

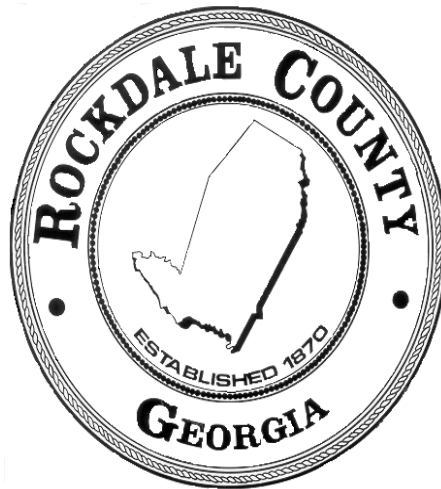
REQUEST FOR PROPOSALS

No. 19-29

ROCKDALE COUNTY, GEORGIA

November 13, 2019

Custodial Services



**ROCKDALE COUNTY FINANCE DEPARTMENT
PROCUREMENT OFFICE
958 Milstead Avenue
CONYERS, GA 30012
770-278-7552**

INTRODUCTION:

Rockdale County is requesting Competitive Sealed Proposals for **Custodial Services**. Instructions for preparation and submission of a proposal are contained in this packet. Proposals must be typed or printed in ink.

Rockdale County provides equal opportunity for all businesses and does not discriminate against any person or business because of race, color, religion, sex, national origin, handicap or veterans status. This policy ensures all segments of the business community have access to supplying the goods and services needed by Rockdale County.

PURCHASING CONTACT FOR THIS REQUEST:

All questions concerning this RFP and all questions arising subsequent to award are to be addressed to the Purchasing Division via email to Meagan Porch, Buyer, at meagan.porch@rockdalecountyga.gov or the following address:

Rockdale County Finance Department
Purchasing Division
Attn: Meagan Porch
958 Milstead Avenue
Conyers, GA 30012
Phone: (770) 278-7557, Fax: (770) 278-8910
E-mail: meagan.porch@rockdalecountyga.gov

To maintain a "level playing field", and to assure that all proposers receive the same information, proposers are requested **NOT** to contact anyone other than the contact above until after the award of the contract. Doing so could result in disqualification of the proposer.

PROPOSAL COPIES FOR EVALUATION:

Technical Proposal:

Four (4) hard copies and one (1) original hard copy and one Flash Drive in Adobe PDF format will be required for review purposes. (*Original must be clearly marked "Original" and the Copies clearly marked "Copies."*) Flash Drives that are blank or have incorrect information on them will not be acceptable and may be justification for disqualification. Check your Flash Drive(s) to ensure that they have the appropriate material on it before submitting.

Price Proposal:

One (1) hard copy of the price proposal form is required to be submitted in a separate sealed envelope labeled "Proposal Form".

CONTRACT TERM:

The Contract Term will be 1 (one) year with the option to renew 4 (four) additional 1 (one) year periods.

DUE DATE:

Sealed proposals will be received at the Rockdale County Finance Department, Procurement Division, 958 Milstead Avenue, Conyers, GA 30012 no later than **2:00 P.M., local time, Thursday, January 9, 2020.** Proposals received after this time will not be accepted.

EXAMINATION OF SITE(S)

It is the Contractor's responsibility to become fully informed as to the nature and extent of the work required. Contractors **must visually inspect all of the sites and sign the sign-in sheet for these sites** before submitting a proposal. Failure to visually inspect the sites will cause disqualification of proposal. **All site visits MUST be completed between Monday, December 2, 2019 through Friday, December 13, 2019 by 4:00 P.M., local time.** Site visits must be set up with Charles Welch, Building Maintenance Manager, at Charles.welch@rockdalecountyga.gov or (770) 278-7210 OR Andrew Hammer, Deputy Director of Recreation and Maintenance, at Andrew.hammer@rockdalecountyga.gov or (770) 278-7268.

QUESTIONS AND CLARIFICATIONS:

All questions and requests for clarifications concerning this RFP must be submitted to the Purchasing Division via email to meagan.porch@rockdalecountyga.gov or at the above address no later than **2:00 p.m., local time, on Thursday, December 19, 2019.** It shall be the proposer's responsibility to seek clarification as early as possible prior to the due date and time. Written responses from the County to the questions it receives will be in an addendum and posted to the County's website at www.rockdalecountyga.gov, under Bid Opportunities. Questions or requests for clarifications received after this deadline will not receive a response.

ADDENDA:

Answers to questions submitted that materially change the conditions and specifications of this RFP will be issued in an addendum and posted to the County's website at www.rockdalecountyga.gov Bid Opportunities. Any discussions or documents will be considered non-binding unless incorporated and issued in an addendum.

It is the proposer's responsibility to check the Rockdale County website at www.rockdalecountyga.gov, Bid Opportunities for any addenda that may be issued, prior to submitting a proposal for this RFP.

QUALIFICATIONS OF OFFERORS:

Proposers must have a current business license from their home based jurisdiction and provide a copy of that license with the submittal of their proposal response.

Proposals from any offeror that is in default on the payment of any taxes, license fees, or other monies due to Rockdale County will not be accepted.

Any contractor submitting a Proposal must complete the Contractor's Qualification Statement and Questionnaire if provided in this package.

In evaluating Proposals, the County may seek additional information from any contractor concerning such contractor's proposal or its qualifications to construct the Project.

Proposers are to submit at least **three (3) references** from projects with similar experience using the materials and process in this RFP.

PROPRIETARY INFORMATION

Careful consideration should be given before submitting confidential information to Rockdale County. The Georgia Open Records Act permits public scrutiny of most materials collected as part of this process. Please clearly mark any information that is considered a trade secret, as defined by the Georgia Trade Secrets Act of 1990, O.C.G.A. §10-1-760 et seq., as trade secrets are exempt from disclosure under the Open Records Act. Rockdale County does not guarantee the confidentiality of any information not clearly marked as a trade secret.

FINANCIAL STABILITY

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

- If a public company, the Offeror will provide their most recent audited financial report.
- If a private company, the Offeror will provide a copy of their most recent internal financial statement, and/or a letter from their financial institution, on the financial institution's letterhead, stating the Offeror is in good standing with that financial institution.

SELECTION PROCESS:

The Rockdale County Procurement Office and Evaluation Committee makes a recommendation for award. The Board of Commissioners will make the actual award of the contract and has the authority to award the contract to a company different than the company recommended by the Procurement Office and/or Evaluation Committee.

This is a past performance/quality/price trade-off source selection in which competing offeror's past and present performance history and product quality will be evaluated on a basis approximately equal to price. Award will be made to the responsible offeror whose proposal represents the best value after evaluation in accordance with the factors listed below. Rockdale County Board of Commissioners may reject any or all proposals and to waive any technicalities or informalities if such action is in the county's interest.

Rockdale County may evaluate proposals and award a contract without discussions with offerors. Therefore, the offeror's initial proposal should contain the offeror's best terms from a price and technical standpoint. The County reserves the right to conduct discussions if the County later determines them to be necessary.

Proposers will be evaluated based on the following criteria and may be called in for an interview.

The County intends to award the contract to the responsible and responsive contractor whose proposal is determined in writing to be the most advantageous to the County taking into consideration all of the evaluation criteria.

EVALUATION CRITERIA:

Offerors will be evaluated based on the following criteria and may be called in for an interview.

Respondents will have their submissions evaluated and scored. Submissions will be evaluated to assess the respondent's ability to provide anticipated services for Rockdale County. Rockdale County shall be the sole judge of the quality and the applicability of all statements of qualifications. Approach, scope, overall quality, local facilities, terms, and other pertinent considerations will be taken into account in determining acceptability.

Selection Committee shall evaluate and rank the statements of qualifications based on the following criteria:

- Staffing and Availability – Evaluation of the list of personnel specifically assigned to the RFP proposed project, including their qualifications, overall experience and recent experience on projects of similar nature and complexity to the proposed project. Organization and Staffing, evaluation of the work load of the proposing firm and the staffing to be assigned to the proposed project; time schedule of the Proposer in relation to that of the proposed project location of the offices or facilities from which the services are to be provided to the County. **(30%)**
- Experience/Performance – Review of personnel qualifications and experience. Management approach to projects, past performance on projects of similar nature and complexity as the proposed project. Evaluation of client references including but not limited to references submitted in qualification response; overall responsiveness to County's needs. Provider financial capability, qualifications and experience. **(30%)**
- Approach – Evaluation of the overall understanding of the scope of the proposed project; completeness, adequacy and responsiveness to the required information of the request for proposals. **(10%)**
- Cost – **(20%)**
- Interviews – Interviews may be scheduled. Interviews will be informal and will provide respondents with an opportunity to answer any questions the selection team may have on a submission. **(10%)**

INSURANCE:

Before starting any work, the successful contractor must furnish to Rockdale County certificate(s) of insurance from companies doing business in Georgia. The Company shall maintain in full force and effect the following insurance during the term of the Agreement:

Coverages:	Limits of Liability:
Workers' Compensation	Statutory
Employers' Liability	\$1,000,000.00
Bodily Injury Liability	\$1,000,000.00 each occurrence
except Automobile	\$1,000,000.00 aggregate
Property Damage Liability	\$1,000,000.00 each occurrence
except Automobile	\$1,000,000.00 aggregate
Personal & Advertising Injury Limit	\$1,000,000.00
Products / Completed Ops.	\$2,000,000.00 aggregate
Automobile Bodily Injury	\$1,000,000.00 each person
Liability	\$1,000,000.00 each occurrence
Automobile Property Damage	\$1,000,000.00 each occurrence
Liability	
Professional Liability/General Liability	\$1,000,000.00

FIDELITY BOND COVERAGE:

Precedent to the execution of the Contract and before the starting of any work, the Contractor shall furnish to the County a Certificate of Insurance covering its Fidelity Bond in at least the total amount of this Contract. Surety Company shall be acceptable to the County and licensed to do business in the State of Georgia.

All insurance shall be provided by an insurer(s) acceptable to the County, and shall provide for thirty (30) days prior notice of cancellation to the County. Upon contract award, Contractor shall deliver to the County a certificate or policy of insurance evidencing Contractor's compliance with this paragraph. Contractor shall abide by all terms and conditions of the insurance and shall do nothing to impair or invalidate the coverage.

Rockdale, GA shall be named as Additional Insured under any General Liability, Business Auto and Umbrella Policies using ISO Additional Insured Endorsement forms CG 2010 or its equivalent. Coverage shall apply as Primary and non-contributory with Waiver of Subrogation in favor of Rockdale County, Georgia.

The insurance carrier must have a minimum rating of A or higher as determined by the rating firm A.M. Best.

Certificates must contain policy number, policy limits, and policy expiration date of all policies. The Request for Proposals (RFP) number and project name must be inserted in the Description of Operations section of the certificate.

Certificates are to be issued to:

Rockdale County, Georgia
958 Milstead Avenue
Conyers, GA 30012

BONDS: N/A**PERMITS:**

The awarded contractor will be responsible for acquiring any permits that are required for this project/purchase. Rockdale County will waive fees on all permits issued by Rockdale County.

AWARD OF CONTRACT

The Rockdale County Procurement Office and Evaluation Committee makes a recommendation for award. The Board of Commissioners will make the actual award of the contract and has the authority to award the contract to a company different than the company recommended by the Procurement Office and/or Evaluation Committee.

ILLEGAL IMMIGRATION REFORM AND ENFORCEMENT ACT OF 2011

Vendors submitting a Qualification package in response to this RFP must complete the Contractor Affidavit under O.C.G.A. §13-10-91(b)(1) which is provided with the RFP package to verify compliance with the Illegal Immigration Reform and Enforcement Act of 2011.

- A. The form must be signed by an authorized officer of the contractor or their authorized agent.
- B. The form must be notarized.
- C. **The contractor will be required to have all subcontractors and sub-subcontractors who are engaged to complete physical performance of services under the final contract executed between the County and the contractor complete the appropriate subcontractor and sub-subcontractor affidavits and return them to the County a minimum of five (5) days prior to any work being accomplished by said subcontractor or sub-subcontractor. Format for this affidavit can be provided to the contractor if necessary.**

GENERAL INFORMATION

No proposals received after said time or at any place other than the time and place as stated in the notice shall be considered. No responsibility shall attach to Rockdale County for the premature opening of a proposal not properly addressed and identified.

WITHDRAWAL OF PROPOSAL:

A proposer may withdraw his proposal before the proposal due date, without prejudice to the proposer, by submitting a written request of withdrawal to the Rockdale County Procurement Office.

REJECTION OF PROPOSAL:

Rockdale County may reject any and all proposals and must reject a proposal of any party who has been delinquent or unfaithful in any formal contract with Rockdale County. Also, the right is reserved to waive any irregularities or informalities in any proposal in the proposing procedure. Rockdale County shall be the sole judge as to which proposal is best, and in ascertaining this, will take into consideration the business integrity, financial resources, facilities for performing the work, and experience in similar operations of the various proposers.

STATEMENT OF EXPERIENCE AND QUALIFICATIONS:

The proposer may be required, upon request, to prove to the satisfaction of Rockdale County that he/she has the skill, experience, necessary facilities and ample financial resources to perform the contract(s) in a satisfactory manner and within the required time. If the available evidence of competency of any proposer is not satisfactory, the proposal of such proposer may be rejected. The successful proposer is required to comply with and abide by all applicable federal and state laws in effect at the time the contract is awarded.

NON-COLLUSION AFFIDAVIT:

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

INTEREST OF:

By submitting a proposal, the proposer represents and warrants that a Commissioner, Administrator, employee, nor any other person employed by Rockdale County has, in any manner, an interest, directly or indirectly, in the proposal or in the contract which may be made under it, or in any expected profits to arise there from.

DOCUMENTS DEEMED PART OF THE CONTRACT:

The notice, invitation to proposers, general conditions, and instructions for proposers, special conditions, specifications, proposal, and addenda, if any, will be deemed part of the contract.

STANDARD INSTRUCTIONS

1. The instructions contained herein shall be construed as a part of any proposal invitation and/or specifications issued by Rockdale County and must be followed by each proposer.
2. The written specifications contained in this proposal shall not be changed or superseded except by written addendum from Rockdale County. Failure to comply with the written specifications for this proposal may result in disqualification by Rockdale County.
3. All goods and materials shall be F.O.B. Destination Conyers, Georgia and no freight or postage charges will be paid by Rockdale County unless such charges are included in the proposal price.
4. The following number, RFP No. **19-29** must be written clearly on the outside of each proposal envelope in order to avoid prior opening in error.
5. All proposals must be received and in-hand at proposal due date and time. Each proposer assumes the responsibility for having his/her proposal received at the designated time and place of proposal due date. Proposals received after the stated time and date may be subject to rejection without consideration, regardless of postmark. Rockdale County accepts no responsibility for mail delivery.
6. Unless otherwise stated, all proposals submitted shall be valid and may not be withdrawn for a period of 120 days from the due date.
7. Each proposal form submitted must include the name of the business, mailing address, the name, title and signature of the person submitting the proposal. When submitting a proposal to Rockdale County the Proposal Form must be submitted in a separate sealed envelope labeled "Proposal Form".
8. Rockdale County reserves the right to accept a proposal that is not the lowest price if, in the County's judgment, such proposal is in the best interest of the County and the public. The County reserves the right to reject any and all proposals.
9. Telephone, Emailed or Facsimile proposals will not be accepted.
10. No sales tax will be charged on any orders except for contracts that include construction materials being purchased through a third party.
 - i. Federal I.D. #58-6000882
 - ii. Sales Tax Exempt #58-800068K
11. If applicable, completed questionnaires must be signed manually. Rockdale County reserves the right to accept or reject any proposal on the basis of incomplete or inaccurate answers to the questionnaire.
12. If applicable, warranty information shall be provided.
13. Proposers shall state delivery time after receiving order.
14. Proposers shall identify any subcontractors, and include an explanation of the service or product that they may provide.

Summary Narrative:

Rockdale County is seeking proposals from companies to perform janitorial/custodial services at various county facilities. The county has 3 facilities currently under contract for custodial services that will be included in the initial contract but may also add additional facilities as needed. Bidders shall provide a per facility monthly price for each facility based upon the requirements of this bid.

Facility Types:

1. Health care facility:
 - a. Name: Rockdale County Health Department
 - b. Location: 985 Taylor St, Conyers GA 30012
 - c. Size: 14,305 square feet
 - d. Service frequency: 5 days per week – Monday thru Friday
 - e. Time: night - after 7pm and completed prior to 6am

2. Office facilities:
 - a. Name: DUI Accountability court
 - b. Location: 1161 West Ave, Conyers GA 30012 – Rockdale Plaza shopping center
 - c. Size: 6,000 square feet
 - d. Service frequency: 3 days per week – Monday, Wednesday, Friday
 - e. Time: day – after 8am and completed prior to 5pm

 - f. Name: Elections/Extension building
 - g. Location: 1261 Commercial Drive, Conyers GA 30094 – Parker Professional Center
 - h. Size: 12,000 square feet
 - i. Service frequency: 3 days per week – Monday, Wednesday, Friday
 - j. Time: day – after 8am and completed prior to 5pm

***Alternate: provide square foot price option for 5 days per week, Monday thru Friday

3. Other facilities:
 - a. See attached Rockdale County Building List for additional facilities that may be added to the scope of work during the term of the contract
 - b. Pricing shall be provided per facility based upon a service frequency of 3 days per week – MWF and 5 days per week either during daytime hours or during nighttime hours per county request.

General Requirements:

1. Respondents shall be capable of providing the highest quality level of service, performed by personnel who are trained to provide the janitorial/cleaning services proposed.
2. As needed, keys to facilities and identification badges will be issued by Rockdale County and shall not be duplicated. All keys or other access devices shall be surrendered upon request from Rockdale County.
3. Contractor & Company is required to provide evidence of a valid State of Georgia Business License
4. Contractor is required to provide evidence that you meet the Rockdale County Government Insurance Requirements

5. Contractor is required to provide a reference list of clients that have a current contract for services with their company. In addition, contractor is required to complete the attached "Contractor Qualification Statement and Questionnaire."
6. Contractor shall provide own staff and not subcontract this work to another company.
7. Contractor shall submit the company safety program and a drug testing program and all employees must be drug-free and able to pass a background check. Contractor shall provide background checks prior to start of service to the county.
8. Contractor to provide evidence of a current Hepatitis "B" inoculation of all persons involved in work at the health facility.
9. The entity responsible for fulfilling this agreement shall be identified in the proposal response.
10. Personal items of Rockdale staff should not be moved about. Desktops should not be dusted unless 100% free of all paperwork, files, folders, etc.

Custodial Supplies and Equipment:

1. Contractor shall provide their own cleaning equipment.
2. For Health Care facilities, Contractor shall provide their own cleaning supplies, including chemicals.
3. For office facilities, Rockdale County shall provide cleaning supplies, including chemicals.
4. For all facilities, Rockdale County shall provide all paper products, trashcan liners, soap for dispenser, and other disposables.
5. All cleaning mops/brushes shall be washed with cleaner disinfectant and rinsed in clean water, then hung to dry.

Custodial Operating Procedures:

Health Care Facilities:

1. Clean all entry and exit areas.
 - a. Clean all perimeter indoor and outdoor entrances and exits
 - b. Clean all glass store front windows and doors
 - c. Sweep all outdoor door entrances and exits/ sweep and mop all indoor entrances/exits
 - d. Empty all outside trash cans and clean around them
2. Hallways/Restrooms
 - a. Dust all chair railings weekly
 - b. Dust all base boards weekly
 - c. Sweep and mop all tiled hallway flooring/ vacuum all carpeted hallways
 - d. Sweep and mop all restrooms/clean all restrooms thoroughly
 - e. Remove all trash from restrooms
 - f. All restrooms are stocked properly (toilet tissue, paper towels, soap, seat covers, etc.)
 - g. Remove cobwebs from corners
 - h. Clean glass window weekly
 - i. Dust window seals weekly
3. Conference rooms
 - a. Wipe and dust table
 - b. Wipe off chairs

- c. Floor vacuumed
 - d. Chair railings and base boards dusted weekly
 - e. Trash removed
4. Breakrooms
- a. Wipe down tables
 - b. Sweep and mop floors
 - c. Trash removed
 - d. Counters wiped
 - e. Chair railings and base boards dusted weekly
 - f. Dust window seals weekly
5. Large Waiting Room
- a. Sweep and mop all flooring/ vacuum areas where needed
 - b. Remove all trash
 - c. Chair railing and base boards dusted weekly
 - d. Dust window seals weekly
 - e. Clean any glass windows weekly
 - f. Remove cobwebs from corners
 - g. Wipe down any tables as needed
 - h. Dust furniture weekly
 - i. Wipe down all chairs
6. Sub Waiting Room
- a. Sweep and mop all flooring/ vacuum areas where needed
 - b. Remove all trash
 - c. Chair railing and base boards dusted weekly
 - d. Clean any glass windows weekly
 - e. Remove cobwebs from corners
 - f. Wipe down any tables as needed
 - g. Dust furniture weekly
 - h. Wipe down all chairs
7. Offices/Private Restrooms
- a. Offices will need to vacuumed/sweep and mop where needed
 - b. Windows seals dusted weekly
 - c. Windows cleaned weekly
 - d. Dust furniture (*bookcases/end tables/tops of file cabinets/desk/computers*)
 - e. Trash removed
 - f. Chair railing and base boards dusted weekly
 - g. Empty shredders
 - h. Remove cobwebs from corners
 - i. Sweep and mop restrooms/ restrooms cleaned and restocked
- *** Dusting of furniture will be done only after any important or sensitive information, personal effect have been removed***
- *** All window blinds will be dusted weekly***
- *** All trash cans will be cleaned and wiped down on the inside weekly***
- *** Floor drains will need to be treated monthly***
8. Labs
- a. Sweep and mop all floors daily
 - b. Wipe down all chairs
 - c. Empty all trash cans and biohazard containers
 - d. Clean base boards
9. Exam Rooms
- a. All exams room must be swept and mopped daily
 - b. Empty all trash cans
 - c. Base boards cleaned and dusted weekly

Office/Banquet/Auditorium Facilities:

1: Clean all entry and exit areas.

- Clean all perimeter indoor and outdoor entrances and exits
- Clean all glass store front windows and doors
- Sweep all outdoor door entrances and exits/ sweep and mop all indoor entrances/exits
- Empty all ash trays
- Empty all outside trash cans
- Pick up any loose trash outside of any entrance or exit areas
- Clean and dust all vents monthly

2: Hallways/Restrooms/Stairwells

- Dust all chair railings weekly
- Dust all base boards weekly
- Sweep and mop all tiled hallway flooring/ vacuum all carpeted hallways
- Sweep stair wells (mop when needed)
- Tops of stall walls and mirrors need to be wiped down weekly
- Dust vents and above light fixtures over sinks
- Clean mirrors
- Clean sinks
- Clean toilets
- Clean urinals
- Clean counter tops, changing stations
- Clean stainless fixtures
- Sweep and mop all restrooms
- Remove all trash from restrooms
- All restrooms are stocked properly (toilet tissue, paper towels, soap, seat covers, etc.)
- Clean drinking fountains
- Remove cobwebs from corners
- Clean glass window weekly
- Dust window seals weekly
- Clean and dust all vents monthly

B: Conference rooms/Breakrooms/Dining Areas

- Conference rooms will need to be checked and cleaned
 - Wipe and dust table
 - Wipe off chairs
 - Floor vacuumed
 - Chair railings and base boards dusted weekly
 - Clean and dust all vents monthly
 - Trash removed
- Breakrooms
 - Wipe down tables
 - Clean and dust all vents monthly
 - Sweep and mop floors
 - Trash removed
 - Counters wiped
 - Chair railings and base boards dusted weekly
 - Dust window seals weekly
- Dining Area (Senior Services)
 - Sweep and mop all flooring
 - Remove all trash
 - Wipe down tables

- Chair railing and base boards dusted weekly
- Clean and dust vents monthly
- Tray return/trash receptacle will be cleaned daily

C: Common Areas/Auditorium/BOC Meeting Hall

- Common Areas
 - Sweep and mop all flooring/ vacuum areas where needed
 - Remove all trash
 - Chair railing and base boards dusted weekly
 - Dust window seals weekly
 - Clean and dust all vents monthly
 - Clean any glass windows weekly
 - Remove cobwebs from corners
 - Wipe down any tables as needed
 - Dust furniture weekly
- Auditorium
 - Sweep and mop all floors/ vacuum all floors
 - Chair railing and base boards dusted weekly
 - Behind stage floors swept and moped/restroom cleaned and stock
 - Sweep and mop all rest rooms
 - Restrooms cleaned thoroughly and restocked
 - Remove all trash
 - Remove any loose trash from pews
 - Sweep stair wells (mop when needed)
 - Sweep and mop upstairs
 - Remove cobwebs from corners
 - Sweep stage as needed
- BOC Meeting Hall
 - Sweep and mop all floors/ vacuum all floors
 - Sweep and mop all restrooms/restrooms cleaned and restocked
 - Dust all furniture, tables, podium
 - Clean and dust all vents monthly
 - Remove all trash
 - Remove any loose trash from seating area

D: Offices/Private Restrooms

- Offices will need to vacuumed/sweep and mop where needed
- Windows seals dusted weekly
- Windows cleaned weekly
- Dust furniture (bookcases/end tables/tops of file cabinets/desk/computers)
- Clean and dust vents monthly
- Trash removed
- Chair railing and base boards dusted weekly
- Dust tops of cubicles weekly
- Empty shredders
- Remove cobwebs from corners
- Sweep and mop restrooms/ restrooms cleaned and restocked.

*** For private restroom please refer to section on restrooms page one ***

*** Dusting of furniture will be done only after any important or sensitive information, personal effect have been removed***

*** All window blinds will be dusted weekly***

*** All trash cans will be cleaned and wiped down on the inside weekly***

*** Floor drains will need to be treated monthly***

Required Daily Re-Supplying

- Soap dispensers
- Paper towel dispensers
- Toilet paper holders
- New trash bags

Right to Seek a New Proposal

Rockdale County reserves the right to receive, accept, or reject any and all proposals for any, or all, reasons.

Proposals will be awarded to the best overall respondent as determined by that which is in the best interests of Rockdale County.

In comparing the responses to this RFP and making awards, Rockdale County may consider such factors as quality and thoroughness of a proposal, the record of experience, the references of the respondents, and the integrity, performance, and assurances in the proposal in addition to that of the proposal price.

PROPOSAL FORM – RFP #19-29

Instructions: Complete all THREE parts of this bid form.

PART I: Proposal Summary

Complete the information below. If you wish to submit more than one brand, make a photocopy of this Proposal Form.

1	Rockdale Health Dept – cost per month, 5 days per week		\$
2	DUI Accountability Lab	per month, 3 days per week	\$
2a		per month, 5 days per week	\$
3	Elections/Extension building	per month, 3 days per week	\$
3a		per month, 5 days per week	\$
4.	Administrative Offices	per month, 3 days per week	\$
4a		per month, 5 days per week	\$
5	BOC Office	per month, 3 days per week	\$
5a		per month, 5 days per week	\$
6	HR/ Tax Assessor	per month, 3 days per week	\$
6a		per month, 5 days per week	\$
7	Steele Community center	per month, 3 days per week	\$
7a		per month, 5 days per week	\$
8	Portman Drive – Suites ABC/DE/J	per month, 3 days per week	\$
8a		per month, 5 days per week	\$
9	Old Covington	per month, 3 days per week	\$
9a		per month, 5 days per week	\$
10	Gees Mill Treatment office	per month, 3 days per week	\$
10a		per month, 5 days per week	\$
11	Tatum Rd Central Office	per month, 3 days per week	\$
11a		per month, 5 days per week	\$
12	Quigg Plant Admin Office	per month, 3 days per week	\$
12a		per month, 5 days per week	\$

13	Portman Drive – Suite GH	per month, 3 days per week	\$
13a		per month, 5 days per week	\$
14	RWR Customer service center	per month, 3 days per week	\$
14a		per month, 5 days per week	\$
15	Courthouse – Historic Section	per month, 3 days per week	\$
15a		per month, 5 days per week	\$
16	Courthouse – 3 story	per month, 3 days per week	\$
16b		per month, 5 days per week	\$
17	DUI Court	per month, 3 days per week	\$
17a		per month, 5 days per week	\$
18	Magistrate Court	per month, 3 days per week	\$
18a		per month, 5 days per week	\$
19	Public Defender	per month, 3 days per week	\$
19a		per month, 5 days per week	\$
20	Tax Commissioner	per month, 3 days per week	\$
20a		per month, 5 days per week	\$
21	Clay Building	per month, 3 days per week	\$
21a		per month, 5 days per week	\$
22	Fire Training Annex	per month, 3 days per week	\$
22a		per month, 5 days per week	\$
23	E911	per month, 3 days per week	\$
23a		per month, 5 days per week	\$
24	Fire Headquarters	per month, 3 days per week	\$
24a		per month, 5 days per week	\$
25	Senior Center	per month, 5 days per week	\$
26	Johnson Rec Center	per month, 3 days per week	\$

26a		per month, 5 days per week	\$
27	Rockdale Tennis Center	per month, 3 days per week	\$
27a		per month, 5 days per week	\$
28	Costley Mill Banquet Center	On call as needed	\$
29	Rockdale Auditorium	On call as needed	\$
30	JP Carr Community Hall	On call as needed	\$

PART II: Addenda Acknowledgements (if applicable)

Each vendor is responsible for determining that all addenda issued by the Rockdale County Finance Department – Purchasing Division have been received before submitting a bid.

Addenda	Date Vendor Received	Initials
"1"		
"2"		
"3"		
"4"		
"5"		
"6"		

PART III: Vendor Information:

Company Name	
Address	
Telephone	
E-Mail	
Representative (print name)	
Signature of Representative	
Date Submitted	

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

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

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

Name of Project

Name of Public Employer

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

Executed on _____, ____, 201__ in _____(city), _____(state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 201__.

NOTARY PUBLIC
My Commission Expires:

Affidavit Verifying Status for County Public Benefit Application

By executing this affidavit under oath, as an applicant for the award of a contract with Rockdale, County Georgia, I _____. [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity] am stating the following as required by O.C.G.A. Section 50-36-1:

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 Code Section 16-10-20 of the Official Code of Georgia.

Signature of Applicant: _____
Date

Printed Name:

*_____
Alien Registration number for non-citizens

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 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.

CONTRACTOR'S QUALIFICATION STATEMENT AND QUESTIONNAIRE

NAME OF PROPOSED CONTRACTOR: _____

I. INSTRUCTIONS

- A. All questions are to be answered in full. If copies of other documents will answer the question completely, they may be attached and clearly labeled. If additional space is needed, additional pages may be attached and clearly labeled.
- B. The owner, Rockdale County, Georgia, its agents and representatives, shall be entitled to contact each and every reference listed in response to this questionnaire, and each entity referenced in any response to any question in this questionnaire. By completing this questionnaire, the contractor expressly agrees that any information concerning the contractor in possession of said entities and references may be made available to the owner.
- C. Only complete and accurate information shall be provided by the contractor. The contractor hereby warrants that, to the best of its knowledge and belief, the responses contained herein are true, accurate, and complete. The contractor also acknowledges that the owner is relying on the truth and accuracy of the responses contained herein. If it is later discovered that any material information given in response to a question was provided by the contractor, knowing it was false, it shall constitute grounds for immediate termination or rescission by the owner of any subsequent agreement between the owner and the contractor. The owner shall also have and retain any other remedies provided by law.
- D. The completed form shall be submitted with contractor's proposals.
- E. This form, its completion by the contractor, and its use by the contractor, and its use by the owner, shall not give rise to any liability on the part of the owner to the contractor or any third party or person.

II. GENERAL BACKGROUND

- A. Current address of contractor: _____

- B. Previous Name or address of contractor: _____

- C. Current president or CEO and years in position: _____
- D. Number of permanent employees: _____
- E. Name and address of affiliated companies: _____

III. FINANCIAL STATUS

- A. Please attach financial statements for the past three years for which they are complete. If such statements are not available, please furnish the following information:

1. LAST COMPLETE FISCAL YEAR:

- A. Revenues (Gross) _____
- B. Expenditures (Gross) _____
- C. Overhead & Admin (Gross) _____
- D. Profit (Gross) _____

2. YEAR PRIOR TO "1" ABOVE:

- A. Revenues (Gross) _____
- B. Expenditures (Gross) _____
- C. Overhead & Admin (Gross) _____
- D. Profit (Gross) _____

3. YEAR PRIOR TO "2" ABOVE:

- A. Revenues (Gross) _____
- B. Expenditures (Gross) _____
- C. Overhead & Admin (Gross) _____
- D. Profit (Gross) _____

B. BANKRUPTCIES

1. Has the Contractor, or any of its parents or subsidiaries, ever had a Bankruptcy Petition filed in its name, voluntarily or involuntarily? (If yes, specify date, circumstances, and resolution).

2. Has any Majority Shareholder ever had a Bankruptcy Petition filed in his/her name, voluntarily or involuntarily? (If yes, specify date, circumstances, and resolution).

C. BONDING

1. What is the Contractor's current bonding capacity? _____

2. What is the value of the Contractor's work currently under contract? _____

IV. COMPANY EXPERIENCE – SIMILAR PROJECTS

A. List three projects of reasonably similar nature, scope, and duration performed by your company in the last five years, specifying, where possible, the name and last known address of each owner of those projects:

Project #1:

Name and Address: _____

Date of Project:

Type of Project:

Contract Price:

Owner contact info:

Architect/Engineer contact info:
(if applicable)

Project #2:

Name and Address:

Date of Project:

Type of Project:

Contract Price:

Owner contact info:

Architect/Engineer contact info:
(if applicable)

Project #3:

Name and Address:

Date of Project:

Type of Project:

Contract Price:

Owner contact info:

Architect/Engineer contact info:
(if applicable)

V ARBITRATIONS, LITIGATIONS, AND OTHER PROCEEDINGS

Has your company been involved in any construction arbitration demands filed by, or against, you in the last five years? _____

Has your company been involved in any construction-related lawsuits (other than labor or personal injury litigation) filed by, or against, you in the last five years? _____

Has your company been involved in any lawsuits, proceedings, or hearings initiated by the National Labor Relations Board or similar state agency in the past seven years? _____

Has your company been involved in any lawsuits, proceedings, or hearings initiated by the Occupational Safety and Health Administration concerning the project safety practices of the Contractor in the last seven years? _____

Has your company be involved in any lawsuits, proceedings, or hearings initiated by the Internal Revenue Service, or any state revenue department, concerning the tax liability of the Contractor (other than audits) in the last seven years? _____

Have any criminal proceedings or investigations been brought against the Contractor in the last ten years? _____

If you answered yes to any of the questions above, please identify the nature of the claim, the amount in dispute, the parties, and the ultimate resolution of the proceeding (attach documentation if needed):

VI COMMENTS

Please list any additional information that you believe would assist the Owner in evaluating the possibility of using the Contractor on this Project. You may attach such additional information as an Exhibit to this Statement and Questionnaire.

I certify to the Owner that the information and responses provided on this Questionnaire are true, accurate and complete. The Owner, or its designated representative, may contact any entity or reference listed in this Questionnaire. Each entity or reference may make any information concerning the Contractor available to the Owner, or its designated representative.

Contractor:

Signature

Date

Title

Sworn to and subscribed before me
This _____ day of _____

Signature

Notary Public

My Commission Expires: