



County Board of Commissioners Request for Proposal Number 1903-17 Annual Custodial Services

ISSUE DATE: March 13, 2019

MANDATORY PRE-SUBMITTAL MEETING: 10:30 AM, Thursday, March 21, 2019; Oconee Veterans Park

QUESTIONS DEADLINE: Prior to 10:30 AM, Thursday, March 28, 2019

ACCEPTANCE DATE: Prior to 10:30 AM, Thursday, April 4, 2019 "Local Time"

ACCEPTANCE PLACE & TIME: Oconee County Board of Commissioners
Finance Department - Procurement
23 N. Main Street, Suite 203
Watkinsville, Georgia 30677

Please submit one (1) unbound original, three (3) copies, and one (1) electronic file of your firm's Cost and Technical Proposal. All prospective Offerors who are qualified Contractors are invited to submit a proposal. Only contractors that attend the mandatory pre-submittal meeting will be allowed to submit final proposals.

OPENING PLACE: Oconee County Board of Commissioners
Commission Chambers
23 N. Main Street, Suite 205
Watkinsville, Georgia 30677

INFORMATION REQUESTS: Karen T. Barnett, CPPB
(706) 769-2944
E-mail address: kbarnett@oconee.ga.us

This document can be downloaded from our web site:

<https://vrapp.vendorregistry.com/Bids/View/BidsList?BuyerId=1def60c9-84e7-4661-be40-b4c46b28eeb1>

**REQUEST FOR PROPOSAL
Annual Custodial Services**

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Attachments

- A – Offeror’s Checklist and Required Forms
- B – Annual Custodial Statement of Objectives
- C – Annual Custodial Schedule of Services
- D – Cost Proposal
- E - List of Facilities with Addresses

Exhibits

- A – Oconee County Insurance Requirements
- B - Vendor Performance Evaluation Form

Prepared By: Karen T Barnett, CPPB For: Oconee County Parks & Recreation Department
Purchasing Officer

Annual Custodial Services

1.0 STATEMENT OF OBJECTIVES

1.1 Purpose

The purpose of this RFP is to obtain proposals from qualified contractors who can perform the custodial services as outlined for the Oconee County Parks and Recreation Department and Senior Center.

1.2 Scope

The work consists of 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. **Please see “Attachment B- PARKS AND SENIOR CENTER PERFORMANCE OBJECTIVES” and “Attachment C – SCHEDULE OF SERVICES” for the Annual Custodial Services.**

1.3.1 Contract Period

Contract period is July 1, 2019 through June 30, 2020 with the possibility of four (4), one-year renewal options. The services are required at the following addresses:

1.3.2 Location of Facilities

- a. Oconee Veterans Park, 3500A Hog Mountain Road, Watkinsville, GA 30677
- b. Herman C. Michael, 1051 Elder Road, Bishop, GA 30621
- c. Bogart Sports Complex, 200 S. Burson Ave., Bogart, GA 30622
- d. Heritage Park, 2543 Macon Highway, Watkinsville, GA 30677
- e. Senior Center, 3500B Hog Mountain Road, Watkinsville, GA 30677

1.3.3 Contractor Requirements

- a. 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.
- b. Be responsible to make the management and operational decisions to meet the quality standards required under this contract.
- c. Use innovation, technology and other means and methods to develop and perform the most efficient cleaning services for the Facilities.
- d. Implement an effective Work Plan (WP) and Quality Control Plan (QCP).
- e. Implement an effective service response system, which results in prompt, professional, and courteous resolution of resident and County concerns.
- f. Keep Parks Manager (or designee) informed of current status of the work being performed, provide work schedules and deliver other pertinent information needed by the Parks Manager (or designee).
- g. Reduce the environmental impacts of work performed under this contract by using, to the maximum extent, environmentally sound practices, processes and products.

- h. Comply with OSHA and ensure the safety of workers, passersby and the public at all times.

1.3.4 Parks And Recreation Locations Where Work Must Be Performed:

Oconee Veterans Park

- a. Community Center (Offices/Meeting Rooms/Restrooms/Lobby/Hallway/Gym/Fitness Area)
- b. Soccer Concession/Restroom Building
- c. Youth Baseball/Softball Concession/Restroom Building
- d. Multi-Use Fields Concession/Restroom Building
- e. Tennis Restroom Building

Herman C. Michael

- a. Brannen Building (Offices/Restrooms/Lobby/Gym)
- b. Brown Building Park Services Office/Concession/Restroom Building

Bogart Sports Complex

- a. Quad Office/Concessions/Restroom Building
- b. Field 5/Field 6 Restroom Building

Heritage Park Restroom Buildings

Senior Center at Oconee Veterans Park (direct contact for his facility is Senior Center Director)

1.4 Background

Oconee County Parks and Recreation Department (OCPRD) is accepting sealed proposals from qualified vendors for Custodial services for four (4) park locations. 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. Vendors will furnish all materials, labor, and equipment for the custodial services at specified parks locations in Oconee County. The OCPRD will also be accepting sealed proposals for various custodial services on behalf of the Oconee County Senior Center, which is located within the Oconee Veterans Park.

1.5 Contract Documents

After award, the RFP#1903-17 documents (Sections 1-6), attachments (A-E), and exhibits (A-B), addenda and purchase order, along with the contractor-proposed statement of work (solution), or final negotiated statement of work, including cost, shall be incorporated into the contract.

2.0 COMPETITION INTENDED

It is the County's intent that this Request for Proposal (RFP) permits competition. It shall be the Offeror's responsibility to advise the Purchasing Officer in writing if any language, requirement, specification, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this RFP to a single source. Such notification must be received by the Purchasing Officer not later than five (5) working days prior to the date set for proposals to close.

3.0 DISCREPANCIES

Should an Offeror find discrepancies in the plans and/or specifications or be in doubt as to the meaning or intent of any part thereof, the Offeror shall request clarification from the County in writing, not later than five (5) working days prior to the proposal opening. Any changes to the RFP that result from such a clarification request, will be communicated through a written addendum and posted on the Finance Department “Solicitations” page at www.oconeecounty.com. Failure to request such a clarification is a waiver of any claim by the Offeror for additional expenses because its interpretation was different than the County.

4.0 TECHNICAL and COST PROPOSAL FORMAT

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

4.1 Recommended Technical Proposal Format:

4.1.1 Understanding & Approach

This is the heart of the proposal. Describe in detail how your company plans to provide the County’s custodial services based on the expectations in Attachment B – “Performance Objectives”. The information in the Performance Objectives should be used as a guideline for County expectations. Please ‘mark’ any exceptions you may have to the “Performance Objectives” document and include it with your proposal. If any explanation is needed, also use a separate sheet of paper to reference exceptions.

4.1.2 Company Experience and 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 firm and contact information.

4.1.3 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.

4.1.4 References

Give at least four (4) references for contracts of similar size and scope, including at least two references for current contracts or those awarded during the past three 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. References will be contacted so please provide accurate information.

4.1.5 Cost Data

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 firm is chosen as a finalist. Include the number of personnel to be assigned to the contract and the total estimated cost of the labor portion of the contract (include a sample staffing chart). Identify all non-labor costs and their estimated totals.

If a separate cost proposal form is already prepared by the Owner and included in the RFP documents, Proposer is to use the form provided as its cost proposal.

4.2 Evaluation Criteria & Selection

4.2.1 Evaluation Criteria

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

Criteria Description	Value
Understanding & Approach	20
Company Experience and Capacity	20
Company Team and Qualifications	20
References	20
Cost Proposal	20

4.2.2 Evaluation

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 proposal submittals 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.

4.2.3 Additional or Supplemental Information

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 Purchasing, Respondents may be required to submit additional or supplemental information to determine whether the Respondent meets all of the qualification requirements.

4.2.4 Termination Of Negotiations

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 the negotiations or if the terms of its Proposal are less advantageous than those of other Proposers and such Proposer is deemed to be no longer susceptible of selection.

5.0 GENERAL INSTRUCTIONS

5.1 Contract Definitions

In addition to any other terms that may be defined in this solicitation, the following terms have the following meaning:

Addendum – Revision to the RFP documents issued by the County prior to the receipt of proposals.

Agreement – refers to the executed contract between the County and Contracting Entity.

County – Oconee County Government and its authorized representatives.

Contact Person – Staff designated by the Oconee County Department of Finance to submit any questions and suggestions to.

Offeror – the entity of individual submitting a proposal in response to this RFP.

Owner – Oconee County Board of Commissioners

Proposal – the document submitted by the Offeror in response to this RFP.

Proposer – the entity or individual submitting a proposal in response to his RFP.

Request for Proposal (RFP) – all documents, whether attached or incorporated by reference, utilized for soliciting sealed proposals.

Responsible Offeror or Respondent – A person or entity that has the capability in all respects to perform fully and reliably the contract requirements.

Responsive Offeror or Respondent – 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.

Scope of Services – All the services specified, indicated, shown, or contemplated by the Contract, and furnishing by the Contractor of all materials, equipment, labor, methods, processes, construction and manufacturing materials and equipment, tools, plants, supplies, power, water, transportation and other things necessary to complete such services in accordance with the Contract.

Subcontractor/sub-consultant – An individual, firm, corporation or any combination thereof, having a direct contract with Consultant/Contractor for the performance of a part of the work.

5.2 Mandatory Pre-Submittal Meeting

A mandatory pre-submittal meeting will be held at 10:30 AM, Thursday, March 21, 2019 “Local Time” at the Oconee Veterans Park, 3500A Hog Mountain Road, Watkinsville, GA 30677. All interested parties are required to attend. The purpose of this meeting is to allow potential Respondents an opportunity to present questions to staff and obtain clarification of the requirements of the RFP document. Because Oconee County considers such a meeting to be critical to understanding the RFP requirements, attendance at the pre-submittal meeting is mandatory to qualify as a Respondent.

5.3 Vendor Registration And Bid Notification System

Applicants are encouraged to sign up for our new registration system, which is powered by Vendor Registry. The system allows you to quickly register and update details such as what products and services you provide as well as your contact information. This will enable us and Vendor Registry to notify you of important bid opportunities in the future. Proposals are not rejected for a failure to register.

To Register or check if you are registered:

- Please visit our website at www.oconeecounty.com
- Hover over “Departments”
- Select Finance Office
- On left side of the webpage click on Vendor Registration
- Complete your registration by following the instructions provided

If you need assistance, please email John Barron at jbarron@vendorregistry.com.

5.4 Subcontractors

All Offerors shall include a list of all subcontractors with their proposal. The County reserves the right to reject the successful respondent'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.

5.5 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. 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 with their response declaring and specifically describing their trade secrets, including those of their subcontractor.

5.6 Examination Of Proposal Documents

5.6.1 Before submitting a Proposal, each Offeror shall:

- a. Examine the Proposal Document Package thoroughly.
- b. Become familiar with local conditions affecting cost of Work progress or performance.
- c. Become familiar with federal, state and local laws, ordinances, rules and regulations affecting cost or Work progress or performance.
- d. Study and carefully correlate Applicant's observations with the Proposal Document Package.
- e. Notify the County concerning conflicts, errors, or discrepancies in Proposal Document Package.

Proposal submission will constitute **Incontrovertible** representation that Offeror understands and has complied with requirements contained in this Article, and the Offeror has read and understood the Proposal Document Package and hereby stipulates that the documents are sufficient on scope and detail to indicate and convey understanding for terms and conditions in order to perform work.

5.7 Copies Of Proposal Documents

- 5.7.1 Complete sets of RFP Documents, shall be used in preparing submittals. The County assumes no responsibility for errors or misrepresentations resulting from using incomplete sets of Proposal Documents.
- 5.7.2 The County, in making RFP Documents available on the above terms, does so only to obtain Proposals on Work and does not confer license or grant for any other use.
- 5.7.3 Any part of the RFP Documents may be modified by Addenda.

5.8 Addenda And Interpretations

- 5.8.1 All questions shall be directed to Ms. Karen Barnett, CPPB, Purchasing Officer by email at kbarnett@oconee.ga.us prior to 10:30 AM, Thursday, March 28, 2019. Addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.
- 5.8.2 If any revisions to the RFP or procurement process become necessary or desirable, the Owner may issue written addenda. **The Owner will not transmit addenda to potential Respondents.**

The Owner will post all addenda on the Owner Project website at the following address:

<https://vrapp.vendorregistry.com/Bids/View/BidsList?BuyerId=1def60c9-84e7-4661-be40-b4c46b28eeb1>

It is the Respondent's responsibility to obtain all addenda prior to submitting its Proposal.

5.9 Submission of Proposals

5.9.1 Sealed Proposal

Please submit one (1) unbound original, three (3) copies and (1) complete proposal in electronic format. Proposals shall be submitted in a sealed envelope marked on the outside with the project name, Offeror's name, date, and time of opening on face. If Proposal is sent through mail, or other delivery system, sealed envelope shall be enclosed in separate envelope with same notations as above on face.

Proposals will be received **Prior to 10:30 AM, Thursday, April 4, 2019 "Local Time"** to the attention of Karen Barnett, CPPB, Purchasing Officer in the Oconee County Courthouse Purchasing Office, Finance Department, Suite 203 at 23 North Main Street, Watkinsville, Georgia 30677.

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 destination. Late proposals properly addressed to the Oconee County Board of Commissioners shall be returned to the respondent unopened.

5.9.2 Driving Directions

To Oconee County Courthouse from I-85: Take I-85 North to Georgia Highway 316 (Lawrenceville/Athens exit). Drive 39 miles. Turn right onto Oconee Connector. Drive 5 miles. (Oconee Connector becomes Mars Hill Road, then Experiment Station Road). Turn right on North Main Street. Drive 0.1 miles. Oconee County Courthouse is on the right side of the street. Public parking is in the back of the Courthouse.

5.9.3 County Forms and Documents

In Attachment A of the RFP documents, a checklist of all County forms and documents required is provided. Utilizing this list will help ensure you have met Oconee County requirements and put together a successful proposal.

1. Each Proposal shall contain the following completed forms. County forms must be used without substitution unless otherwise specified. They are:
 - Addenda Acknowledgement Form
 - Respondent's Information Sheet
 - Local Business Initiative Affidavit
 - Execution of Proposal
 - Respondent's Certification and Non-Collusion Affidavit:
 - Drug-Free Workplace Certificate
 - **Georgia Security and Immigration Compliance Act Affidavit***
 - **Contractor Affidavit**
 - Sub-Contractor Affidavit
 - SAVE Affidavit
 - List of Subcontractors
 - References Form
 - W-9
 - Current copy of Certificate of Insurance (Form not provided)
 - All licenses, certificates, diplomas, verifiable documents and other requested documents per RFP requirements or qualifications.

****Must be submitted with proposal or it will be deemed non-responsive.***

5.10 Insurance

The Contractor is responsible for all personal/liability insurance and worker's compensation coverage for himself and all employees as described in Exhibit A of this RFP.

Insurance and Risk Management provisions and Indemnification and Hold Harmless provisions are outlined in Exhibit A of this RFP. Applicant shall include a copy of their current Certificate of Insurance that illustrates the level of coverage the applicant carries. The Certificate can be a current file copy and does not need to include any "additional insured" language for the County.

At the time of award, a copy of the successful Proposer's Certificate of Insurance ("COI") must be provided to the County.

5.11 Opening Of Proposals

Proposals will be publicly opened and names of submitting firms will be read at **10:30 AM, Thursday, April 4, 2019 "Local Time"** at the Oconee County Courthouse, Commission Chambers, Suite 205, 23 North Main Street, Watkinsville, Georgia 30677.

5.12 Proposals To Remain Open

Proposal shall remain open for acceptance by the County for ninety (90) calendar days after Proposal opening. The County may, at its sole discretion, release any Proposal prior to that date.

5.13 Acceptance of Conditions

Indicate any exceptions to the RFP document and any other requirements listed by submitting a copy of the RFP document with the exceptions clearly marked in blue ink. Provide a written document, on company letterhead, with an explanation of the exception(s).

5.14 Award of Price Agreement/Contract

5.14.1 To extent permitted by applicable state and federal laws and regulations, the County reserves right to reject any and all Proposals, to waive any and all informalities, and to disregard nonconforming, non-responsive, or conditional Proposals. Proposals may be considered irregular and subject to rejection if they show serious omission, unauthorized form alterations, use of unauthorized forms, unauthorized alternate Proposals, incomplete or unbalanced unit prices, or other irregularities.

In case of error in the extension of prices in the proposal, the unit price will govern. No proposal shall be altered, amended, or withdrawn, unless the

acceptance date has expired, after the opening date of proposals. Negligence on the part of the contractor in preparing the proposal confers no right for the withdrawal of the proposal 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 Respondent. However, under no circumstances can unit prices be changed.

- 5.14.2** Contract will be awarded by the County pursuant to applicable law. Nothing contained herein shall place duty upon the County to reject Proposals or award Proposal based upon anything other than the County's sole discretion as described herein.
- 5.14.3** The County may consider qualifications and experience for subcontractors, suppliers, persons, and organizations proposed for Work.
- 5.14.4** The County may conduct investigations deemed necessary to assist in evaluating Proposals and to establish responsibility, qualifications, and financial ability for Applicants, proposed Subcontractors, persons, and organizations to do Work. The County reserves the right to reject Proposal from any Applicant not passing evaluation.
- 5.14.5** The County will award the contract at the County's Discretion.

5.15 *Required Documents After Award*

5.15.1 Occupational Tax License:

Applicant shall provide evidence of a valid **Oconee County** occupation tax license if the applicant maintains an office within the unincorporated area of Oconee County. Incorporated, out of County, and out of State applicants are required to provide evidence of a license to do business in any town, ordinance, or resolution.

5.15.2 Certificate of Insurance:

Contractor shall have insurance provider email a Certificate of Insurance that illustrates the level of coverage the applicant carries. The Certificate needs to include an "additional insured" language for the County.

5.15.3 Security Bond:

All service personnel must be bonded against theft, tampering, and/or damage (intentional damage or unintentional damage) for \$100,000.00 per person. A Janitorial Security Bond is acceptable.

6.0 GENERAL TERMS AND CONDITIONS

Service contractors interested in obtaining a contract with Oconee County, GA to provide annual custodial services at the Oconee County Parks and Senior Center facilities shall prepare a written proposal to include, but not be limited to, the following terms and conditions.

6.1 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.

6.2 Delays

6.2.1 Notice of Delays: When the Contractor foresees a delay in the prosecution of the work and, in any event, immediately upon the occurrence of a delay, which the Contractor regards as unavoidable, he/she shall notify the Department Director in writing of the probability of the occurrence of such delay, the extent of the delay, and its possible cause. The Contractor shall take immediate steps to prevent, if possible, the occurrence or continuance of the delay.

If this cannot be done, the Department Director shall determine how long the delay shall continue and to what extent the prosecution and completion of the work are being delayed thereby. He/She shall also determine whether the delay is to be considered avoidable or unavoidable and shall notify the Contractor of his determination. The Contractor agrees that no claim shall be made for delays which are not called to the attention of the Department Director at the time of their occurrence.

6.2.2 Avoidable Delays: Avoidable delays in the prosecution of the work shall include delays which could have been avoided by the exercise of care, prudence, foresight and diligence on the part of the Contractor or his/her subcontractors. Avoidable delays include:

6.2.2.1 Delays which may in themselves be unavoidable but which affect only a portion of the work and do not necessarily prevent or delay the

prosecution of neither other parts of the work nor the completion of the whole work within the contract time.

6.2.2.2 Time associated with the reasonable interference of other contractors employed by the Owner, which do not necessarily prevent the completion of the whole work within the contract time.

6.2.3 Unavoidable Delays: Unavoidable delays in the prosecution or completion of the work shall include delays which result from causes beyond the control of the Contractor and which could not have been avoided by the exercise of care, prudence, foresight and diligence on the part of the Contractor or his/her subcontractors. Delays in completion of the work of other contractors employed by the Owner will be considered unavoidable delays insofar as they interfere with the Contractor's completion of the work. Delays due to normal weather conditions shall not be regarded as unavoidable as the Contractor agrees to plan his work with prudent allowances for interference by normal weather conditions.

Delays caused by acts of God, fire, unusual storms, floods, tidal waves, earthquakes, strikes, labor disputes and freight embargoes shall be considered as unavoidable delays insofar as they prevent the Contractor from proceeding with at least 75 percent of the normal labor and equipment force for at least 5 hours per day toward completion current controlling items on the accepted services schedule.

Should abnormal conditions prevent the work from beginning at the usual starting time, or prevent the Contractor from proceeding with 75 percent of the normal labor and equipment force for a period of at least 5 hours per day, and the crew is dismissed as a result thereof, he/she will not be charged for the working day whether or not conditions change so that the major portion of the day could be considered suitable for work on the controlling item.

6.3 Extension of Time

6.3.1 Avoidable Delays: In case the work is not completed in the time specified, including extensions of time as may have been granted for unavoidable delays, the Contractor will be assessed liquidated damages, as specified in the General Terms and Conditions of RFP#1903-17, "Liquidated Damages".

The Owner may grant an extension of time for avoidable delay if he deems it in his best interest. If the Owner grants an extension of time for avoidable delay, the Contractor agrees to pay the liquidated damages.

6.3.2 Unavoidable Delays: For delays, which the Contractor considers to be

unavoidable, he shall submit to the department director complete information demonstrating the effect of the delay on the controlling operation in his services schedule. The submission shall be made within One Hundred-Twenty (120) calendar days of the occurrence, which is claimed to be responsible for the unavoidable delay.

- 6.3.3** The Department Director shall review the Contractor's submission and determine the number of days of unavoidable delay and the effect of such unavoidable delay on controlling operations of the work.

Upon concurrence with the department director, the Owner agrees to grant an extension of time to the extent that unavoidable delay affect controlling operations in the services schedule. During such extension of time, neither extra compensation or Department Director inspection and administration nor damages for delay will be charged by the Contractor to the Owner.

It is understood and agreed by the Contractor and Owner that time extensions due to unavoidable delays will be granted only if such unavoidable delay involve controlling operations, which would prevent completion of the whole work within the specified contract time. It is understood and agreed by the Contractor and Owner that during such extension of time, no extra compensation shall be paid to the Contractor.

- 6.3.4 Damage for Delays:** For the period of time that any portion of the work remains unfinished after the time fixed for completion in the contract documents, as modified by extensions of time granted by the Owner, it is understood and agreed by the Contractor and the Owner that the Contractor shall pay the Owner the liquidated damages, specified in the General Terms and Conditions of RFP#1903-17, "Liquidated Damages".

6.4 Hold Harmless Clause

The Contractor shall, indemnify, defend, and hold harmless the County from loss from all suits, actions, or claims of any kind brought as a consequence of any negligent act or omission by the Contractor. The Contractor agrees that this clause shall include claims involving infringement of patent or copyright. For purposes of this paragraph, "County" and "Contractor" includes their employees, officials, agents, and representatives. "Contractor" also includes subcontractors and suppliers to the Contractor. The word "defend" means to provide legal counsel for the County or to reimburse the County for its attorney's fees and costs related to the claim. This section shall survive the Agreement.

6.5 Local Business Initiative

Any purchase or contract of under \$100,000 bid or otherwise placed by Oconee County, herein "County", may be awarded to a Local Business, as defined according to Oconee County Policy, in case of equivalent bids. In cases in which a bid by a Local Business is within 7% of the lowest overall bid supplied by a non-local business, the County is authorized to negotiate with Local Business with the lowest bid among the Local Business to allow such Local business to match the lowest bid supplied by a non-local business. In the event a Local Business matches the lowest bid, including all other terms, quality and conditions of the bid, then the Local Business may be awarded the contract. In the event the bids of more than one Local Business are within 7% of the lowest overall bid of a non-local business, the Local Business with the lowest bid price will be given the first opportunity to match the lowest overall bid. If this Local Business declines to do so, then the Local Business with the next lowest bid within 7% will be given the opportunity to match the lowest bid and this process will continue until a contract is reached with a Local business or there is no other Local Business within 7% of the lowest overall bid.

6.6 Georgia Security and Immigration Compliance Act

Pursuant to O.C.G.A. § 13-10-91 (Georgia Security and Immigration Compliance Act), every public employer, every contractor of a public employer, and every subcontractor of a public employer's contractor must register and participate in a federal work authorization program. No public employer shall enter into a contract for the physical performance of services within this state unless the contractor registers and participates in a federal work authorization program to verify the work eligibility information of all new employees.

No contractor or subcontractor shall enter into a contract or subcontract with a public employer in connection with the physical performance of services within this state unless such contractor or subcontractor registers and participates in a federal work authorization program to verify the work eligibility information of all new employees.

- Contractor acknowledges that the awarding of this contract is conditioned upon initial and ongoing compliance by the contractor and any subcontractor with the requirements of O.C.G.A. § 13-10-91 and Rule 300-10-1-.02 of the Georgia Department of Labor;
- Contractor agrees that in the event it employs or contracts with any subcontractor(s) in connection with this contract, Contractor shall secure from the subcontractor(s) an indication of the employee-number category applicable to the subcontractor.
- Contractor agrees that its compliance with the requirements of O.C.G.A. § 13-10-91 and Rule 300-10- 1-.02 of the Georgia Department of Labor shall be attested by execution of the Contractor Affidavit which is attached hereto and which shall be a part of this contract.
- Contractor agrees that, in the event it employs or contracts with any subcontractor(s) in connection with this contract, Contractor shall secure from the subcontractor(s) an attestation of the subcontractor's compliance with O.C.G.A. § 13-10-91 and Rule 300-

10-1-.02 of the Georgia Department of Labor by the subcontractor's execution of a Subcontractor Affidavit provided by Oconee County. Contractor shall maintain records of such attestation for inspection by Oconee County at any time. The Subcontractor Affidavit shall become a part of the contractor/subcontractor agreement.

6.7 Substitutions

No substitutions or cancellations are permitted after Agreement award without written approval by the Finance Department. Requests for substitutions shall be reviewed and may be approved by the County at its sole discretion.

6.8 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.

6.9 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 to:

Email: financedept@oconee.ga.us (preferred method of delivery)

or mail to:

Oconee County Board Of Commissioners
Attn: Finance Department
P. O. Box 1527
Watkinsville, GA 30677

All such invoices will be paid within thirty (30) days by the County unless any items thereon are questioned, in which event 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.

6.10 Assignment of Contract

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

6.11 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.

1. 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.

2. 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.

3. 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.

6.12 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.

6.13 Disputes Resolution

6.13.1 All claims, disputes and other matters in question between the Contractor and the Owner arising out of, or relating to, this Contract or the breach therefore, shall be tried before and to a jury trial, unless otherwise stipulated between the parties. Any legal proceeding arising out of, or relating to, this agreement shall include, by consolidation, joinder, or joint filing, any additional person or entity to the final resolution of the matter in controversy.

The Contractor hereby further agrees that, should any subcontractor or supplier

to the Contractor file a claim concerning any dispute or controversy, which involves the allegations of any acts, errors or omissions of the Contractor, then the Contractor shall indemnify and hold harmless the Owner, its employees, agents, and representatives,

6.13.2 Should the Owner utilize an attorney to enforce any of the provisions hereof, to protect its interest in any matter arising under this Contract, or to collect damages for breach of this Contract, the Contractor agrees to pay the Owner all reasonable costs, charges, expenses and attorneys' fees expended or incurred therein.

6.13.3 Any disputes arising under the terms and conditions of this Contract shall not be subject to mediation or arbitration.

6.13.4 The Contractor irrevocably consents that any legal action or proceeding against it under, arising out of or in a manner relating to the contract shall be brought in any court in Oconee County, Georgia. Contractor designates the Secretary of the State of Georgia as its agent for service of process, provided no such agent located in Georgia is on file with the said Secretary. Contractor, by the execution and delivery of this Contract, expressly and irrevocably assents to and submits to the personal jurisdiction of any court in Oconee County, and irrevocably waives any claim or defense in any said action or proceeding based on any alleged lack of jurisdiction, improper venue or forum non convenient or any similar basis.

6.14 Liquidated Damages

The Owner will suffer financial loss if the work is not complete on the date set forth in the Contract Documents, including extension granted thereto. Failure to complete the work within the number of days stipulated in the Contract shall entitle the Owner to retain from compensation otherwise due to be paid to the Contractor, or for the Owner to be paid directly by the Contractor the sum of **One Hundred-Fifty Dollars (\$150)** as fixed and agreed to as liquidated damages for each calendar day of delay until the work is complete. The Contractor, and his Surety, shall be liable for and shall pay to the Owner any sum due and owing to the Owner as liquidated damages.

It is agreed by and between the parties hereto that the aforesaid sum has been established, not as a penalty but as liquidated damages and that it is reasonable and acceptable, as the County provides services necessary for the health and welfare of the public and due to the impracticability and extreme difficulty of fixing and ascertaining the actual damages sustained in such an event.

6.15 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.

6.16 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.

6.17 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 Finance Department
Division of Procurement
23 N. Main Street, Suite 203
Post Office Box 1527
Watkinsville, Georgia 30677

6.18 Licensure

To the extent required by the State of Georgia or the County of Oconee, the Contractor shall be duly licensed to sell the goods or perform the services required to be delivered pursuant to this Agreement.

6.19 Non-Collusion Affidavit

By submitting a response to this solicitation, the applicant represents and warrants that such proposal/bid is genuine and not a sham or collusive or made in the interest or in behalf of any person not therein named and that the applicant has not directly or indirectly induced or solicited any other contractors to put in a sham proposal/bid, or any other person, firm or corporation to refrain from submitting and that the contractor has not in any manner sought by collusion to secure to that contractor any advantage over any other contractor.

By submitting a proposal/bid, the contractor represents and warrants that no official or employee of Oconee County, GA Government has, in any manner, an interest, directly or indirectly in the solicitation or in the contract that may be made under it, or in any expected profits to arise there from.

6.20 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.

6.21 Equal Employment Opportunity

There shall be no discrimination against any employee who is employed in the work covered by this Agreement, or against any applicant for such employment because of race, color, religion, sex or national origin. This provision shall include, but is not limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates or pay or their forms of compensation, and selection for training, including apprenticeship.

6.22 Ownership

Oconee County is the owner of all work and related documentation done on behalf of the County unless otherwise agreed to in writing. All work and related documentation shall be promptly turned over to the 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 the County's actual legal fees and costs.

6.23 Changes in Work

The Owner, without invalidating the Contract, may order additions to or deductions from the work. The Contractor shall proceed with the work, as changed and the value of any such extra work or change shall be determined as provided in the Agreement, and the contract sum adjusted accordingly. Any claim for extension of time caused thereby shall be adjusted at the time of ordering such change. In giving instructions, the Department Director shall have authority to make minor changes in the work, which does not involve extra cost and is consistent with the purpose of the work. Except in an emergency endangering life and property, no extra work or change shall be made unless in pursuance of a written order, and no claim for an addition to the Contract Sum shall be valid unless the additional work was so ordered.

6.23.1 Modification of Quantities: The itemized quantities shall be considered by the Contractor as the quantities required to complete the work for the purpose of bidding. Should actual quantities required in the services of the work be greater or lesser than the quantities shown on the items, an amount equal to the difference in quantities at the unit price bid for the items will be added to or deducted from the Contract Sum.

6.23.2 When itemized quantities are not given in the Proposal, the work shown on the Schedule of Services or Performance Objectives shall be considered by the Contractor to be included in his contract for the lump sum prices bid.

6.23.3 If the prices submitted by the Contractor pursuant to a Change Order cannot be agreed to mutually by the Owner, then the Contractor shall perform the Work, maintain accurate records reviewable by the Department Director and Owner, and the Department Director shall recommend to the Owner a reasonable cost plus overhead and profit pursuant to the Contract Documents. The combined reasonable overhead and profit shall not exceed fifteen percent (15%) in any case. Contractor shall maintain all records of the job for three (3) years after final payment and all other pending matters are closed.

6.24 Safety Measures

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

6.25 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.

6.26 Agreement

Each proposal 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 Respondent and the County which shall bind the Respondent on his part to furnish and deliver the articles quoted at the prices stated in accordance with the conditions of said accepted proposal. 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.

1. The Board of Commissioners may enter into contracts and agreements as provided by state law. All contracts or agreements over \$100,000 must be approved by the Board of Commissioners, and may be amended with the issuance of a change order.
2. "no parole evidence"- prohibits oral modifications to the contract or allowance for past practices by the County.
3. 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.

6.27 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. Proposals for similar manufactured products of like quality will be considered if the Proposal is fully noted with the manufacturer's brand name and model unless "No Substitutions" has been noted in the proposal documents. The County reserves the right to determine products and support of equal value.

6.28 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.

6.29 Disqualification of Proposers

The submission of more than one (1) proposal to the County as the primary Proposer or member of a joint venture for the same work by an individual firm, partnership or corporation under the same or different names may be grounds for disqualification of a Proposer and the rejection of the proposal.

6.30 Reserved Rights

The County reserves the right to accept or reject any and/or all proposals, to waive irregularities and technicalities, and to request resubmission. Any sole response that is received may or may not be rejected by the County depending on available competition and timely needs of the County. There is no obligation on the part of the County to make an award to the Contractor with the lowest proposal. The County reserves the right to award the contract to a Responsible Respondent, who submits a Responsive Proposal with resulting agreements most advantageous and in the best interest of the County. The County shall be the sole judge of the proposals and the resulting agreements that are in its best interest and its decision shall be final.

Also, the County reserves the right to make such investigation, as it deems necessary to determine the ability of any Respondent to perform the work or service requested. Information the County deems necessary to make this determination shall be provided by the Respondent. Such information may include, but shall not be limited to, current financial statements by an independent CPA; verification of availability of personnel; and past performance records.

6.31 Laws of Georgia

This contract shall be governed by the Laws of the State of Georgia.

If any provision hereof shall be held or deemed to be or shall, in fact, be inoperative or unenforceable as applied in any particular case in any jurisdiction or jurisdictions or in all jurisdictions, or in all cases because it conflicts with any other provision or provisions hereof or any constitution or statute or rule of public policy, or for any other reason, such circumstances shall not have the effect of rendering the remaining provision of this Contract invalid, inoperative or unenforceable.

6.32 Omissions

The Performance Objectives and Schedule of Services shall both be considered as a part of the contract. Any work and material shown in the one and omitted in the other, or described in the one and not in the other, or which may fairly be implied by both or either, shall be furnished and performed as through shown in both, in order to give a complete and first class job.

The Contractor shall be fully responsible to the Owner and to the Department Directors for all acts and omissions of the Subcontractors, Suppliers and other persons and organization performing or furnishing any of the work under a direct or indirect contract with the Contractor just as Contractor is responsible for Contractor's own acts and omissions.

Attachments

- A - Offeror's Checklist and Required Forms
- B – Parks & Senior Center Performance Objectives
- C – Schedule of Services
- D – Cost Proposal
- E – List of Facilities and Addresses

Exhibits

- A - Oconee County Insurance Requirements
- B – Vendor Performance Evaluation Form

(End of RFP Documents)



Oconee County Board of Commissioners

ATTACHMENT A

1. Offeror's Checklist & Required Forms



Request for Proposal#1903-17 Annual Custodial Services CHECKLIST

Company Name: _____

ITEM DESCRIPTION

Offeror's Checklist

1. Mandatory Forms (include with Technical proposal):

- Addenda Acknowledgement Form
- Respondent's Information Form
- Local Business Initiative Affidavit
- Execution of Proposal
- Respondent's Certification and Non-Collusion Affidavit
- Drug-Free Workplace Affidavit
- Georgia's Security and Immigration Compliance Act Affidavit
 - Contractor Affidavit
- SAVE Affidavit
- Sub-Contractor's List
- Respondent's Reference Form
- W-9
- Additional Data

2. Requested Information per Technical Proposal of the RFP:

- a) Understanding & Approach
- b) Company Experience & Capacity
- c) Company Team & Qualifications
- d) References

3. Cost Proposal (sealed in separate envelope)

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL



**Request for Proposal#1903-17
Annual Custodial Services**

Addenda Acknowledgement

The Respondent has examined and carefully studied the Request for Proposal and the following Addenda, receipt of all of which is hereby acknowledged:

Addendum No./Date_____

Addendum No./Date_____

Addendum No./Date_____

Addendum No./Date_____

Authorized Representative (Signature)

Date

Authorized Representative Name/Title
(Print or Type)

Email

Respondents must acknowledge any issued addenda. Proposals which fail to acknowledge the Contractor's receipt of any addendum may result in the rejection of the proposal if the addendum contains information that substantively changes the Owner's requirements.

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL



**Request for Proposal#1903-17
Annual Custodial Services**

Respondent's Information Form

1. Legal Business Name _____

2. Physical Address _____

3. Billing Address _____

4. Type of Business: _____ State of Registration: _____
(Association, Corporation, Partnership, Limited Liability Company, etc.)

5. Name & Title of Authorized Signer: _____

6. Primary Contact _____

7. Phone _____ Fax _____

8. E-mail _____ Company Website _____

9. Has your company ever been debarred from doing business with any federal, state or local agency?

Yes _____ No _____ If Yes, please state the agency name, dates and reason for debarment.

THIS PAGE MUST BE COMPLETED AND SUBMITTED WITH PROPOSAL



**Request for Proposal#1903-17
Annual Custodial Services
Local Business Affidavit of Eligibility**

*Legal Name of Business: _____

1. Mailing Address:

Physical Address: (if different)

2. Year business was established in Oconee County: _____

3. Occupational Tax License number issued and County/City where issued: _____

4. Business Type (circle one): Corporation Partnership Sole Proprietorship

5. Does your business have more than one office in Oconee County? Yes No

If yes, specify the location(s): _____

6. Is your business' principal base of operations in Oconee County? Yes No

7. Does your business have any locations outside of Oconee County? Yes No

If yes, specify the locations(s): _____

8. Bank (branch in Oconee County): _____

CERTIFICATION: I hereby certify under penalty of perjury that the information, which I have provided, on this form is true, and correct, that I am authorized to sign on behalf of the business set out above, and if requested by the County will provide, within 10 days of notice, the necessary documents to substantiate the information provided on this form.

Attest: _____

*Authorized Signature: _____

Sworn to and subscribed before me this _____

*Print Name: _____

day of _____, 20_____

*Title: _____

Commission Expires: _____

(Seal)

*Non-Local Business _____
(Check Here)

Mandatory Document – Complete all areas above and return with your proposal. If your business is NOT local, please complete only those areas marked with an asterisk ()*



Request for Proposal#1903-17 Annual Custodial Services

Execution of Proposal

DATE: _____

The potential Contractor certifies the following by placing an "X" in all blank spaces:

___ That this proposal was signed by an authorized representative of the firm.

___ That the potential Contractor has determined the cost and availability of all materials and supplies associated with performing the services outlined herein.

___ That all labor costs associated with this project have been determined, including all direct and indirect costs.

___ That the potential Contractor agrees to the conditions as set forth in this Request for Proposal with no exceptions.

Therefore, in compliance with the foregoing **Request for Proposal**, and subject to all terms and conditions thereof, the undersigned offers and agrees, if this proposal is accepted within sixty (90) days from the date of the opening, to furnish the services for the prices quoted within the time frame required.

(Typed or Printed) **Business Name**

Authorized Signature

Date

(Typed or Printed) **Name & Title**

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL



Request for Proposal#1903-17 Annual Custodial Services

Respondent's Certificate and Statement of Non-Collusion

I _____ certify that this Proposal is made without prior understanding, agreement or connection with any corporation, firm or person submitting a proposal for the same services and is in all respects fair and without collusion or fraud. I understand that collusive bidding is a violation of state and Federal law and can result in fines, prison sentences, and civil damages awards.

I certify that this proposal has been prepared independently and the price submitted will not be disclosed to another person.

I certify that there has been no contact or communication by the Contractor or the Contractor's associates with any County staff, or elected officials since the date this RFP #1903-17 for Annual Custodial Services was issued except: 1) through the Purchasing Office 2) at the Pre-Submittal Meeting (if applicable) or 3) as provided by existing work agreement(s). **The County reserves the right to reject the proposal submitted by any Contractor violating this provision.**

I agree to abide by all conditions of this RFP and certify that I am authorized to sign this RFP.

COMPANY NAME: _____

Authorized Representative (Signature)

Date

Authorized Representative Name/Title
(Print or Type)

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL



**Request for Proposal#1903-17
Annual Custodial Services
Drug-Free Workplace**

I hereby certify that I am a principle and duly authorized representative of:

Workplace address:

And it is also that:

1. The provisions of Section § 50.24.1 through § 50.24.6 of the Official Code of Georgia Annotated, relating to the "Drug Free Workplace Act" have been complied with in full; and,

2. A drug free workplace will be provided for the CONTRACTOR'S employees during the performance of the contract; and,

3. Each subcontractor hired by the CONTRACTOR shall be required to ensure that the subcontractor's employees are provided a drug free workplace. The CONTRACTOR shall secure from that subcontractor the following written certification: "As part of the subcontracting Agreement with

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 paragraph (7) of subsection (b) of the Official Code of Georgia Annotated Section § 50.24.3"; and,

4. It is certified that the undersigned will not engage in unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the contract.

Date

Signature

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL



Request for Proposal#1903-17 Annual Custodial Services

Georgia Security & Immigration Compliance (GSIC) Act Affidavit

As per the Georgia Senate Bill 529 and Senate Bill 447, the Georgia Department of Labor has promulgated new rules for the implementation of Section 2. O.C.G.A. §13-10-91 and Chapter 300-10-01-.02 state that no Georgia Public Employer shall enter into a contract for *the physical performance of services within the State of Georgia* unless the Contractor registers and participates in a federal work authorization program to verify the work eligibility information of all of its new employees.

The Employment Eligibility Verification “E-Verify” site operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security is the electronic federal work authorization program to be utilized for these purposes.

The website is <https://e-verify.uscis.gov/enroll/>

By executing the attached Contractor Affidavit, Contractor verifies its compliance with O.C.G.A. §13-10-91 stating affirmatively that the individual, firm or corporation which is contracting with the Oconee County Board of Commissioners has registered and is participating in this federal work authorization program in accordance with the applicability provisions and deadlines established in this Statute.

Contractor further agrees that should it employ or contract with any Sub-Contractor(s) for the physical performance of services pursuant to the contract with the Oconee County Board of Commissioners, Contractor will secure from the Sub-Contractor(s) verification of compliance with O.C.G.A. §13-10-91 on a Sub-Contractor Affidavit and shall provide a copy of each such verification to the Oconee County Board of Commissioners at the time the Sub-Contractor(s) is retained to perform such services.

PLEASE COMPLETE THE ATTACHED AFFIDAVIT AND RETURN IT TO:

Karen T. Barnett, CPPB
Oconee County Purchasing Officer
23 N. Main Street, Suite 203
Watkinsville, GA 30677
Fax: (706) 310-3574
Email: kbarnett@oconee.ga.us



**Request for Proposal#1903-17
Annual Custodial Services
Georgia Security & Immigration Compliance (GSIC) Act Affidavit**

CONTRACTOR AFFIDAVIT

Contractor's Name:	
County Solicitation Number	RFP#1903-17

By executing this affidavit, the undersigned Contractor verifies its compliance with O.C.G.A. §13-10-91, stating affirmatively that the Contractor identified above has registered with and is participating in a federal work authorization program*, in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the County, Contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. § 13-10-91 on the attached Subcontractor Affidavit. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the County at the time the subcontractor(s) is retained to perform such service.

EEV / E-Verify™ Company Identification Number

BY: Authorized Officer or Agent
(Contractor Name)

Authorization Date

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

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

[NOTARY SEAL]

Notary Public

My Commission Expires:

*any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-



**Request for Proposal#1903-17
Annual Custodial Services**

**Immigration and Security Form
Georgia Security & Immigration Compliance (GSIC) Act Affidavit**

Contractor's Name:	
Subcontractor's (Your) Name:	
County Solicitation Number:	RFP#1903-17

SUBCONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned Subcontractor verifies its compliance with O.C.G.A. §13-10-91, stating affirmatively that the which is engaged in the physical performance of services under a contract with the Contractor identified above on behalf of the County identified above has registered with and is participating in a federal work authorization program*, in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

EEV / E-Verify™ Company Identification Number

BY: Authorized Officer or Agent
(Subcontractor Name)

Authorization Date

Title of Authorized Officer or Agent of Subcontractor

Printed Name of Authorized Officer or Agent

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

[NOTARY SEAL]

Notary Public

My Commission Expires:

*any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603

SAVE AFFIDAVIT
STATE OF GEORGIA OCONEE COUNTY
*(REQUIRED FOR LOCAL GOVERNMENT THAT MUST BE EXECUTED BY ANYONE ENTERING INTO A
CONTRACT WITH A LOCAL GOVERNMENT)*

By executing this affidavit under oath, as an applicant for the Oconee County Board of Commissioners, Oconee County, Georgia contract as referenced in O.C.G.A. § 50-36-1 and the August 1, 2010, "Report of the Attorney General on Public Benefits," I am stating the following with respect to my ability to enter into a contract with the Oconee County Board of Commissioners:

*[Name of natural person applying on behalf of individual,
business, corporation, partnership or other private entity]*

As _____ a _____ representative _____ of:

(Name of the business, corporation, partnership, or other private entity)

- 1) _____ I am a United States citizen
OR
2) _____ I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States.*

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. § 16-10-20.

This day of _____, 20 _____ .

Signature of Applicant: _____

Printed Name: _____

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

Notary Public

My Commission Expires:

***Note:** O.C.G.A. § 50-36-1(e)(2) requires that aliens under the federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their alien registration number. Because legal permanent residents are included in the federal definition of "alien," legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below:

Alien Registration number for non-citizens: * _____



Request for Proposal#1903-17 Annual Custodial Services

Sub-Contractors

Please list any subcontractors that you will be working with during the course of this contract:

SUBCONTRACTOR ONE

Company Name: _____

Address: _____

Contact Person and Title: _____

Phone/Email: _____

Scope of Work: _____

SUBCONTRACTOR TWO

Name: _____

Address: _____

Contact Person and Title: _____

Phone/Email: _____

Scope of Work: _____

SUBCONTRACTOR THREE

Company Name: _____

Address: _____

Contact Person and Title: _____

Phone/Email: _____

Scope of Work: _____

**Request for Proposal#1903-17
Annual Custodial Services
Contractor References**

REFERENCE 1

Government/Company Name: _____

Address: _____

Contact Person and Title: _____

Phone/Email: _____

Scope of Work: _____

Contract Period: _____

REFERENCE 2

Government/Company Name: _____

Address: _____

Contact Person and Title: _____

Phone/Email: _____

Scope of Work: _____

Contract Period: _____

REFERENCE 3

Government/Company Name: _____

Address: _____

Contact Person and Title: _____

Phone/Email: _____

Scope of Work: _____

Contract Period: _____

REFERENCE 4

Government/Company Name: _____

Address: _____

Contact Person and Title: _____

Phone/Email: _____

Scope of Work: _____

Contract Period: _____

Request for Taxpayer Identification Number and Certification

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

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

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

Part I Taxpayer Identification Number (TIN)

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

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

Social security number											
				-			-				
or											
Employer identification number											
				-							

Part II Certification

Under penalties of perjury, I certify that:

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

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

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

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

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

Purpose of Form

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

- Form 1099-INT (interest earned or paid)

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

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

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

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 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² 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. 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 and clicking on Employer Identification Number (EIN) under Starting a Business. Go to 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 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), ABL 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 ¹
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 ²
5. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee ¹ The actual owner ¹
6. Sole proprietorship or disregarded entity owned by an individual	The owner ³
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 ⁴
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

¹ 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.

² Circle the minor's name and furnish the minor's SSN.

³ 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.

⁴ 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. 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 or report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.IdentityTheft.gov and Pub. 5027.

Visit 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.



Oconee County Board of Commissioners

ATTACHMENT B

1. Parks & Senior Center Performance Objectives

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1.0 GENERAL SERVICES

1.1 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 and will be used, if possible and 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.

1.2 Materials and Equipment

Contractor must provide a binder to Parks Manager 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 purposes). All paper supplies used for cleaning must be furnished by the custodial contractor. Supplies and products will be stocked, stored and secured, in a central supply area as designated by the Parks Manager, or designee, with a quantity control log of the supplies. The log will be filled out daily by the custodial personnel showing quantity of each type product removed from storage and where these supplies were replenished; and accessible to the Parks Manager for review.

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. In addition, mops, brooms and similar cleaning tools must be available at all times for County staff to use as needed. Contractor must provide a “bucket” of cleaning supplies for county staff to address any minor immediate cleaning issues.

The Contractor must furnish all supplies necessary for the performance of the Agreement, at no additional cost to the County, including trash receptacles (10 to 30 gallons), 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:

- Hands free paper towel dispenser
- Paper towels: 100% post-consumer waste content, semi bleached, multi-fold
- Toilet paper dispenser with twin jumbo roll capacity
- Toilet paper: 100% post-consumer waste content, double ply
- Hands free hand soap dispenser
- Soap for hands free soap dispenser

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- 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

1.3 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. Any Contractor equipment stored at County Facility must be labeled as to ownership.

1.4 Safety

The Contractor must stay in compliance with all OSHA standards and any safety regulations as related to, but not limited to:

- MSDS
- Hazardous materials
- Blood pathogens
- Caution signs/Wet floor 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.

1.5 Work Plan

The Contractor must prepare and submit a Work Plan (WP) for the first twelve (12) months of the Contract term to the Parks Manager (or designee) within ten (10) days of the execution of the Contract, for review and acceptance. Should the Parks Manager (or designee) recommend or require revisions, the Contractor must make the necessary revisions and resubmit the revised WP to the Parks Manager (or designee) within seven (7) days. Thereafter, the Contractor must submit the WP to the Parks Manager (or designee) 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.

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- 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 Plan 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 requirement's 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.

1.6 Quality Control Plan

Within fourteen (14) days of the execution of the Contract, the Contractor must submit a Quality Control Plan (QCP) to the Parks Manager (or designee) 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 covered in the Schedule of Services in Attachment C;
- Meeting schedule established with Parks Manager to review performance;
- A Communication Plan including points of contact, phone numbers, email addresses, etc., to be used in coordination of the Work with the Parks Manager (or designee) and 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/or the Parks Manager (or designee) point out the deficiencies. 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;

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- A system that provides the Parks Manager (or designee) 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.

Where the QCP is returned by the Parks Manager (or designee) for revisions or corrections, the Contractor must resubmit the QCP within seven (7) days of receipt from the Parks Manager (or designee), with the requested revisions or corrections. The Contractor must not implement any changes to its approved QCP prior to review and acceptance by the Parks Manager (or designee).

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 to the Parks Manager (or designee) 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 to the Parks Manager (or designee) for review and acceptance.

1.7 Temporary Suspension of Work

The County must have 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.

1.8 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 within forty-eight (48) hours to the complaint. The Contractor must subsequently return appropriate labor, resources, and supervision to the site to take corrective action within seventy-two (72) 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 a 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 whether deductions have been taken or not. County Emails detailing contractor

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failures and corrective action are considered formal notification of disciplinary action. Three (3) such emails could justify the termination of the contract. Contractor shall acknowledge the email and attached Vendor Performance Evaluation by returning the evaluation, with comments and signature to the Director. Our ultimate goal is to have a good working relationship with the contractor through communication and corrective action.

1.9 Custodial Services Schedule

- Parks Manager will provide schedule per park Facility for custodial services to be performed.
- OVP Community Center and HCM Brannen Building must be cleaned after hours (after 9 pm).
- Restrooms in Concession/Restroom Facilities should be cleaned in the early morning or after evening program hours; 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 72 hours notice.

Frequency:

- Daily – Tasks performed every day.
- Weekly – Tasks performed once a week with a minimum of four (4) days apart.
- Twice per week – Tasks performed twice a week with a minimum of two (2) days apart.
- Once per month – Tasks performed once a month with a minimum of three (3) weeks apart.
- Four times per year – Tasks performed quarterly with a minimum of two (2) months apart.
- Twice per year – Tasks performed twice a year with a minimum of five (5) months apart.
- Once per year – Tasks performed with a minimum of ten (10) months apart.

Frequency Schedule Adjustments for the following Restrooms:

- OVP Youth Baseball/Softball Fields
- OVP Multi-use Fields
- BSC Quad Building
- BSC CXT

November 1 through February 29 – Cleaned 3 days a week (Mondays, Wednesdays and Fridays)

March 1 – October 21 – Cleaned 7 days a week

County Holidays:

County observes nine (9) holidays when County offices will be closed to the public.

- New Year's Day
- Martin Luther King
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving (4th Thursday in November and the following Friday)
- Christmas Eve and Christmas Day

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Outside restrooms, such as any concession/restroom building and tennis restrooms, will remain open during county holidays and will need to be clean for public use on those holidays.

Any room or gym/fitness cleaning during holidays must be scheduled in advance with Parks Manager, or designee, to ensure building is not set up for other events or other maintenance work.

1.10 Work Standards

Frequency and Level of Service checklists to be included for each location are located in Appendix A. This is the minimum level 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, report to the Parks Manager (or designee) within 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. The tasks and frequency detail for each Facility is located in Attachment C.

1.10.1 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.

1.10.1.1 *Vacuuming*

The 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

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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.

1.10.1.2 Vacuum Bonnet System for Carpets

The Contractor must use the bonnet system for spot cleaning carpet as needed or as requested to maintain a clean, high-level appearance. Prespotted 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.

1.10.1.3 Dry Foam Carpets

The 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.

1.10.1.4 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.

1.10.2 Non-Carpeted Floors, Stone and Composition Flooring

1.10.2.1 Sweep/Dust Mop

The Contractor must sweep/dust mop 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

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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.

The 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.

1.10.2.2 *Wet Mop Non-Carpeted Floors*

The 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. 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 appropriate location or receptacle without creating soiling. All furnishings must be replaced to original positions.

1.10.2.3 *Machine Scrub*

The 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.

1.10.2.4 *Spray Buff/Restore Vinyl Tile*

The 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

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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.

1.10.2.5 Strip/Seal/Wax

The 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.

1.10.3 Building Surfaces Maintenance

Building surfaces include, but are not limited to, interior and exterior doors, door hardware, glass surfaces, 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), light switches, grills, appliances and other surfaces.

1.10.3.1 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

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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.

1.10.3.2 *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 be 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.

1.10.3.3 *Damp Wiping*

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

1.10.3.4 *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.

1.10.3.5 *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.

1.10.3.6 *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.

1.10.3.7 *Reducing Airborne Dust*

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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.

1.10.3.8 *Glass and Mirror Cleaning*

Glass surfaces include doors (interior and exterior), windows 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.

1.10.3.9 *Railings*

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

1.10.3.10 *Window Sills and Window Treatments/Blinds*

The 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.

1.10.3.11 *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.

1.10.4 Trash and Recycling

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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 with soiled or torn liners replaced, as needed. Bagged trash and rubbish must be emptied into a designated dumpster or receptacle in a way that prevents littering adjacent areas. Recycling must be placed in designated recycling 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.

1.10.5 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;

1.10.6 Kitchens and Break Rooms

A properly cleaned kitchen or break room must be uniformly clean and disinfected as specified below. Contractor must perform the following items in order 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, as needed;
- 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, if applicable, to reduce accumulation of scale.

1.10.6.1 *Disinfecting*

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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.

1.10.6.2 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.

1.10.7 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

1.10.8 Custodial Storage Space and Storerooms

Contractor must store these 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; and storage spaces must be amply stocked with supplies.

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.

Cleaning items such as brooms, dust pans, dust mops and wet mops, should be maintained in all appropriate storage areas.

1.10.9 Gymnasium

Gymnasium includes floor surface around court, bleachers, walls and other surfaces within gymnasium area; excludes wood court floor surface. Contractor must complete following items to maintain a clean gym area:

- Perform general cleaning of building surfaces;

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- 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 any non-carpeted floors, stone and composition flooring around court ;
- Dust mop any non-carpeted floors, stone and composition flooring around court; remove gum or other insoluble on the floor;
- Wet mop non-carpeted floors, stone and composition flooring around court;
- Machine scrub non-carpeted floors, stone/tile and composition flooring around court;
- Dust all surfaces 6 feet and below;
- Dust all surfaces 6 feet and above (high dusting); to include basketball backboards, scoreboards, etc.

1.10.10 Fitness Area

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 all surfaces of fitness equipment; machines, cardio, etc.;
- Clean and disinfect mats under equipment and surfaces under mats;
- 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;
- 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.

1.10.11 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, walls and exposed plumbing surfaces. A properly cleaned restroom must include the following service items:

- General cleaning;

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- 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 shower 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.

1.10.11.1 *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. 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.

1.10.11.2 *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.

1.10.12 Drinking Fountains

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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.

2.0 General Requirements

- 2.1** Any other services not covered in this specification must be handled separately and must be negotiated on an independent basis.
- 2.2** All paper products must be stored in areas designated by County. 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.
- 2.3** Contractor vehicles may not be driven on any sidewalks or walking paths at any time.
- 2.4** 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.

3.0 Personnel Requirements

- 3.1** Custodians employed by the Contractor must be fully trained and skilled in safe and proper cleaning techniques.
- 3.2** All custodial personnel must wear professional 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.
- 3.3** 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.
- 3.4** 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.
- 3.5** 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.
- 3.6** 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.

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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 as determined by the Parks Manager.

- 3.7** 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 the written permission of the Parks Manager.
- 3.8** 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.
- 3.9** 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.
- 3.10** 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.
- 3.11** 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 owner's Parks Manager or Facility Supervisor.
- 3.12** The custodial personnel must follow manufacturer's specifications and guidelines for the use and disposal of all cleaning chemicals.
- 3.13** All custodial personnel must have ability to communicate clearly with customer's staff.
- 3.14** All custodial personnel must be employees of the Contractor; day laborers or contract labor are not acceptable.



Oconee County Board of Commissioners

ATTACHMENT C1

Schedule of Sevices - Park Services

ATTACHMENT C1-SCHEDULE OF SERVICES

PARK FACILITIES	FREQUENCY					
	DAILY	WEEKLY	MONTHLY	4X/YEAR	2X/YEAR	1X/YEAR
➤ LOBBIES, HALLWAYS, OFFICES, MEETING ROOMS, STAIRWAYS, ETC.						
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/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); includes walls and ceiling vents				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, as needed.	X					
➤ ENTRANCES						
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				

ATTACHMENT C1-SCHEDULE OF SERVICES

PARK FACILITIES	FREQUENCY					
	DAILY	WEEKLY	MONTHLY	4X/YEAR	2X/YEAR	1X/YEAR
Clean items such as mats, surfaces under mats, and foot scrapers		X				
Clean all glass doors and glass panels adjacent to glass doors	X					
➤ KITCHENS AND BREAK ROOMS						
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, 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 carpeted floors, rugs, mats; remove any carpet stains	X					
Sweep non-carpeted floors, stone and composition flooring	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		
OVP ONLY - Spray buff/restore tile flooring and/or VCT				X		
OVP ONLY - Strip, seal and wax non-carpeted floor surfaces						X
➤ ELEVATOR						
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				
Spot clean and polish to remove marks and smudges by using a small amount of stainless cleaner		X				

ATTACHMENT C1-SCHEDULE OF SERVICES

PARK FACILITIES	FREQUENCY					
	DAILY	WEEKLY	MONTHLY	4X/YEAR	2X/YEAR	1X/YEAR
Clean all stainless steel exterior fascia			X			
Polish stainless steel			X			
➤ STORAGE ROOMS						
Clean and disinfect storage space surfaces; keep area organized		X				
Maintain minimum of seven (7) day supply of all stock materials must be available at all times	X					
➤ GYMNASIUMS						
Perform general cleaning of building surfaces	X					
Empty trash and recycling receptacles. Clean and disinfect receptacles and replace soiled or torn liners, as needed.	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; excludes wood court floor		X				
Dust mop non-carpeted floors, stone and composition flooring; remove gum or other insoluble on the floor; excludes wood court floor		X				
Wet mop non-carpeted floors, stone and composition flooring; excludes wood court floor			X			
Machine scrub non-carpeted floors, stone/tile and composition flooring; excludes wood court floor				X		
Dust all surfaces 6 feet and below				X		
Dust all surfaces 6 feet and above (high dusting); to include basketball backboards, scoreboards, vents, etc.					X	
➤ FITNESS AREA/INDOOR WALKING TRACK						
Perform general cleaning of building surfaces	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 fitness equipment; machines, cardio, etc.		X				
Clean and disinfect mats under equipment and surfaces under mats			X			
Spot clean and scrub wall			X			

ATTACHMENT C1-SCHEDULE OF SERVICES

PARK FACILITIES	FREQUENCY					
	DAILY	WEEKLY	MONTHLY	4X/YEAR	2X/YEAR	1X/YEAR
Sweep/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 and vents (high dusting)					X	
Clean glass surfaces, interior and exterior windows				X		
Clean and disinfect railings, handrails and stairways		X				
➤ BUILDING RESTROOMS – OVP AND HCM (Community Center/Gym Buildings)						
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 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/storage shelves			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					
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	

ATTACHMENT C1-SCHEDULE OF SERVICES

PARK FACILITIES	FREQUENCY					
	DAILY	WEEKLY	MONTHLY	4X/YEAR	2X/YEAR	1X/YEAR
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					
➤ OUTBUILDING RESTROOMS – OVP, HCM AND BSC (Concession/Restrooms;Pre-Cast Restrooms)						
OVP – Youth Baseball/Softball (Fields 1-4) and OVP Multi-Use (Fields 5-7) BSC – Quad Building (Fields 1-4) and Pre-Cast Restroom (Fields 5-6) 7 Days a Week – March 1 – October 31 3 Days a Week: Mondays/Wednesdays/Fridays – November 1 – February 29						
OVP – OVP Soccer and OVP Tennis Pre-Cast Restroom 7 Days a Week – January 1 – December 31						
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 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					
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					

ATTACHMENT C1-SCHEDULE OF SERVICES

PARK FACILITIES	FREQUENCY					
	DAILY	WEEKLY	MONTHLY	4X/YEAR	2X/YEAR	1X/YEAR
➤ OFFICES, ROOMS, ETC. – BSC QUAD BUILDING ONLY						
Vacuum carpeted floors, rugs, entrance mats (inside and outside)						X
Clean carpets with dry foam system; remove any carpet stains						X
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) ; includes walls and ceiling vents						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
➤ OUTBUILDING RESTROOMS – HERITAGE PARK North and South (2 Buildings)						
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 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 C1-SCHEDULE OF SERVICES

PARK FACILITIES	FREQUENCY					
	DAILY	WEEKLY	MONTHLY	4X/YEAR	2X/YEAR	1X/YEAR
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 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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ATTACHMENT C2

Schedule of Sevices - Senior Center

ATTACHMENT C2-SCHEDULE OF SERVICES

SENIOR CENTER FACILITIES	FREQUENCY					
	DAILY	WEEKLY	MONTHLY	4X/YEAR	2X/YEAR	1X/YEAR
➤ LOBBY, HALLWAYS, OFFICES, ROOMS, DINING/ACTIVITY AREAS, ETC.						
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) with non-streaking cleaner	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					
➤ KITCHEN AND BREAK AREA						

General cleaning and disinfecting of kitchen area and break room; disinfect "hand washing" sink	X					
Clean mirrors						
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 carpeted floors, rugs, mats; remove any carpet stains	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
➤ BUILDING RESTROOMS						
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 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					
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					
➤ STORAGE ROOM						
Clean and disinfect storage space surfaces; keep area organized		X				
Maintain minimum of seven (7) day supply of all stock materials must be available at all times	X					



Oconee County Board of Commissioners

Request for Proposal

ATTACHMENT D

1. Cost Proposal

Oconee County Board of Commissioners
Cost Schedule
Request for Proposal#1903-17
Annual Custodial Services

Place: Oconee County Courthouse, Watkinsville,

Georgia Date: Thursday April 4, 2019

Time: 10:30 AM

Proposal of _____ (hereinafter called "Respondent") a corporation organized and existing under the laws of the State of _____ a partnership, or an individual doing business as _____.

To: Oconee County Board of Commissioners (hereinafter called "Owners")
23 N. Main Street
Watkinsville, Georgia 30677

Ladies and Gentlemen,

The Respondent, in compliance with your Request for Proposal and having examined the specifications with related contract documents and the site of the work, and being familiar with all of the conditions surrounding the proposed service including the availability of the materials and labor, hereby proposes to furnish all labor, materials, and supplies and to provide custodial services in accordance with the contract documents, within the time set forth herein, and at the prices stated below. These prices are to cover all expenses incurred in performing the work required under the contract documents of which this proposal is a part.

Respondent assumes the responsibility to download all addenda published on the Oconee County's website prior to submittal of his proposal and accepts that failure to acknowledge receipt of each addendum individually as grounds for finding the proposal non-responsive. Respondent hereby acknowledges receipt of the addenda by submitting a signed addenda acknowledgement form with their proposal. The unit and/or lump sum prices shown shall include all labor, materials, bailing, overhead, profit, insurance, etc., to cover the services of the several kinds called for.

Respondent agrees that this proposal shall be good and may not be withdrawn for a period of 90 days after the scheduled closing time for receiving proposals.

The Respondent understands that the Owners reserve the right to reject any or all proposals and to waive any informalities in the solicitation process.

The Respondent understands the quantities mentioned are only approximates and are

Oconee County Board of Commissioners
Cost Schedule
Request for Proposal#1903-17
Annual Custodial Services

subject to either increase or decrease and hereby propose to perform any increased or decreased quantities of work or extra work on the basis provided in the specifications.

The Respondent understands that the Owner reserves the right to reduce services through the reduction of line item quantities. This option may be exercised to bring the cost of these services within the Owner's budget.

The Respondent hereby agrees to commence work under this contract with adequate forces and equipment on the date and time specified and to fully complete the work by the date and time specified.

The Respondent must provide an affidavit of citizenship/alien status for "public benefits" as set forth in O.C.G.A. §50-36-1. Also, O.C.G.A. §50-36-1(e), which became effective January 1, 2012, requires applicants for "public benefits" to provide at least one "secure and verifiable document" of identification, such as a photocopy of a valid driver's license.

The Respondent is subject to the Georgia Security & Immigration Compliance Act. Effective July 1, 2013, bidders were notified that all bids for services that are to be physically performed within the State of Georgia must be accompanied by proof of their registration with and continuing and future participation in the E-Verify program established by the United States Department of Homeland Security. The bidder who subcontracts for labor and services, as well as the subcontractors of bidder's subcontractors, in furtherance of that contract is also subject to this requirement.

Please use this Cost Schedule to indicate the cost for these services. Your total cost must include **ALL** fees, travel, and any other costs needed fulfill your services to the County. Please answer the questions below:

1. Federal Tax ID# _____
2. Do you plan to subcontract any portion of this project? Yes _____ No _____
If yes, please provide an attached list of names of subcontractors with your proposal (County form provided).
3. Anticipated Start Date: _____
4. Are there any Exceptions noted in your submittal? Yes _____ No _____
If yes, mark the exceptions in red ink on the RFP document and summarize exceptions on a separate attached sheet of paper. Return both with your cost proposal.

Oconee County Board of Commissioners
Cost Schedule
Request for Proposal#1903-17
Annual Custodial Services

5. Did you submit an Alternate Proposal? Yes _____ No _____
If yes, please submit alternate on a separate sheet of paper, sealed in an envelope marked "Alternate Proposal". Alternate proposals will only be accepted if noted in the RFP documents or issued addenda.

6. THE UNDERSIGNED PROPOSES TO FURNISH THE FOLLOWING SERVICES IN STRICT CONFORMANCE TO THE RFP SCOPE OF WORK AND RFP INVITATION ISSUED BY OCONEE COUNTY. ANY EXCEPTIONS ARE CLEARLY MARKED IN THE ATTACHED COPY OF THE RFP. PRICES ARE GOOD FOR 90 DAYS AFTER AWARD:

I. Base Services

Item No.	Location	Monthly Cost	Yearly Total
1	Oconee Veterans Park	\$	\$
2	Herman C. Michael Park	\$	\$
3	Bogart Sports Complex	\$	\$
4	Heritage Park	\$	\$
5	Senior Center	\$	\$
	Total	\$	\$

II. Additional Services As Needed

Item No.	Description	Cost
1	Standard Hourly Rate for General Custodial Services	\$
2	Square Foot Cost for Carpet Cleaning Using the Extraction	\$
3	Square Foot Cost for Stripping and Refinishing VCT Floors (4)	\$

Respondent declares that the full name and resident address of Respondent's Principal is as follows:

Signed, sealed, and dated this _____ day of _____, 20_____

Oconee County Board of Commissioners
Cost Schedule
Request for Proposal#1903-17
Annual Custodial Services

Respondent Company Name _____

Respondent Mailing Address:

Email/Telephone Contact: _____

BY: Signature of Authorized Officer or Agent
(Contractor Name)

Date

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS

THE _____ DAY OF _____ 20____

Notary Public

[NOTARY SEAL]

My Commission Expires: _____

(END OF COST PROPOSAL)

Oconee County Board of Commissioners
FACILITIES LISTING BY LOCATIONS
RFP#1903-17

I. PARK FACILITIES

A. Oconee Veterans Park

3500A Hog Mountain Road, Watkinsville, GA 30677

1. Lobby, Hallways, Offices, Meeting Rooms, Stairways, Etc.
2. Entrances
3. Kitchen and Break Rooms
4. Elevator
5. Storage Room
6. Gymnasium
7. Fitness Area/Indoor Walking Track
8. Building Restrooms
9. Outbuilding Restrooms (4)

B. Herman C. Michael Park

1051 Elder Road, Bishop, GA 30621

1. Lobby, Hallways, Offices, Meeting Rooms, Stairways, Etc.
2. Entrances
3. Kitchen and Break Rooms
4. Storage Room
5. Gymnasium
6. Building Restrooms
7. Outbuilding Restrooms (1)

C. Bogart Sports Complex

200 South Burson Avenue, Bogart, GA 30622

1. Entrances
2. Quad Building Restrooms
3. Outbuilding Restrooms (1)
4. Quad Building Office Rooms, Etc.

D. Heritage Park

2543 on Highway, Watkinsville, GA 30677

1. Outbuilding Restrooms

II. SENIOR CENTER FACILITY

3500B Hog Mountain Road, Watkinsville, GA 30677

1. Lobby, Hallways, Offices, Meeting Rooms, Dining Areas, Etc.
2. Kitchen and Break Rooms
3. Building Restrooms
4. Storage Room



Oconee County Board of Commissioners

EXHIBIT

A. Oconee County Insurance Requirements

Exhibit A

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.¹

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.

¹ 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.

-
- 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.

Exhibit A

- 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):	Statutory Limits – required in all contracts
Bodily injury by Accident – each employee	\$ 100,000
Bodily injury by Disease – each employee	\$ 100,000
Bodily Injury by Disease – policy limit	\$ 500,000
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. Ambulance Service:

Workers Compensation (WC):	Required for all Contracts
	NO EXEMPTIONS

Commercial General Liability (CGL):

Exhibit A

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	\$ 3,000,000
Professional liability	\$ 3,000,000

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.

2. Asbestos Abatement:

Workers Compensation (WC): **Required for all Contracts**
NO EXEMPTIONS

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
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Contractor's Pollution Liability (with 1 year extended reporting period)

Each Occurrence	\$ 3,000,000
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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 contractor's pollution liability policies.

Exhibit A

3. **Building Remodeling and Construction:** This includes all aspects of building work, including, but not limited to, ducts, electrical, HVAC, painting, plumbing, roofing, etc.

Workers Compensation (WC):	Required for all Contracts
	NO EXEMPTIONS
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
Property Coverage or Builders Risk Policy	Equal to or greater than the existing building limit if performing renovations.

If hazardous substances are involved:

Contractor's Pollution Liability (with 1 year extended reporting period)

Each Occurrence	\$ 1,000,000
Aggregate	\$ 2,000,000

Other specific coverage requirements / levels may exist depending on project size, scope, and type.

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 contractor's pollution liability policies.

4. **Consulting Services:**

Workers Compensation (WC):	Required for all Contracts
	NO EXEMPTIONS

Exhibit A

6. **Elevator Maintenance** (includes all passenger and freight elevators):

Workers Compensation (WC):	Required for all Contracts
	NO EXEMPTIONS
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

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 and automobile liability policies.

7. **Food Service:**

Workers Compensation (WC):	Required for all Contracts
	NO EXEMPTIONS
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
Liquor Liability (When applicable)	\$ 1,000,000
Automobile Liability	
Combined Single Limit	\$ 1,000,000

Exhibit A

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 liquor liability policies.

8. Information Technology: See Standard Insurance Limits and Professional Liability insurance which includes Errors and Omissions coverage.

9. Landscaping / Lawn Care:

Workers Compensation (WC): **Required for all Contracts**

NO EXEMPTIONS

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
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If herbicide, fungicide, pesticide or other chemical application is involved:

Environmental Impairment Liability (with 1 year extended reporting period)

Each Occurrence	\$ 1,000,000
Aggregate	\$ 2,000,000

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 environmental impairment liability policies.

Exhibit A

10. **Medical/Therapist Services** (including optical and laboratory): This includes all contracted medical services, including but not limited to, assisted physician services, laboratory equipment maintenance, and patient testing.

Workers Compensation (WC):	Required for all Contracts
	NO EXEMPTIONS
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
Professional liability (malpractice)	\$ 3,000,000

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.

11. Pest Control:

Workers Compensation (WC):	Required for all Contracts
	NO EXEMPTIONS
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

Exhibit A

Automobile Liability

Combined Single Limit	\$ 1,000,000
Environmental Impairment Liability (with 1 year extended reporting period)	
Each Occurrence	\$ 1,000,000
Aggregate	\$ 2,000,000

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 environmental impairment liability policies.

12. **Recreational Services:** This includes a broad range of contracted services, including, but not limited to, golf course management, amusement services, pyrotechnic display, camps and clinics not sponsored by the agency.

Workers Compensation (WC): **Required for all Contracts**
NO EXEMPTIONS

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
Umbrella Liability	\$ 2,000,000

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 and automobile liability policies.

13. **Refuse Transportation and Disposal:** See the "Solid Waste Collection and Disposal Services of Oconee County, Georgia" for insurance requirements. Document available upon request.

Exhibit A

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 and contractor's pollution liability policies.

14. Security:

Workers Compensation (WC):	Required for all Contracts
	NO EXEMPTIONS
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
Professional Liability Insurance	\$ 3,000,000

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 and professional liability policies.

15. Staffing Services:

Workers Compensation (WC):	Required for all Contracts
	NO EXEMPTIONS
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

Exhibit A

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 and automobile liability policies.

**BOARD OF COUNTY COMMISSIONERS
OCONEE COUNTY, GEORGIA PERFORMANCE EVALUATION FORM**
The following Vendor Performance Evaluation Template is provided for informational purposes:

Vendor Service Evaluation

CONTRACT INFORMATION			
Contract/RLI/Agreement Number	Project Number/Title		Evaluation Period From: To:
Vendor Name		Contract Period From: To:	
Service Description			
Award Amount	Change Orders & Amendments	No. of	Revised Contract Amount \$0.00
Claims <input type="checkbox"/> No Claims	Claims in Process	From Vendor	Against Vendor
	Finalized Claims	From Vendor	Against Vendor
		Date	Date
Goal Type	County Established	Vendor Committed	Attained

RECOMMENDED FOR FUTURE USE		
Recommended for future contracts: If other than Yes, provide detailed explanation as attachment.	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> Conditional	Numerical Score: 0.00
State Condition for Recommendation:		
Overall Rating:	<input type="radio"/> 5-Excellent (4.50 - 5.00) <input type="radio"/> 4-Good (3.20 - 4.49) <input type="radio"/> 3-Fair (2.60 - 3.19) <input type="radio"/> 2-Poor (1.81 - 2.59) <input type="radio"/> 1-Unsatisfactory (1.0 - 1.8)	Goal Evaluation Score: 0.00 Weighted Score: 0.00

COUNTY CONTACT INFORMATION	
Requesting Agency Representative Name and Title	Email
Signature	Date

Purchasing Unit Representative Name and Title	Email
Signature	Date

Evaluation Criteria
<p>This evaluation provides an indication of the vendors's ability to implement a practical, accurate, complete and cost conscious project. For each item, please provide a numerical score from 1 to 5, in accordance to the performance rating scale. Select N/A if the criteria does not apply to this evaluation. Reviewer comments must be entered for a rating of 1, 2 or 5. Minimum passing score is 2.60.</p> <p>The following scale is used to rank the level of contributions made by the vendor to the project.</p> <p>5 - Excellent Performance: Project had no time or cost impacts related to vendor's performance;</p> <p>4- Good Performance: Project had some minor issues which the vendor aggressively pursued to resolve and there were minor time or cost impacts related to the contractor's performance;</p> <p>3 - Fair Performance: Project had some issues which the vendor pursued to resolve and that resulted in acceptable time and/or cost impacts;</p> <p>2 - Poor Performance: Project had several issues which the vendor provided limited assistance to resolve and that resulted in significant time and cost impacts;</p> <p>1 - Unsatisfactory Performance: Project had multiple, significant issues which the vendor provided no assistance to resolve and that resulted in substantial time and cost impacts.</p>

A) Quality						Section Score: 0.00
Evaluation Question	Unsatisfactory					Excellent
1. How close did the vendor conform with specifications, drawings and other requirements?	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input checked="" type="radio"/> N/A
2. How accurate and timely were any necessary service needs addressed?	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input checked="" type="radio"/> N/A
3. How appropriate were any vendor services recommendations?	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input checked="" type="radio"/> N/A
4. How efficient and timely was the service staff trained?	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input checked="" type="radio"/> N/A
5. How complete and timely was the level of the vendors professionalism.?	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input checked="" type="radio"/> N/A
6. How well did the vendor performance meet agreement expectations?	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input checked="" type="radio"/> N/A
COMMENTS:						

B) Quantity						Section Score: 0.00
Evaluation Question	Unsatisfactory					Excellent
1. How accurate were the estimated service hours to the actual hours of service provided? Hourly or Weekly?	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input checked="" type="radio"/> N/A
2. How accurate were estimated services to those actually needed to complete the project? Hourly or Weekly?	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input checked="" type="radio"/> N/A
COMMENTS:						

C) Delivery						Section Score: 0.00
Evaluation Question	Unsatisfactory					Excellent
1. How timely was the service completed, based on industry standards?	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input checked="" type="radio"/> N/A
2. How proactive was the vendor response to replacing damaged goods?	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input checked="" type="radio"/> N/A
3. How cooperative was the vendor in appearing at a satisfactory time?	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input checked="" type="radio"/> N/A
4. How accurate were the prices quoted to the invoiced price?	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input checked="" type="radio"/> N/A
5. How well did the vendor manage delivery of the service?	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input checked="" type="radio"/> N/A
6. How accurate were the documents provide at closeout, e.g. packing slips, invoices, technical manuals, etc. regarding the correct material codes and purchase order numbers?	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input checked="" type="radio"/> N/A
7. How accurately were close-out procedures followed?	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input checked="" type="radio"/> N/A
COMMENTS:						

D) Customer Service						Section Score: 0.00
Evaluation Question	Unsatisfactory					Excellent
1. How knowledgeable was the vendor regarding the requested service?	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input checked="" type="radio"/> N/A
2. How timely were requests for information, proposals and quotes answered?	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input checked="" type="radio"/> N/A
3. How prompt were County staff communications returned or responded to?	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input checked="" type="radio"/> N/A
4. How proactive was the vendor in addressing County staff problems or concerns regarding the service?	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input checked="" type="radio"/> N/A

5. How courteous/professional was the vendor in dealing with the County, Sub-vendors, County Tenants/Customers?	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input checked="" type="radio"/> N/A
6. How sensitive/responsive was the vendor to working around County operational needs?	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input checked="" type="radio"/> N/A
7. How consistent and clear were the vendor communications with County staff?	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input checked="" type="radio"/> N/A
COMMENTS:						

E) Support						Section Score: 0.00
Evaluation Question	Unsatisfactory					Excellent
1. How close was the level of vendor technical expertise to what was needed to support the service?	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input checked="" type="radio"/> N/A
2. How appropriate was the contact information provided by the vendor for questions?	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input checked="" type="radio"/> N/A
3. How well did the vendor respond to additional questions regarding the services?	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input checked="" type="radio"/> N/A
4. How timely was the vendor response compared to the contract requirements?	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input checked="" type="radio"/> N/A
5. How clear was the vendor information regarding the Work Plan?	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input checked="" type="radio"/> N/A
6. How well did the vendor respond to the service requests?	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input checked="" type="radio"/> N/A
7. How timely were the service requests?	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input checked="" type="radio"/> N/A
8. How well did the vendor coordinate any sub vendors?	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input checked="" type="radio"/> N/A
9. How responsive and competent were vendor representatives?	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input checked="" type="radio"/> N/A
COMMENTS:						

F) Emergency Procurement						Section Score: 0.00
Evaluation Question	Unsatisfactory					Excellent
1. How responsive was the vendor to providing afterhours contact information?	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input checked="" type="radio"/> N/A
2. How clear was the vendor regarding the local services available in the event of an emergency?	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input checked="" type="radio"/> N/A
3. How accessible was the vendor before, during and after the emergency?	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input checked="" type="radio"/> N/A
4. How willing was the vendor to provide support services ?	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input checked="" type="radio"/> N/A
5. How cooperative was the vendor in demonstrating extra effort to meet County staff requirements in the emergency?	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input checked="" type="radio"/> N/A
COMMENTS:						
RATING OFFICIAL INFORMATION						
Name and Title					Office	