear or affirm that the
(Name of Company)

Company has a drug-free workplace program in effect at the time of this bid submission. I further swear or affirm that the company has a drug-free workplace program that at a minimum meets the requirements similar to that of the Federal Drug Free Workplace Act of 1988.

President of Principal Officer

For: _____

**STATE OF TENNESSEE }
COUNTY OF }**

Subscribed and sworn before me by _____,

President or principal officer of _____,

on this _____ day of _____, 20 ____.

NOTARY PUBLIC

My Commission Expires: _____

(6.) HAMILTON COUNTY DEPARTMENT OF EDUCATION SMOKING AND TOBACCO POLICY

THE USE OF TOBACCO BY ANY SCHOOL PERSONNEL, STUDENT, OR OTHER PERSON IS PROHIBITED WITHIN FIFTY FEET OF ALL BUILDINGS ON HAMILTON COUNTY DEPARTMENT OF EDUCATION PROPERTY. THIS PROHIBITION APPLIES TO SUCH PROPERTY BEFORE, DURING, AND AFTER THE REGULAR SCHOOL DAY, AND ON DAYS WHEN SCHOOL IS NOT IN SESSION.

THE TERM "TOBACCO" WILL MEAN CIGARETTES, CIGARS, PIPES, OR TOBACCO IN ANY FORM, INCLUDING SMOKELESS TOBACCO WHICH IS ANY LOOSE, CUT, SHREDDED, GROUND, POWDERED, COMPRESSED OR LEAF TOBACCO INTENDED TO BE PLACED IN THE MOUTH WITHOUT BEING SMOKED.

"SCHOOL PROPERTY" INCLUDES, WITHOUT LIMITATION, ANY AREA WITHIN A BUILDING OR OTHER INDOOR FACILITY USED FOR SCHOOL PURPOSES, AND AREAS OUTSIDE BUILDINGS AND FACILITIES, WHETHER OWNED, LEASED OR CONTRACTED BY THE DISTRICT.

"SCHOOL PURPOSES" INCLUDE ALL EVENTS, ACTIVITIES OR OTHER USES OF SCHOOL PROPERTY THAT THE BOARD OR THE OFFICIALS OF THE DISTRICT AUTHORIZE OR PERMIT, INCLUDING WITHOUT LIMITATION, ALL INTERSCHOLASTIC OR EXTRA-CURRICULAR ATHLETIC, ACADEMIC OR OTHER EVENTS SPONSORED BY THE BOARD OR IN WHICH PUPILS OF THE DISTRICT PARTICIPATE.

THIS ACTION IS TAKEN IN COMPLIANCE WITH THE TENNESSEE SCHOOL CODE, EDUCATE AMERICA ACT, PART C, (THE "PRO-CHILDREN ACT OF 1994").

Agreed and Signed by _____ of

_____ (contractor official) _____ (company)

it's _____ on _____.
(position) (date)

(7.) Contractor Reference Information

1. **Contractor Qualification**, provide (5) minimum, more if available)

1.) REQUIRED Organization Name/Address:	
Name/Phone of Reference Contact:	
Scope of Management Personnel:	
Scope of Production Personnel:	
Contract Date(s):	Student Population:
2.) REQUIRED Organization Name/Address:	
Name/Phone of Reference Contact:	
Scope of Management Personnel:	
Scope of Production Personnel:	
Contract Date(s):	Student Population:
3.) REQUIRED Organization Name/Address:	
Name/Phone of Reference Contact:	
Scope of Management Personnel:	
Scope of Production Personnel:	
Contract Date(s):	Student Population:
4.) REQUIRED Organization Name/Address:	
Name/Phone of Reference Contact:	
Scope of Management Personnel:	
Scope of Production Personnel:	
Contract Date(s):	Student Population:
5.) REQUIRED Organization Name/Address:	
Name/Phone of Reference Contact:	

Scope of Management Personnel:	
Contract Date(s):	Student Population:
6.) Organization Name/Address:	
Name/Phone of Reference Contact:	
Scope of Management Personnel:	
Scope of Production Personnel:	
Contract Date(s):	Student Population:
7.) Organization Name/Address:	
Name/Phone of Reference Contact:	
Scope of Management Personnel:	
Scope of Production Personnel:	
Contract Date(s):	Student Population:
8.) Organization Name/Address:	
Name/Phone of Reference Contact:	
Scope of Management Personnel:	
Scope of Production Personnel:	
Contract Date(s):	Student Population:
9.) Organization Name/Address:	
Name/Phone of Reference Contact:	
Scope of Management Personnel:	
Scope of Production Personnel:	
Contract Date(s):	Student Population:
10.) Organization Name/Address:	

Name/Phone of Reference Contact:	
Scope of Management Personnel:	
Scope of Production Personnel:	
Contract Date(s):	Student Population:

2. **Contractor Qualification**, use the space below or attach pertinent information to explain the contractor’s organization and background, including but not limited to:

- A. general company history and background, including longevity in education cleaning/contracting
- B. financial information including the ability to present a future reasonable proposal(s) to the District to absorb any functions, by means of subcontracting and/or within contractor’s corporate structure, including but not limited to those items/services described **Scope of Agreement**
- C. provide a current CPA audited financial statement for your most current fiscal year

3. **Contractor Qualification**, use the space below or attach pertinent information to discuss how the contractor minimizes employee turnover. Attach a corporate statement statistically summarizing turnover in school environments for managers and production workers, for the most current (12) month period possible.

4. **Contractor Qualification**, use the space below or attach pertinent information to identify subcontractor(s), if any, the contractor will use in day to day operations (i.e. mowing or other grounds care, uniform service, laundry service) or at any time, related to the bid proposal. Subcontracted services/resources will be used only in this context. All regular production workers must be employees of the contractor.

5. **Contractor Qualification**, use the space below or attach pertinent information to describe your transition plan from the time a contractor is identified (Feb/Mar) to commencement of services (June 1, 2021). This will include, but not be limited to timeline, procedure, and description of transition personnel; including those who are not site managers.

6. **Contractor Qualification**, attach a resume for each management team member identified. In the space below, provide pertinent personal and professional information for each. If an individual(s) is not yet identified, describe the qualifications a candidate must possess to be considered for the position(s).

7. Management Support Services To Be Performed; use the space below or attach pertinent information, to describe contractor's software and procedures for providing services described in this proposal (including custodial and grounds scheduling).

8. Contractor Qualifications, what is your company's position on the Green Initiative? Site examples and list facilities where Green Initiative Plan is in place.

(8). FTE Proposal for Employees

1. In the fourth column, enter contractor’s proposed FTE on each line.
2. Each building must have a minimum of one full time 6:00 AM- 2:30 PM shift head custodian.
3. Other proposed FTE’s are at contractor discretion, given District standards and cost considerations.
4. Other shift options may be considered, with approval of District Shift options must be explained in this proposal. The District will reach agreement with a successful contractor prior to commencement of services.
5. Contractor must staff each school from 6:00 A.M. until 11:00 P.M. Monday thru Friday; including summer.

SCHOOL OR DISTRICT CLASSIFICATION	POSITION	NUMBER OF EMPLOYEES	PROPOSTED FTE
ALLEN ELEMENTARY	Head custodian		
	Lead custodian		
	Custodian		
ALPINE CREST ELEMENTARY	Head custodian		
	Lead custodian		
	Custodian		
APISON ELEMENTARY	Head custodian		
	Lead custodian		
	Custodian		
BARGER ACADEMY	Head custodian		
	Lead custodian		
	Custodian		
BATTLE ACADEMY	Head custodian		
	Lead custodian		
	Custodian		
BIG RIDGE ELEMENTARY	Head custodian		
	Lead custodian		
	Custodian		
BRAINERD HIGH	Head custodian		
	Lead custodian		
	Custodian		
BROWN ACADEMY	Head custodian		
	Lead custodian		
	Custodian		
BROWN MIDDLE	Head custodian		
	Lead custodian		
	Custodian		
CCA - CENTER FOR CREATIVE ARTS	Head custodian		
	Lead custodian		

	Custodian		
CENTRAL HIGH	Head custodian		
	Lead custodian		
	Custodian		
CENTRAL OFFICE	Head custodian		
	Lead custodian		
	Custodian		
CHILD CARE @ OAKWOOD	Served by		
	Washington		
CLIFTON HILLS ELEMENTARY	Head custodian		
	Lead custodian		
	Custodian		
CSAS – CHATT SCHOOL FOR THE ARTS & SCIENCES	Head custodian		
	Lead custodian		
	Custodian		
CSLA - CHATT SCHOOL FOR THE LIBERAL ARTS	Head custodian		
	Lead custodian		
	Custodian		
DAISY ELEMENTARY	Head custodian		
	Lead custodian		
	Custodian		
DALEWOOD MIDDLE	Head custodian		
	Lead custodian		
	Custodian		
DAWN SCHOOL @ WHITE OAK	Head custodian		
	Lead custodian		
	Custodian		
DONALDSON, CALVIN ELEMENTARY	Head custodian		
	Lead custodian		
	Custodian		
DUPONT ELEMENTARY	Head custodian		
	Lead custodian		
	Custodian		
EAST BRAINERD ELEMENTARY	Head custodian		
	Lead custodian		
	Custodian		
EAST HAMILTON HIGH	Head custodian		
	Lead custodian		
	Custodian		
EAST HAMILTON MIDDLE	Head custodian		
	Lead custodian		

	Custodian		
EAST LAKE ACADEMY	Head custodian		
	Lead custodian		
	Custodian		
EAST LAKE ELEMENTARY	Head custodian		
	Lead custodian		
	Custodian		
EAST RIDGE ELEMENTARY	Head custodian		
	Lead custodian		
	Custodian		
EAST RIDGE HIGH	Head custodian		
	Lead custodian		
	Custodian		
EAST RIDGE MIDDLE	Head custodian		
	Lead custodian		
	Custodian		
EAST SIDE ELEMENTARY	Head custodian		
	Lead custodian		
	Custodian		
HAMILTON COUNTY HIGH (Harrison Bay Center)	Head custodian		
	Lead custodian		
	Custodian		
HARDY ELEMENTARY	Head custodian		
	Lead custodian		
	Custodian		
HARRISON ELEMENTARY	Head custodian		
	Lead custodian		
	Custodian		
HILLCREST ELEMENTARY ¹	Head custodian		
	Lead custodian		
	Custodian		
HIXSON ELEMENTARY	Head custodian		
	Lead custodian		
	Custodian		
HIXSON HIGH	Head custodian		
	Lead custodian		
	Custodian		
HIXSON MIDDLE	Head custodian		
	Lead custodian		
	Custodian		
HOWARD CONNECT	Head custodian		
	Lead custodian		

	Custodian		
HOWARD HIGH	Head custodian		
	Lead custodian		
	Custodian		
HUNTER MIDDLE	Head custodian		
	Lead custodian		
	Custodian		
LOFTIS MIDDLE	Head custodian		
	Lead custodian		
	Custodian		
LOOKOUT MOUNTAIN ELEMENTARY	Head custodian		
	Lead custodian		
	Custodian		
LOOKOUT VALLEY ELEMENTARY	Head custodian		
	Lead custodian		
	Custodian		
LOOKOUT VALLEY HIGH	Head custodian		
	Lead custodian		
	Custodian		
LOOKOUT VALLEY MIDDLE	Head custodian		
	Lead custodian		
	Custodian		
MCCONNELL ELEMENTARY	Head custodian		
	Lead custodian		
	Custodian		
MIDDLE VALLEY ELEMENTARY	Head custodian		
	Lead custodian		
	Custodian		
NORTH HAMILTON COUNTY ELEMENTARY	Head custodian		
	Lead custodian		
	Custodian		
NOLAN ELEMENTARY	Head custodian		
	Lead custodian		
	Custodian		
NORMAL PARK MUSEUM MAGNET	Head custodian		
	Lead custodian		
	Custodian		
NORMAL PARK MUSEUM MAGNET UPPER	Head custodian		
	Lead custodian		
	Custodian		
OOLTEWAH ELEMENTARY	Head custodian		
	Lead custodian		

	Custodian		
OOLTEWAH HIGH	Head custodian		
	Lead custodian		
	Custodian		
OOLTEWAH MIDDLE	Head custodian		
	Lead custodian		
	Custodian		
ORCHARD KNOB ELEMENTARY	Head custodian		
	Lead custodian		
	Custodian		
ORCHARD KNOB MIDDLE	Head custodian		
	Lead custodian		
	Custodian		
RED BANK ELEMENTARY	Head custodian		
	Lead custodian		
	Custodian		
RED BANK HIGH	Head custodian		
	Lead custodian		
	Custodian		
RED BANK MIDDLE	Head custodian		
	Lead custodian		
	Custodian		
RIVERMONT ELEMENTARY	Head custodian		
	Lead custodian		
	Custodian		
SALE CREEK MIDDLE / HIGH	Head custodian		
	Lead custodian		
	Custodian		
SERVICE CENTER – DODDS AVE	Head custodian		
	Lead custodian		
	Custodian		
SEQUOYAH HIGH	Head custodian		
	Lead custodian		
	Custodian		
SHEPHERD, BESS T ELEMENTARY	Head custodian		
	Lead custodian		
	Custodian		
SIGNAL MOUNTAIN MIDDLE / HIGH	Head custodian		
	Lead custodian		
	Custodian		
SMITH, WALLACE ELEMENTARY	Head custodian		
	Lead custodian		

	Custodian		
SNOW HILL ELEMENTARY	Head custodian		
	Lead custodian		
	Custodian		
SODDY ELEMENTARY	Head custodian		
	Lead custodian		
	Custodian		
SODDY-DAISY HIGH	Head custodian		
	Lead custodian		
	Custodian		
*OLD SODDY GYM	Mow Only		
SODDY-DAISY MIDDLE	Head custodian		
	Lead custodian		
	Custodian		
SPRING CREEK ELEMENTARY	Head custodian		
	Lead custodian		
	Custodian		
STEM SCHOOL CHATTANOOGA	Head custodian		
	Lead custodian		
	Custodian		
TEACHERS' LEARNING CENTER	Head custodian		
	Lead custodian		
	Custodian		
THRASHER ELEMENTARY	Head custodian		
	Lead custodian		
	Custodian		
TYNER ACADEMY	Head custodian		
	Lead custodian		
	Custodian		
TYNER MIDDLE ACADEMY	Head custodian		
	Lead custodian		
	Custodian		
WASHINGTON ALTERNATIVE	Head custodian		
	Lead custodian		
	Custodian		
WESTVIEW ELEMENTARY	Head custodian		
	Lead custodian		
	Custodian		
WOLFTEVER CREEK ELEMENTARY	Head custodian		
	Lead custodian		
	Custodian		
WOODMORE ELEMENTARY	Head custodian		
	Lead custodian		

WOODMORE ELEMENTARY	Custodian		
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(9.) Minimum Salary, Benefit and Employee-Paid Premium Levels For Employees

Note: To provide comparable salary and benefit costs for bid analysis.

1. Minimum Hourly Rate for Employees

- A. Total salary proposal will be based on a 2,080 hour work year.
- B. Proposals must include employee group structure(s) and salary plan(s), given:

- 1. district quality standards and cost considerations
- 2. other applicable specifications that may be present in this proposal

- C. Night stipends are considered to be part of employee salary levels and are to be included in the proposed salary costs.

	Proposed
Total labor cost	

2. Benefits for Employees

- A. Full disclosure of benefit package is required below; single coverage medical, family coverage medical and dental insurance if provided for production employees. Contractor cost per two-week pay period per employee and total annual cost for all employees is to be entered in space provided below.

B. Medical

	single coverage (\$)	family coverage (\$)
	Proposed	Proposed
Pay period cost per employee		
Total annual cost; all employees		

C. Dental

	single coverage (\$)	family coverage (\$)
	Proposed	Proposed
Pay period cost per employee		
Total annual cost; all employees		

D. Medicare:

E. FICA (Social Security):

F. life insurance:

G. retirement:

H. workmen's compensation:

Explain benefit package in full detail in the space provided below; including coverage for medical and dental insurance, and dollar amount paid by employee per two-week pay period.

(10.) COST PROPOSALS

1. Consumable Custodial Supplies

Per **Scope of Agreement**, contractor will provide consumable supplies required in connection with the custodial services described in the proposal. These supplies include, but may not be limited to: toilet tissue, paper towels, washroom soap, waste container liners and cleaning chemicals, stripper, wax salt, sand, deicer and other consumable products as may be required.

	Proposed
Total custodial consumables	

2. Total Other Costs

Includes all other contractor costs related to the specifications, including but not limited to **Scope of Agreement**.

	Proposed
Total other costs, as described	

3. Gymnasium Floor Allowance

Gym floor allowance	\$120,000.00

4. Total Annual Cost to District

Include totals from 1 – 5 above.

	Proposed
Total annual District cost	

5. Adjustment to Contract Amount

On each anniversary of the commencement of services hereunder, the Contract Amount may be increased by the lesser of the percentage increase in the previous year's Consumer Price Index, southeastern regional average, all items for all urban consumers, or an amount not to exceed two (2) percent. Such adjustment will include costs for allowance items.

Appendix F: VENDOR APPLICATION FORM



Vendor Application Form

Please complete all of the following information, where applicable:

Tax ID # (*FEIN or SSN*): _____

Organization Type: () Corporation () Individual/Sole Proprietor () Joint Venture
 () LLC () Partnership/Limited Partnership () Non Profit*

Tax Exempt

Name of Company/Firm (*as shown on Federal Tax return*): _____

Alternate name, if applicable (*doing business as*): _____

Mailing address: _____

City: _____ State: _____ Zip+4: _____ - _____

Contact person: _____ Business Ph#: (____) ____ - _____

Fax #: (____) ____ - _____ E-mail address (*for E-notifications*): _____

Company / Firm's website address: _____

Payment address (*if different from address above*): _____

City: _____ State: _____ Zip+4: _____ - _____

Payment Terms: ____% discount Net 15 days / Net 30 Days or Net 30 Days

Separate Checks: () Yes or () No Accept Purchasing Card (i.e. VISA): () Yes or () No

Business E-mail address (*for e-notifications*): _____

Bank Name: _____ Bank Address: _____

Account Name: _____ Banking Info: Account #: _____

Checking/Savings _____ Routing and transit # (Via ACH): _____

Are you currently employed or have you ever been employed by HCDE? () Yes or () No

If yes, please specify employment dates: _____

Requestor/Vendor's Signature: _____ Date requested/sent: _____

For Accounting Use Only:

____ New Vendor (*A completed and signed W-9 form from the vendor (Required)*)

Vendor Type: ____ V – Standard ____ I – Payroll ____ C – Consultant/Channel Partners

____ Vendor Change (*Provide changes below, where applicable*)

Vendor #: _____

Date received by Accounting: _____

Authorized Signature: _____

Date completed: _____

Form **W-9**
(Rev. November 2017)
Department of the Treasury
Internal Revenue Service

**Request for Taxpayer
Identification Number and Certification**

**Give Form to the
requester. Do not
send to the IRS.**

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <p>2 Business name/disregarded entity name, if different from above</p> <p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____</p> <p>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ► _____</p> <p>5 Address (number, street, and apt. or suite no.) See instructions.</p> <p>6 City, state, and ZIP code</p> <p>7 List account number(s) here (optional)</p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p> <p>Requester's name and address (optional)</p>
--	--	--

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number					
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:25%; height: 20px;"></td> <td style="width:5%; text-align: center;">-</td> <td style="width:25%; height: 20px;"></td> <td style="width:5%; text-align: center;">-</td> <td style="width:40%; height: 20px;"></td> </tr> </table>		-		-	
	-		-		
or					
Employer identification number					
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:10%; height: 20px;"></td> <td style="width:5%; text-align: center;">-</td> <td style="width:90%; height: 20px;"></td> </tr> </table>		-			
	-				

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ► _____	Date ► _____
------------------	----------------------------------	--------------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Appendix G: 2020-2021 Learning Communities

Learning Communities 2020-2021

Rock Point Robert Sharpe		Harrison Bay Larrie Reynolds	
Alpine Crest Elementary	Red Bank Middle	Apison Elementary	Brown Middle
Dupont Elementary	Red Bank High	CSLA	Central High
Nolan Elementary	Signal Mountain M/H	East Brainerd Elementary	East Hamilton Middle
Lookout Mountain	Lookout Valley M/H	Harrison/Lakeside	East Hamilton High
Lookout Valley Elementary	CSAS Lower	Ooltewah Elementary	Hunter Middle
Red Bank Elementary	Normal Park Lower	Snow Hill Elementary	Ooltewah Middle
Rivermont Elementary	CCA	Wallace A. Smith Elementary	Ooltewah High
Thrasher Elementary	CSAS Upper	Westview Elementary	Washington ALC
Dawn Program		Wolftever Creek Elementary	
Missionary Ridge Jason Vance		North River Elaine Harper	
Barger Academy	East Lake Academy	Allen Elementary	Hixson Middle
Bess T. Shepherd Elementary	East Ridge Middle	Big Ridge Elementary	Loftis Middle
Clifton Hills Elementary	Tyner Middle Academy	Daisy Elementary	Soddy Daisy Middle
East Lake Elementary	East Ridge High	Hixson Elementary	Hixson High
East Ridge Elementary	Howard High	McConnell Elementary	Sale Creek M/H
East Side Elementary	Tyner High Academy	Middle Valley Elementary	Soddy Daisy High
Spring Creek Elementary		North Hamilton County Elem.	
		Soddy Elementary	
Midtown Sonia Stewart		Future Ready Centers Blake Freeman	Schools of Innovation Jill Levine
Calvin Donaldson Elementary	Dalewood Middle	Collegiate High	Tommie Brown Academy
Orchard Knob Elementary	Orchard Knob Middle	Harrison Bay (FRC)	Battle Academy
Hardy Elementary	Brainerd High	STEM	Howard Connect
Woodmore Elementary		Sequoyah	
		Garber Const. Academy	
		Graduation Success Program	

Appendix H: Non-Performance Penalties

Hamilton County Schools contracts for its buildings to be constantly maintained. District personnel shall routinely conduct unannounced inspections of its buildings in the evenings after the buildings have been secured and on weekends. Whenever conditions not meeting the Level 2 standards of the APPA Industry Levels of Cleaning or Educational Facilities are found by District personnel during an inspection, OR upon arrival at a campus in the morning, the District shall document such finding and may impose the following penalties.

Condition	Penalty
Unsecured exterior door	\$200
Dirty multiple stall restrooms	\$200
Dirty single restroom	\$50
Dirty classroom floor	\$50
Dirty cafeteria floor	\$150
Dirty gym floor	\$100
Dirty front entrance	\$200
Dirty hallway	\$100
Dirty common area not otherwise specified herein	\$100
Outdoor garbage container not emptied	\$50
Garbage bags left inside the building over night	\$25 per bag
Classroom trash not emptied	\$25 per room