



RFP# 24-04-009

# Request for Proposal

**CUSTODIAL SERVICES**

Oconee County Board of Commissioners  
RFP# 24-04-009  
Custodial Services

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# Oconee County Board of Commissioners

## Notice for Request for Proposal Custodial Services

<b>RFP NUMBER</b>	24-04-009
<b>ISSUE DATE</b>	April 2, 2024
<b>PRE-BID MEETING</b>	April 11, 2024 at 10:00 AM  Oconee County Administrative Building North High Shoals Conference Room 7635 Macon Highway Watkinsville, Georgia 30677
<b>SUBMITTED QUESTIONS &amp; RESPONSES</b>	Questions regarding this RFP shall be received in writing via email no later than 5:00 PM on April 18, 2024.  Responses will be provided via addenda no later than 5:00 PM on April 25, 2024.
<b>CLOSING DATE &amp; TIME</b>	May 2, 2024 at 10:00 AM
<b>ACCEPTANCE PLACE/AGENCY</b>	Oconee County Finance Department Attn: Procurement Officer 7635 Macon Highway, Box 700 Watkinsville, Georgia 30677

**\*BID SUBMISSIONS THAT ARE HAND DELIVERED MUST BE RECEIVED AND INITIALED BY THE FINANCE DEPARTMENT.**

<b>BID OPENING LOCATION</b>	Oconee County Administrative Building North High Shoals Conference Room 7635 Macon Highway Watkinsville, Georgia 30677
<b>CONTACT</b>	Jessica Ellis, Procurement Officer ocbids@oconee.ga.us

RFP documents can be downloaded from our website : <https://oconeecounty.com>

**Oconee County Board of Commissioners  
7635 Macon Highway  
Watkinsville, GA 30677**

**Request for Proposal  
RFP #24-04-009  
Custodial Services  
Issue Date: April 2, 2024**

Oconee County is seeking to establish an annual custodial services contract for multiple Oconee County Parks & Recreation facilities, the Oconee County Senior Center, and both the Bogart & Watkinsville Libraries. Initial term shall be from July 1, 2024 to June 30, 2025 followed by four (4), one-year renewal options. Please see Section III of the bid documents for a detailed list of facility locations and Scope of Work.

Pre-scheduled site visits will not be provided; However, facilities included in this contract are open to the public and bidders who wish to view a facility are welcome to do so during the hours specified in Section III. Staff led site visits are available by appointment only. Please email the designated contact listed in Section III if you wish to schedule an appointment. Due to time constraints, multiple bidders may be present. Bidders are encouraged to complete any site visits prior to pre-bid meeting to provide an official opportunity for questions to be answered.

A pre-bid meeting is scheduled for **April 11, 2024 at 10:00 AM** at the Oconee County Administrative Building in the North High Shoals conference room located at 7635 Macon Highway, Watkinsville, Georgia 30677. This meeting is mandatory and attendance is required to qualify as a respondent.

Sealed bids will be accepted by the Oconee County Finance Department located at the Oconee County Administrative Building until **10:00 AM on May 2, 2024**. Submissions that are hand delivered must be received and initialed by the Finance Department. Submissions that are mailed in should be sent to Oconee County Finance Department 7635 Macon Highway, Box 700, Watkinsville, Georgia, 30677 At the time and date above, sealed bids will be publicly opened and read aloud at the Oconee County Administrative Building North High Shoals conference room located at 7635 Macon Highway Watkinsville, GA 30677. Bids received after this time will not be accepted.

All submissions must be marked on the outside as "Custodial Services RFP# 24-04-009" and should include the respondent's name and address. Pursuant to Georgia law, no bids will be considered without an executed E-Verify affidavit. The successful bidder will be required to pay sales and use tax on materials purchased or used for this contract.

Questions regarding this RFP should be directed to Ms. Jessica Ellis, Procurement Officer via email at [ocbids@oconee.ga.us](mailto:ocbids@oconee.ga.us) and shall be received no later than **5:00 PM, April 18, 2024**. Bid forms and Scope of Work may be obtained from the County's website on the "Doing Business" tab under "Bid Opportunities" and are available to view at the Finance Department.

The OCBOC reserves the right to cancel this solicitation and/or reject any and all proposals in whole or in part if Oconee County determines that cancellation and/or rejections are advantageous to the County. RFPs are legal and binding upon the Respondent when submitted. It will also be the responsibility of each Respondent to obtain any addenda issued from the Purchasing Office. The written RFP documents supersede any verbal or written prior communications between the parties.

By Oconee County Board of Commissioners  
The Honorable John Daniell



RFP# 24-04-009

**Section I - General Instructions**  
**CUSTODIAL SERVICES**

## A. GENERAL INFORMATION

Oconee County is seeking to establish an annual custodial services contract for the Oconee County Parks & Recreation Buildings, the Oconee County Senior Center, and both the Bogart & Watkinsville Libraries. Initial term shall be from July 1, 2024 to June 30, 2025 followed by four (4), one-year renewal options.

### BID REQUIREMENTS

#### 1. Bidder Qualifications

- a. Oconee County may make any investigations deemed necessary to determine bidder's ability to perform the work, and bidder shall furnish all information and data requested by the county. The county reserves the right to reject any bid from any bidder that the county considers not properly qualified to carry out agreement obligations or able to satisfactorily complete the work on schedule.

#### 2. Examination of Bid Documents and Site

- a. Before submitting each a bid, each bidder shall: examine the bid document package thoroughly; become familiar with local conditions affecting cost and work progress or performance; become familiar with federal, state, and local laws, ordinances, rules, regulations affecting cost and work progress or performance; study and carefully correlate bidder's observations with the bid document package; and notify the county concerning conflicts, errors, or discrepancies in the bid document package.
- b. Bid submission will constitute incontrovertible representation that bidder understands and has complied with requirements contained in this article, and that bidder has read and understood the bid document package and hereby stipulates that the documents are sufficient in scope and detail to indicate and convey understanding for terms and conditions in order to perform work.

#### 3. Copies of Bid Documents

- a. The solicitation document package includes the Advertisement, Sections I-III, all attachments, exhibits, and addenda issued during the solicitation period.
- b. Complete sets of the solicitation document package shall be used in preparing bids. The county assumes no responsibility for errors or misinterpretations resulting from using incomplete sets of the bid document package.
- c. The county, in making the RFP document package available on the above terms, does so only to obtain bids on work and does not confer license or grant for any other use.
- d. Any part of the RFP document package may be modified by addenda.

## B. CONTACT PERSON

1. Bidders are encouraged to contact **Jessica Ellis, Procurement Officer by email at [ocbids@oconee.ga.us](mailto:ocbids@oconee.ga.us)** to clarify any part of the RFP requirements. All questions that arise prior to the DEADLINE FOR QUESTIONS due date shall be directed to the contact person in writing via email. Any unauthorized contact shall not be used as a basis for responding to this RFP and also may result in the disqualification of the contractor's submittal.
2. Contractors may not contact any elected official or other county employee to discuss the bid process or bid opportunities except through the purchasing officer named herein or as provided by existing work

agreement(s). This policy shall be strictly enforced and the county reserves the right to reject the submittal of any vendor violating this provision.

**C. VENDOR REGISTRATION & BID NOTIFICATION SYSTEM**

1. Offerors are encouraged to sign up for the County’s registration system powered by Vendor Registry. This system allows the Offeror to quickly register and update details such as products and services it provides, as well as contact information. This will enable the County and its Vendor Registry to notify the Offeror of opportunities in the future. Proposals are not rejected for a failure to register. To Register or check the status of registration:
  - a. Please visit the County’s website at [www.oconeecounty.com](http://www.oconeecounty.com)
  - b. Hover over ‘Departments’ and select ‘Finance’.
  - c. Select the link ‘Vendor Registration’.
  - d. Complete registration by following the instructions provided.

**D. ADDENDA AND INTERPRETATIONS**

1. Oconee County will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the due date posted on the county’s website under the bid information. Contractor should not rely on any representations, statements, or explanations other than those made in this RFP or in any addendum to this RFP. Where there appears to be a conflict between the RFP and any addenda issued, the last addendum issued will prevail. Contractors are advised to check the website for addenda before submitting their bids.
2. Contractors shall acknowledge any issued addenda by including the Addenda Acknowledgement Form with the bid submittal. Bid submittals that fail to acknowledge the contractor’s receipt of any addendum may result in the rejection of the bid if the addendum contains information that substantially changes the owner’s requirements.
3. Addenda may be issued to modify the bid document package as deemed necessary by Oconee County.

**E. BID SUBMISSIONS**

1. A total of five (5) sealed bids, one (1) unbound original and four (4) copies must be received no later than 10:00 AM on May 2, 2024. Bids must be submitted in a sealed envelope with the following clearly labeled on the outside “Custodial Services RFP# 24-04-009” and should include the respondent’s name and address. Each envelope should be addressed to:

Oconee County Board of Commissioners  
Finance Department – Procurement Officer  
7635 Macon Highway, Suite 700  
Watkinsville, GA 30677
2. Hard copies may be delivered to the above address ONLY between the hours of 8:00 AM and 5:00 PM EST, Monday through Friday, excluding holidays observed by the Oconee County Government. Bid must meet required specifications and must be of a quality that will adequately serve the use and purpose for which intended.
3. Submittals or modifications received after the due date and time will not be considered. Oconee County Government assumes no responsibility for the premature opening of submittals not properly addressed

and identified and/or delivered to the proper designation. Late proposals properly addressed to the Oconee County Board of Commissioners shall be returned to the respondent unopened.

4. Each bid shall contain the following completed county forms and documents.
  - a. Bidder's Checklist
  - b. Bidder's Information
  - c. Bid Schedule
  - d. Addenda Acknowledgement Form
  - e. Subcontractor List
  - f. Certificate of Non-Collusion
  - g. Georgia Security and Immigration Compliance Act Affidavit (E-Verify)
  - h. S.A.V.E. Affidavit
  - i. Drug Free Workplace Certificate
  - j. W-9
5. More than one bid received for the same work from an individual, firm, partnership, corporation, or association under the same or different names will not be considered. Reasonable grounds for believing any applicant is interested in more than one bid for the same work will cause the county to reject all bids from the applicant. If the county believes collusion exists among applicants, bids from participants in collusion will not be considered.
6. Conditions, limitations, or provisions attached by the applicant to the bid forms may cause its rejection. Bids containing items not included in the form of bids will be considered irregular.

#### **F. MODIFICATION AND WITHDRAWAL OF BIDS**

1. Withdrawal prior to time for receiving bids: Bids may be modified or withdrawn by appropriate document duly executed and delivered to the place where bids are to be submitted at any time prior to the deadline for submitting bids. Bid withdrawals will not prejudice applicant's rights to submit a new bid prior to the deadline for submitting bids.
2. Withdrawal after the time for receiving bids: After the period for receiving bids has expired, no bid may be withdrawn, modified, or explained, except as provided for in the below article.

#### **G. AWARD OF CONTRACT**

1. To extent permitted by applicable state and federal laws and regulations, the county reserves right to reject any and all bids, to waive any and all informalities, and to disregard nonconforming, non-responsive, or conditional bids. Bids may be considered irregular and subject to rejection if they show serious omission, unauthorized form alterations, use of unauthorized forms, unauthorized alternate bids, incomplete or unbalanced unit prices, or other irregularities. In case of error in the extension of prices in the bid, the unit price will govern. No bid shall be altered, amended, or withdrawn, unless the acceptance date has expired, after the opening date of bids. Negligence on the part of the contractor in preparing the bid confers no right for the withdrawal of the bid after it has been opened. Any mistake, which is obviously a clerical one, such as an error in price extension, or in placement of decimal points, reversal of prices, FOB destination, FOB point of origin, etc., may be corrected by Oconee County after verification is made by the applicant. However, under no circumstances can unit prices be changed.



2. Contract will be awarded by the county pursuant to applicable law. Nothing contained herein shall place duty upon the county to reject bids or award bids based upon anything other than the county's sole discretion as described herein.
3. The county will award the project at the county's discretion.

#### H. SIGNATURE REQUIRED

1. Each bidder shall furnish all information required by the bid schedule and schedule of values. Each bidder shall sign the bid and print or type his or her name on the schedule. The person signing the bid must initial erasures or other changes. An authorized agent of the company must sign bids. A VALID BID OFFER MUST BE SIGNED.

#### I. ALTERATIONS OF SOLICITATION AND ASSOCIATED DOCUMENTS

1. Alterations of county documents are strictly prohibited and will result in automatic disqualification of the bidder's solicitation response. If there are "exceptions" or comments to any of the solicitation requirements or other language, then the supplier may make notes to those areas, but may not materially alter any document language.

#### J. OCONEE COUNTY INSURANCE REQUIREMENTS

The following recommended minimum insurance limits apply to vendors doing business with the Oconee County Board of Commissioners. The Standard Insurance Limits are recommended for all procurements of goods and ancillary services. The specific requirements for vendors providing high risk services supersede the Standard Insurance Limits. Coverage types and limits are recommended minimums and should be increased as appropriate based on contract value and potential risks to the County.

To achieve the appropriate coverage levels, a combination of a specific policy written with an umbrella policy covering liabilities above stated limits is acceptable. <sup>1</sup>

**Important:**

All policies shall contain a provision that coverage afforded under the policies shall not be canceled, changed, allowed to lapse, or allowed to expire until thirty (30) calendar days after written notice has been given to the certificate holder on the certificate of insurance. All such coverage shall remain in full force and effect during the initial term of the agreement and any renewal or extension thereof.

All policies must be issued by an insurance company licensed to do business in the State of Georgia, with a minimum AM Best rating of A-, and signed by an authorized agent.

<sup>1</sup> For example: If appropriate limits are \$2 million per occurrence and \$2 million aggregate, acceptable coverage would include a specific policy covering \$1 million per occurrence and \$1 million aggregate written with an umbrella policy for an additional \$1 million.

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- Certificate Holder should read: Oconee County Board of Commissioners  
23 North Main Street  
Watkinsville, Georgia 30677
  - Certificates of Insurance, and any subsequent renewals, must reference specific bid/contract by projected name and project/bid number.
  - Contractor shall incorporate a copy of the insurance requirements as herein provided in each and every subcontract with each and every Subcontractor in any tier, and shall require each and every Subcontractor

of any tier to comply with all such requirements. Contractor agrees that if for any reason Subcontractor fails to procure and maintain insurance as required, all such required Insurance shall be procured and maintained by Contractor at Contractor's expense.

- No Contractor or Subcontractor shall commence any work of any kind under this Contract until all insurance requirements contained in this Contract have been complied with and until evidence of such compliance satisfactory to Oconee County as to form and content has been filed with Oconee County.
- Compliance by the Contractor and all subcontractors with the foregoing requirements as to carrying insurance shall not relieve the Contractor and all Subcontractors of their liability provisions of the Contract.
- The Contractor and all subcontractors are to comply with the Occupational Safety and Health Act of 1970, Public Law 91-956, and any other laws that may apply to this Contract.
- The Contractor shall at a minimum apply risk management practices accepted by the Contractors' industry.

**A. STANDARD INSURANCE LIMITS FOR GOODS AND ANCILLARY SERVICES**

Workers Compensation (WC):	<b>Statutory Limits – required in all contracts</b>
Bodily injury by Accident – each employee	\$ 100,000
Bodily injury by Disease – each employee	\$ 100,000
Bodily Injury by Disease – policy limit	\$ 100,000
Commercial General Liability (CGL):	
Each Occurrence Limit	\$ 1,000,000
Personal & Advertising Injury Limit	\$ 1,000,000
General Aggregate Limit	\$ 2,000,000
Products/Completed Ops. Aggregate Limit	\$ 2,000,000
Automobile Liability:	
Combined Single Limit	\$ 1,000,000

**B. HIGH RISK INSURANCE LIMITS**

**1. Custodial Services:**

Workers Compensation (WC):	<b>Required for all Contracts</b>
	<b>NO EXEMPTIONS</b>
Commercial General Liability (CGL):	
Each Occurrence Limit	\$ 1,000,000

Personal & Advertising Injury Limit	\$ 1,000,000
General Aggregate Limit	\$ 2,000,000 (per project)
Products/Completed Ops. Aggregate Limit	\$ 2,000,000
Automobile Liability:	
Combined Single Limit	\$ 1,000,000

- Additional Insured: The vendor shall add the “Oconee County Board of Commissioners, its officers, employees and agents” as an additional insured under the commercial general, automobile, and professional liability policies.

END OF SECTION I



RFP# 24-04-009

**Section II - General Terms & Conditions**  
**CUSTODIAL SERVICES**

**A. CONTRACT AND CONTRACT DOCUMENTS**

The Solicitation and Offeror's response shall form part of the Purchase Order, and the provisions thereof shall be as binding upon the parties.

**B. DEFINITIONS**

1. 'Alternate bids' means the amount stated in the bid or proposal to be added to or deducted from the amount of the base bid or base proposal if the corresponding change in project scope or alternate materials or methods of construction is accepted.
2. 'Base bid' or 'base proposal' means the amount of money stated in the bid or proposal as the sum for which the bidder or proposer offers to perform the work.
3. 'Bid bond' means a bond with good and sufficient surety or sureties for the faithful acceptance of the contract payable to, in favor of, and for the protection of the governmental entity for which the contract is to be awarded.
4. 'Change order' means an alteration, addition, or deduction from the original scope of work as defined by the contract documents to address changes or unforeseen conditions necessary for project completion.
5. 'Competitive sealed bidding' means a method of soliciting public works construction contracts whereby the award is based upon the lowest responsive, responsible bid in conformance with the provisions of subsection (b) of Code Section 36-91-21.
6. 'Competitive sealed proposals' means a method of soliciting public works contracts whereby the award is based upon criteria identified in a request for proposals in conformance with the provisions of subsection (c) of Code Section 36-91-21.
7. 'Emergency' means any situation resulting in imminent danger to the public health or safety or the loss of an essential governmental service.
8. 'Governing authority' means the official or group of officials responsible for governance of a governmental entity.
9. 'Governmental entity' means a county, municipal corporation, consolidated government, authority, board of education, or other public board, body, or commission but shall not include any authority, board, department, or commission of the state, or a public transportation agency as defined by Chapter 9 of Title 32.
10. 'Payment bond' means a bond with good and sufficient surety or sureties payable to the governmental entity for which the work is to be done and intended for the use and protection of all subcontractors and all persons supplying labor, materials, machinery, and equipment in the prosecution of the work provided for in the public works construction contract.
11. 'Performance bond' means a bond with good and sufficient surety or sureties for the faithful performance of the contract and to indemnify the governmental entity for any damages occasioned by a failure to perform the same within the prescribed time. Such bond shall be payable to, in favor of, and for the protection of the governmental entity for which the work is to be done.
12. 'Public works construction' means the building, altering, repairing, improving, or demolishing of any public structure or building or other public improvements of any kind to any public real property other than those projects covered by Chapter 4 of Title 32. Such term does not include the routine operation, repair, or maintenance of existing structures, buildings, or real property.

13. 'Responsible bidder' or 'responsible offeror' means a person or entity that has the capability in all respects to perform fully and reliably the contract requirements.
14. 'Responsive bidder' or 'responsive offeror' means a person or entity that has submitted a bid or proposal that conforms in all material respects to the requirements set forth in the invitation for bids or request for proposals.
15. 'Scope of project' means the work required by the original contract documents and any subsequent change orders required or appropriate to accomplish the intent of the project as described in the bid documents.
16. 'Scope of work' means the work that is required by the contract documents.
17. 'Sole source' means those procurements made pursuant to a written determination by a governing authority that there is only one source for the required supply, service, or construction item.

C. **AGREEMENT RENEWAL (IF APPLICABLE)**

This agreement may be renewed up to four (4) successive, one-year periods contingent upon the appropriation of funds by the Oconee County Board of Commissioners in the annual budget for such fiscal year. The execution of all documents is subject to the Owner's approval. Written notice shall be given approximately sixty (60) days prior to the expiration date of each agreement period

D. **NONAPPROPRIATION OF FUNDS**

The Contractor acknowledges that the Finance Department cannot contract for the payment of funds not yet appropriated by the Oconee County Board of Commissioners (OCBOC). If funding to a Department is reduced due to an order by the OCBOC or the Governor, or is required by State law, or if federal funding (when applicable) is not provided, the OCBOC may terminate this contract or proportionately reduce the services and purchase obligations and the amount due from the OCBOC upon 30 days written notice. In the case that funds are not appropriated or are reduced, the OCBOC will reimburse Contractor for products delivered or services performed through the date of cancellation or reduction, and the OCBOC will not be liable for any future commitments, penalties, or liquidated damages.

E. **DISCREPANCIES**

Should a Bidder find discrepancies in the bid documents and/or specifications or be in doubt as to the meaning or intent of any part thereof, the Bidder shall request clarification from the County in writing, not later than five (5) working days prior to the date for Bid to close. Any changes to the RFP that result from such a clarification will be communicated through a written addendum and posted on the Finance Department "Bid Opportunities" page at [www.oconeecounty.com](http://www.oconeecounty.com). Failure to request such a clarification is a waiver of any claim by the Bidder for additional expenses because its interpretation was different than the County's.

F. **MATERIALS, SERVICES AND FACILITIES**

1. It is understood that, except as otherwise specifically stated in the Contract Documents, the Contractor shall provide and pay for all materials, labor, tools, equipment, water, light, power, transportation, superintendence, temporary construction of every nature, and all other services and facilities of every nature whatsoever necessary to execute, complete, and deliver the work within the specified time.
2. Any work necessary to be performed after regular hours, on Sundays or Legal Holidays shall be performed without additional expense to the Owner.

**G. CONTRACTOR'S TITLE TO MATERIALS**

No materials or supplies for the work shall be purchased by the Contractor or by any subcontractor subject to any chattel mortgage or under a conditional sale contract or other agreement by which an interest is retained by the seller. The contractor warrants that he has good title to all materials and supplies used by him in the work, free from liens, claims, or encumbrances.

**H. BRAND OR MANUFACTURER'S REFERENCE**

The County has determined that any manufacturer's brand defined in the RFP Specifications meets the County's product and support need. The manufacturer's reference is not intended to be restrictive, but descriptive of the type and quality the County desires to purchase. Bids for similar manufactured products of like quality will be considered if the Bid is fully noted with the manufacturer's brand name and model unless "No Substitutions" has been noted in the bid documents. The County reserves the right to determine products and support of equal value.

**I. OWNERSHIP**

Oconee County is the owner of all work and related documentation done on behalf of Oconee County unless otherwise agreed to in writing. All work and related documentation shall be promptly turned over to Oconee County upon request. This requirement shall survive the termination of the agreement between the parties, and is enforceable by injunction action if necessary in which case the Contractor shall be liable for Oconee County's actual legal fees and cost.

**J. INSPECTION AND SUPERVISION**

The work under this contract shall be done in accordance with the laws of the State of Georgia and under the direct supervision and to the entire satisfaction of Oconee County, Ga. Further, the County may, from time to time, make inspections of the work performed under the Agreement. Any inspection by the County does not relieve the Contractor of any responsibility in meeting the Agreement requirements. The decision of the Project Manager, upon any question connected with the execution of the work under this contract, and interpretation of the specifications or upon failure or delay of the work by the contractor, shall be final and conclusive.

**K. WARRANTY**

The Contractor agrees to warrant and assume responsibility for all products (including hardware, firmware, and/or software products) that it licenses, contracts, or sells to the Oconee County Board of Commissioners (OCBOC) under this contract for a period of one year, unless otherwise specified and mutually agreed upon elsewhere in this contract. The Contractor (seller) acknowledges that all warranties granted to the buyer by the Uniform Commercial Code of the State of Georgia apply to this contract. Product liability disclaimers and/or warranty disclaimers from the seller are not applicable to this contract unless otherwise specified and mutually agreed upon elsewhere in this contract. In general, the Contractor warrants that: (1) the product will do what the salesperson said it would do, (2) the product will live up to all specific claims that the manufacturer makes in their advertisements, (3) the product will be suitable for the ordinary purposes for which such product is used, (4) the product will be suitable for any special purposes that the County has relied on the Contractor's skill or judgment to consider when it advised the County about the product, (5) the product has been properly designed and manufactured, and (6) the product is free of significant defects or unusual problems about which the County has not been warned. Remedies available to the County include the following: The Contractor will repair or replace (at

no charge to the County) the product whose nonconformance is discovered and made known to the Contractor in writing. If the repaired and/or replaced product proves to be inadequate, or fails of its essential purpose, the Contractor will refund the full amount of any payments that have been made. Nothing in this warranty will be construed to limit any rights or remedies the OCBOC may otherwise have under this contract.

**L. LIABILITY**

Except as otherwise provided in this contract, Contractor shall not be liable to the County for remote or consequential damages. Except as otherwise provided in this Contract, liability to the County for any and all claims or damages arising out of this Contract shall be limited to direct damages. No limitation of Contractor liability shall apply to Contractor's liability for loss or damage to equipment owned by the County or other property while such equipment or other property is in the sole care, custody and control of Contractor personnel. Contractor hereby expressly agrees to assume all risk of loss or damage to any such equipment or other property owned by the County in the care, custody and control of Contractor personnel. Contractor further agrees that equipment transported by contractor personnel in a vehicle belong to Contractor, shall be deemed to be in the sole care, custody and control of Contractor personnel. Nothing in this section shall limit Contractor's indemnification liability arising from claims brought by any third party against the County.

**M. SEVERABILITY**

In the event that any provision shall be adjudged or decreed to be invalid, such ruling shall not invalidate the entire Agreement but shall pertain only to the provision in question and the remaining provisions shall continue to be valid, binding and in full force and effect.

**N. APPLICABLE LAWS/FORUM**

This Agreement shall be governed in all respects by the laws of the State of Georgia. Any judicial action shall be filed in the State of Georgia, County of Oconee.

**O. OPEN RECORDS**

Offeror acknowledges and agrees that the county is obligated to timely comply with requests for information pursuant to state and federal law and regulation. Offeror agrees to comply with all provision of the Georgia Open Records Act ("ORA") (O.C.G.A. § 50-18-70 *et. seq.*), and to make records pertaining to performance of services, provision of goods or other functions under this contract available for public inspection upon request, unless otherwise exempt under other provisions of the ORA. Offeror shall provide the county with immediate notice should Offeror receive an Open Records Request. If Offeror asserts that any information in its response or in any information provided to the county with respect to the services or products under this contract are a protectable trade secret, as that term is defined in O.C.G.A. § 10-1-761, then the Offeror *must* follow the requirements of the ORA set forth at O.C.G.A. § 50-18-72(a) (34) and submit an affidavit declaring and specifically describing their trade secrets, including those of their subcontractor.

**P. NOTICES**

All notices and other communications hereunder shall be deemed to have been given when made in writing and either (a) delivered in person, (b) delivered to an agent, such as an overnight or similar delivery service, or (c) deposited in the United States mail, postage prepaid, certified or registered, addressed as follows:



**TO CONTRACTOR**

TBD

**TO COUNTY:**

Oconee County Board of Commissioners  
Finance Department – Procurement Officer  
7635 Macon Highway, Box 700  
Watkinsville, GA 30677

**Q. PROCEDURES**

The extent and character of the services to be performed by the Contractor shall be subject to the general control and approval of the Department Director or his/her authorized representative(s). The Contractor shall not comply with requests and/or orders issued by anyone other than Department Director or his/her authorized representative(s) acting within their authority for the County. Any change to the Agreement must be approved in writing by the Finance Director and the Contractor.

**R. DELAYS**

If delay is foreseen, the Contractor shall give immediate written notice to the Department Director. The Contractor must keep the County advised at all times of the status of the project. Default in promised delivery (without accepted reasons) or failure to meet specifications, authorizes Procurement to purchase services elsewhere and charge full increase in cost and handling to defaulting Contractor.

*Force Majeure.* Except as otherwise provided in any environmental laws, rules, regulations or ordinances applicable to the parties and the services performed under this Agreement, neither party shall be deemed to be in default of its obligations hereunder if and so long as it is prevented from performing such obligations by an act of war, hostile foreign actions, nuclear explosion, earthquake, hurricane, tornado, pandemic, or other catastrophic natural event or act of God. Either party to the Agreement must take reasonable measures and implement reasonable protections when a weather event otherwise defined as a force majeure event is forecast to be eligible to be excused from the performance otherwise required under this Contract by this provision.

**S. WORKMANSHIP**

All work under this Agreement shall be performed in a skillful and workmanlike manner. The Contractor and its employees shall be professional and courteous at all times. The County may, in writing, require the Contractor to remove any employee from work for reasonable cause, as determined by the County.

**T. QUALITY**

All materials used for the manufacture or construction of any supplies, materials, vehicles, or equipment covered by this bid shall be new (unless otherwise specified), the latest model, of the best quality, and highest-grade workmanship. Vehicles and/or equipment shall be equipped with such necessary equipment complying with the Georgia State Law, but not including licensing. In addition, materials must comply with all applicable Federal and State OSHA requirements in affect at the time of bid.

**U. DELIVERY**

Orders must be shipped directly to ordering agency at address specified. Shipments must be made in accordance with the item(s) as described and priced on this order. In addition, orders must be shipped F.O.B. Destination, Freight Prepaid, unless other shipping instructions are described in this order. UNLESS INDICATED OTHERWISE, ALL ORDERS MUST BE SHIPPED PROMPTLY (WITHIN 5 WORKING DAYS), UPON RECEIPT OF ORDER.

Responsibility and liability for loss or damage will remain with Contractor until final inspection and acceptance when responsibility will pass to the State except as to latent defects, fraud and Contractor's warranty obligations.

**V. SITE MAINTENANCE**

At all times, the Contactor shall protect existing facilities and keep all work sites free from rubbish and the accumulation of any waste materials. The Contractor shall be responsible for immediate repair of damage and for the removal of all trash at the end of each day or more frequently as may be required by the Department Director.

**W. SAFETY MEASURES**

The Contractor shall take all necessary precautions for the safety of employees on the worksite and shall erect and properly maintain at all times, as required on job conditions and process of the work, all necessary safeguards for the protection of the workmen and public including traffic control and warning signs.

**X. SUBCONTRACTORS**

All applicants shall include a list of all subcontractors with their bid. The County reserves the right to reject the successful Bidder's selection of subcontractors for good cause. If a subcontractor is rejected, the contractor may replace that subcontractor with another subcontractor subject to the approval of the County. Any such replacement shall be at no additional expense to the County nor shall it result in an extension of time without the County's approval.

**Y. EXEMPTION FROM TAXES**

The Contractor shall not charge the County for Georgia State Sales or Use Taxes or Federal Excise Tax on the finished goods or services provided under the Agreement. However, this exemption does not apply to the Contractor, and the Contractor shall be responsible for the payment of any sales, use, or excise tax it incurs in providing the goods required by the Agreement, including, but not limited to, taxes on materials purchased by a Contractor for incorporation in or use on a construction project. Nothing in this section shall prohibit the Contractor from including its own sales tax expense in connection with the Agreement in its Agreement price.

**Z. INVOICING AND PAYMENT**

Upon completion of work, the Contractor shall submit a proper invoice, in duplicate, detailing a breakdown of all charges that shall be based on completion of tasks or deliverables.

Invoices shall be submitted electronically to: [financedept@oconee.ga.us](mailto:financedept@oconee.ga.us)

All such invoices will be paid in accordance with Oconee County's Fiscal Policy. The preferred method of payment is electronic. Refer to table below for payment method options.

<b>Payment Method:</b>	<b>Terms:</b>
Automatic Clearing House (ACH)	20 Days
Check	30 Days

Should any items be questioned, payment will be withheld pending verification of the amount claimed and the validity of the claim. The Contractor shall provide complete cooperation during any such investigation.

Contractor shall provide the purchase order number on the pricing form.

**AA. RETAINAGE (IF APPLICABLE)**

Retainage shall be in accordance with Georgia State Law, O.C.G.A. § 13-10-80, as amended. Final payment to CONTRACTOR by the COUNTY shall not serve to release the CONTRACTOR or his sureties from their obligation or responsibilities under or in connection with these contract documents. Acceptance by the CONTRACTOR of final payment shall be and shall operate as a release to the COUNTY of all claims and all liability to the CONTRACTOR other than claims in stated amounts as may be specifically excepted by CONTRACTOR for all things done or furnished in connection with work under these contract documents.

Prior to Substantial Completion, progress payments will be made in an amount equal to 95% of the WORK completed.

**BB. AGREEMENT DISPUTES**

The Contractor shall give written notice to the Finance Director of intent to file a claim for money or other relief within ten (10) calendar days of the occurrence-giving rise to the claim or at the beginning of the work upon which the claim is to be based, whichever is earlier.

The claim, with supporting documentation, shall be submitted to the Finance Director by US Mail, courier, or overnight delivery service, no later than sixty (60) days after final payment. The Contractor shall submit its invoice for final payment within thirty (30) days after completion or delivery of the services. If the claim is not disposed of by agreement, the Finance Director shall reduce his/her decision to writing and mail or otherwise forward a copy thereof to the Contractor within thirty (30) days of the County's receipt of the claim.

The Finance Director's decision shall be final unless the Contractor appeals within thirty (30) days by submitting a written letter of appeal to the Finance Director or his/her designee. The Finance Director shall render a decision within sixty (60) days of receipt of the appeal.

**CC. ASSIGNMENT OF CONTRACT**

The Agreement may not be assigned in whole or in part without the written consent of the Finance Department

**DD. CHANGE ORDERS OR AGREEMENT MODIFICATIONS**

Oconee County may order changes within the general scope of the contract at any time by change order or modification to the purchase order. Changes within the scope of the agreement are generally initiated between contractor and project manager. The project manager will submit a change order request to the Finance Department for administrative approval. Once a signed change order has been submitted to Purchasing, a revised purchase order is issued and distributed. The contractor shall comply with the notice upon receipt. The contractor shall be compensated for any additional costs incurred as the result of such order and shall give Oconee County a credit for any savings. Said compensation shall be determined by mutual agreement between Oconee County entity and the contractor in writing.

**EE. TIME FOR COMPLETION AND LIQUIDATED DAMAGES (IF APPLICABLE)**

It is hereby understood and mutually agreed, by and between the Contractor and the Owner, that the date of beginning and the time for completion as specified in the Contract of the work to be done hereunder are ESSENTIAL CONDITIONS of this contract; and it is further mutually understood and agreed that the work embraced in this contract shall be commenced on a date to be specified in the Notice to Proceed.

The Contractor agrees that said work shall be prosecuted regularly, diligently, and uninterruptedly at such rate of progress as will insure full completion thereof within the time specified. It is expressly agreed that the

established contract time for the work described herein is a reasonable time for the completion of the same, taking into consideration the average climatic range and usual industrial conditions prevailing in this locality.

If the said Contractor shall neglect, fail or refuse to complete the work within the time herein specified, or any proper extension thereof granted by the Owner, then the Contractor does hereby agree, as a part consideration for the awarding of this contract, to pay to the Owner, not as a penalty but as liquidated damages for such breach of contract hereinafter set forth, \$2,500 for each and every calendar day that the Contractor shall be in default after the time stipulated in the contract for completing the work.

**FF. CORRECTION OF WORK**

All work, all materials, whether incorporated in the work or not, all processes of manufacture, and all methods of construction shall be at all times and places subject to the inspection of Oconee County, Ga. Oconee County, GA. shall be the final judge of the quality and suitability of the work, materials, processes of manufacture, and methods of construction fail to meet their approval, they shall be forthwith reconstructed, made good, replaced and/or corrected, as the case may be, by the Contractor at his own expense. Rejected material shall immediately be removed from the site. If, in the opinion of the Owner, it is undesirable to replace any defective or damaged materials or to reconstruct or correct any portion of the work injured or not performed in accordance with the Contract Documents, the compensation to be paid to the Contractor hereunder shall be reduced by such amount as in the judgment of the Owner shall be equitable.

**GG. ACCEPTANCE OF FINAL PAYMENT AS RELEASE**

The acceptance by the Contractor of final payment shall be and shall operate as a release to the Owner of all claims and all liability to the Contractor for all things done or furnished in connection with this work and for every act and neglect of the Owner and others relating to or arising out of this work. No payment, however, final or otherwise, shall operate to release the Contractor from any obligations under this contract.

**HH. TERMINATION**

Subject to the provisions below, this Agreement may be terminated by the County upon thirty (30) days advance written notice to the Contractor; but if any work or service hereunder is in progress, but not completed as of the date of termination, then the Agreement may be extended upon written approval of the County until said work or services are completed and accepted:

a) Termination for Convenience-

The County may terminate this Agreement for convenience at any time in which the case the parties shall negotiate reasonable termination costs.

b) Termination for Cause-

In the event of Termination for Cause, the thirty (30) days advance notice is waived and the Contractor shall not be entitled to termination costs.

c) Termination Due to Unavailability of Funds in Succeeding Fiscal Years-

If funds are not appropriated or otherwise made available to support continuation of the performance of this Agreement in a subsequent fiscal year, then the Agreement shall be canceled with no further cost to the County.

II. **BID BONDS, PERFORMANCE AND PAYMENT BONDS**

Each bidder must submit with his bid a Proposal Guaranty for five percent (5%) of the total bid amount, and a Consent of Surety form from a surety company licensed to do business in the State of Georgia. The Consent of Surety shall state that upon award of the Agreement, a Performance and Payment Bond each for one hundred percent (100%) of the Total Agreement Amount can be furnished. Proposal guaranties of any unsuccessful bidder will be returned. Payment and performance bonds are required before the Notice to Proceed can be issued. The failure of the successful bidder to furnish the payment and performance bonds, will result in the forfeit of the proposal guaranty.

JJ. **CONTRACTOR'S AND SUBCONTRACTOR'S INSURANCE**

- **Contractors and Subcontractors Insurance:** The Contractor shall not commence work under this contract until he has obtained all the insurance required under this paragraph and such insurance has been approved by the Owner, nor shall the Contractor allow any subcontractor to commence work on his subcontract until the insurance required of the subcontractor has been so obtained and approved.

Contractor shall incorporate a copy of the insurance requirements as herein provided in each and every subcontract with each and every Subcontractor in any tier, and shall require each and every Subcontractor of any tier to comply with all such requirements. Contractor agrees that if for any reason Subcontractor fails to procure and maintain insurance as required, all such required Insurance shall be procured and maintained by Contractor at Contractor's expense.

Compliance by the Contractor and all subcontractors with the foregoing requirements as to carrying insurance shall not relieve the Contractor and all Subcontractors of their liability provisions of the Contract.

The Contractor and all Subcontractors are to comply with the Occupational Safety and Health Act of 1970, Public Law 91-956, and any other laws that may apply to this Contract.

The Contractor shall at a minimum apply risk management practices accepted by the contractors' industry.

- **Compensation Insurance:** The Contractor shall procure and shall maintain during the life of this contract Workmen's Compensation Insurance as required by applicable State or territorial law for all of his employees to be engaged in work at the site of the project under this contract and, in case of any such work sublet, the Contractor shall require the subcontractor similarly to provide Workmen's Compensation Insurance for all of the latter's employees to be engaged in such work unless such employees are covered by the protection afforded by the Contractor's Compensation Insurance. In case any class employees engaged in hazardous work on the project under this contract is not protected under the Workmen's Compensation Statute, the Contractor shall provide and shall cause each subcontractor to provide adequate employer's liability insurance for the protection of such of his employees as are not otherwise protected.
- **Contractor's Public Liability and Property Damage Insurance and Vehicle Liability Insurance:**  
The Contractor shall procure and shall maintain during the life of this contract Contractor's Public Liability Insurance, Contractor's Property Damage Insurance and Vehicle Liability.
- **Subcontractor's Public Liability and Property Damage Insurance and Vehicle Liability Insurance:** The Contractor shall require each of his subcontractors to procure and to maintain during the life of his

subcontract, Subcontractor's Public Liability and Property Damage Insurance and Vehicle Liability Insurance of the type.

**KK. PATENT INDEMNITY:**

The contractor guarantees to hold the County, its agents, officers or employees harmless from liability of any nature or kind for use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, articles or appliances furnished or used in the performance of the contract, for which the contractor is not the patentee, assignee or licensee.

**LL. GENERAL INDEMNIFICATION**

It is understood that in the event of contractor negligence, Oconee County is protected against third-party claims. The Contractor is required to provide legal counsel to protect the owner and pay all damages arising from its negligent act.

**MM. AGREEMENT**

Each Bid is received with the understanding that the acceptance in writing by the County of the offer to furnish any or all of the commodities or services described therein shall constitute an agreement between the Bidder and the County which shall bind the Bidder on his part to furnish and deliver the articles quoted at the prices stated in accordance with the conditions of said accepted bid. The County, on its part, may order from such contractor, except for cause beyond reasonable control, and to pay for, at the agreed prices, all articles specified and delivered.

a) The Board of Commissioners may enter into contracts and agreements as provided by state law. All capital contracts or agreements must be approved by the Board, and may be amended with the issuance of a change order under the signature of the Chair.

b) "no parole evidence"- prohibits oral modifications to the contract or allowance for past practices by the County.

c) Modifications, such as a written change order or amendment signed by the contracting authority, shall be the only allowable method for modification of the contract.

**NN. COMPLIANCE WITH LAWS AND ELIGIBILITY**

The bidder shall obtain and maintain all licenses, permits, liability insurance, workman's compensation insurance and comply with any and all other standards or regulations required by federal, state, or county statute, ordinances and rules during the performance of any contract between the bidder and the County. Any such requirement specifically set forth in any contract document between the bidder and the County shall be supplementary to this section and not in substitution thereof. The County may choose not to accept the bid of a bidder who is in default on the payment of taxes, licenses or other monies due to the County. Failure to respond to three (3) consecutive times for any given commodity/service may result in removal from the supplier list under that commodity/service.

**OO. GENERAL CONTRACTOR LICENSE (IF APPLICABLE)**

Licensed General Contractors shall furnish to the County, personally or through his or her authorized agent specifically designated to act on his or her behalf in a sworn written document, his or her general contractor license number and the identity of any business organization for which such Applicant is serving

as qualifying agent that is undertaking or contracting as a general contractor to construct or manage the construction.

Respondents and any subcontractors chosen by the Respondent shall be qualified and licensed Contractors, with the exception of “specialty contractors” under Chapter 14 of Title 43 (<http://sos.ga.gov/admin/files/SpecialtyLTD.pdf> )

**PP. AUTHORITY TO BIND FIRM IN AGREEMENT (Bidder’s Affidavit)**

Bids MUST give full firm name and address of bidder. Failure to manually sign bid may disqualify it. Person signing bid will show TITLE or AUTHORITY TO BIND THE FIRM IN AGREEMENT. Firm name and authorized signature must appear on bid in the space provided on the pricing page. *See Mandatory Forms section*

Those authorized to sign are as follows:

- a) If a sole proprietorship, the owner may sign.
- b) If a general partnership, any general partner may sign.
- c) If a limited partnership, a general partner must sign.
- d) If a limited liability company, a “member” may sign or a “manager” must sign if so specified by the articles or organization.
- e) If a regular corporation, the CEO, President or Vice-President must sign.

Others may be granted authority to sign but the County requires that a corporate document authorizing him/her to sign be submitted with bid. This document is included in the bid package for your convenience.

**QQ. ANTI-DISCRIMINATION**

Oconee County, in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 23 will be afforded full opportunity to submit bids in response to this Request for Proposal and will not be discriminated against on the grounds of race, color, national origin, sex, handicap/disability in consideration of an award.

**RR. GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT**

Vendors submitting a Bid package in response to this solicitation must provide the following information in the package to indicate compliance with the Georgia Security and Immigration Compliance Act. The form is provided for completion.

- a) A statement that indicates the contractor will conduct itself in compliance with O.C.G.A. §13-10-91 and Rule 300-10-.02 in the execution of the contract.
- b) By completing the affidavit that is provided with this solicitation, the vendor is attesting to the following:
  - (1) The affiant has registered with and is authorized to use the federal work authorization program;

- (2) The user identification number and date of authorization for the affiant;
  - (3) The affiant is using and will continue to use the federal work authorization program throughout the contract period;
  - (4) Any employee, contractor, or subcontractor of such contractor or subcontractor shall also be required to satisfy the requirements set forth in this paragraph; and
  - (5) Upon contracting with a new subcontractor, a contractor or subcontractor shall notify Oconee County and shall deliver a completed Subcontractor Affidavit to Oconee County within five (5) working days of entering into a contract or agreement of hire with the subcontractor before the new subcontractor begins any work.
- c) Failure to provide the completed and notarized affidavit with the contractor's proposal will result in immediate disqualification as required by the Georgia Security and Immigration Compliance Act.

END OF SECTION II





**RFP# 24-04-009**

**Section III – Scope of Work**  
**CUSTODIAL SERVICES**

Oconee County Board of Commissioners  
 Custodial Services  
 RFP# 24-04-009  
 Scope of Work

**I. INTRODUCTION**

Oconee County is seeking to establish an annual custodial services contract for multiple Oconee County Parks & Recreation facilities, the Oconee County Senior Center, and both the Bogart & Watkinsville Libraries.

Initial contract term shall be July 1, 2024 through June 30, 2025 followed by four (4) one-year renewal options.

Contractor will be responsible for furnishing all personnel, labor, materials, equipment, machinery, tools, means of transportation, supplies, services, supervision, and management necessary to provide custodial services and related miscellaneous services meeting the Performance Standards established in this request for proposal.

Custodial services will include, but are not limited to daily, weekly, and monthly regular cleaning as well as more thorough periodic cleaning of windows, floors, carpets, fitness area and gymnasiums.

Services outside of established scope shall be handled separately and negotiated on an independent basis.

**II. FACILITY VISITS**

- Facilities included in this contract are open to the public and bidders who wish to view a facility (on their own) are welcome to do so during the hours specified below:

Oconee Veterans Park (OVP)	Monday – Friday	9:00 am – 4:00 pm
Herman C. Michael (HCM)	Monday – Friday	9:00 am – 4:00 pm
Bogart Sports Complex (BSC)	Monday – Friday	9:00 am – 4:00 pm
Heritage Park (HP)	Appointment Only	
Oconee County Senior Center	Friday	9:00 am – 4:00 pm
Watkinsville Library	Monday & Wednesday	11:00 am – 8:00 pm
	Tuesday, Thursday, Friday & Saturday	11:00 am – 5:00 pm
Bogart Library	Monday, Wednesday & Friday	11:00 am – 5:00 pm
	Tuesday & Thursday	1:00 pm – 7:00 pm
	Saturday	11:00 am – 5:00 pm

- Staff led site visits are available by appointment only. If you wish to schedule an appointment at one or more facilities, please email the designated contact(s) listed below:

Facility	Contact	Email
Oconee Veterans Park (OVP) Herman C. Michael (HCM) Bogart Sports Complex (BSC) Heritage Park (HP)	Lisa Davol Pat Sebring	<a href="mailto:ldavol@oconee.ga.us">ldavol@oconee.ga.us</a> <a href="mailto:psebring@oconee.ga.us">psebring@oconee.ga.us</a>
Oconee County Senior Center	Merry Howard Christi Bittle	<a href="mailto:mhoward@oconee.ga.us">mhoward@oconee.ga.us</a> <a href="mailto:cbittle@oconee.ga.us">cbittle@oconee.ga.us</a>
Watkinsville Library Bogart Library	James Mitchell	<a href="mailto:jmitchell@athenslibrary.org">jmitchell@athenslibrary.org</a>

- Bidders are encouraged to complete any site visits prior to pre-bid meeting to provide an official opportunity for questions to be answered.

### III. GENERAL REQUIREMENTS

#### A. Materials and Equipment

- Contractor must provide a binder to designated personnel with a current Material Safety Data Sheets (MSDS) for all chemicals and materials (equipment also if applicable) to perform the required custodial services within ten (10) days after the award of the contract.
- Chemicals must remain in original containers and precautionary warning must be affixed to containers as required by safety standards.
- Paper supplies are to be used to replenish paper goods in the facilities (paper supplies are NOT to be used for custodial cleaning). All paper supplies used for cleaning must be furnished by the custodial contractor.
- A paper supply quantity control log will be kept in each Facility storage area. The log will be filled out daily by the custodial personnel showing quantity of each type product removed from storage and where supplies were replenished; Log must remain accessible for review. Each Facility will have its own storage area where supplies and products may be stocked, stored and secured.
- Minimum of seven (7) day supply of all materials must be available at all times to County staff in the event dispensers need to be replenished by County or clean up needs to be conducted by County.
- Contractor must furnish all supplies necessary for the performance of the Agreement, at no cost to the County, including trash receptacles, trash receptacle liners, paper towels, toilet paper, hand soap and all related dispensers. All paper products must be septic system safe. County may require samples of the products offered. Supplies include, but are not limited to:
  - Paper towels: 100% post-consumer waste content, semi bleached
  - Toilet paper: 100% post-consumer waste content, double ply
  - Toilet paper dispenser with twin jumbo roll capacity
  - Hands free hand soap dispenser
  - Floor wax, floor sealer and finish
  - Carpet cleaner and spotting agents
  - Furniture cleaner and polish; chrome or other metal polish
  - Other cleaning related supplies and equipment

#### B. Cleaning Equipment

- All cleaning equipment including floor-scrubbing machines, high dusting equipment, waxing and polishing machines, industrial floor and upholstery vacuum cleaners, and all other necessary equipment needed for performance of services outlined must be provided by the Contractor. Such equipment must be adequate for type and amount of work required and must not cause harm or damage to Facilities.

#### C. Custodial Storage Space, Storerooms, and Cleaning Items

- Contractor is responsible for ordering toilet paper, paper towels, hand soap and all cleaning supplies as well as keeping an up-to-date inventory.

- Contractor must store supplies and any Contractor furnished items in an orderly and safe manner, insuring proper ventilation of cleaning materials. Upon completion of cleaning and restocking custodial storage spaces, all storage space surfaces must have been disinfected with no detectable streaks, marks, detergent residue, dirt accumulations, or soiling.
- Cleaning items such as brooms, mops, mop buckets, dust mops, dust pans and vacuums should be maintained in all appropriate storage areas. All items must be cleaned on a regular basis.
- All paper products must be stored in areas designated by customer. Paper products must not be stored in restrooms or on counters. Paper product dispensers must be utilized to full design potential in order to conserve paper products.

D. Green Cleaning

- Due to environmental concerns, Contractor is expected to be aware of the latest technologies related to utilizing “Green Cleaning” processes, chemicals and equipment to provide a safe, healthy work environment for all persons utilizing the areas to be serviced.
- Neutral cleaners will be used for all cleaning purposes. Cleaners will not be harmful to the surfaces to which they are applied and are only to be used for the intended purpose per the product instructions. Cleaning supplies must be pre-approved by the County before use in County Facilities.
- Products that carry a Green Seal Certification or E.P.A. design for the environment are preferred and will be used when available for any particular cleaning task after aforementioned approval is obtained. The use of Green Seal/E.P.A. products must not be a reason for an increase in pricing during the contract period; nor can such products be used as an excuse for unsatisfactory results.

E. Safety

- Contractor must stay in compliance with all OSHA standards and any safety regulations as related to, but not limited to:
  - Material Safety Data Sheet (MSDS)
  - Hazardous materials
  - Blood pathogens
  - Caution signs
  - Personal safety equipment
  - Use of equipment, such as ladders, scaffolding, etc.
- In addition, Contractor must verify all floor finishes, seals, spray buff solutions and other chemicals applied to floors provide adequate protection against slippery floors. Any observed instances of slippery or slick floors must be corrected immediately upon discovery. Wet Floor signs must be placed on the floor around any wet area to alert any person in the immediate area.

F. Temporary Suspension of Work

- The County reserves the authority to suspend work by the Contractor, wholly or in part, for such period as necessary due to unsuitable work conditions, failure of Contractor to carry out directions, unsafe or hazardous conditions, or failure to perform in accordance with these provisions.
- The Contractor must request permission of the County Representative(s) during County business hours, to temporarily suspend work, wholly or in part, for such period as necessary due to unsuitable, unsafe or

hazardous work conditions or failure of County to notify the Contractor of changes in locks, security codes or access to facilities to be serviced.

G. Inquiries and Complaints

- If upon inspection the Contractor is found to have missed cleaning or has not properly cleaned a Facility, the Contractor must be notified of deficiencies and must respond verbally within two (2) hours to the complaint. The Contractor must subsequently return appropriate labor, resources, and supervision to the site to take corrective action within twenty-four (24) hours.
- Failure of Contractor to perform the services in accordance with the specifications of the contract may result in the County charging the Contractor cost of County staff to correct the issue or deduction in monthly payment due the Contractor.
- Repeated failures to comply with the Contract may result in Contractor being notified of termination of Contract by the County. The County reserves the right to find the Contractor in default of the Contract for failure to perform.

**IV. FACILITIES**

<b>Locations</b>	<b>Areas</b>
Oconee Veterans Park 3500A Hog Mountain Road Watkinsville, Georgia 30677	<ul style="list-style-type: none"> <li>- Community Center (Offices/Meeting Rooms/Restrooms/Lobby/Hallway/Gymnasium/Fitness Area)</li> <li>- Kitchen/Break Rooms</li> <li>- Soccer Concession/Restroom Building</li> <li>- Youth Baseball/Softball Concession/Restroom Building</li> <li>- Multi-Use Fields Concession/Restroom Building</li> <li>- Tennis Restroom Building</li> </ul>
Herman C. Michael 1103 Elder Road Bishop, Georgia 30621	<ul style="list-style-type: none"> <li>- Brannen Building (Offices/Restrooms/Lobby/Gym)</li> <li>- Kitchen/Break Rooms</li> <li>- Brown Building Upstairs Office/Concession/Restroom Building</li> </ul>
Bogart Sports Complex 200 S Burson Avenue Bogart, Georgia 30622	<ul style="list-style-type: none"> <li>- Quad Office/Concessions/Restroom Building</li> <li>- Field 5/Field 6 Restroom Building</li> </ul>
Heritage Park 2543 Macon Highway Watkinsville, Georgia 30677	<ul style="list-style-type: none"> <li>- Restroom Buildings</li> </ul>
Oconee County Senior Center 3500B Hog Mountain Road Watkinsville, Georgia 30677	<ul style="list-style-type: none"> <li>- Lobby/Hallways/Offices/Dining/Fitness Room/Activity Areas/Restrooms</li> </ul>
Watkinsville Library 1925 Electric Avenue Watkinsville, GA 30677	<ul style="list-style-type: none"> <li>- Restrooms/Foyer/Entrance/Meeting Rooms/Main Reading Areas/Work Room/Office Space</li> </ul>
Bogart Library 200 S Burson Avenue Bogart, Georgia 30622	<ul style="list-style-type: none"> <li>- Restrooms/Foyer/Multi-Purpose Room/Main Reading Area/Work Room/Office/Entrance</li> </ul>

## V. SCHEDULE/FREQUENCY

- Frequency Definitions
  - Daily – Tasks performed every day.
  - Once per week - Tasks performed with a minimum of four (4) days apart.
  - Twice per week – Tasks performed with a minimum of two (2) days apart.
  - Three times per week – Tasks performed with a minimum of one (1) day apart.
  - Once per month – Tasks performed with a minimum of three (3) weeks apart.
  - Twice per month – Tasks performed with a minimum of two (2) weeks apart.
  - Four times per year – Tasks performed quarterly with a minimum of two (2) months apart.
  - Twice per year – Tasks performed with a minimum of five (5) months apart.
  - Once per year – Tasks performed with a minimum of ten (10) months apart.
- County observes nine (9) holidays when County facilities will be closed:
  - New Year’s Day
  - Martin Luther King
  - Memorial Day
  - Independence Day
  - Labor Day
  - Thanksgiving (4<sup>th</sup> Thursday in November and the following Friday)
  - Christmas Eve and Christmas Day
- Custodial Services Schedule
  1. Parks & Recreation
    - Parks Manager will provide the schedule per park facility for custodial services to be performed.
    - OVP Community Center and HCM Brannen Building must be cleaned after hours. Times will vary throughout the year based on programming. Typically, cleaning may be done after 9:00pm. There will be times, however, that cleaning will have to be done after 11:00pm.
    - Concession/Restroom facilities should be cleaned in the early morning or after evening program hours. The cleaning schedule should remain consistent.
    - Any custodial work that requires an area to be closed to the public must be scheduled through the Parks Manager (or designee) such as strip/sealing non-carpeted floors, etc. Scheduled work time must include agreed upon beginning time and completion time prior to commencement of work with a minimum of seventy-two 72-hour notice.
    - Frequency Schedule Adjustments for the following restrooms:
      - OVP Baseball/Softball Fields
      - OVP Multi-Use Fields
      - OVP Soccer Fields

- BSC Quad Building
  - BSC CXT Restrooms
  - November 1-February 29 Cleaned three (3) days per week (Mondays, Wednesdays and Fridays)
  - March 1 – October 31 Cleaned seven (7) days a week
  - Outside restrooms, such as concessions/restroom buildings and tennis restrooms, will remain open during county holidays and will need to be cleaned for public use on those holidays.
  - Any room or gym/fitness center cleaning during holidays must be scheduled in advance with the Parks Manager (or designee) to ensure the building is not set up for other events or other maintenance work.
  - Parks Manager will inform of times buildings are closed and no cleaning is needed.
2. Senior Center
- Cleaning must occur outside of the business hours of 8:00 am to 4:00 pm, Monday through Friday.
  - Final schedule will be determined with awarded Contractor.
3. Libraries
- Cleaning must occur outside of the following business hours:
    - a. *Bogart*
      - 10:00 am – 6:00 pm Monday, Wednesday, Friday & Saturday
      - 12:00 am – 8:00 pm Tuesday & Thursday
    - b. *Watkinsville*
      - 10:00 am – 9:00 pm Monday & Wednesday
      - 10:00 am – 6:00 pm Tuesday, Thursday & Saturday
      - No cleanings on Friday or Sunday.
  - Watkinsville Library shall be cleaned 5 days a week (Monday-Thursday & Friday).
  - Final schedule will be determined with awarded Contractor.

## VI. CONTRACTOR REQUIREMENTS

### A. General

- Provide the levels of service to meet the Performance Standards and ensure that all locations are ready and presentable for operations on a daily basis.
- Be responsible to make the management and operational decisions to meet the quality standards required under this contract.
- Use innovation, technology and other means and methods to develop and perform the most efficient cleaning services for the Facilities.
- Implement an effective Work Plan (WP) and Quality Control Plan (QCP).
- Implement an effective service response system, which results in prompt, professional, and courteous resolution of resident and County concerns.

- Keep County informed of current status of the work being performed, provide work schedules and deliver other pertinent information needed by designated personnel.
- Reduce the environmental impacts of work performed under this contract by using, to the maximum extent, environmentally sound practices, processes and products.
- Comply with OSHA and ensure the safety of workers, passersby and the public at all times.
- Contractor must not interfere with the public use of facilities and must conduct its operations to offer the least disruption and interference with County and public.
- Contractor vehicles may not be driven on any sidewalks or walking paths at any time.

B. Work Plan

- Contractor must meet with designated personnel on site to go over specifics of the contract within ten (10) days of July 1.
- Contractor must prepare and submit a Work Plan (WP) for the first twelve (12) months of the Contract term within ten (10) days of the execution of the Contract, for review and acceptance. Should revisions be recommended or required, the Contractor must make the necessary revisions and resubmit within seven (7) days. Thereafter, the Contractor must submit a WP sixty (60) days prior to the start of each subsequent twelve (12) month period.
- The approved Contractor WP must:
  - Outline the overall strategy for providing the Custodial Services contained in the RFP.
  - Establish a program of inspections and schedule of activities to include annual and month-to-month breakdown by Task.
  - Provide list of resources (labor and material) to be used to accomplish service program.
  - Project a level of unscheduled work (including re-work);
  - Provide standard operating procedures, emergency operating procedures, safety plan, and contingency plans, when applicable.
  - Document procedure for responding to services calls, including those that require an immediate response, such as a spill or lack of materials in a restroom or those that required a one-day response.
- Once accepted, the Contractor's WP is the baseline for tracking the Work and expenditures against the Contract and for evaluating performance in accordance with the Contract Documents.
- The County reserves the right to add similar items/services or delete items/services specified in the Contract as requirements change during the course of the Agreement. Prices for items/services to be added to or deleted from the Agreement will be mutually agreed to by the County and the Contractor. An Agreement amendment will be issued for each addition and/or deletion.
- The Contractor recognizes that other program activities and repair and maintenance operations may be conducted at County sites, which may require Contractor to modify or curtail certain tasks and operations.

C. Quality Control Plan

- Within ten (10) days of the execution of the Contract, the Contractor must submit a Quality Control Plan (QCP) for review and acceptance.
- The basic premise of the QCP is that the Contractor is responsible for Quality Control. All methods, procedures and forms must support this premise.



- The QCP must clearly identify how the Contractor will monitor its own work to ensure that the work is performed and meets the standards established in the Contract.
- The QCP must provide for the inspection and assessment of the quality and progress of the work at each site where work is being performed.
- The QCP must be designed to keep the Contractor's management and the County informed of all issues affecting quality, to include timely and effective corrective action for all deficiencies. These inspections must be in addition to the requirement for daily supervision.
- The QCP records must, in part, consist of checklists of inspections and must indicate the nature, frequency and number of observations made, number and type of deficiencies found, and the nature of corrective action taken as appropriate.
- At a minimum the QCP must address:
  - How the Contractor will control quality of supplies and services
  - How green cleaning compliance will be accomplished
  - Custodial services for County Facilities
  - An inspection plan, with inspection checklist(s), that is tailored to the different tasks and each site.
  - Meeting schedule established with designated personnel to review performance.
  - A Communication Plan including points of contact, phone numbers, email addresses, etc., to be used in coordination of the work with on-site designated County personnel to address issues/incomplete tasks, coordination of work, service call responses, emergency services, additional work, etc. during and after office hours.
  - A system for identifying and correcting deficiencies in the quality of the work before the level of performance becomes unacceptable and deficiencies are pointed out. The system should also ensure non-recurrence of defective work.
  - A system to ensure that the Contractor's employees are notified of deficiencies, that the noted deficiencies are corrected (if possible); and that the employees are counseled/retrained as necessary to ensure that deficiencies do not recur.
  - A system that provides the County access to all Contractor documentation, reports, and files (to include any forms on which Quality Control inspections are documented) with respect to Contractor quality control inspections and any corrective action taken.
  - If there is a corporate/home office, how it will provide Contract support, services, and controls.
  - The identity of all personnel who will be performing QC inspections by name, and title. Verification that the person who actually performed the Work must not perform QC inspections.
- If the QCP is returned for revisions or corrections, the Contractor must resubmit the updated QCP within seven (7) days of receipt. The Contractor must not implement any changes to its approved QCP prior to review and acceptance by the County.
- The Contractor must perform QC inspections by qualified personnel (i.e. – personnel knowledgeable of all technical aspects of the work which would allow identification/discovery of improperly performed services) and provide documentation of the inspection results on a monthly basis. The documentation must be signed and dated by the inspector at the time the inspection is completed.

- The QCP is a living document and may be subject to change depending on the needs of the Contract and experiences during the performance of the Work under the Contract. When the QCP is revised, the Contractor is required to provide an updated QCP for review and acceptance.

## **VII. PERSONNEL REQUIREMENTS**

- Custodians employed by the Contractor must be fully trained and skilled in safe and proper cleaning techniques.
- All custodial personnel must wear uniforms bearing company name/logo with proper identification badge displayed at all times while working on or in County facilities. Each I.D. badge must state the Contractor's name and the employee's name.
- Contractor must obtain annual criminal background checks on all custodial personnel assigned to County facilities. No one with a felony conviction may work at any County Facility under this Contract.
- The County may request a drug screen on any service personnel where there is reasonable suspicion of drug or alcohol use while working on or at County premises. All County Parks are Tobacco free facilities, to include no use of vaping devices. No service personnel may utilize tobacco and/or vaping devices in any County parks.
- County reserves the right to require immediate removal of any Contractor employee from County service it deems unfit for service for ANY reason not contrary to law.
- All custodial personnel must act in accordance with instructions for access to and securing of County facilities to include use of keys, security cards and/or alarm systems provided by the County. Service provider is responsible for the proper use and safekeeping of all County access keys. Custodial personnel must not leave keys in doors/locks, prop open doors or admit into the buildings anyone that is not an authorized employee of the Service Provider. County Facility must remain locked and secured while Contractor is performing work. Interior lights must be turned off prior to leaving unoccupied areas. All rooms and/or facilities opened by custodial personnel must be secured and locked upon completion of work. Any gates opened for entry must be locked immediately upon entry and exit. Failure to secure County Facility may result in a deduction of Contractor's monthly payment. Any key issued to the Contractor must be surrendered when requested by the County. Contractor must report all lost or stolen access keys to the Parks Manager within twenty-four (24) hours. Contractor will be responsible for reimbursement of re-keying Facility and/or duplicating additional keys.
- Custodial personnel must not remove any article, materials, equipment, tools, devices, computer equipment, office equipment, unused paper products, restroom supplies or any other items in County Facilities. Even items found in a waste or trash receptacle, dumpster, or container, may not be removed without written permission.
- Custodial personnel must not open desk drawers, cabinets or use any computer at any Facility, or any telephones installed in the Facility or under the jurisdiction of the County for any calls other than to report an emergency condition that could cause damage to property, person, or loss of life.
- Custodial personnel must not engage in idle conversation or other unnecessary conversation, or otherwise cause disruptions to employees of the County or other visitors and users of the Facility. Custodial personnel must not carry on personal phone conversations on cell phones while performing their duties.
- Contractors is responsible for ensuring all reasonable precautions are taken to protect all furnishings, equipment, flooring, window coverings and any other physical objects in the Facility being serviced. Contractor must pay cost of any damages produced by custodial personnel.

- Custodial personnel must operate vacuum cleaners in such a manner as to avoid damaging walls, furniture, carpets and other items within the building. Vacuum cleaners and other equipment must be stored in areas designated by the Facility Supervisor.
- The custodial personnel must follow manufacturer's specifications and guidelines for the use and disposal of all cleaning chemicals.
- All custodial personnel must have ability to communicate clearly with customer's staff.
- All custodial personnel must be employees of the Contractor. Day laborers or contract labor are not acceptable.
- Only hired custodial staff may be on site while working. No others (including children) are permitted.
- All service personnel must be bonded against theft, tampering, and/or damage (intentional damage or unintentional damage) in the amount of \$100,000.00 per person.

### VIII. PERFORMANCE STANDARDS

- Level of Service checklists to be included for each location are located in Attachment A, Attachment B and Attachment C. This is the minimum of services required.
- While performing any task in relation to this contract, if cleaning crew should note scratched, chipped, or broken window/window frame; resistant carpet stains, carpet raveling, or trip hazards; or broken, chipped, or missing floor tiles it should be reported within twenty-four (24) hours. Any damage noticed should be reported prior to quarterly/mechanical cleaning. Failure to report such damage before cleaning may result in the Contractor being held responsible for the damage.
- The following is meant to serve as the minimum criteria for services provided, and may or may not be sufficient to present a consistent clean appearance. All may or may not apply to each Facility.

#### A. Maintain Carpeted Floors and Rugs

- When maintaining carpets and rugs, the Contractor must clean carpet, rugs, carpet runners, and carpet mats. The Contractor must vacuum to remove most soil and surface dust. For spot cleaning, the Contractor must use spot cleaning procedures such as vacuum bonnet and dry foam methods when these will thoroughly remove all streaks, stains, and spots. The Contractor must clean spots as they are encountered and must not wait for the County to point them out. When spot cleaning methods are not sufficient or appropriate, the water extraction method must be used. In addition, the Contractor must use the water extraction method after a carpet or rug has been dry foam cleaned three consecutive times. Aluminum discs or stiff, heavy neutral color or white paperboard must be placed under the legs of furniture or other equipment to avoid staining the carpet until the carpet is thoroughly dry. The Contractor must remove all portable items (i.e. chairs, tables, and waste receptacles) before or during cleaning. The Contractor must use anti-static chemicals in the complete process of cleaning carpets in rooms containing electronic equipment. All furnishings must be replaced to their original position upon completion.

- *Vacuuming*

Contractor must vacuum carpeted floors and rugs with a commercial vacuum cleaner to remove all surface litter, dust, foreign substances, and embedded grit from surfaces including those adjacent to and under furniture, fixtures, trashcans, entrance mats, runners, in corners, abutments, baseboards, stair steps and risers, and on hard surface floors, stairs/landings, stages, and elevators. Carpeted floors and rugs include floor runners, area rugs, carpet entrance mats, and installed carpet. When gum, tar, or other foreign substance is encountered, an appropriate gum remover or spot cleaning method

must be used. After they have been vacuumed, the carpeted floors and rugs must be free of all detectable soil, embedded grit, litter, and spots.

- *Vacuum Bonnet System for Carpets*

Contractor must use the bonnet system for spot cleaning carpet as needed or as requested to maintain a clean, high-level appearance. Pre-spotted soil is loosened by the rotary action of the rotary machine fitted with a brush and bonnet and soil is absorbed by the bonnet. After they have been spot cleaned with the vacuum bonnet method, the carpeted floors must be free of detectable soil and spots.

- *Dry Foam Carpets*

Contractor must use the dry foam system to dry clean carpet as needed or as requested to maintain a clean, high-level appearance. Dry foam tends to leave residual chemical in the carpet, as the foam is not as readily vacuumed up as the water in hot water extraction. Accordingly, the Contractor must select only those chemicals that do not leave sticky or gummy residues and must exercise care to remove residue from carpet when using this method. After they have been dry-foam cleaned, the carpeted floors must be free of detectable soil and spots.

- *Extraction*

Water extraction cleaning of carpets consists of spot cleaning, vacuuming, operation of the water extraction equipment, and re-vacuuming of all carpet. Extraction must be done using equipment, materials, and chemicals specifically designed for water extraction cleaning. The water extraction equipment must be operated over the entire carpeted area. The instructions provided by the manufacturer of the equipment and the chemicals must be followed. After operating the equipment and allowing sufficient drying time, the carpet must be vacuumed following a pattern that will give the carpet pile a uniform appearance. Upon completion of water extraction cleaning, carpets must be free of litter, materials such as paper clips and staples, soil, streaks, stains, spots, and embedded dirt; the carpet pile must be uniform; all furnishings must be returned to their original positions. Note that certain carpeted areas may require extraction more frequently than others due to different soiling rates, i.e. outside doorways require more extraction than office areas. The work must be accomplished as directed by the County.

## B. Non-Carpeted Floors, Stone and Composition Flooring

- *Sweep*

Contractor must sweep all non-carpeted floors by removing all soil, including dust, dirt, litter, gum, tar, and other substances, from all non-carpeted floor surfaces including those adjacent to and under furniture, fixtures, trash cans, entrance mats, runners, in corners, abutments, baseboards, stair steps and risers, and on hard surface floors, stairs/landings, stages, and elevator. All floors, including areas beneath movable objects smaller than desks or filing cabinets, must be swept. The entire floor surface, including in corners and around wall projections, must be left clean and free of all soil, streaks, footprints, and spots caused by spills.

- *Dust Mop*

Contractor must dust mop all non-carpeted floors, except stair steps and landings and other unsealed concrete floors or stone floors. Contractor should remove gum or other insoluble on the floor. The Contractor must return to original positions all furniture and equipment moved during sweeping.

- *Wet Mop Non-Carpeted Floors*

Contractor must wet mop non-carpeted floors by applying a cleaning/detergent solution, according to manufacture directions per type of flooring, to loosen and suspend soil, removing the soil, and rinsing the floor surface. Before mopping, the Contractor must sweep the entire floor surface and move all furniture/equipment smaller than desks or filing cabinets. The Contractor must remove all soil, stains, scuffmarks, streaks, spills, gum and other foreign substances from the entire area including stairs. Restrooms, kitchens, and break rooms must be wet mopped with germicidal detergent solution. Clean mop water must be used on each room and discarded after each use. On large areas, mop water should be changed frequently. Upon completion of wet mopping, the floor must have a uniform appearance with no streaks, swirl marks, detergent residue, or any evidence of soil. There must be no splash marks or mop streaks on furniture, walls, or baseboards; nor mop strands remaining in the area. All furnishings must be returned to their original positions.

- *Machine Scrub*

Contractor must machine scrub floor surfaces that have soiling which cannot be removed through wet mopping. The Contractor must machine scrub floors, when required, using a neutral cleaner. Contractor shall apply an appropriate cleaning solution to all areas of the floor, allowing the solution to remain on the floor for three (3) or four (4) minutes. Then Contractor shall operate a floor machine over all accessible floor areas and areas that can be reached by moving furnishings; manually scrubbing areas that are inaccessible with the machine. Finally, Contractor shall remove the solution from the floor and rinse well with water. Care must be taken not to leave water or scrubbing solution on the floors longer than necessary to complete the cleaning. Dirty water must be picked up and the floor must be rinsed clean until it is free of all solution. After scrubbing floors, all floor surfaces and grout must be free of soiling, marks, stains, and free of chemical residue.

- *Spray Buff/Restore Vinyl Tile*

Contractor must spray buff all surfaces of vinyl-tiled floors with a floor machine, accessories, and spray buff chemical. Before buffing, the floor must be swept; heel marks and other marks must be removed. The floor surface must be wet mopped and rinsed. The floor finish in the spray buff chemical must be the same type as that already on the floor. After buffing, the floor must be swept with a treated cotton mop. For difficult or stubborn areas, a small floor machine must be used or the surface worked by hand. Chairs and other readily moveable items must be moved. All spray buff solution must be removed from baseboards and furniture. Upon completion of spray buffing, the entire floor must have a uniform coating of floor finish and uniform, glossy appearance; be free of scuffmarks, heel marks, and stains; and all furnishings must be replaced in their original positions.

- *Strip/Seal/Wax*

Contractor must completely strip, seal, and wax the floors when the floor becomes dull or unsightly. Stripping must be the complete removal, without damage to the floor surface, of all finish and sealer from all visible floor surfaces and from those floor surfaces that can be exposed by the removal of all non-fixed furnishings. Stripping must also include the complete removal of all marks, scuffs, and stains. The Contractor's stripping chemicals must comply with the Specifications for the type of finish and sealer being stripped, and must be in accordance with the manufacturer's directions. All floor surfaces to which stripper has been applied must be thoroughly rinsed with clean water. If a mop is used to pick up the stripping solution, the area must be rinsed at least twice. No stripping solution must remain on baseboards, cove moldings, doors, or other non-floor surfaces. The Contractor must strip the floor with an auto scrubber and stripper to finish must be used on all floor coverings cleaned according to Specifications. Non-slip properties of the floor finish are especially important in stairwell

areas. The wax must be applied to the floor surfaces with a clean cotton mop only after the floor surfaces have been thoroughly cleaned by mopping, scrubbing, or stripping has been done.

Application of four (4) coats of finish is required. The application of excessive amounts of wax should be avoided and excessive buildup of wax is not permitted. Sufficient wax must be used to fully protect the floor surface and present a uniform luster and neat, well-kept appearance. After the finish has dried, the reflectance must be uniform with no streaks or swirls visible. When inspection shows a buildup of wax or other deposits of foreign materials, or wax over dirt, the Contractor must strip the surface clean and apply new wax. When inspection shows a wax buildup in corners, edges, or flashed on cove moldings or stainless steel kick plates, the Contractor must remove the wax buildup. All furnishings must be replaced to original positions.

### C. Building Surfaces Maintenance

- Building surfaces include, but are not limited to, interior and exterior doors, door hardware, door knobs, glass surfaces, windows, light switch/plates, walls, partitions, columns, trim, handrails, stairways/railing, balusters, baseboards, frames, windowsills, ledges, elevators, drinking fountains, kitchen/break room sinks/counters, washbasins/sinks, toilets, urinals, restroom fixtures, mirrors, plumbing pipes, fixtures, faucets, metal ware, dry erase boards (unless marked do not erase), grills, appliances and other surfaces.

- *General Cleaning*

The Contractor must thoroughly clean, sanitize, and polish areas within designated facilities, including all washable building surfaces. The Contractor must employ appropriate cleaning techniques and use commercial-grade products and equipment to ensure a first-class professionally maintained appearance, utilizing cleaning agent appropriate for surface. The Contractor must use germicidal detergent in restrooms, locker rooms, food areas, and drinking fountains. The Contractor must clean Plexiglas surfaces with a soft cloth and wood polish, using no water or detergents. Upon completion of general cleaning, all surfaces must be free from soil, smudges, fingerprints, gum, marks, or streaks. General cleaning must not be spot cleaning; rather, total surface areas within a building must be cleaned. Clean rags/cloths must be used on each area, such as cloth used on toilet must not be used on sink.

- *Cleaning/Disinfecting*

Items that state “disinfect” are considered disinfected when the Contractor uses a liquid or spray product identified as a disinfectant and applies the product in accordance with the manufacturer’s instructions, using a clean sponge, wash cloth, or disposable wipe. All restroom/locker room and kitchen/break room surfaces must properly disinfected. In addition, door handles and door panic bars must be disinfected. Properly cleaned and disinfected surfaces must be free from streaks, stains, spots, scale, scum, soap deposits, and odors.

- *Damp Wiping*

A surface adequately damp wiped must be free of dirt, dust, marks, film, streaks, smudges, lint, cobwebs, and debris.

- *Spot Cleaning*

A smaller surface area within a total surface area must be adequately spot cleaned when it is free of all stains and deposits and is substantially free of cleaning marks. Wall scrubbing is included in spot cleaning to ensure clean surface.

- *Dust*

Dust includes all surfaces up to and including six feet (6') and below to the floor surface. The Contractor must accumulate and remove dust, dry soil, lint, litter, and cobwebs. This includes, but is not limited to the structure, furniture and equipment surfaces, horizontal, vertical, and under surfaces, corners, crevices, vents, moldings, and ledges. In the process of dusting a desk, items on top of the desk such as letters, forms, literature, etc., must not be disturbed. Upon completion of dusting, all surfaces six feet (6') from the top of the floor surface and below must be uniformly clean and free of dust, dry soil, lint, litter, and cobwebs.

- *High Dusting*

The Contractor must accumulate and remove dust, dry soil, lint, litter, and cobwebs from all surfaces including vents six feet (6') and above floor surface. After high dusting, surfaces must be uniformly clean. Included in high dusting must be light fixtures, vents, globes, shades, plastic type panels, blinds, ceiling surfaces, wall hangings, ledges, signage and wall surfaces.

- *Reducing Airborne Dust*

In areas where airborne dust cannot be tolerated, such as computer rooms, clean rooms, data processing rooms, electronics rooms, telephone equipment rooms, and other areas containing precision equipment, dusting must be accomplished with a vacuum cleaner equipped with non-conductive type nozzles and brushes.

- *Glass and Mirror Cleaning*

Glass surfaces include doors (interior and exterior), windows (interior and exterior), and mirrors; all display cases and cabinets, building directory board enclosures, picture frame enclosures and glass panels within or adjacent to interior and exterior doors. Glass and mirrors must be properly cleaned when all accessible surfaces are without streaks, film, smudges, deposits, and stains and have a uniformly bright appearance and adjacent surfaces have been wiped clean. Frames, casings, sills, and ledges must be free of soil, dirt, tape, tape residue, smudges, or splash marks. Splashed glass cleaner, drip marks, and all other types of soil streaks must be removed from all adjacent surfaces such as walls, frames, casing, and trim. Exterior windows must be cleaned according to annual schedule.

- *Railings*

Handrails of stairways must be cleaned weekly with cleaning solution around all horizontal and vertical surface areas, to include railing along walking track and other similar railings.

- *Window Sills and Window Treatments/Blinds*

Contractor must clean all windowsills and window treatments/blinds, including tapes and cords, to remove all dust, stains, soil, and smudges. Care must be taken to prevent staining tapes or cords during the cleaning operations. Window Treatments/Blinds removed for cleaning must be replaced immediately upon completion of the cleaning operations; they must never remain down for more than forty-eight (48) hours. Upon completion of cleaning window treatments/blinds, all parts to include tapes and cords must be free of dust, stains, soil, and smudges and blinds must be placed back into the locations from which they were removed.

- *Metal Cleaning and Polishing*

A properly cleaned and polished metal surface must be clean and bright and without deposits or tarnish, to include brass, stainless steel, and nonferrous metal push plates, kick plates, door hardware, nameplates, protective and ornamental plates and flanges, railings, furniture, fixtures, and similar items. Metal cleaner must be quickly removed from adjacent surfaces. Metal cleaner and polish must be applied by cloth to surfaces being cleaned or polished and not sprayed directly on metal surfaces in order to reduce any slip hazard caused by such agents drifting onto floors. Upon completion of polishing metal, all metal surfaces must be free of dust, soil, smears, tarnish, smudges, streaks, stains, and excess polish; and must be clean and bright.

D. Trash and Recycling

- All trash and recycling containers of any type and size must be emptied and returned to their original positions. Bulky items such as rolls of plans or cardboard boxes that are placed by containers and clearly marked as trash or recycling, must be removed. Trash and recycling containers must be cleaned and disinfected. Soiled or torn liners must be replaced after each servicing. Bagged trash and rubbish must be emptied into a designated dumpster or receptacle in a way that prevents littering adjacent areas.
- Recycling must be removed from bags and placed in designated recycling dumpster. Bags are to be placed in trash dumpster. Contractor must clean up any spill or litter generated by Contractor work operations. Upon completion of trash removal, all trash and recycling containers and the areas adjacent to trash and recycling containers must be free of trash, spills, foreign substance. Empty trash and recycling receptacles, clean and disinfect receptacles, and replace soiled or torn liners.

E. Entrances

- Porches, platforms, docks, ramps, steps, risers and other entryways must be cleaned and policed for the removal of dirt, mud, trash, and litter. Area should be free of any soil, streaks, and debris; and mats must be replaced to their original positions.
  - Clean the exterior walls in entrance areas, up to six feet (6') from the top of the entrance floor surface;
  - Clean within ten feet (10') from entrance doorways;
  - Clean items such as mats, surfaces under mats, and foot scrapers;
  - Clean all glass doors and glass panels adjacent to glass doors;
  - Entranceways, within a ten-foot (10") perimeter, must be pressured washed using an acceptable cleaning solution according to annual schedule.

F. Kitchens and Break Rooms

- A properly cleaned kitchen or break room must be uniformly clean and disinfected as specified below. These areas include staff/public kitchen areas as well as snack/break rooms. Contractor must perform the following items to complete cleaning and servicing kitchens and break rooms:
  - General clean
  - Empty trash and recycling receptacles, clean and disinfect receptacles, and replace soiled or torn liners
  - Clean and disinfect all surfaces of fixtures and accessories, damp-wipe all counter tops, appliances, including interior of microwave, and scrub sinks
  - Clean, disinfect and fill paper towel and soap dispensers
  - Vacuum carpeted floors, rugs, mats



- Sweep non-carpeted floors, stone and composition flooring
- Spot Mop
- Wet mop non-carpeted floors with a germicidal detergent
- Machine scrub floors that cannot be completely cleaned by wet mopping with a germicidal detergent
- Flush cleaning chemicals through the traps daily to reduce accumulation of scale
- *Disinfecting*

Contractor must use quaternary ammonium germicidal detergent to clean and disinfect all surfaces of kitchens and break rooms, including cabinets, basins, countertops, tables, walls, dispensers, all exterior surfaces of appliances, and all floor surfaces.
- *Final Appearance*

Upon completion of cleaning and servicing kitchens and break rooms, trash must have been removed; all surfaces must be disinfected and there must be no streaks, marks, detergent residue, dirt accumulations, or soiling on any kitchen or break room surface; and dispensers must be full.

#### G. Elevator

- A properly cleaned elevator must be uniformly clean with no dust, soil, fingerprints, or smudges. Contractor must perform the following items in order to complete cleaning and servicing elevator:
  - Pick up any trash, food, or debris dropped on floors
  - Spot clean spills using appropriate techniques
  - Spot clean fingerprints from stainless steel fascia in the elevator landings
  - Mop/vacuum floors to remove dirt and stains
  - Remove gum and/or other items from floors
  - Clean walls, car stations, push buttons, kick panels
  - Clean door tracks with scrub brush or vacuum cleaner
  - Clean stainless steel and brass elevator walls and doors sills with clean white cloth
  - Spot clean and polish to remove marks and smudges by using a small amount of stainless cleaner
  - Clean all stainless steel exterior fascia
  - Polish stainless steel

#### H. Gymnasium

- Gymnasium includes court surface, non-wood floor surface around court (to include carpet around HCM court surface), bleachers, walls and other surfaces within gymnasium area.
- Contractor must complete following items to maintain a clean gym area:
  - Perform general cleaning of building surfaces
  - Empty trash receptacles, clean and disinfect interior and exterior of receptacles, and replace soiled or torn liners
  - Remove debris and trash under bleachers

- Clean and disinfect all bleacher surfaces
- Clean glass surfaces, interior and exterior windows
- Spot clean and scrub wall
- Sweep non-carpeted floors, stone and composition flooring
- Dust mop non-carpeted floors, stone and composition flooring; remove gum or other insoluble on the floor
- Wet mop non-carpeted floors, stone and composition flooring
- Machine scrub non-carpeted floors, stone/tile and composition flooring
- Dust all surfaces 6 feet and below
- Dust all surfaces 6 feet and above (high dusting)

I. Fitness Area and Indoor Track

- Fitness Area includes floor surface, fitness machines/equipment, benches, dumbbells and rack, fitness accessories, etc. Contractor must complete the following items to maintain a clean fitness area:
  - Perform general cleaning of building surfaces
  - Empty trash receptacles, clean and disinfect interior and exterior of receptacles, and replace soiled or torn liners
  - Clean and disinfect the water fountain
  - Clean and disinfect all surfaces of fitness equipment; machines, cardio, etc.
  - Clean and disinfect mats under equipment and surfaces under mats
  - Spot clean and scrub walls
  - Sweep non-carpeted floors, stone and composition flooring
  - Sweep Indoor Track flooring
  - Dust mop non-carpeted floors, stone and composition flooring; remove gum or other insoluble on the floor
  - Wet mop non-carpeted floors, stone and composition flooring
  - Machine scrub non-carpeted floors, stone/tile and composition flooring
  - Damp wipe building surfaces
  - Dust all surfaces 6 feet and below
  - Dust all surfaces 6 feet and above; to include all fans (high dusting)
  - Clean glass surfaces, interior and exterior windows
  - Clean and disinfect railings, handrails and stairways

J. Restrooms

- A properly cleaned restroom must be uniformly clean and sanitized with no streaks, smudges, deposits, or stains (includes locker rooms and showers where present). All exposed surfaces must be completely clean and disinfected, to include but not limited to, sinks, toilets, urinals, showers, fixtures, light switches,

handles, dispensers, shelves, changing tables and plumbing. A properly cleaned restroom must include the following service items:

- General cleaning
  - Empty trash receptacles, clean and disinfect interior and exterior of receptacles, and replace soiled or torn liners
  - Empty sanitary napkin receptacles, clean and disinfect interior and exterior of receptacles, and replace plastic bag liner with a new liner
  - Fill paper towel, toilet paper, and soap dispensers;
  - Clean mirrors
  - Clean and disinfect all surfaces of fixtures and toilet and bath accessories
  - Clean and disinfect all surfaces of partitions, stalls, stall doors, and wall areas adjacent to wall-mounted lavatories, urinals, and toilets
  - Damp clean and disinfect all interior and exterior surfaces of toilet bowls, urinals, lavatories, showers, showerheads, dispensers, soap dishes, and other such surfaces
  - Damp clean and disinfect all surfaces of the showers, to include curtains/doors; replace shower curtain as needed
  - Damp clean and disinfect all exterior surfaces of lockers
  - Removal of any feces, vomit, blood or other substances by flushing toilet or down floor drain with water blaster, if necessary, and then utilizing a germicidal disinfectant solution
  - Sweep non-carpeted floors, stone and composition flooring
  - Spot mop
  - Wet mop non-carpet floors with a germicidal detergent
  - Machine scrub floors that cannot be completely cleaned by wet mopping a germicidal detergent
  - Flush cleaning chemicals through the traps daily to reduce accumulation of scale
  - Clean and flush floor drains with germicidal detergent, followed by a second flushing with clean rinse water
  - Clean grout and sealants with appropriate chemical cleaning agent, according to annual schedule
  - Clean wall and ceiling vents and air-intakes, removing lint and dust
- Special Restroom Cleaning Requirements
- Contractor must use quaternary ammonium germicidal detergent to clean and disinfect all surfaces of restrooms except mirrors. Contractor must de-scale toilet bowls and urinals. After de-scaling, the entire surface must be free of streaks, stains, scale, scum, detergent residue, mineral deposits, and stains. Acid type bowl cleaner must not be used on floors, walls, or any surfaces other than inside toilet bowls and urinals. Chrome plated or stainless steel and servicing restrooms, trash must have been removed; all surfaces of restrooms must be disinfected and there must be no streaks, stains, marks, detergent residue, dirt accumulations, mold, fungus, mineral deposits, or soiling on any surface; and dispensers must be full. Clean rags/cloths must be used on each area, such as cloth used on toilet must not be used on sink.

- Clean and Fill Dispensers
  - Clean and disinfect, then fill paper towel, toilet paper and soap dispensers. Upon completion of cleaning and filling dispensers, all dispenser surfaces must be clean, free of all soil and streaks, disinfected with quaternary ammonium germicidal detergent, and full.
- K. Drinking Fountains
  - Contractor must remove all soil, mineral deposits, streaks, and smudges from the drinking fountains and cabinets, and disinfect all porcelain and metal surfaces including the orifice and drain. Contractor must remove soil and dust from air vents. Upon completion of cleaning drinking fountains, the entire drinking fountain must be clean, disinfected, and free of any soil, mineral deposits, streaks, detergent residue, and debris.

## IX. PROPOSAL REQUIREMENTS

These areas of interest shall be ranked and scored by an evaluation panel whose purpose is to develop a well-researched recommendation for award.

1. Understanding & Approach
  - Describe in detail how your company plans to provide the County's custodial services based on the expectations set for in the bid documents.
2. Company Experience & Capacity
  - Provide prior demonstrated experience in accomplishing similar projects, give the number of years that the company has been in business, and provide a statement on the extent of any company expansion required to handle a new service. Please indicate your company location and general information about the company and contact information.
3. Company Team & Qualifications
  - Provide information and qualifications of all those who will be involved in the delivery of service that include their experience in this area of service delivery, including sub-contractors. Indicate the level of involvement by principals of the company in the day-to-day operation of the contract. Provide licenses and/or certificates supporting qualifications.
4. Cost Proposal
  - Respondent shall submit attached "Cost Proposal" form. In addition, Respondent may also submit their own form as part of the proposal submittal documents.
  - Prepare a separate proposal for the annual cost of the service. Cost data submitted at this stage is not binding and is subject to negotiation if your company is chosen as a finalist. Include the number of personnel to be assigned to the contract and the total estimated cost of labor portion of the contract (include sample staffing chart). Identify all non-labor costs and their estimated totals.
5. References
  - Give at least four (4) references for contracts of similar size and scope, including at least two (2) references for current contracts or those awarded during the past three (3) years. Include the name of the organization, the length of the contract, a brief summary of the work, and the name, email address and/or telephone number of a responsible contact person. Reference will be contacted so please provide accurate information.

**X. EVALUATION CRITERIA/PROCESS**

The selection committee will evaluate and rank the responsive Proposals by applying the weighted comparative evaluation criteria set forth below.

<b>Criteria Description</b>	<b>Value</b>
Understanding & Approach	30%
Company Experience & Capacity	20%
Company Team & Qualifications	30%
Cost Proposal	20%

*\*Cost proposal to be in effect for 180 days.*

- All proposals will be evaluated using the criteria specified in this RFP. Selection will include an analysis of proposals by an Evaluation Committee composed of County Personnel who will review the submissions in accordance with the submittal requirements and the evaluation criteria set forth in this RFP. The committee may request oral interviews and/or site visits. Awards will not necessarily be based on cost alone. Other factors, as detailed in the RFP, will be considered in determining which proposal will be deemed best suited to meet the needs of Oconee County.
- After receipt of the submittals, the County will evaluate the responses, including the references, vendor requirements and other data relating to the Respondent’s qualifications. If requested by the Oconee County Procurement Officer, Respondents may be required to submit additional or supplemental information to determining whether the Respondent meets all of the qualification requirements.

The County at its sole discretion may, at any time, to the extent permitted by Applicable Law, exclude a Proposer from further participation in any negotiation process if the County determines that such Proposer is failing to progress in negotiations or if the terms of its Proposal are less advantageous than those of other Proposers and such Proposer is deemed no longer susceptible

Attachment A : Parks & Recreation Schedule of Services

OCONEE VETERANS PARK (OVP)						
COMMUNITY CENTER	FREQUENCY					
LOBBY, HALLWAYS, OFFICES, MEETING ROOMS, STAIRWAYS, ETC.	Daily	Weekly	Monthly	Quarterly	Semi-Annually	Annually
Vacuum carpeted floors, rugs, entrance mats (inside and outside)	X					
Vacuum and spot clean carpets with bonnet system		X				
Clean carpets with dry foam system; remove any carpet stains				X		
Use water extraction method to clean carpets						X
Sweep non-carpeted floors, stone and composition flooring	X					
Dust mop non-carpeted floors, stone and composition flooring; remove gum or other insoluble on the floor	X					
Wet mop non-carpeted floors, stone and composition flooring	X					
Machine scrub non-carpeted floors, stone/tile and composition flooring				X		
Spray buff/restore tile flooring and/or VCT				X		
Strip, seal and wax non-carpeted floor surfaces						X
General cleaning of building surfaces	X					
Clean/disinfect restrooms, locker room, kitchen and break rooms, door handles and door panic bar plates	X					
Damp wipe building surfaces		X				
Spot clean and scrub wall		X				
Dust all surfaces 6 feet and below		X				
Dust all surfaces 6 feet and above (high dusting)				X		
Reduce airborne dust; i.e., IT rooms, data processing areas, etc.				X		
Clean glass surfaces and mirrors (interior and exterior)	X					
Clean exterior windows						X
Clean and disinfect railings, handrails and stairways		X				
Clean window sills and window treatments/blinds				X		
Clean and polish metal surfaces			X			
Empty trash and recycling receptacles, clean and disinfect receptacles, and replace soiled or torn liners.	X					

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<b>ENTRANCES</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Semi-Annually</b>	<b>Annually</b>
Clean the exterior walls in entrance areas, up to six feet (6') from the top of the entrance floor surface			X			
Clean within ten feet (10') from entrance doorways		X				
Clean items such as mats, surfaces under mats, and foot scrapers		X				
Clean all glass doors and glass panels adjacent to glass doors	X					
Pressure wash within a ten-foot (10") perimeter using an acceptable cleaning solution according to annual schedule						X
<b>KITCHEN AND BREAK ROOMS</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Semi-Annually</b>	<b>Annually</b>
General cleaning and disinfecting of kitchen area and break room	X					
Empty trash and recycling receptacles, clean and disinfect receptacles, and replace soiled or torn liners.	X					
Clean and disinfect all surfaces of fixtures and accessories, damp-wipe all counter tops, appliances, including interior of microwave, and scrub sinks	X					
Clean, disinfect and fill paper towel and soap dispensers	X					
Vacuum carpeted floors, rugs, mats; remove any carpet stains	X					
Sweep non-carpeted floors, stone and composition flooring	X					
Spot Mop	X					
Wet mop non-carpeted floors with a germicidal detergent		X				
Machine scrub floors that cannot be completely cleaned by wet mopping with a germicidal detergent				X		
Flush cleaning chemicals through the traps daily to reduce accumulation of scale				X		
<b>ELEVATOR</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Semi-Annually</b>	<b>Annually</b>
Pick up any trash, food, or debris dropped on floors	X					
Spot clean spills using appropriate techniques;	X					
Spot clean fingerprints from stainless steel fascia in the elevator landings	X					
Mop/vacuum floors to remove dirt and stains	X					
Remove gum and/or other items from floors	x					
Clean walls, car stations, push buttons, kick panels	X					
Clean door tracks with scrub brush or vacuum cleaner	X					
Clean stainless steel and brass elevator walls and doors sills with clean white cloth		X				

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Spot clean and polish to remove marks and smudges by using a small amount of stainless cleaner		X				
Clean all stainless steel exterior fascia			X			
Polish stainless steel			X			
<b>STORAGE/CUSTODIAL SUPPLY ROOM</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Semi-Annually</b>	<b>Annually</b>
Clean and disinfect storage space surfaces		X				
Maintain minimum of seven (7) day supply of all stock materials must be available at all times	X					
<b>GYMNASIUM</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Semi-Annually</b>	<b>Annually</b>
Perform general cleaning of building surfaces	X					
Empty trash receptacles, clean and disinfect interior and exterior of receptacles, and replace soiled or torn liners	X					
Remove debris and trash under bleachers			X			
Clean and disinfect all bleacher surfaces		X				
Clean glass surfaces, interior and exterior windows		X				
Spot clean and scrub wall			X			
Sweep non-carpeted floors, stone and composition flooring		X				
Dust mop non-carpeted floors, stone and composition flooring; remove gum or other insoluble on the floor		X				
Wet mop non-carpeted floors, stone and composition flooring			X			
Machine scrub non-carpeted floors, stone/tile and composition flooring				X		
Dust all surfaces 6 feet and below				X		
Dust all surfaces 6 feet and above (high dusting)					X	
<b>FITNESS AREA/INDOOR WALKING TRACK</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Semi-Annually</b>	<b>Annually</b>
Perform general cleaning of building surfaces	X					
Empty trash receptacles, clean and disinfect interior and exterior of receptacles, and replace soiled or torn liners	X					
Clean and disinfect all surfaces of fitness equipment; machines, cardio, etc.		X				
Clean and disinfect mats under equipment and surfaces under mats			X			
Spot clean and scrub wall			X			
Sweep non-carpeted floors, stone and composition flooring		X				



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Dust mop non-carpeted floors, stone and composition flooring; remove gum or other insoluble on the floor		X				
Wet mop non-carpeted floors, stone and composition flooring		X				
Machine scrub non-carpeted floors, stone/tile and composition flooring				X		
Damp wipe building surfaces				X		
Dust all surfaces 6 feet and below			X			
Dust all surfaces 6 feet and above; to include all fans (high dusting)					X	
Clean glass surfaces, interior and exterior windows				X		
Clean and disinfect railings, handrails and stairways		X				
<b>COMMUNITY CENTER RESTROOMS</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Semi-Annually</b>	<b>Annually</b>
Perform general cleaning	X					
Empty trash receptacles, clean and disinfect interior and exterior of receptacles, and replace soiled or torn liners	X					
Empty sanitary napkin receptacles, clean and disinfect interior and exterior of receptacles, and replace plastic bag liner with a new liner	X					
Clean, disinfect and fill paper towel, toilet paper, and soap dispensers	X					
Clean mirrors	X					
Clean and disinfect all surfaces of fixtures and toilet and bath accessories	X					
Clean and disinfect all surfaces of partitions, stalls, stall doors, and wall areas adjacent to wall-mounted lavatories, urinals, and toilets			X			
Damp clean and disinfect all interior and exterior surfaces of toilet bowls, urinals, lavatories, showers, showerheads, dispensers, soap dishes, and other such surfaces	X					
Damp clean and disinfect all surfaces of shower curtains/doors; replace shower curtain as needed		X				
Damp clean and disinfect all exterior surfaces of lockers			X			
Removal of any feces, vomit, blood or other substances by flushing toilet or down floor drain with water blaster, if necessary, and then utilizing a germicidal disinfectant solution	X					
Sweep non-carpeted floors, stone and composition flooring	X					
Spot mop	X					
Wet mop non-carpet floors with a germicidal detergent	X					
Machine scrub floors that cannot be completely cleaned by wet mopping a germicidal detergent				X		
Flush cleaning chemicals through the traps daily to reduce accumulation of scale	X					
Clean and flush floor drains with germicidal detergent, followed by a second flushing with clean rinse water				X		

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Clean grout and sealants with appropriate chemical cleaning agent, according to annual schedule					X	
Clean wall and ceiling vents and air-intakes, removing lint and dust					X	
Clean and disinfect water fountains, cabinets and vents	X					
<b>OUTBUILDING RESTROOMS</b>	<b>FREQUENCY</b>					
<b>CONCESSION/RESTROOMS - SOCCER</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Semi-Annually</b>	<b>Annually</b>
March 1st – October 31 <sup>st</sup> : Daily November 1 <sup>st</sup> - February 29 <sup>th</sup> : 3 Days a Week (Mon/Wed/Fri)						
Perform general cleaning	X					
Empty trash receptacles, clean and disinfect interior and exterior of receptacles, and replace soiled or torn liners	X					
Empty sanitary napkin receptacles, clean and disinfect interior and exterior of receptacles, and replace plastic bag liner with a new liner	X					
Clean, disinfect and fill paper towel, toilet paper, and soap dispensers	X					
Clean mirrors	X					
Clean and disinfect all surfaces of fixtures and toilet and bath accessories	X					
Clean and disinfect all surfaces of partitions, stalls, stall doors, and wall areas adjacent to wall-mounted lavatories, urinals, and toilets			X			
Damp clean and disinfect all interior and exterior surfaces of toilet bowls, urinals, lavatories, showers, showerheads, dispensers, soap dishes, and other such surfaces	X					
Removal of any feces, vomit, blood or other substances by flushing toilet or down floor drain with water blaster, if necessary, and then utilizing a germicidal disinfectant solution	X					
Sweep non-carpeted floors, stone and composition flooring	X					
Spot mop	X					
Wet mop non-carpet floors with a germicidal detergent	X					
Machine scrub floors that cannot be completely cleaned by wet mopping a germicidal detergent				X		
Flush cleaning chemicals through the traps daily to reduce accumulation of scale				X		
Clean and flush floor drains with germicidal detergent, followed by a second flushing with clean rinse water				X		
Clean grout and sealants with appropriate chemical cleaning agent, according to annual schedule					X	
Clean wall and ceiling vents and air-intakes, removing lint and dust					X	
Clean and disinfect water fountains, cabinets and vents	X					

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CONCESSION/RESTROOMS - YOUTH BASEBALL/SOFTBALL	Daily	Weekly	Monthly	Quarterly	Semi-Annually	Annually
March 1st – October 31 <sup>st</sup> : Daily November 1 <sup>st</sup> - February 29 <sup>th</sup> : 3 Days a Week (Mon/Wed/Fri)						
Perform general cleaning	X					
Empty trash receptacles, clean and disinfect interior and exterior of receptacles, and replace soiled or torn liners	X					
Empty sanitary napkin receptacles, clean and disinfect interior and exterior of receptacles, and replace plastic bag liner with a new liner	X					
Clean, disinfect and fill paper towel, toilet paper, and soap dispensers	X					
Clean mirrors	X					
Clean and disinfect all surfaces of fixtures and toilet and bath accessories	X					
Clean and disinfect all surfaces of partitions, stalls, stall doors, and wall areas adjacent to wall-mounted lavatories, urinals, and toilets			X			
Damp clean and disinfect all interior and exterior surfaces of toilet bowls, urinals, lavatories, showers, showerheads, dispensers, soap dishes, and other such surfaces	X					
Removal of any feces, vomit, blood or other substances by flushing toilet or down floor drain with water blaster, if necessary, and then utilizing a germicidal disinfectant solution	X					
Sweep non-carpeted floors, stone and composition flooring	X					
Spot mop	X					
Wet mop non-carpet floors with a germicidal detergent	X					
Machine scrub floors that cannot be completely cleaned by wet mopping a germicidal detergent				X		
Flush cleaning chemicals through the traps daily to reduce accumulation of scale				X		
Clean and flush floor drains with germicidal detergent, followed by a second flushing with clean rinse water				X		
Clean grout and sealants with appropriate chemical cleaning agent, according to annual schedule					X	
Clean wall and ceiling vents and air-intakes, removing lint and dust					X	
Clean and disinfect water fountains, cabinets and vents	X					
CONCESSION/RESTROOMS - MULTI-USE FIELDS	Daily	Weekly	Monthly	Quarterly	Semi-Annually	Annually
March 1st – October 31 <sup>st</sup> : Daily November 1 <sup>st</sup> - February 29 <sup>th</sup> : 3 Days a Week (Mon/Wed/Fri)						
Perform general cleaning	X					
Empty trash receptacles, clean and disinfect interior and exterior of receptacles, and replace soiled or torn liners	X					

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Empty sanitary napkin receptacles, clean and disinfect interior and exterior of receptacles, and replace plastic bag liner with a new liner	X					
Clean, disinfect and fill paper towel, toilet paper, and soap dispensers	X					
Clean mirrors	X					
Clean and disinfect all surfaces of fixtures and toilet and bath accessories	X					
Clean and disinfect all surfaces of partitions, stalls, stall doors, and wall areas adjacent to wall-mounted lavatories, urinals, and toilets			X			
Damp clean and disinfect all interior and exterior surfaces of toilet bowls, urinals, lavatories, showers, showerheads, dispensers, soap dishes, and other such surfaces	X					
Removal of any feces, vomit, blood or other substances by flushing toilet or down floor drain with water blaster, if necessary, and then utilizing a germicidal disinfectant solution	X					
Sweep non-carpeted floors, stone and composition flooring	X					
Spot mop	X					
Wet mop non-carpet floors with a germicidal detergent	X					
Machine scrub floors that cannot be completely cleaned by wet mopping a germicidal detergent				X		
Flush cleaning chemicals through the traps daily to reduce accumulation of scale	X					
Clean and flush floor drains with germicidal detergent, followed by a second flushing with clean rinse water				X		
Clean grout and sealants with appropriate chemical cleaning agent, according to annual schedule					X	
Clean wall and ceiling vents and air-intakes, removing lint and dust					X	
Clean and disinfect water fountains, cabinets and vents	X					
<b>➤ TENNIS CXT RESTROOMS</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Semi-Annually</b>	<b>Annually</b>
March 1st – October 31 <sup>st</sup> : Daily November 1 <sup>st</sup> - February 29 <sup>th</sup> : 3 Days a Week (Mon/Wed/Fri)						
Perform general cleaning	X					
Empty trash receptacles, clean and disinfect interior and exterior of receptacles, and replace soiled or torn liners	X					
Empty sanitary napkin receptacles, clean and disinfect interior and exterior of receptacles, and replace plastic bag liner with a new liner	X					
Clean, disinfect and fill paper towel, toilet paper, and soap dispensers	X					
Clean mirrors	X					
Clean and disinfect all surfaces of fixtures and toilet and bath accessories	X					
Clean and disinfect all surfaces of partitions, stalls, stall doors, and wall areas adjacent to wall-mounted lavatories, urinals, and toilets			X			

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Damp clean and disinfect all interior and exterior surfaces of toilet bowls, urinals, lavatories, showers, showerheads, dispensers, soap dishes, and other such surfaces	X							
Removal of any feces, vomit, blood or other substances by flushing toilet or down floor drain with water blaster, if necessary, and then utilizing a germicidal disinfectant solution	X							
Sweep non-carpeted floors, stone and composition flooring	X							
Spot mop	X							
Wet mop non-carpet floors with a germicidal detergent	X							
Machine scrub floors that cannot be completely cleaned by wet mopping a germicidal detergent				X				
Flush cleaning chemicals through the traps daily to reduce accumulation of scale	X							
Clean and flush floor drains with germicidal detergent, followed by a second flushing with clean rinse water				X				
Clean grout and sealants with appropriate chemical cleaning agent, according to annual schedule					X			
Clean wall and ceiling vents and air-intakes, removing lint and dust					X			
Clean and disinfect water fountains, cabinets and vents	X							
<b>HERMAN C. MICHAEL PARK (HCM)</b>								
<b>BRANNEN BUILDING</b>			<b>FREQUENCY</b>					
<b>LOBBY, HALLWAYS, OFFICES, ROOMS, STAIRWAYS, ETC.</b>			<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Semi-Annually</b>	<b>Annually</b>
Vacuum carpeted floors, rugs, entrance mats (inside and outside)			X					
Vacuum and spot clean carpets with bonnet system				X				
Clean carpets with dry foam system; remove any carpet stains						X		
Use water extraction method to clean carpets								X
Sweep non-carpeted floors, stone and composition flooring			X					
Dust mop non-carpeted floors, stone and composition flooring; remove gum or other insoluble on the floor			X					
Wet mop non-carpeted floors, stone and composition flooring			X					
Machine scrub non-carpeted floors, stone/tile and composition flooring						X		
Spray buff/restore tile flooring and/or VCT						X		
Strip, seal and wax non-carpeted floor surfaces								X
General cleaning of building surfaces			X					
Clean/disinfect restrooms, locker room, kitchen and break rooms, door handles and door panic bar plates			X					

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Damp wipe building surfaces		X				
Spot clean and scrub wall		X				
Dust all surfaces 6 feet and below		X				
Dust all surfaces 6 feet and above (high dusting)				X		
Reduce airborne dust; i.e., IT rooms, data processing areas, etc.				X		
Clean glass surfaces and mirrors (interior and exterior)	X					
Clean exterior windows						X
Clean and disinfect railings, handrails and stairways		X				
Clean window sills and window treatments/blinds				X		
Clean and polish metal surfaces			X			
Empty trash and recycling receptacles, clean and disinfect receptacles, and replace soiled or torn liners.	X					
<b>ENTRANCES</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Semi-Annually</b>	<b>Annually</b>
Clean the exterior walls in entrance areas, up to six feet (6') from the top of the entrance floor surface			X			
Clean within ten feet (10') from entrance doorways		X				
Clean items such as mats, surfaces under mats, and foot scrapers		X				
Clean all glass doors and glass panels adjacent to glass doors	X					
Pressure wash within a ten-foot (10") perimeter using an acceptable cleaning solution according to annual schedule						X
<b>KITCHEN AND BREAK ROOMS</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Semi-Annually</b>	<b>Annually</b>
General cleaning and disinfecting of kitchen area and break room	X					
Empty trash and recycling receptacles, clean and disinfect receptacles, and replace soiled or torn liners.	X					
Clean and disinfect all surfaces of fixtures and accessories, damp-wipe all counter tops, appliances, including interior of microwave, and scrub sinks	X					
Clean, disinfect and fill paper towel and soap dispensers	X					
Vacuum carpeted floors, rugs, mats; remove any carpet stains	X					
Sweep non-carpeted floors, stone and composition flooring	X					
Spot Mop	X					
Wet mop non-carpeted floors with a germicidal detergent		X				

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Machine scrub floors that cannot be completely cleaned by wet mopping with a germicidal detergent				X		
Flush cleaning chemicals through the traps daily to reduce accumulation of scale	X					
<b>STORAGE/STORAGE ROOM</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Semi-Annually</b>	<b>Annually</b>
Clean and disinfect storage space surfaces		X				
Maintain minimum of seven (7) day supply of all stock materials must be available at all times	X					
<b>GYMNASIUM</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Semi-Annually</b>	<b>Annually</b>
Perform general cleaning of building surfaces	X					
Empty trash receptacles, clean and disinfect interior and exterior of receptacles, and replace soiled or torn liners	X					
Remove debris and trash under bleachers			X			
Clean and disinfect all bleacher surfaces		X				
Clean glass surfaces, interior and exterior windows		X				
Spot clean and scrub wall			X			
Sweep non-carpeted floors, stone and composition flooring		X				
Dust mop non-carpeted floors, stone and composition flooring; remove gum or other insoluble on the floor		X				
Wet mop non-carpeted floors, stone and composition flooring			X			
Machine scrub non-carpeted floors, stone/tile and composition flooring				X		
Dust all surfaces 6 feet and below				X		
Dust all surfaces 6 feet and above (high dusting)					X	
<b>BRANNEN BUILDING RESTROOMS</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Semi-Annually</b>	<b>Annually</b>
Perform general cleaning	X					
Empty trash receptacles, clean and disinfect interior and exterior of receptacles, and replace soiled or torn liners	X					
Empty sanitary napkin receptacles, clean and disinfect interior and exterior of receptacles, and replace plastic bag liner with a new liner	X					
Clean, disinfect and fill paper towel, toilet paper, and soap dispensers	X					
Clean mirrors	X					
Clean and disinfect all surfaces of fixtures and toilet and bath accessories	X					
Clean and disinfect all surfaces of partitions, stalls, stall doors, and wall areas adjacent to wall-mounted lavatories, urinals, and toilets			X			

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Damp clean and disinfect all interior and exterior surfaces of toilet bowls, urinals, lavatories, showers, showerheads, dispensers, soap dishes, and other such surfaces	X						
Damp clean and disinfect all surfaces of shower curtains/doors; replace shower curtain as needed		X					
Damp clean and disinfect all exterior surfaces of lockers			X				
Removal of any feces, vomit, blood or other substances by flushing toilet or down floor drain with water blaster, if necessary, and then utilizing a germicidal disinfectant solution	X						
Sweep non-carpeted floors, stone and composition flooring	X						
Spot mop	X						
Wet mop non-carpet floors with a germicidal detergent	X						
Machine scrub floors that cannot be completely cleaned by wet mopping a germicidal detergent					X		
Flush cleaning chemicals through the traps daily to reduce accumulation of scale	X						
Clean and flush floor drains with germicidal detergent, followed by a second flushing with clean rinse water			X				
Clean grout and sealants with appropriate chemical cleaning agent, according to annual schedule				X			
Clean wall and ceiling vents and air-intakes, removing lint and dust					X		
Clean and disinfect water fountains, cabinets and vents	X						
<b>OUTBUILDING RESTROOMS (BROWN BUILDING)</b>		<b>FREQUENCY</b>					
<b>CONCESSION/RESTROOMS</b>		<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Semi-Annually</b>	<b>Annually</b>
March 1st – October 31 <sup>st</sup> : Daily November 1 <sup>st</sup> - February 29 <sup>th</sup> : 3 Days a Week (Mon/Wed/Fri )							
Perform general cleaning	X						
Empty trash receptacles, clean and disinfect interior and exterior of receptacles, and replace soiled or torn liners	X						
Empty sanitary napkin receptacles, clean and disinfect interior and exterior of receptacles, and replace plastic bag liner with a new liner	X						
Clean, disinfect and fill paper towel, toilet paper, and soap dispensers	X						
Clean mirrors	X						
Clean and disinfect all surfaces of fixtures and toilet and bath accessories	X						
Clean and disinfect all surfaces of partitions, stalls, stall doors, and wall areas adjacent to wall-mounted lavatories, urinals, and toilets			X				
Damp clean and disinfect all interior and exterior surfaces of toilet bowls, urinals, lavatories, showers, showerheads, dispensers, soap dishes, and other such surfaces	X						
Removal of any feces, vomit, blood or other substances by flushing toilet or down floor drain with water blaster, if necessary, and then utilizing a germicidal disinfectant solution	X						



Attachment A : Parks & Recreation Schedule of Services

Sweep non-carpeted floors, stone and composition flooring	X							
Spot mop	X							
Wet mop non-carpet floors with a germicidal detergent	X							
Machine scrub floors that cannot be completely cleaned by wet mopping a germicidal detergent				X				
Flush cleaning chemicals through the traps daily to reduce accumulation of scale	X							
Clean and flush floor drains with germicidal detergent, followed by a second flushing with clean rinse water				X				
Clean grout and sealants with appropriate chemical cleaning agent, according to annual schedule					X			
Clean wall and ceiling vents and air-intakes, removing lint and dust					X			
Clean and disinfect water fountains, cabinets and vents	X							
<b>UPSTAIRS HALL, RESTROOMS, ETC.</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Semi-Annually</b>	<b>Annually</b>		
Vacuum carpeted floors, rugs, entrance mats (inside and outside)				X				
General cleaning of building surfaces				X				
Dust all surfaces 6 feet and below				X				
Dust all surfaces 6 feet and above (high dusting)				X				
Empty trash receptacles, clean and disinfect interior and exterior of receptacles, and replace soiled or torn liners				X				
Clean, disinfect and fill paper towel, toilet paper, and soap dispensers				X				
Clean and disinfect all surfaces of fixtures and toilet and bath accessories				X				
Damp clean and disinfect all interior and exterior surfaces of toilet bowls, urinals, lavatories, dispensers, soap dishes, and other such surfaces				X				
Removal of any feces, vomit, blood or other substances by flushing toilet or down floor drain with water blaster, if necessary, and then utilizing a germicidal disinfectant solution				X				
Sweep non-carpeted floors, stone and composition flooring				X				
Wet mop non-carpet floors with a germicidal detergent				X				
<b>BOGART SPORTS COMPLEX (BSC)</b>								
<b>QUAD BUILDING (FIELDS 1-4 BUILDING)</b>			<b>FREQUENCY</b>					
<b>OFFICES, ROOMS, ETC.</b>			<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Semi-Annually</b>	<b>Annually</b>
Vacuum carpeted floors, rugs, entrance mats (inside and outside)								X
Clean carpets with dry foam system; remove any carpet stains								X

Attachment A : Parks & Recreation Schedule of Services

Use water extraction method to clean carpets						X
General cleaning of building surfaces						X
Damp wipe building surfaces						X
Spot clean and scrub wall						X
Dust all surfaces 6 feet and below						X
Dust all surfaces 6 feet and above (high dusting)						X
Reduce airborne dust; i.e., IT rooms, data processing areas, etc.						X
Clean glass surfaces and mirrors (interior and exterior)						X
Clean exterior windows						X
Clean window sills and window treatments/blinds						X
Empty trash and recycling receptacles, clean and disinfect receptacles, and replace soiled or torn liners.						X
<b>ENTRANCES</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Semi-Annually</b>	<b>Annually</b>
Clean the exterior walls in entrance areas, up to six feet (6') from the top of the entrance floor surface			X			
Clean within ten feet (10') from entrance doorways		X				
Clean items such as mats, surfaces under mats, and foot scrapers		X				
Clean all glass doors and glass panels adjacent to glass doors	X					
<b>QUAD BUILDING RESTROOMS</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Semi-Annually</b>	<b>Annually</b>
March 1st – October 31 <sup>st</sup> : Daily November 1 <sup>st</sup> - February 29 <sup>th</sup> : 3 Days a Week (Mon/Wed/Fri)						
Perform general cleaning	X					
Empty trash receptacles, clean and disinfect interior and exterior of receptacles, and replace soiled or torn liners	X					
Empty sanitary napkin receptacles, clean and disinfect interior and exterior of receptacles, and replace plastic bag liner with a new liner	X					
Clean, disinfect and fill paper towel, toilet paper, and soap dispensers	X					
Clean mirrors	X					
Clean and disinfect all surfaces of fixtures and toilet and bath accessories	X					
Clean and disinfect all surfaces of partitions, stalls, stall doors, and wall areas adjacent to wall-mounted lavatories, urinals, and toilets			X			

Attachment A : Parks & Recreation Schedule of Services

Damp clean and disinfect all interior and exterior surfaces of toilet bowls, urinals, lavatories, showers, showerheads, dispensers, soap dishes, and other such surfaces	X					
Damp clean and disinfect all surfaces of shower curtains/doors; replace shower curtain as needed	X					
Removal of any feces, vomit, blood or other substances by flushing toilet or down floor drain with water blaster, if necessary, and then utilizing a germicidal disinfectant solution	X					
Sweep non-carpeted floors, stone and composition flooring	X					
Spot mop	X					
Wet mop non-carpet floors with a germicidal detergent	X					
Machine scrub floors that cannot be completely cleaned by wet mopping a germicidal detergent				X		
Flush cleaning chemicals through the traps daily to reduce accumulation of scale	X					
Clean and flush floor drains with germicidal detergent, followed by a second flushing with clean rinse water				X		
Clean grout and sealants with appropriate chemical cleaning agent, according to annual schedule					X	
Clean wall and ceiling vents and air-intakes, removing lint and dust					X	
Clean and disinfect water fountains, cabinets and vents	X					
<b>OUTBUILDING RESTROOM (FIELDS 5-6)</b>	<b>FREQUENCY</b>					
<b>CXT RESTROOMS</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Semi-Annually</b>	<b>Annually</b>
March 1st – October 31 <sup>st</sup> : Daily November 1 <sup>st</sup> - February 29 <sup>th</sup> : 3 Days a Week (Mon/Wed/Fri)						
Perform general cleaning	X					
Empty trash receptacles, clean and disinfect interior and exterior of receptacles, and replace soiled or torn liners	X					
Empty sanitary napkin receptacles, clean and disinfect interior and exterior of receptacles, and replace plastic bag liner with a new liner	X					
Clean, disinfect and fill paper towel, toilet paper, and soap dispensers	X					
Clean mirrors	X					
Clean and disinfect all surfaces of fixtures and toilet and bath accessories	X					
Clean and disinfect all surfaces of partitions, stalls, stall doors, and wall areas adjacent to wall-mounted lavatories, urinals, and toilets			X			
Damp clean and disinfect all interior and exterior surfaces of toilet bowls, urinals, lavatories, showers, showerheads, dispensers, soap dishes, and other such surfaces	X					
Removal of any feces, vomit, blood or other substances by flushing toilet or down floor drain with water blaster, if necessary, and then utilizing a germicidal disinfectant solution	X					
Sweep non-carpeted floors, stone and composition flooring	X					

Attachment A : Parks & Recreation Schedule of Services

Spot mop	X					
Wet mop non-carpet floors with a germicidal detergent	X					
Machine scrub floors that cannot be completely cleaned by wet mopping a germicidal detergent				X		
Flush cleaning chemicals through the traps daily to reduce accumulation of scale	X					
Clean and flush floor drains with germicidal detergent, followed by a second flushing with clean rinse water				X		
Clean grout and sealants with appropriate chemical cleaning agent, according to annual schedule					X	
Clean wall and ceiling vents and air-intakes, removing lint and dust					X	
Clean and disinfect water fountains, cabinets and vents	X					
<b>HERITAGE PARK</b>						
<b>OUTBUILDING RESTROOMS</b>	<b>FREQUENCY</b>					
<b>NORTH AND SOUTH (2 BUILDINGS)</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Semi-Annually</b>	<b>Annually</b>
Perform general cleaning					X	
Empty trash receptacles, clean and disinfect interior and exterior of receptacles, and replace soiled or torn liners					X	
Empty sanitary napkin receptacles, clean and disinfect interior and exterior of receptacles, and replace plastic bag liner with a new liner					X	
Clean, disinfect and fill paper towel, toilet paper, and soap dispensers					X	
Clean mirrors					X	
Clean and disinfect all surfaces of fixtures and toilet and bath accessories					X	
Clean and disinfect all surfaces of partitions, stalls, stall doors, and wall areas adjacent to wall-mounted lavatories, urinals, and toilets					X	
Damp clean and disinfect all interior and exterior surfaces of toilet bowls, urinals, lavatories, showers, showerheads, dispensers, soap dishes, and other such surfaces					X	
Removal of any feces, vomit, blood or other substances by flushing toilet or down floor drain with water blaster, if necessary, and then utilizing a germicidal disinfectant solution					X	
Sweep non-carpeted floors, stone and composition flooring					X	
Spot mop					X	
Wet mop non-carpet floors with a germicidal detergent					X	
Machine scrub floors that cannot be completely cleaned by wet mopping a germicidal detergent					X	
Flush cleaning chemicals through the traps to reduce accumulation of scale					X	
Clean and flush floor drains with germicidal detergent, followed by a second flushing with clean rinse water					X	
Clean wall and ceiling vents and air-intakes, removing lint and dust					X	
Clean and disinfect water fountains, cabinets and vents					X	

Attachment B : Senior Center Schedule of Services

SENIOR CENTER						
	FREQUENCY					
LOBBY, HALLWAYS, OFFICES, DINING, FITNESS ROOM AND ACTIVITY AREAS	Daily	Weekly	Monthly	Quarterly	Semi-Annually	Annually
Vacuum carpeted floors, rugs, entrance mats (inside and outside)	X					
Vacuum and spot clean carpets with bonnet system		X				
Vacuum pocket door tracking in dining area		X				
Clean carpets with dry foam system; remove any carpet stains				X		
Use water extraction method to clean carpets						X
Sweep/dust mop non-carpeted floors, stone and composition flooring; remove gum or other insoluble on the floor	X					
Spot mop and clean food debris off dining room floor with germicidal cleaner	X					
Wet mop non-carpeted floors, stone and composition flooring	X					
Machine scrub non-carpeted floors, stone/tile and composition flooring				X		
Spray buff/restore tile flooring and/or VCT				X		
Strip, seal and wax non-carpeted floor surfaces					X	
General cleaning of building surfaces	X					
Clean/disinfect restrooms, locker room, kitchen and break rooms, door handles and door panic bar plates	X					
Damp wipe building surfaces		X				
Spot clean and scrub wall; includes all block wall areas in dining room, activity areas and meeting rooms		X				
Dust all surfaces 6 feet and below		X				
Dust all surfaces 6 feet and above (high dusting) ; includes walls and ceiling vents				X		
Reduce airborne dust; i.e., IT rooms, data processing areas, computers, etc.				X		
Clean glass surfaces and mirrors (interior and exterior door windows) with non-streaking cleaner (Library windows weekly and front building doors daily)	X					
Clean exterior windows						X
Clean and disinfect railings and handrails		X				
Clean window sills and window treatments/blinds				X		
Clean and polish metal surfaces			X			
Empty trash and recycling receptacles. Clean and disinfect receptacles and replace soiled or torn liners, as needed.	X					

Attachment B : Senior Center Schedule of Services

<b>KITCHEN AND OFFICE AREA</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Semi-Annually</b>	<b>Annually</b>
General cleaning and disinfecting of kitchen area hand washing sink; sweep and mop kitchen floors.	X					
Clean mirror	X					
Empty trash and recycling receptacles. Clean and disinfect receptacles and replace soiled or torn liners, as needed.	X					
Clean and disinfect all surfaces of fixtures and accessories, damp-wipe all counter tops, appliances, including interior of microwave, and scrub sinks	X					
Clean, disinfect and fill paper towel and soap dispensers	X					
Vacuum floors, rugs, mats;	X					
Clean/Mop rubber kitchen mats;	X					
Scrub rubber kitchen mats;			X			
Sweep non-carpeted floors, stone and composition flooring; remove stored items to clean	X					
Wet mop non-carpeted floors with a germicidal detergent; remove stored items to clean		X				
Machine scrub floors that cannot be completely cleaned by wet mopping with a germicidal detergent				X		
Spray buff/restore tile flooring and/or VCT				X		
Strip, seal and wax non-carpeted floor surfaces					X	
<b>BUILDING RESTROOMS</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Semi-Annually</b>	<b>Annually</b>
Perform general cleaning	X					
Empty trash and recycling receptacles. Clean and disinfect receptacles and replace soiled or torn liners, as needed.	X					
Empty sanitary napkin receptacles, clean and disinfect interior and exterior of receptacles, and replace plastic bag liner with a new liner	X					
Clean, disinfect and fill paper towel, toilet paper, and soap dispensers	X					
Clean glass surfaces and mirrors (interior and exterior) with non-streaking cleaner	X					
Clean and disinfect all surfaces of fixtures and toilet and bath accessories	X					
Clean and disinfect all surfaces of partitions, stalls, stall doors, and wall areas adjacent to wall-mounted lavatories, urinals, and toilets			X			
Damp clean and disinfect all interior and exterior surfaces of toilet bowls, urinals, lavatories, showers, showerheads, dispensers, soap dishes, and other such surfaces	X					
Removal of any feces, vomit, blood or other substances by flushing toilet or down floor drain with water	X					

Attachment B : Senior Center Schedule of Services

blaster, if necessary, and then utilizing a germicidal disinfectant solution						
Sweep non-carpeted floors, stone and composition flooring	X					
Wet mop non-carpet floors with a germicidal detergent	X					
Machine scrub floors that cannot be completely cleaned by wet mopping a germicidal detergent				X		
Clean and flush floor drains with germicidal detergent, followed by a second flushing with clean rinse water			X			
Clean grout and sealants with appropriate chemical cleaning agent, according to annual schedule					X	
Clean wall and ceiling vents and air-intakes, removing lint and dust					X	
Clean and disinfect water fountains, cabinets and vents	X					
<b>STORAGE ROOM</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Semi-Annually</b>	<b>Annually</b>
Clean and disinfect storage space surfaces; keep area organized		X				
Maintain minimum of seven (7) day supply of all stock materials at all times	X					

Attachment C – Library Schedule of Services

BOGART LIBRARY						
	FREQUENCY					
RESTROOMS	Daily	Weekly	Monthly	Quarterly	Semi-Annually	Annually
All fixtures cleaned: sinks, faucets, counters, commodes (including base)		X				
Clean mirrors and hardware		X				
Sweep, mop, & wax floors		X				
Clean Walls		X				
Clean baby-changing tables		X				
Empty waste paper baskets (and wash exterior of baskets)		X				
FOYER	Daily	Weekly	Monthly	Quarterly	Semi-Annually	Annually
Sweep & mop floor		X				
Clean glass inside & outside.		X				
Clean Water Fountain		X				
Clean Walls.		X				
MAIN LIBRARY READING AREA/MULTI-PURPOSE ROOM/WORKROOM & OFFICE SPACE	Daily	Weekly	Monthly	Quarterly	Semi-Annually	Annually
Vacuum Carpet		X				
Clean table tops & chairs.		X				
Dust tables and wooden chairs		X				
Vacuum sofas and cloth chairs.		X				
Wash Circulation counter		X				
Wash tabletops		X				
Dust bookshelves including tops of books, empty shelves, and tops of shelves.		X				
Empty waste paper baskets.		X				
Wash lower windows inside.		X				
Dust all window sills.		X				
Remove and wash light covers.					X	
Vacuum furnace ducts.					X	
Clean carpet and upholstered furniture.					X	
Wash windows inside and outside, including the interior windows.						X
Strip and wax VCT floors.						X
OUTSIDE OF BUILDING	Daily	Weekly	Monthly	Quarterly	Semi-Annually	Annually
Sweep sidewalk, or wash if needed.		X				
Pick up litter on grounds.		X				



Attachment C – Library Schedule of Services

Empty & replace trash bag in the container with the cigarette disposal on top.		X				
Put trash in big green container. The City of Bogart picks this up each week.		X				
<b>WATKINSVILLE LIBRARY</b>						
	<b>FREQUENCY</b>					
<b>RESTROOMS (PUBLIC &amp; STAFF)</b>	Daily	Weekly	Monthly	Quarterly	Semi-Annually	Annually
All fixtures cleaned: sinks, faucets, counters, & commodes (including base).	X					
Clean Mirrors and door hardware.	X					
Floors swept, mopped, and cleaned according to Manufacturer's instructions.	X					
Walls cleaned (if needed).	X					
Baby changing tables cleaned.	X					
Restock toilet paper and soap (as needed).	X					
Empty waste paper baskets (and wash exterior of baskets when necessary).	X					
<b>FOYER</b>	Daily	Weekly	Monthly	Quarterly	Semi-Annually	Annually
Vacuum carpet.	X					
Entryway glass cleaned inside and out.		X				
Clean and scrub water fountains.		X				
Walls cleaned.		X				
Remove all corners of spider webs.			X			
Clean emergency door bars.						X
Clean Top (clerestory) windows inside and out.						X
Vacuum Furnace ducts.						X
Dust recessed light fixtures in ceiling.						X
Dust lenses of light fixtures.						X
<b>MAIN LIBRARY READING AREA/MULTI-PURPOSE ROOM/WORKROOM &amp; OFFICE SPACE</b>	Daily	Weekly	Monthly	Quarterly	Semi-Annually	Annually
Empty all trash receptacles in main library area, workroom & office.	X					
Remove trash from the building.	X					
Sanitize water fountains.	X					
Sink and counter in meeting room cleaned.		X				
Vacuum all carpet.		X				
In server room, vacuum only where you can reach.		X				
Clean carpet and upholstered furniture.					X	
Sweep and mop hard floors.		X				
Tables and chairs dusted (all lower rungs)		X				

Attachment C – Library Schedule of Services

Vacuum sofas and fabric-covered chairs.		X				
Circulation Desk washed.		X				
Tabletops washed.		X				
Dust bookshelves including tops of books, all empty shelves, and tops of shelves. Dust shelves and tops of New Books display case.		X				
Dust all surfaces in workroom & office.		X				
Dust windowsills and remove cobwebs in main reading areas.		X				
Dust windowsills in workroom & office.			x			
Clean dust and cobwebs from wire grill in Circulation Desk.		X				
Clean sink & counter in kitchenette.		X				
Clean glass windows in offices, both sides.			X			
Clean/dust top of display cases (glass case by Children's).			X			
Dust and clean with furniture polish all public tables and chairs.			X			
Clean all corners of spider webs.			X			
Clean emergency door bars.						X
Wash/polish public table tops (including computer tables).						X
Clean Top (clerestory) windows inside and out.						X
Vacuum Furnace ducts.						X
Dust recessed light fixtures in ceiling.						X
Dust lenses of light fixtures.						X
<b>OUTSIDE OF BUILDING</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Semi-Annually</b>	<b>Annually</b>
Shake off the outside doormat to rid of dirt.	X					

## BIDDER'S CHECKLIST

Company Name \_\_\_\_\_

Please indicate you have completed the following documentation and submit them in the following order.

### ITEM DESCRIPTION

---

Check

- Bidder's Checklist
- Bidder's Information Form
- Cost Proposal
- Subcontractor List
- Addenda Acknowledgement Form
- Certificate of Non-Collusion
- Georgia's Security & Immigration Compliance Act Affidavit (E-Verify)
- S.A.V.E. Affidavit
- Drug-Free Workplace Certificate
- W-9

\_\_\_\_\_  
*Authorized Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Email*

### BIDDER'S INFORMATION

LEGAL BUSINESS NAME \_\_\_\_\_ TIN # \_\_\_\_\_

**INDICATE LEGAL FORM OF BUSINESS:**

Corporation Partnership Individual Other (specify) \_\_\_\_\_

ADDRESS \_\_\_\_\_  
*Street City State Zip Code*

AUTHORIZED SIGNER \_\_\_\_\_  
*Name Title*

PRIMARY CONTACT \_\_\_\_\_  
*Name Phone Email*

SECONDARY CONTACT \_\_\_\_\_  
*Name Phone Email*

COMPANY WEBSITE \_\_\_\_\_

**BILLING ADDRESS (IF DIFFERENT THAN ABOVE)**

\_\_\_\_\_  
*Street City State Zip Code*

DO YOU HAVE AN OCCUPATIONAL TAX LICENSE IN THE STATE OF GEORGIA? Yes No

LICENSED BY CITY/STATE? \_\_\_\_\_ OCCUPATIONAL TAX LICENSE # \_\_\_\_\_

HAS YOUR COMPANY EVER BEEN DISBARRED FROM DOING BUSINESS WITH ANY FEDERAL, STATE, OR LOCAL ENTITY?

YES NO IF YES, PLEASE STATE THE AGENCY NAME, DATES, AND REASON FOR DEBARMENT.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RFP# 24-04-009  
Custodial Services  
Cost Proposal**

Please use this COST PROPOSAL Form to indicate the cost for this contract. Your total cost must include **ALL** fees, travel, and any other costs needed to complete the project.

I certify that the proposed costs(s) are accurate and reflect any applicable discounts, and that the company, which I represent, will deliver the services and related items for this proposed amount.

By submission of this response, I also certify that the RESPONDENT has read and understands all of the requirements contained in this solicitation, and agrees to be bound by all the terms and conditions contained in this solicitation without exception.

We have included all required documents required per the OWNER Instructions and Specifications. The RESPONDENT has availed itself of every opportunity to understand the requirements of this solicitation.

Therefore, the undersigned respectfully submits this response and any attachments, if required.

**THE UNDERSIGNED HEREBY PROPOSES THE ATTACHED TECHNICAL AND COST PROPOSAL TO RFP# 24-04-009, ISSUED BY OCONEE COUNTY ON APRIL 2, 2024. ANY EXCEPTIONS SHALL BE CLEARLY MARKED IN THE ATTACHED COPY OF THE RFP:**

**BASE SERVICES**

<b>Facility</b>	<b>Monthly Cost</b>	<b>Annual Cost</b>
Oconee Veterans Park (OVP)	\$ _____	\$ _____
Herman C. Michael Park (HCM)	\$ _____	\$ _____
Bogart Sports Complex (BSC)	\$ _____	\$ _____
Heritage Park (HP)	\$ _____	\$ _____
Oconee County Senior Center	\$ _____	\$ _____
Watkinsville Library	\$ _____	\$ _____
Bogart Library	\$ _____	\$ _____

**ADDITIONAL AS NEEDED SERVICES**

<b>Description</b>	<b>Cost</b>	<b>UOM</b>
Standard General Custodial Services	\$ _____	per Hour
Carpet Cleaning using the Extraction Method	\$ _____	per Square Foot
Stripping & Refinishing VCT Floors with four (4) coats	\$ _____	per Square Foot

*\*A separate sheet may be attached if the Respondent wishes to add more detailed cost information.*

\_\_\_\_\_  
Firm/Company-*PRINTED*

\_\_\_\_\_  
Email

\_\_\_\_\_  
Bidder Name-*PRINTED*

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## ADDENDA ACKNOWLEDGEMENT

---

The Respondent has examined and carefully studied the Invitation to Bid and the following Addenda, receipt of all of which is hereby acknowledged:

Addendum Number \_\_\_\_\_ Date \_\_\_\_\_

Addendum Number \_\_\_\_\_ Date \_\_\_\_\_

Addendum Number \_\_\_\_\_ Date \_\_\_\_\_

Addendum Number \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
*Authorized Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

\_\_\_\_\_  
*Printed Name*

*Respondent must acknowledge any issued addenda. Bids which fail to acknowledge the Respondent's receipt of any addenda may result in the rejection of the bid if the addendum contains information that substantively changes the Owner's requirements.*

## SUBCONTRACTOR LIST

LIST BELOW ALL SUBCONTRACTORS PROPOSED BY THE RESPONDENT AT THE TIME OF BID SUBMITTAL.

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

TYPE OF WORK \_\_\_\_\_ % OF PROJECT \_\_\_\_\_ AMOUNT \_\_\_\_\_

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

TYPE OF WORK \_\_\_\_\_ % OF PROJECT \_\_\_\_\_ AMOUNT \_\_\_\_\_

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

TYPE OF WORK \_\_\_\_\_ % OF PROJECT \_\_\_\_\_ AMOUNT \_\_\_\_\_

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

TYPE OF WORK \_\_\_\_\_ % OF PROJECT \_\_\_\_\_ AMOUNT \_\_\_\_\_

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

TYPE OF WORK \_\_\_\_\_ % OF PROJECT \_\_\_\_\_ AMOUNT \_\_\_\_\_

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

TYPE OF WORK \_\_\_\_\_ % OF PROJECT \_\_\_\_\_ AMOUNT \_\_\_\_\_

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

TYPE OF WORK \_\_\_\_\_ % OF PROJECT \_\_\_\_\_ AMOUNT \_\_\_\_\_

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

TYPE OF WORK \_\_\_\_\_ % OF PROJECT \_\_\_\_\_ AMOUNT \_\_\_\_\_

(USE ADDITIONAL PAGES IF NEEDED. ATTACH HERETO)

## CERTIFICATE OF NON-COLLUSION

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CUSTODIAL SERVICES  
RFP# 24-04-009  
STATE OF GEORGIA  
OCONEE COUNTY BOARD OF COMMISSIONERS

---

Being first duly sworn, deposes and says that he is

---

(sole owner, partner, president, secretary, etc.)

the party making the forgoing Proposal or Bid; that such ITB is genuine and not collusive or sham; that said Respondent has not colluded, conspired, connived, or agreed, directly or indirectly, with any Respondent or person, to put in a sham Response, or that such other person shall refrain from Responding, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the Response price of affiant or any other Respondent, or to fix any overhead, profit or cost element of said Response Price, or of that of any other Respondent, or to secure any advantage against Oconee County, or any other person interested in the proposed Agreement; and all statements in said Proposal or Bid are true; and further, that such Respondent has not, directly or indirectly, submitted this Response, or the contents thereof, or divulged information or data relative thereto any association or to any member or agent thereof.

---

(Affiant)

Subscribed and Sworn to before me this \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_.

---

(Notary Public in and for)

---

(County)

My Commission expires \_\_\_\_\_, 20\_\_\_\_.

(SEAL)



Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)

The undersigned contractor ("Contractor") executes this affidavit to comply with O.C.G.A. § 13-10-91 related to any contract to which Contractor is a party that is subject to O.C.G.A. § 13-10-91 and hereby verifies its compliance with O.C.G.A. § 13-10-91, attesting as follows:

- a) The Contractor has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program;
- b) The Contractor will continue to use the federal work authorization program throughout the contract period, including any renewal or extension thereof;
- c) The Contractor will notify the public employer in the event the Contractor ceases to utilize the federal work authorization program during the contract period, including renewals or extensions thereof;
- d) The Contractor understands that ceasing to utilize the federal work authorization program constitutes a material breach of contract;
- e) The Contractor will contract for the performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the Contractor with the information required by O.C.G.A. § 13-10-91(a), (b), and (c);
- f) The Contractor acknowledges and agrees that this affidavit shall be incorporated into any contract(s) subject to the provisions of O.C.G.A. § 13-10-91 for the project listed below to which Contractor is party after the date hereof without further action or consent by Contractor; and
- g) Contractor acknowledges its responsibility to submit copies of any affidavits, drivers' licenses, and identification cards required pursuant to O.C.G.A. § 13-10-91 to the public employer within five business days of receipt.

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Contractor

\_\_\_\_\_  
Name of Project

\_\_\_\_\_  
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, \_\_\_\_ 202\_\_ in \_\_\_\_\_ (city), \_\_\_\_\_ (state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name & Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 202\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires:  
\_\_\_\_\_

Subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(3)

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

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Subcontractor

\_\_\_\_\_  
Name of Project

\_\_\_\_\_  
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, \_\_\_\_ 202\_\_ in \_\_\_\_\_ (city), \_\_\_\_\_ (state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name & Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 202\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires:

\_\_\_\_\_

ITB# 24-03-007  
Street Sweeping Services

Affidavit Verifying Status for County Public Benefit Application  
(SAVE Affidavit)  
O.C.G.A. § 50-36-1(e)(2)

By executing this affidavit under oath, as an applicant for a Business Occupation Tax Certificate, Alcohol License or other public benefit as referenced in O.C.G.A. § 50-36-1, from Oconee County, Georgia, the undersigned applicant verifies one of the following with respect to my application for a public benefit:

- 1) I am a United States Citizen
- 2) I am a legal permanent resident of the United States.
- 3) I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.

My issued alien number is \_\_\_\_\_ My card number is \_\_\_\_\_

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and can provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1(e)(1) with this affidavit.

The secure and verifiable document can be best classified as \_\_\_\_\_

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-2 and face criminal penalties as allowed by such criminal statute.

Executed in \_\_\_\_\_ (city), \_\_\_\_\_ (state).

\_\_\_\_\_  
Signature of Application

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date of Birth

SUBSCRIBED AND SWORN BEFORE ME, this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires \_\_\_\_\_

## Drug Free Workplace Certificate

By signature on this certificate, the Contractor certifies that the provisions of O.C.G.A. § 50-24-1 through 50-24-6 related to the 'Drug Free Workplace Act' have been complied with in full. Contractor further certifies that:

1. A drug free workplace will be provided for the Contractor's employees during the performance of the contract; and
2. Each Contractor that hires a subcontractor to work in a drug free workplace shall secure from that subcontractor the following written certification:

'As part of the subcontracting agreement with (contractor's name), (subcontractor's name) certifies to the Contractor that a drug free workplace will be provided for the subcontractor's employees during the performance of this contract pursuant to O.C.G.A. § 50-24-3(b)(7).

By signature on this certificate, the Contractor further certifies that it will not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of this contract.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name PRINTED

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

# Request for Taxpayer Identification Number and Certification

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

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p><b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p>	
	<p><b>2</b> Business name/disregarded entity name, if different from above</p>	
	<p><b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> 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><b>Note:</b> 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 <b>not</b> 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><b>4</b> 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 style="font-size: small;">(Applies to accounts maintained outside the U.S.)</p>
	<p><b>5</b> Address (number, street, and apt. or suite no.) See instructions.</p>	Requester's name and address (optional)
	<p><b>6</b> City, state, and ZIP code</p>	
	<p><b>7</b> List account number(s) here (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.

<b>Social security number</b>											
				-			-				
<b>or</b>											
<b>Employer identification number</b>											
				-							

**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.

<b>Sign Here</b>	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](http://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-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.*

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

**Note:** If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

**Foreign person.** If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

## Backup Withholding

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

**Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

## What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

## Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

## Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

## Specific Instructions

### Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

**Note: ITIN applicant:** Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

### Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

### Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

### Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

#### Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 5 <sup>2</sup>
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

<sup>1</sup> See Form 1099-MISC, Miscellaneous Income, and its instructions.

<sup>2</sup> However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

**Exemption from FATCA reporting code.** The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a) J—

A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

**Note:** You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

## Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

## Line 6

Enter your city, state, and ZIP code.

## Part I. Taxpayer Identification Number (TIN)

**Enter your TIN in the appropriate box.** If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

**Note:** See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at [www.SSA.gov](http://www.SSA.gov). You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/Businesses](http://www.irs.gov/Businesses) and clicking on Employer Identification Number (EIN) under Starting a Business. Go to [www.irs.gov/Forms](http://www.irs.gov/Forms) to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to [www.irs.gov/OrderForms](http://www.irs.gov/OrderForms) to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note:** Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

**Caution:** A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

## Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

**Signature requirements.** Complete the certification as indicated in items 1 through 5 below.



**1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.**

You must give your correct TIN, but you do not have to sign the certification.

**2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.**

You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

**3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

**4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLÉ accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

**What Name and Number To Give the Requester**

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee <sup>1</sup>
b. So-called trust account that is not a legal or valid trust under state law	The actual owner <sup>1</sup>
6. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>3</sup>
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor*

For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

<sup>4</sup> List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

\*Note: The grantor also must provide a Form W-9 to trustee of trust.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

**Secure Your Tax Records From Identity Theft**

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

**Protect yourself from suspicious emails or phishing schemes.**

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at [spam@uce.gov](mailto:spam@uce.gov) or report them at [www.ftc.gov/complaint](http://www.ftc.gov/complaint). You can contact the FTC at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see [www.IdentityTheft.gov](http://www.IdentityTheft.gov) and Pub. 5027.

Visit [www.irs.gov/IdentityTheft](http://www.irs.gov/IdentityTheft) to learn more about identity theft and how to reduce your risk.

## Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.