



**QUALITY WATER  
QUALITY SERVICE**

**REQUEST FOR BID**

**April 2014**

**ANNUAL CONTRACT FOR JANITORIAL SERVICES**

**Bid Number 2014-GS-01**

**CLAYTON COUNTY WATER AUTHORITY  
1600 Battle Creek Road  
Morrow, GA 30260**

**Bid Opening:** **Thursday, May 15, 2014 at 2:00 p.m. (local time)**  
**1600 Battle Creek Road, Morrow, Georgia 30260**

**Non-Mandatory  
Pre-Bid Meeting  
And Site Visits:** **Thursday, May 29, 2014 at 2:00 p.m. (local time)**  
**1600 Battle Creek Road, Morrow, Georgia 30260**

## **Table of Contents**

---

### **Division 1 General Information**

Section 1	Request for Bids .....	1-1.1
Section 2	Project Overview .....	1-2.1
	2.1 Intent and Purpose.....	1-2.1
	2.2 General Overview .....	1-2.1
	2.3 Bid Evaluation .....	1-2.2
	2.4 Addendum.....	1-2.2

### **Division 2 Bid Requirements**

Section 1	Instructions to Bidders.....	2-1.1
Section 2	Risk Management Requirements.....	2-2.1
Section 3	Hold Harmless Agreement.....	2-3.1
Section 4	Bid Submittals .....	2-4.1
Section 5	Not Used .....	
Section 6	Partnership Certificate.....	2-6.1
Section 7	Not Used	
Section 8	Bidder Qualification Information .....	2-8.1
Section 9	Contractor Affidavit & Agreement.....	2-9.1

### **Division 3 Contract Forms**

Section 1	Agreement Form .....	3-1.1
Section 2	Performance Bond .....	3-2.1
Section 3	Payment Bond .....	3-3.1
Section 4	Non-Collusion Certificate .....	3-4.1

### **Division 4 Specifications**

Section 1	General .....	4-1.1
	1.1 Definitions .....	4-1.1
	1.2 Scope of Work .....	4-1.1
	1.3 Responsibility .....	4-1.2
	1.4 Adherence to Schedule.....	4-1.3
	1.5 Holidays .....	4-1.4
Section 2	Detailed Janitorial Requirements Bid Form.....	4-2.1
	2.1 Headquarters Administrative Building .....	4-2.1
	2.2 Buildings "A", "B", and "C" .....	4-2.5
	2.3 Stormwater Building .....	4-2.7

**Table of Contents**

---

2.4	Forest Park Office .....	4-2.9
2.5	Shamrock Community Use Building.....	4-2.12
2.6	Old Casey Administrative Building .....	4-2.14
2.7	J.W. Smith Community Use Building .....	4-2.12
2.7	Wetlands Center .....	4-2.17
2.8	Bid Confirmation and Signature.....	4-2.19
Section 3	Post Award Submittals.....	4-3.1

**Addendum(s)** (None Issued at This Time)

**END OF TABLE OF CONTENTS**

**Division 1**

**General Information**

**Section 1: Request for Bids**

Clayton County Water Authority  
1600 Battle Creek Road  
Morrow, Georgia 30260

Name of Project: **Annual Contract for Janitorial Services**

The Clayton County Water Authority will open sealed bids from contractors at its offices located at 1600 Battle Creek Road, Morrow, Georgia 30260, on **Thursday, May 29, 2014 at 2:00 p.m. local time** for Janitorial Services. Any bids received after the specified time will not be considered.

A Non-Mandatory Pre-Bid Meeting followed by a Site Visit will be held on **Thursday, May 15, 2014 at 2:00 p.m. local time** at 1600 Battle Creek Road, Morrow, Georgia, 30260.

In an effort to promote responsible environmental practices the bid package is available in electronic (Adobe PDF) format and can be requested by calling **770-960-5223**, M-F, 8:00 am - 5:00 pm or by e-mail to **CCWA\_Procurement@ccwa.us**. Bidders will need to provide contact information and an email address and any file size transfer limits to insure email transmittals can be made. A hardcopy bid package can also be requested at a cost of \$25.

**END OF SECTION**

**Division 1**

**General Information**

**Section 2: Project Overview**

**2.1 Intent and Purpose**

The Clayton County Water Authority (CCWA) intends to contract with an experienced vendor to provide janitorial services for the facilities listed in the “Detailed Janitorial Requirements Bid Form” included in this document. Services indicated herewith will be contracted for the time period of on or around **August 1, 2014 through July 31, 2015** for a total of the initial term for this contract of twelve (12) months.

The contract may be extended for a second and third 12 month period by mutual written consent by both parties within 90 days from the expiration date with no changes in the terms and conditions.

**2.2 General Overview**

The Authority currently has nine (9) facilities that require janitorial service. These facilities consist of offices, administrative areas, break rooms, treatment plants, and community use buildings with hours of operations ranging from 7:30 a.m. – 5:00 p.m. to 24-hour operations. Some facilities must be cleaned during operating hours, and others must be cleaned during non-operating hours and each facility’s operating hours can be different. Some facilities must be cleaned on a regular scheduled and other must be cleaned on an as needed basis. These facilities are scattered throughout Clayton County as shown below:

<b>Facility</b>	<b>Address</b>	<b>Area (Sq Ft)</b>
<b>Headquarters Administrative Building</b>	1600 Battle Creek Road, Morrow, GA	37,791
<b>Building “A” (D&amp;C and Garage)</b>	7340 A Southlake Parkway, Morrow, GA	5,232
<b>Building “B” (Warehouse and Meter Services)</b>	7340 B Southlake Parkway, Morrow, GA	3,390
<b>Building “C” (Wastewater Maintenance)</b>	7340 C Southlake Parkway, Morrow, GA	2,400
<b>Stormwater Buildings (Front and Rear)</b>	7314 Southlake Pkwy, Morrow, GA	4,343
<b>Forest Park Office</b>	526 Forest Parkway Suite A, Forest Park, GA	1,152
<b>Shamrock Community Use Bldg.</b>	2610 Shamrock Lake Rd, Jonesboro, GA	5,080
<b>Old Casey Administrative Building</b>	8810 Roberts Road, Jonesboro, GA	2,550
<b>J. W. Smith Community Use Bldg.</b>	143 B North Bridge Road, Hampton, GA	2,160
<b>Wetlands Center</b>	2255 Freeman Road, Hampton, GA	4,400

**Division 1**

**General Information**

**Section 2: Project Overview**

**2.3 Bid Evaluation**

A contract will be awarded to the lowest responsive responsible bidder whose bid conforms to the Request for Bids specifications, and will be the most advantageous to the Clayton County Water Authority (CCWA). An evaluation will also be performed to ensure bidder complies with the required submittals. Determination of best responsive responsible bidder will be the sole judgment of the CCWA.

CCWA reserves the right to waive any technicalities and to reject or accept any bid in its entirety or to accept any portion thereof if it is determined that either method results in lower costs, better service, final satisfaction or is otherwise determined to be in the best interest of the Authority. Determination of best response to bid will be the sole judgment of the Clayton County Water Authority.

**2.4 Addendum**

Bidders may submit questions regarding this bid prior to the bid opening. To be considered, all questions must be received by email at **(CCWA\_Procurement@ccwa.us)** by **2:00 pm EST, Monday, May 19, 2014**. Any and all responses to bidder's questions will be issued in the form of an Addendum by email. All addenda issued shall become part of the Bid Documents.

**END OF SECTION**

## **Division 2**

## **Bid Requirements**

### **Section 1: Instructions to Bidders**

These instructions are to be followed by every entity proposing to provide the Clayton County Water Authority (CCWA) with goods and/or services. These instructions constitute an integral part of the bid, and any Bidder agrees that tender of a bid constitutes acknowledgment and acceptance of its obligation to adhere to these instructions, which are to be incorporated into and considered part of any contract the Bidder ultimately executes with the CCWA.

1. If there is any question whatsoever regarding any portion of the specifications, it shall be the Bidder's responsibility to seek clarification immediately from the CCWA, as early as possible prior to the bid opening. Regarding public works projects, requests for interpretations of specifications must be made in writing to the department proposing out the project not later than five (5) days prior to receipt of bids.
2. Unless it is otherwise stated in the bid documents, it shall be the responsibility of the bidder to inform itself as to all conditions of the work site and to make and take account thereof in calculating and submitting its bid. Documents may be made available by the CCWA during the bidding process; no warranty of accuracy is made in regard to these documents, and it is the responsibility of the bidder to make its own investigations as to the nature of the work and the conditions under which it shall be performed, and to make its own independent assumptions as to these matters. The burden of anticipating unforeseen circumstances, either hidden or latent, and the conditions of the work site and all related circumstances, and the cost of accommodating therefore should unanticipated circumstances be later encountered shall rest upon the bidder.
3. Pre-bid meeting or any other information session will be held at the location as indicated in the solicitation. Unless indicated otherwise, attendance is not mandatory; although vendors are strongly encouraged to attend. However, in the event the meeting is mandatory, then a representative of the vendor must attend the meeting in its entirety to be considered eligible for solicitation award. Late entry to the meeting will not be allowed.
4. In the event that, after the acceptance of a bid by the Board of Directors of the CCWA, any unsuccessful bidder wishes to contest such action, a written "Notice of Contest" must be filed with the General Manager no later than close of business on the 5th business day after the selection of successful bidder by the Board. Failure to timely file such notice shall forever preclude the filing of a contest of the award, or any civil action in the courts of the State of Georgia or of the United States.
5. Information submitted by the Bidder in the bid process shall be subject to disclosure after bid award in accordance with the Georgia Open Records Act. Proprietary information must be identified and be accompanied by a signed affidavit outlining the redacted information. Entire bids may not be deemed proprietary.
6. Bids must be made on the enclosed bid Form. Unless otherwise requested, one (1) original and at least two (2) copies of the bid Form need to be submitted, and these copies must be typewritten or printed in ink. All copies of any bid Forms

## **Division 2**

## **Bid Requirements**

### **Section 1: Instructions to Bidders**

must be signed in ink by the person or persons authorized to sign the bid Form. The person signing the bid Form must initial any changes or corrections.

7. The name of the person, firm, or corporation making the bid must be printed in ink, along with the Bidder's signature, on all separate sheets of the bid Form. If a bid is made by an individual, his name and post office address must be shown. If made by a firm, or partnership, the name and the post office address of each member of the firm or partnership must be shown. If made by a Corporation, the person or persons signing the bid must show the name of the State under the laws of which the Corporation is chartered and his, or their, authority for signing same. The names, titles and addresses of the President, Secretary and the Treasurer and the corporate authority for doing business in this state shall be listed and returned with the bid Form.
8. All bids must be hand delivered, delivered by courier service, or mailed via the United States Postal Service. No facsimiles will be accepted. The person, firm, or corporation making the bid shall submit it in a sealed envelope on or before the date and time specified in the bid package. The envelope shall be marked "**Sealed Bid**" and carry the bid title, Contractor's License Number and date and time of opening as set forth in the bid package. The envelope shall also bear the name of the party making the bid and the party's address. Address bids to *Clayton County Water Authority, 1600 Battle Creek Road, Morrow, Georgia, 30260*. Even if a bid is not submitted, the bid form should be returned signed and with an explanation, otherwise the result will be deletion from the mailing list.
9. If published price books are a part of your bid, one price book must be included with your bid Form, and the successful Bidder is required to furnish additional current price books after award of the bid.
10. Alterations to the documents are strictly prohibited and shall result in automatic disqualification of the Bidder's bid. If there are "exceptions" to the specifications or comments to any of the solicitation requirements or other language, then the bidder may ask questions regarding those requirements or submit additional documentation as to the variation from the specifications, but may not alter any of the language contained in the solicitation.
11. In the case of goods, the person, firm or corporation making the bid may propose all items. All items may be considered separately, at the discretion of the CCWA.
12. Bidders for construction contracts where the laws of Georgia or the United States of America require a license in order to perform such construction must list the license number and class on the face of the bid envelope and must enclose copies of any required license with the bid.
13. When public work is let out for bid, no person shall prevent or attempt to prevent competition in such bid. Such Bidders must make an oath filed with the officer who makes payments under the contract that they have not prevented or attempted to prevent competition in the bid process. Such oath must be signed by: if a

## **Division 2**

## **Bid Requirements**

### **Section 1: Instructions to Bidders**

partnership, all partners and any officer or agent or other person who acted on the partnership's behalf during the bid process; if a corporation, all officers, agents, or other persons who acted for the corporation in the bid process.

14. Bids shall not be withdrawn or cancelled by the bidder past the bid opening date and time. The bidder may make modifications/corrections to the bid by submitting a corrected seal bid but only if the change is prior to the bid opening. The corrected document should be clearly marked that it supersedes the bid originally submitted. No modification or corrections will be allowed subsequent to the bid opening.
15. By tendering a bid, a Bidder agrees to leave the bid open for acceptance by the CCWA for ninety (90) days after the date set for the opening thereof.
16. By tendering a bid, the Bidder certifies that the Bidder has carefully examined these instructions and the terms and specifications applicable to and made a part of the bid. The Bidder further certifies that the prices shown in any schedule of items on which the Bidder is proposing are in accordance with the conditions, terms and specifications of the bid and that they are aware that any exception taken thereto may disqualify the bid. Bidders are required to inform themselves fully as to the availability of materials and the conditions relating to construction and labor under which any work will be or is now being performed. No error or misjudgment nor any lack of information on local conditions, general laws or regulations on the part of the Bidder shall merit withdrawal of the bid.
17. Copies of all communication pertaining to bids must be sent to the Procurement Department.
18. The purpose of this bid is to establish contract prices. Unit price extension and net total must be shown if applicable. Cash discounts should be indicated separately. The CCWA is exempt from federal or state sales taxes; do not include such amounts in the bid. Exemption certificates are furnished upon request.
19. Bidders are hereby notified and agree by submission of a bid Form that if additional items not listed in the bid Form become necessary and require unit prices not established by the bid Form, the unit prices of such items shall be negotiated and shall be directly proportional to the established unit prices of similar items in the bid Form.
20. All prices on goods shall be for delivery, our destination, f.o.b. freight prepaid Jonesboro, Georgia, and/or Morrow, Georgia, unless otherwise shown. Any deliveries shall be made as needed and requested throughout the contract period.
21. Quantities when shown are estimates only, based on anticipated needs. The CCWA reserves the right to purchase more or less based on actual need at contract price. If a Bidder intends to offer minimum or maximum shipment quantities, such intent and such quantities should be specified on the bid Form. Otherwise, none will be assumed.

## **Division 2**

## **Bid Requirements**

### **Section 1: Instructions to Bidders**

22. The time for completion of the work is stated in the bid Form. Failure to complete the work within this period shall result in payment to the CCWA of liquidated damages in an amount provided for by contract for each calendar day in excess of the Contract time.
23. The Bidder must employ such methods and means in carrying out the work as will not cause any interruption of or interference with any other Bidder.
24. The successful Bidder must comply with the applicable Risk Management Requirements and the Hold Harmless Agreement prior to beginning performance.
25. The Contract between the CCWA and the Bidder shall be executed on a form provided by CCWA and will be subject to all requirements of the contract documents (which include but may not be limited to the Contract, these instructions, any Purchase Orders, the Risk Management Requirements, and the Hold Harmless Agreement), and shall form a binding contract between the contracting parties.
26. Failure to execute the Contract, any required Surety Performance and Payment Bonds, or to furnish any required satisfactory proof of carriage of required insurance within ten (10) days from the date of notice of award of the Contract shall be just cause for the annulment of the award and for forfeiture of the bid guaranty to the CCWA, not as a penalty, but in liquidation of damages sustained. At the discretion of the CCWA, the award may then be made to the next lowest responsible vendor, or the work may be re-advertised or constructed by the CCWA.
27. Any Contract and Contract Bonds shall be executed in quadruplicate.
28. Award of this bid shall be by action of the CCWA Board at its regular monthly meeting.
29. The CCWA reserves the right, with or without notice or cause, to accept any bid regardless of the amount thereof; to reject any bid, or any number of bids; to negotiate with any Bidder for a reduction of or alterations in its bid; to reject all bids and to call for additional bids upon the same or different invitations to bid, plans or specifications; to be sole judge, in its discretion, on all questions as to whether or not a bid complies with the invitation to bid, the plans or the specifications, and as to the solvency and sufficiency of any and all sureties on all bonds.
30. The apparent low bid for goods shall be considered to be the lowest aggregate total price of specified products at their unit prices times the estimated required quantities of these specified products.
31. While price is the prime criteria, and the CCWA intends to purchase at the lowest responsible bid available, price shall not be the sole criteria utilized by the CCWA in evaluating the bid package submitted. The following criteria shall also be utilized by the CCWA in determining the lowest responsible bid:

## **Division 2**

## **Bid Requirements**

### **Section 1: Instructions to Bidders**

- a. Ability of bidder to perform in the time frame needed by the CCWA.
  - b. Reputation of the bidder in its industry.
  - c. Reasonableness of the bid in relation to anticipated costs.
  - d. Ongoing relationships with the CCWA based on above-average prior performance of work with the Authority.
  - e. Preference for local vendors where there is no significant variance in price or service.
32. Bidders are notified that the Authority reserves the right except in the case of public works contracts to include among the factors considered in awarding the contract the proximity of each Bidder's place of business to any affected Authority facility. The Authority further reserves the right to award the contract to a Bidder other than the Bidder offering the lowest price where: (a) the difference in price between the low Bidder and the preferred Bidder is nominal; and (b) the Authority's Board determines that the preferred bid provides the most cost effective option due to the closer proximity of the preferred Bidder's place of business to the affected Authority facility or facilities. In such a situation, by responding to this bid, the Bidder waives any cause of action against the Authority for frustration of bid or under any similar legal theory; furthermore, the Bidder agrees to pay all costs and expenses, including but not limited to attorney fees, incurred by the Authority in defending against any such claim.
33. It is the policy of the Clayton County Water Authority (CCWA) to promote award of sub-agreements for goods and/or services to qualified minority and women-owned businesses. Bidders are encouraged to solicit minority and women-owned businesses whenever they are potential sources.
34. Bidders are encouraged to utilize the services and assistance of the U.S. Small Business Administration (SBA), and the office of the Department of Commerce Minority Business Development Agency (MBDA). These agencies can provide assistance in securing the names of qualified minority and women-owned businesses.

The Georgia Department of Transportation (DOT) has established a list of qualified Disadvantaged Business Enterprises. Information is available online at: [http://tomcat2.dot.state.ga.us/ContractsAdministration/uploads/rptDBE\\_Directory\\_CA\\_New.pdf](http://tomcat2.dot.state.ga.us/ContractsAdministration/uploads/rptDBE_Directory_CA_New.pdf).

The successful Bidder will be asked to provide, along with his Request for Payment each month a list of qualified MBE/WBE businesses utilized on this Project.

**Division 2**

**Bid Requirements**

**Section 1: Instructions to Bidders**

**GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT OF 2006**

35. Pursuant to the Georgia Security and Immigration Compliance Act of 2006, the successful Bidder understands and agrees that compliance with the requirements of O.C.G.A.13-10-91 and Georgia Department of Labor Rule 300-10-02 are conditions of this bid and contract document. The Bidder further agrees that such compliance shall be attested by the Bidder and any of his Subcontractors by execution of the appropriate Affidavit and Agreement included after the Agreement Form of these documents.

**END OF SECTION**

**Division 2**

**Bid Requirements**

**Section 2: Risk Management Requirements**

The Contractor will provide minimum insurance coverage and limits as per the following: The Contractor will file with the Authority Certificates of Insurance, certifying the required insurance coverages and stating that each policy has been endorsed to provide thirty (30) day notice to the Authority in the event that coverage is cancelled, non-renewed or the types of coverage or limits of liability are reduced below those required. All bonds and insurance coverage must be placed with an insurance company approved by Authority Management, admitted to do business in the State of Georgia, and rated Secure ("B+" or better) by A.M. Best Company in the latest edition of Property and Casualty Ratings, or rated by Standard & Poors Insurance Ratings, latest edition as Secure ("BBB" or better). Worker's Compensation self-insurance for individual Contractors must be approved by the Worker's Compensation Board, State of Georgia and/or Self-Insurance pools approved by the Insurance Commissioner, State of Georgia.

Hold harmless Agreement in favor of Authority, a copy of which is attached.

**CONTRACTS FOR UP TO \$40,000**

**Worker's Compensation** – Worker's Compensation coverage on a statutory basis for the State of Georgia with an Employer's Liability limit of \$100,000 each Accident, Disease \$100,000 each employee, \$500,000 Disease policy limit.

**Automobile Liability** – Automobile liability coverage for owned, hired and non-owned vehicles in the amount of \$500,000 combined single limit.

**Commercial General Liability** – Coverage to be provided on "occurrence" not "claims made" basis. The coverage is to include Contractual liability, Per Project Limit of Liability, losses caused by Explosion, Collapse and Underground ("xcu") perils, the "Clayton County Water Authority" is to be added as an Additional Insured and Products and Completed Operations coverage is to be maintained for three (3) years following completion of work.

**CONTRACTS FOR MORE THAN \$40,000**

**Worker's Compensation** – Worker's Compensation coverage on a statutory basis for the State of Georgia with an Employer's Liability limit of \$1,000,000. The increased Employer's Liability limit may be provided by an Umbrella or Excess Liability policy.

**Automobile Liability** - Automobile liability coverage for owned, hired and non-owned vehicles in the amount of \$1,000,000 combined single limit.

**Commercial General Liability** – Coverage to be provided on "occurrence" not "claims made" basis. The coverage is to include Contractual liability, Per Project Limit of Liability, losses caused by Explosion, Collapse and Underground ("xcu") perils, the "Clayton County Water Authority" is to be added as an Additional Insured and Products and Completed Operations coverage is to be maintained for three (3) years following completion of work.

**Division 2**

**Bid Requirements**

**Section 2: Risk Management Requirements**

**RISK MANAGEMENT REQUIREMENTS (Cont'd)**

**CONTRACTS FOR UP TO \$40,000**

**CONTRACTS FOR MORE THAN \$40,000**

**LIMITS OF LIABILITY:**

\$1,000,000	Per Occurrence
\$1,000,000	Personal and Advertising
\$50,000	Fire Damage*
\$5,000	Medical Payments*
\$1,000,000	General Aggregate
\$1,000,000	Products/Completed Operations per Occurrence and Aggregate

*\*These are automatic minimums*

**Owner's Protective Liability** – The Authority Management may, in its discretion, require Owner's Protective Liability in some situations.

**Umbrella and/or Excess Liability** – The umbrella or Excess Liability Policy may be used to combine with underlying policies to obtain the limits required. The Management of the Authority may elect to require higher limits.

**Owner's Protective Liability** – The Authority Management may, in its discretion, require Owner's Protective Liability in some situations.

**END OF SECTION**

## **Division 2**

## **Bid Requirements**

### **Section 3: Hold Harmless Agreement**

To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the Clayton County Water Authority (the "Owner"), and its employees from and against claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from performance of the Work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself) including loss of use resulting thereof, but only to the extent caused in whole or in part by negligent acts or omissions of the Contractor, a Subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity, which would otherwise exist as to a party or person described in the paragraph.

In claims against any person or entity indemnified under this paragraph by an employee of the Contractor, a Subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation under this paragraph shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for the Contractor or Subcontractor under worker's or workmen's compensation acts, disability benefit acts or other employee benefit acts.

Before the start of any work, the Contractor shall furnish to the Owner:

1. Certificates of Insurance in companies and with limits acceptable to the Owner, covering:
  - a) Workmen's Compensation Insurance
  - b) Commercial General and Automobile Liability Insurance covering all operations and automobiles; including Contractor's Protective Coverage for any Subcontractor's operations.
  - c) An endorsement incorporating the Hold Harmless Agreement assumed by the Contractor under the terms of this Contract.
  - d) These certificates to contain:
    1. Name of Insurance Company.
    2. Policy Number.
    3. Policy inception and expiration dates.
    4. Name and address of insured.
    5. Name and address of agent.
    6. Limits of Liability.
    7. Type of Insurance coverage.
    8. Any amendment that expands or reduces standard Insurance Service Office (ISO) policy coverage.
    9. Statement that the policy applies to the project number or job concerned.

## **Division 2**

## **Bid Requirements**

### **Section 3: Hold Harmless Agreement**

10. Attach copy of Endorsement that shows that each of the policies have been amended to provide thirty (30) day notice to certificate holders prior to termination or non-renewal and that the General Liability Policy has been endorsed to show certificate holder as additional insured.
  
2. Endorsement incorporating the Hold Harmless Agreement assumed by the Contractor under the terms of this contract.

**The Contractor shall be wholly responsible for securing Certificates of Insurance coverage as set forth above from all Subcontractors who are engaged in this work.**

**END OF SECTION**

## **Division 2**

## **Bid Requirements**

### **Section 4: Bid Submittals**

#### **4.1 Bid Submittal Requirements:**

Please complete and submit the following forms:

- A. Detailed Janitorial Requirements Bid Form, Division 4, Section 2.
- B. Partnership Certificate, Division 2, Section 6. Note: If this form is not applicable, please mark it "N/A" and submit with your bid.
- C. Bidder Qualification Information, including References, Division 2, Section 8.  
The bid must contain at least three (3) commercial and/or industrial references, including a contact person, address, and phone number.
- D. Immigration Forms, Division 2, Section 9.

Bid submittals MUST include the completion and notarization of the following immigration forms:

- GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT OF 2006
- CONTRACTOR AFFIDAVIT AND AGREEMENT
- SUBCONTRACTOR AFFIDAVIT

If a bidder will not be performing any services under this contract, the bidder/company submitting the bid MUST also complete, sign, date, and have both Affidavit forms notarized, and make proper notation of "N/A" - Not Applicable.

Clayton County Water Authority (CCWA) cannot consider any bid which does not include the completed affidavits. It is not the intent of this notice to provide detailed information or legal advice concerning the Georgia Security & Immigration Compliance Act of 2006, as amended on May 11, 2009. All Bidders/Contractors intending to do business with CCWA are responsible for independently apprising themselves and complying with the requirements of that law and its effect on CCWA procurements and their participation in those procurements.

**END OF SECTION**

**Division 2**

**Bid Requirements**

**Section 6: Partnership Certificate**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me personally appeared \_\_\_\_\_ known to me to be the person who executed the above instrument, who, being by me first duly sworn, did expose and say that he/she is a general partner in the firm of \_\_\_\_\_ and that said firm consists of himself/herself and \_\_\_\_\_

\_\_\_\_\_ and that he/she executed the foregoing instrument on behalf of said firm for the uses and purposes stated therein and that no one except the above named members of the firm have any financial interest whatsoever in said proposed Contract.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Title

Sworn to and subscribed before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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

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

**END OF SECTION**

**Division 2**

**Bid Requirements**

**Section 8: Bidder Qualification Information**

COMPANY NAME OF BIDDER: \_\_\_\_\_

\_\_\_\_\_

NUMBER OF YEARS IN BUSINESS \_\_\_\_\_

BUSINESS ADDRESS OF COMPANY: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

POINT OF CONTACT NAME: \_\_\_\_\_

POINT OF CONTACT EMAIL ADDRESS: \_\_\_\_\_

COMPANY TAX ID NUMBER: \_\_\_\_\_

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

- ENTITY TYPE:       Individual/Sole Proprietor     Employee Owned Company  
                          Privately Held Corporation/LLC     Partnership  
                          Publicly Owned Company     Attorney  
                          Other (specify): \_\_\_\_\_

NAME OF PRINCIPAL OFFICERS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Division 2**

**Bid Requirements**

**Section 8: Bidder Qualification Information**

**REFERENCES**

Please list at least three (3) commercial and/or industrial references:

COMPANY/GOV'T ENTITY NAME: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

COMPANY/GOV'T ENTITY NAME: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

COMPANY/GOV'T ENTITY NAME: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

**END OF SECTION**

**Division 2**

**Bid Requirements**

**Section 9: Contractor Affidavit & Agreement**

**GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT OF 2006**

- A. Pursuant to the Georgia Security and Immigration Compliance Act of 2006, the Contractor understands and agrees that compliance with the requirements of O.C.G.A. § 13-10-91 and Georgia Department of Labor Rule 300-10-.02 are conditions of this Agreement. The Contractor further agrees that such compliance shall be attested by the Contractor through execution of the contractor affidavit required by Georgia Department of Labor Rule 300-10-1-.07, or a substantially similar contractor affidavit. The Contractor's fully executed affidavit is attached hereto as Exhibit \_\_\_\_ and is incorporated into this Agreement by reference herein.
- B. By initialing in the appropriate line below, the Contractor certifies that the following employee-number category as identified in O.C.G.A. § 13-10-91 is applicable to the Contractor:
1. \_\_\_\_\_ 500 or more employees;
  2. \_\_\_\_\_ 100 or more employees;
  3. \_\_\_\_\_ Fewer than 100 employees.
- C. The Contractor understands and agrees that, in the event the Contractor employs or contracts with any subcontractor or subcontractors in connection with this Agreement, the Contractor shall:
1. Secure from each such subcontractor an indication of the employee-number category as identified in O.C.G.A. § 13-10-91 that is applicable to the subcontractor;
  2. Secure from each such subcontractor an attestation of the subcontractor's compliance with O.C.G.A. § 13-10-91 and Georgia Department of Labor Rule 300-10-1-.02 by causing each such subcontractor to execute the subcontractor affidavit required by Georgia Department of Labor Rule 300-10-1-.08, or a substantially similar subcontractor affidavit. The Contractor further understands and agrees that the Contractor shall require the executed subcontractor affidavit to become a part of the agreement between the Contractor and each such subcontractor. The Contractor agrees to maintain records of each subcontractor attestation required hereunder for inspection by the Clayton County Water Authority at any time."

**Contractor:** \_\_\_\_\_

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

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

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

**Division 2**

**Bid Requirements**

**Section 9: Contractor Affidavit & Agreement**

**CONTRACTOR AFFIDAVIT AND AGREEMENT**

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 contracting with the Clayton County Water Authority has registered with, is participating in, uses, and will continue to use for the duration of the contract, the federal work authorization program - EEV/Basic Pilot Program operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA), commonly known as E-Verify, in accordance with the applicability provisions established in [O.C.G.A. 13-10-91](#).

The undersigned further agrees that, in connection with the physical performance of services pursuant to this contract with the Clayton County Water Authority, the contractor will only employ or contract with subcontractor(s), who can present a similar affidavit verifying the subcontractor's compliance with [O.C.G.A. 13-10-91](#). Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the Clayton County Water Authority within five days of the subcontractor(s) presenting such affidavit(s) to the contractor.

\_\_\_\_\_  
EEV / Basic Pilot Program User Identification Number  
*Please enter the four to six numerical characters*

\_\_\_\_\_  
BY: Authorized Officer or Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Authorized Officer or Agent if Contractor

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

SUBSCRIBED AND SWORN BEFORE ME ON THIS  
THE \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

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

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

**Division 2**

**Bid Requirements**

**Section 9: Contractor Affidavit & Agreement**

**SUBCONTRACTOR AFFIDAVIT AND AGREEMENT**

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with \_\_\_\_\_

\_\_\_\_\_  
(name of contractor) on behalf of the Clayton County Water Authority has registered with, is participating in, uses, and will continue to use for the duration of the contract the federal work authorization program - EEV/Basic Pilot Program operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA), commonly known as E-Verify, in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, in connection with the physical performance of services pursuant to this contract with \_\_\_\_\_

\_\_\_\_\_  
(name of contractor) on behalf of the Clayton County Water Authority, the subcontractor will only employ or contract with sub-subcontractor(s), who can present a similar affidavit verifying the sub-subcontractor's compliance with O.C.G.A. 13-10-91. The undersigned further agrees that the Subcontractor will maintain records of such compliance and provide a copy of each such verification to the Contractor within five days of the sub-subcontractor(s) presenting such affidavit(s) to the Sub-contractor.

\_\_\_\_\_  
EEV / Basic Pilot Program\* User Identification Number  
***Please enter the four to six numerical characters***

\_\_\_\_\_  
BY: Authorized Officer or Agent  
Subcontractor Name

\_\_\_\_\_  
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 Public

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

**Division 3**

**Contract Forms**

**Section 1: Agreement Form**

**STATE OF GEORGIA**

**COUNTY OF CLAYTON**

**AGREEMENT FOR ONGOING PROVISION  
OF GOODS AND SERVICES**

This Agreement made and entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, for **Annual Contract for Janitorial Services**, between the **CLAYTON COUNTY WATER AUTHORITY** (hereinafter "the Authority") and \_\_\_\_\_ (hereinafter "the Contractor"), witnesseth:

**WHEREAS**, the Authority is contracting with the Contractor for the provision of certain goods and services described below for the term specified herein;

**NOW THEREFORE**, the parties agree as follows:

1. **DESCRIPTION OF GOODS AND SERVICES:** The Contractor shall provide the goods and services to the Authority in such quantities as the Authority requires for **Annual Contract for Janitorial Services**, as described in the Request for Bid dated April 2014.

**GOODS:**

The Contractor must furnish any and all tools, equipment and cleaning materials with the exception of toilet paper, paper towels, liquid soap, and bowl and urinal deodorant, necessary to perform the services specified.

**SERVICES:**

The Contractor must provide all janitorial services as shown in the "Detailed Janitorial Requirements Bid Form" specified in the Request for Bid dated April 2014. These services must be provided at the times specified, and at regularly scheduled intervals as outlined in the Request for Bid package.

2. **COSTS:** The Authority shall pay the Contractor the prices as stipulated in the Detailed Janitorial Requirements Bid Form hereto attached as full compensation relative to the Bid dated \_\_\_\_\_, and above described goods and services.

Contractor must provide monthly invoices to the Authority after services are rendered and payment will be made net 30 days after such services are rendered.

3. **TERM OF AGREEMENT:** The term of this Agreement shall commence on on or about the **1<sup>st</sup> day of August, 2014**. The Agreement shall remain in

## **Division 3**

## **Contract Forms**

### **Section 1: Agreement Form**

effect until **July 31, 2015**.

4. **RENEWAL PROVISIONS:** The contract may be extended for a second and/or third year by mutual written consent from both parties with at the existing contract terms, conditions, and prices.
5. **INITIATION OF INDIVIDUAL PROJECTS:** Any work deemed as "Extra" shall require prior approval from the Authority and each individual project shall begin with a Purchase Order (a "PO"). The Contractor agrees to the terms and conditions contained in the PO; however, in the event of a conflict between the terms of this Agreement and the terms of the PO, the terms of this Agreement shall control.
6. **WARRANTY ON SERVICES RENDERED:** The Contractor warrants that its workmanship will conform to all specifications and will perform as specified. Upon receipt of written notice of a defect in workmanship, the Contractor shall repair the defect in a timely manner at no expense to the Authority.
7. **WARRANTY ON GOODS PROVIDED:** The Contractor warrants its goods for a period of two (2) years from the date of final acceptance. Furthermore, the Contractor warrants that goods ordered to specifications will conform thereto and to any drawings, samples, or other description furnished or adopted by the Authority, and will be fit and sufficient for the purpose intended; and that all goods are merchantable, of good material and workmanship, and free from defect. Such warranties, together with the Contractor's service warranties and guarantees, if any shall survive inspection, test, acceptance of, and payment for the goods and shall run to the Authority, its successors, assigns, customers at any tier, and ultimate user and joint users. Notices of any defect or nonconformity shall be given by the Authority to the Contractor within fifteen (15) months after acceptance by ultimate user; provided however that in the event the goods are designed by the Contractor, notice must be given within three (3) years after acceptance by ultimate user. The rights and remedies of the Authority concerning latent defects shall exist indefinitely, and shall not be affected in clause. The Authority may, at its option, and in addition to other remedies available at law, either (i) return for credit, (ii) require prompt correction or replacement of the defective or nonconforming goods, or (iii) have the defective items corrected or replaced at the Contractor's expense and deduct the cost thereof from any monies due the Contractor. The return to the Contractor of any defective or nonconforming goods and delivery to the Authority of any corrected or replaced goods shall be at the Contractor's

## **Division 3**

## **Contract Forms**

### **Section 1: Agreement Form**

expense. Goods required to be corrected or replaced shall be at the Contractor's expense. Goods required to be corrected or replaced shall be subject to the provision of this paragraph and the paragraph of this Agreement entitled "inspection" on the same manner and to the same extent as goods originally delivered under this Agreement. In addition to correcting or replacing any defective or nonconforming goods, the Contractor shall also reimburse the Authority for all costs and expenses incurred by the Authority in connection with inspection and discovery of the defects, identifying and correcting the cause of such defects and all other activities reasonably undertaken by the Authority to obtain conforming goods or attempting to obtain from the ultimate user a waiver to permit the defective goods to be used with all or part of the defective conditions.

8. **INSPECTION:** The Authority shall have the right to inspect the goods supplied hereunder at any time during the manufacture or fabrication thereof at the Contractor's facilities or elsewhere. Such inspection may include, without limitation, raw materials, components, work in process, and completed products as well as drawings, specifications, and released data. Final inspection and acceptance shall be after delivery to the delivery point designated by the Authority. If any inspection or test is made by the Authority at the Contractor's facility or elsewhere, the Contractor shall provide reasonable facilities and assistance for the inspection personnel. The Authority may reject all goods supplied hereunder, which are found to be defective. Goods so rejected may be returned to the Contractor at the Contractor's expense. No inspection, examination or test, regardless of extensiveness or type, and no approval give in connection with any such inspection, examination or test, whether under this Agreement or another contract for the same or similar goods, shall relieve it, of any obligation to comply fully with all requirements of this Agreement, including the obligation to produce goods that conform to all requirements of the drawings, specifications and any other Contract Documents. At the Authority's request, the Contractor shall repair or replace defective goods at the Contractor's expense. Failure to inspect goods, failure to discover defects in goods or payment for goods shall not constitute acceptance or limit any of the Authority's rights, including without limitation those under the WARRANTY provisions of this Agreement. In the event inspection reveals a defect or defects and schedule urgency requires that the defect or defects be corrected by the Authority to support production, all cost of such correction, including without limitation installation and removal, will be charged to the Contractor; such charges will also include time and material and appropriate

## **Division 3**

## **Contract Forms**

### **Section 1: Agreement Form**

indirect and overhead expenses. The Contractor shall maintain in inspection system acceptable to the Authority covering the goods furnished hereunder.

9. **CONTRACTOR'S AFFIDAVITS:** The Contractor shall issue a "Standard Contractor's Affidavit Interim Waiver and Release Upon Payment" and a "Standard Contractor's Affidavit Unconditional Waiver and Release upon Final Payment" provided by the Authority before receiving any interim or final payment for any services performed.
10. **ASSIGNMENT AND SUBCONTRACTING:** The Contractor shall not assign this Agreement or any portion of this Agreement, nor shall the Contractor sub contract for goods or completed or substantially completed services purchased hereunder without the prior express written consent of the Authority. No assignment or subcontract by the Contractor, including any assignment or subcontract to which the Authority consents, shall in any way relieve the Contractor from complete and punctual performance of this Agreement, including without limitation all of the Contractor's obligations under the WARRANTY provisions of this Agreement.
11. **THE AUTHORITY'S ASSISTANCE AND COOPERATION:** During the Contractor's performance of this Agreement, the Authority may, but has no obligation to, provide assistance to, or cooperate with, the Contractor in activities that facilitate the proper performance and completion of this Agreement by the Contractor. Such assistance and cooperation may include without limitation: (i) providing engineering or other analysis or advice on correcting problems; (ii) refraining from strict enforcement of time schedule requirements under this Agreement; (iii) permitting use of test materials or documentation not performed or produced under this Agreement. Such assistance or cooperation by the Authority shall not be construed, and the Contractor agrees that it will not claim that any such assistance or cooperation operates, to relieve the Contractor from complete, proper and punctual performance of all the Contractor's obligations under this Agreement.
12. **WORK ON THE AUTHORITY'S DESIGNATED PREMISES:** In the event that the Contractor, the Contractor's employees or agents or the Contractor's subcontractors enter the Authority's designated premises for any reason in connection with this Agreement, the Contractor and such other parties shall observe all security requirements and all plant safety, plant protection, and traffic regulations. The Contractor shall defend, indemnify, and hold the Authority harmless from all claims, actions, demands, loss, and causes of

## **Division 3**

## **Contract Forms**

### **Section 1: Agreement Form**

action, arising from injury, including death, to any person, or damage to any property, when such injury or damage results in whole or in part from the acts or omissions of the Contractor, the Contractor's employees or agents or the Contractor's subcontractor, save and except damage caused by the sole negligence of the Authority. The Contractor, and any subcontractor's used by the Contractor in connection with this Agreement, shall carry Workmen's Compensation and Employees' Liability Insurance to cover the Contractor's and any subcontractor's legal liability on account of accidents to their employees. The Contractor and any subcontractor shall carry adequate Comprehensive General Liability and adequate Comprehensive Automobile Liability Insurance covering accidents to their employees. The Contractor and any subcontractor shall carry adequate Comprehensive General Liability and adequate Comprehensive Automobile Liability Insurance covering legal liability of the Contractor and any subcontractor on account of accidents arising out of the operations of the Contractor or any subcontractor and resulting in bodily injury, including death, being sustained by any person or persons, or in any damage to property. At the Authority's request, the Contractor shall furnish to the Authority certificates from the Contractor's insurers showing such coverage in effect and agreeing to give the Authority thirty (30) days prior written notice of cancellation of the coverage.

13. **RISK MANAGEMENT REQUIREMENTS:** The Contractor shall abide by the Authority's applicable Risk Management Requirements, attached to this Agreement as Exhibit A and hereby incorporated into this Agreement.
14. **HOLD HARMLESS AGREEMENT:** To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the Authority, and its employees from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of this Agreement, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the performance of the Agreement itself) including loss of use resulting thereof, but only to the extent caused in whole or in part by negligent acts or omissions of the Contractor, a Subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity, which would otherwise exist as to a party or a person described in the paragraph.

## **Division 3**

## **Contract Forms**

### **Section 1: Agreement Form**

In claims against any person or entity indemnified under this paragraph by an employee of the Contractor, a Subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation under this paragraph shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for the Contractor or any Subcontractor under worker's or workmen's compensation acts, disability benefit acts or other employee benefit acts.

#### **14. TERMINATION FOR DEFAULT:**

- (a) The Authority may, subject to the provisions of subparagraph (c) below, by written notice of default to the Contractor, terminate the whole or any part of this Agreement in any one of the following circumstances; (i) if the Contractor fails to perform this Agreement within the time specified herein or any extension thereof; or (ii) if the Contractor fails to perform any of the other provisions of this Agreement, or so fails to make progress as to endanger performance of this Agreement in accordance with its terms, and does not cure such failure within a period of ten (10) days or longer period (as the Authority may authorize in writing) after receipt of notice from the Authority specifying such failure.
- (b) In the event the Authority terminates this Agreement in whole or in part as provided in subparagraph (a) above, the Authority may procure, upon such terms and in such manner as the Authority may deem appropriate, services, similar to those so terminated, and the Contractor shall be liable to the Authority for any Excess costs for the same, including without limitation all cost and expenses of the type specified in the "WARRANTY" paragraph of this Agreement; provided, that the Contractor shall continue the performance of this Agreement to the extent not terminated hereunder.
- (c) Except with regard to defaults of subcontractors, the Contractor shall not be liable for any excess costs if the failure to perform this Agreement arises out of causes beyond the control and without the fault of negligence of the Contractor such causes may include, but are not limited to, acts of God, or of the public enemy, acts of the Government in either its sovereign or contractual capacity, fires, flood, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather, but in every case the failure to perform must be beyond the control and without the fault or negligence of the Contractor. If the failure to perform is caused by the default of a subcontractor, and if such default arises out of causes beyond the control of both the

## **Division 3**

## **Contract Forms**

### **Section 1: Agreement Form**

Contractor and the subcontractor, and without the fault of negligence of either of them, the Contractor shall not be liable for any excess costs for failure to perform, unless the services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the Contractor to meet the required delivery schedule. The term "subcontractor" shall mean subcontractor at any tier.

- (d) If, after notice of termination of this Agreement under the provisions of this paragraph, it is determined for any reason that the Contractor was not in default under the provisions above or that the default was excusable under the provisions of this paragraph, the rights and obligations of the parties shall be the same as if the notice of termination has been issued pursuant to the "Termination for Convenience" paragraph of this Agreement.
  - (e) The rights and remedies of the Authority provided in this paragraph shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Agreement.
15. **TERMINATION FOR CONVENIENCE:** The Authority may at any time by written notice terminate all or any part of this Agreement for the Authority's convenience. If this Agreement is terminated, in whole or in part, for the Authority's convenience, the Contractor shall be paid an amount, to be mutually agreed upon, which shall be adequate to cover the actual and reasonable cost paid by the Contractor for the actual goods and labor reasonably used by the Contractor to perform the work under this Agreement to the effective date of termination, plus a reasonable profit thereon; provided that no amount shall be paid to the Contractor for (i) any anticipatory profits related to work under this Agreement not yet performed, or (ii) costs incurred due to the Contractor's failure to terminate work as ordered on the effective date of termination. In no event shall the total amount paid under the provisions of this paragraph exceed the prices set forth in this Agreement for the work terminated.

**Division 3**

**Contract Forms**

**Section 1: Agreement Form**

16. **DISPUTES:** Pending resolution of any dispute hereunder, the Contractor shall proceed diligently with the performance of work in accordance with the Authority's direction.
17. **NOTICES:** All notices required or permitted to be given hereunder shall be deemed to be properly given if delivered in writing personally or sent by United States certified or registered mail addressed to the Contractor or the Authority, as the case may be, with postage thereon fully prepaid. The effective time shall be at the time of mailing.
18. **ATTORNEYS' FEES:** The Contractor shall pay reasonable attorneys' fees to the Authority should the Authority be required to incur attorneys' fees in enforcing the provisions of this Agreement or in the collection of any monies herein required to be paid by the Contractor to the Authority.

**SIGNATURES ON NEXT PAGE**

**Division 3**

**Contract Forms**

**Section 1: Agreement Form**

**IN WITNESS WHEREOF** this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_\_, said parties have hereunto set their seals the day and year above first written.  
Executed on behalf of:

**CLAYTON COUNTY WATER AUTHORITY**

BY: \_\_\_\_\_

TITLE:

[Corporate Seal]

ATTEST: \_\_\_\_\_

DATE: \_\_\_\_\_

**CONTRACTOR**

BY: \_\_\_\_\_

TITLE:

[Corporate Seal]

ATTEST: \_\_\_\_\_

Corporate Secretary

DATE: \_\_\_\_\_

**Division 3**

**Contract Forms**

**Section 1: Agreement Form**

**CLAYTON COUNTY WATER AUTHORITY  
RISK MANAGEMENT REQUIREMENTS**

The Contractor will provide minimum insurance coverage and limits as per the following: The Contractor will file with the Authority Certificates of Insurance, certifying the required insurance coverage and stating that each policy has been endorsed to provide thirty (30) day notice to the Authority in the event that coverage is cancelled, non-renewed or the types of coverage or limits of liability are reduced below those required. All bonds and insurance coverage must be placed with an insurance company approved by Authority Management, admitted to do business in the State of Georgia, and rated Secure ("B+" or better) by A.M. Best Company in the latest edition of Property and Casualty Ratings, or rated by Standard & Poors Insurance Ratings, latest edition as Secure ("BBB" or better). Worker's Compensation self-insurance for individual Contractors must be approved by the Worker's Compensation Board, State of Georgia and/or Self-Insurance pools approved by the Insurance Commissioner, State of Georgia.

Hold harmless Agreement in favor of Authority, a copy of which is attached.

**CONTRACTS FOR UP TO \$40,000**

**Worker's Compensation** – Worker's Compensation coverage on a statutory basis for the State of Georgia with an Employer's Liability limit of \$100,000 each Accident, Disease \$100,000 each employee, \$500,000 Disease policy limit.

**Automobile Liability** – Automobile liability coverage for owned, hired and non-owned vehicles in the amount of \$500,000 combined single limit.

**Commercial General Liability** – Coverage to be provided on "occurrence" not "claims made" basis. The coverage is to include Contractual liability, Per Project Limit of Liability, losses caused by Explosion, Collapse and Underground ("xcu") perils, the "Clayton County Water Authority" is to be added as an Additional Insured and Products and Completed Operations coverage is to be maintained for three (3) years following completion of work.

**CONTRACTS FOR MORE THAN \$40,000**

**Worker's Compensation** – Worker's Compensation coverage on a statutory basis for the State of Georgia with an Employer's Liability limit of \$1,000,000. The increased Employer's Liability limit may be provided by an Umbrella or Excess Liability policy.

**Automobile Liability** - Automobile liability coverage for owned, hired and non-owned vehicles in the amount of \$1,000,000 combined single limit.

**Commercial General Liability** – Coverage to be provided on "occurrence" not "claims made" basis. The coverage is to include Contractual liability, Per Project Limit of Liability, losses caused by Explosion, Collapse and Underground ("xcu") perils, the "Clayton County Water Authority" is to be added as an Additional Insured and Products and Completed Operations coverage is to be maintained for three (3) years following completion of work.

**Division 3**

**Contract Forms**

**Section 1: Agreement Form**

**RISK MANAGEMENT REQUIREMENTS (Cont'd)**

**CONTRACTS FOR UP TO \$40,000**

**CONTRACTS FOR MORE THAN \$40,000**

**LIMITS OF LIABILITY:**

\$1,000,000	Per Occurrence
\$1,000,000	Personal and Advertising
\$50,000	Fire Damage*
\$5,000	Medical Payments*
\$1,000,000	General Aggregate
\$1,000,000	Products/Completed Operations per Occurrence and Aggregate

*\*These are automatic minimums*

**Owner's Protective Liability** – The Authority Management may, in its discretion, require Owner's Protective Liability in some situations.

**Umbrella and/or Excess Liability** – The umbrella or Excess Liability Policy may be used to combine with underlying policies to obtain the limits required. The Management of the Authority may elect to require higher limits.

**Owner's Protective Liability** – The Authority Management may, in its discretion, require Owner's Protective Liability in some situations.

**Division 3**

**Contract Forms**

**Section 1: Agreement Form**

**HOLD HARMLESS AGREEMENT**

To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the Clayton County Water Authority (the "Owner"), and its employees from and against claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from performance of the Work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself) including loss of use resulting thereof, but only to the extent caused in whole or in part by negligent acts or omissions of the Contractor, a Subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity, which would otherwise exist as to a party or person described in the paragraph.

In claims against any person or entity indemnified under this paragraph by an employee of the Contractor, a Subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation under this paragraph shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for the Contractor or Subcontractor under worker's or workmen's compensation acts, disability benefit acts or other employee benefit acts.

Before the start of any work, the Contractor shall furnish to the Owner:

1. Certificates of Insurance in companies and with limits acceptable to the Owner, covering:
  - a) Workmen's Compensation Insurance
  - b) Commercial General and Automobile Liability Insurance covering all operations and automobiles; including Contractor's Protective Coverage for any Subcontractor's operations.
  - c) An endorsement incorporating the Hold Harmless Agreement assumed by the Contractor under the terms of this Contract.
  - d) These certificates to contain:
    1. Name of Insurance Company.
    2. Policy Number.
    3. Policy inception and expiration dates.
    4. Name and address of insured.
    5. Name and address of agent.
    6. Limits of Liability.
    7. Type of Insurance coverage.
    8. Any amendment that expands or reduces standard Insurance Service Office (ISO) policy coverage.
    9. Statement that the policy applies to the project number or job concerned.

**Division 3**

**Contract Forms**

**Section 1: Agreement Form**

10. Attach copy of Endorsement that shows that each of the policies have been amended to provide thirty (30) day notice to certificate holders prior to termination or non-renewal and that the General Liability Policy has been endorsed to show certificate holder as additional insured.
2. Endorsement incorporating the Hold Harmless Agreement assumed by the Contractor under the terms of this contract.

**The Contractor shall be wholly responsible for securing Certificates of Insurance coverage as set forth above from all Subcontractors who are engaged in this work.**

**END OF SECTION**

**Division 3**

**Contract Forms**

**Section 2: Performance Bond**

**KNOW ALL MEN BY THESE PRESENTS THAT** \_\_\_\_\_  
\_\_\_\_\_ (as CONTRACTOR, hereinafter referred to as the  
"Principal"), and \_\_\_\_\_  
(as SURETY COMPANY), hereinafter referred to as the "CONTRACTOR'S SURETY"),  
are held and firmly bound unto the Clayton County Water Authority (as OWNER,  
hereinafter referred to as the "Authority"), for the use and benefit of any "Claimant" as  
hereinafter defined in the sum of \_\_\_\_\_  
Dollars (\$ \_\_\_\_\_) lawful money of the United States of America, for  
the payment of which the Principal and the Contractor's Surety bind themselves, their  
heirs, executors, administrators, successors and assigns, jointly and severally, firmly by  
these presents.

**WHEREAS**, the Principal has entered, or is about to enter, into a certain written  
agreement with CCWA, dated \_\_\_\_\_, which is incorporated  
herein by reference in its entirety (hereinafter referred to as the "CONTRACT"), for the  
project known as **Annual Contract for Janitorial Services**, (hereinafter referred to as  
"the PROJECT").

**NOW THEREFORE**, the conditions of this obligation are as follows:

1. That if the Principal shall fully and completely perform each and all of the  
terms, provisions and requirements of the Contract, including and during the  
period of any warranties or guarantees required thereunder, and all  
modifications, amendments, changes, deletions, additions, and alterations  
thereto that may hereafter be made; and if the Principal and the Contractor's  
Surety shall indemnify and hold harmless CCWA from any and all losses,  
liability and damages, claims, judgments, liens, costs and fees of every  
description, including but not limited to, any damages for delay, which  
CCWA may incur, sustain or suffer by reason of the failure or default on the  
part of the Principal in the performance of any and all of the terms,

## **Division 3**

## **Contract Forms**

### **Section 2: Performance Bond**

provisions and requirements of the Contract, including all modifications, amendments, changes, deletions, additions, and alterations thereto and any warranties or guarantees required thereunder, then this obligation shall be void; otherwise to remain in full force and effect;

2. In the event of a failure of performance of the Contract by the Principal, which shall include, but not be limited to, any breach of default of the Contract:
  - a. The Contractor's Surety shall commence performance of its obligations and undertakings under this Bond no later than thirty (30) days after written notice from CCWA to the Contractor's Surety;
  - b. The means, method or procedure by which the Contractor's Surety undertakes to perform its obligations under this Bond shall be subject to the advance written approval of CCWA.

The Contractor's Surety hereby waives notice of any and all modifications, omissions, additions, changes and advance payments or deferred payments in or about the Contract, and agrees that the obligations undertaken by this Bond shall not be impaired in any manner by reason of any such modifications, omissions, additions, changes, and advance payments or deferred payments. The Parties further expressly agree that any action on this Bond may be brought within the time allowed by Georgia law for suit on contracts under seal.

**SIGNATURES ON NEXT PAGE**

**Division 3**

**Contract Forms**

**Section 2: Performance Bond**

**IN WITNESS WHEREOF**, the principal and Contractor's Surety have hereunto affixed their corporate seals and caused this obligation to be signed by their duly authorized officers or attorneys-in-fact, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**(Name of Principal)**

\_\_\_\_\_  
By: \_\_\_\_\_  
Name Printed: \_\_\_\_\_  
Title: \_\_\_\_\_

[Corporate Seal]

Attested: \_\_\_\_\_

Date: \_\_\_\_\_

**(Name of Contractor's Surety)**

\_\_\_\_\_  
By: \_\_\_\_\_  
Name Printed: \_\_\_\_\_  
Title: \_\_\_\_\_

[Corporate Seal]

Attested: \_\_\_\_\_

Date: \_\_\_\_\_

**(ATTACH SURETY'S POWER OF ATTORNEY)**

**END OF SECTION**

**Division 3**

**Contract Forms**

**Section 3: Payment Bond**

**KNOW ALL MEN BY THESE PRESENTS THAT** \_\_\_\_\_  
\_\_\_\_\_ (as CONTRACTOR, hereinafter referred to as the "Principal"), and \_\_\_\_\_  
(as SURETY COMPANY, hereinafter referred to as the "CONTRACTOR'S SURETY"), are held and firmly bound unto the Clayton County Water Authority (as OWNER, hereinafter referred to as the "Authority"), for the use and benefit of any "Claimant" as hereinafter defined in the sum of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_), lawful money of the United States of America, for the payment of which the Principal and the Contractor's Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

**WHEREAS**, the Principal has entered, or is about to enter, into a certain written agreement with CCWA, dated \_\_\_\_\_, which is incorporated herein by reference in its entirety (hereinafter referred to as the "CONTRACT"), for the project known as **Annual Contract for Janitorial Services**, hereinafter referred to as "the PROJECT").

**NOW THEREFORE**, the condition of this obligation is such, that if the Principal shall promptly make payment to any Claimant, as hereinafter defined, for all labor, services and materials used or reasonably required for use in the performance of the Contract, then this obligation shall be void; otherwise to remain in full force and effect.

A "Claimant" shall be defined herein as any Subcontractor, person, Party, partnership, corporation or other entity furnishing labor, services or materials used or reasonably required for use in the performance of the Contract, without regard to whether such labor, services or materials were sold, leased or rented, and without regard to whether such Claimant is or is not in privity of the Contract with the Principal or any Subcontractor performing Work on the Project.

In the event of any claim made by the Claimant against CCWA, or the filing of a Lien against the property of CCWA affected by the Contract, the Contractor's Surety shall either settle or resolve the Claim and shall remove any such Lien by bond or otherwise as provided in the Contract.

**Division 3**

**Contract Forms**

**Section 3: Payment Bond**

The Parties further expressly agree that any action on this Bond may be brought within the time allowed by Georgia law for suit on contracts under seal.

**IN WITNESS WHEREOF**, the Principal and Contractor's Surety have hereunto affixed their corporate seals and caused this obligation to be signed by their duly authorized officers on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**(Name of Principal)**

\_\_\_\_\_

By: \_\_\_\_\_

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

Title: \_\_\_\_\_

[Corporate Seal]

Attested: \_\_\_\_\_

Date: \_\_\_\_\_

**(Name of Contractor's Surety)**

\_\_\_\_\_

By: \_\_\_\_\_

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

Title: \_\_\_\_\_

[Corporate Seal]

Attested: \_\_\_\_\_

Date: \_\_\_\_\_

**(ATTACH SURETY'S POWER OF ATTORNEY)**

**END OF SECTION**

**Division 3**

**Contract Forms**

**Section 4: Non-Collusion Certificate**

STATE OF \_\_\_\_\_, COUNTY OF \_\_\_\_\_

Personally appeared before the undersigned officer duly authorized by law to administer oaths

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

who, after being first duly sworn, depose and say that they are all the officers, agents, persons or employees who have acted for or represented

\_\_\_\_\_ in proposing or procuring the Contract with the Clayton County Water Authority on the following Project: **Annual Contract for Janitorial Services**, and that said \_\_\_\_\_

has not by (himself, themselves) or through any persons, officers, agents or employees prevented or attempted to prevent by any means whatsoever competition in such bidding; or by any means whatsoever prevented or endeavored to prevent anyone from making a proposal therefore, or induced or attempted to induce another to withdraw a bid for said work.

ATTEST:

By: \_\_\_\_\_  
Bidder

By: \_\_\_\_\_  
Name

By: \_\_\_\_\_  
Name

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Notary Public: \_\_\_\_\_ My Commission expires: \_\_\_\_\_

**END OF SECTION**

## **Division 4**

## **Specifications**

### **Section 1: General**

#### **1.1 Definitions:**

- A. Contract Work: Shall mean all work as described and scheduled in the "Detailed Janitorial Requirements Bid Form" included in this document. The successful Bidder will be required to execute a contract written by the Authority.

#### **1.2 Scope Of Work:**

- A. The successful Bidder shall furnish any and all labor, supervision, tools, equipment and cleaning material necessary to meet the cleaning requirements described in the "Detailed Janitorial Requirements Bid Form". The Authority will provide toilet paper, paper towels, liquid soap, bowl and urinal deodorant at each site. The Contractor will be responsible at all times for keeping the restrooms and kitchens stocked with these items as required. The Contractor will be responsible for any and all other consumable supplies necessary to meet the requirements of this contract.
- B. **Estimated Quantities:** Any quantities of work to be done and materials to be furnished under the "Detailed Janitorial Requirements Bid Form" are approximations only. The Authority does not assume any responsibility that the final quantities shall remain in strict accordance with the estimated quantities, nor shall the Contractor plead misunderstanding or deception because of such estimate of quantities or of the character, location of the work or other conditions pertaining thereto. The Contractor shall perform a complete and finished job, whether the final quantities are more or less than those estimated.
- C. **Familiarity with Conditions:** The Authority will provide all prospective Bidders with guided tours of the Administration facilities after the **Non-Mandatory Pre-Bid Conference on Thursday, May 15, 2014 at 2:00 pm local time.**

**Site Visits:** After the Non-Mandatory Pre-Bid Meeting, the Authority will provide the prospective bidders with guided tours of the Headquarters Administrative Building, Buildings A, B and C, and Stormwater Buildings.

Self-guided tours of Forest Park Office, Wetlands Center, Shamrock CUB, Smith CUB, and Old Casey Administrative Building will be allowed on **Friday, May 16, 2014 only.**

The Contractors assume full responsibility for having familiarized themselves with the nature and extent of this document, work locality, and local conditions

## **Division 4**

## **Specifications**

### **Section 1: General**

that may in any manner affect the work to be done and the equipment, materials and labor required. Any and all mistake(s) or lack of knowledge on the part of the Bidder will in no way relieve the Bidder of the obligation and responsibilities assumed under this document and/or a contract.

- D. Unauthorized Work: Any extra work done without authority will be considered as unauthorized work and will not be paid for by the Authority.
- E. Laws to be observed: The Bidder shall observe and comply with all Federal, State, and Local laws, ordinances and regulations that in any manner affect the conduct of the work.
- F. Character of Workmen and Equipment: All workmen shall be experienced in and capable of doing the kind of work assigned to them. All equipment provided by the Bidder shall be adequate for the work for which it is to be used. The Contractor will be responsible for any and all claims for damage to persons or property sustained while performing the work.
- G. Taxes: The Bidder shall be liable for all applicable Federal, State and Local taxes.
- H. Any problems observed in the facilities such as broken or leaking items in the restrooms or broken windows, etc., are to be reported to the General Services Manager in a timely manner.
- I. The successful Bidder will be required to establish and follow a schedule to clean facilities that are not operated every day.

#### **1.3 Responsibility:**

- A. The successful Bidder shall be responsible for any and all damages to persons or property that occur as a result of the performance of this work and shall be responsible for the proper care and protection of work performed. Breakage or loss of office equipment or any other property including that of the Contractor's caused by operations or actions of his agent, or his employees or his sub-Contractors, shall be made whole by the Contractor at his expense.
- B. The successful Bidder shall indemnify and hold harmless the Authority against any and all loss, cost, damage, claim, expense, or liability whatsoever, because of any incident including but not limited to an accident or injury to persons or property of others including the Authority occurring in

## **Division 4**

## **Specifications**

### **Section 1: General**

connection with the operations under the contract or the performance of the work.

- C. The Authority, where available, will provide storage areas for cleaning equipment and supplies but will not be held responsible for loss or damage to said equipment or supplies.
- D. The Authority will provide the successful Bidder keys or codes to get access to facilities and locked rooms in the facilities. The Bidder is responsible to ensure that locked rooms remain locked after work is completed in that room/site/facility. Any rooms/areas that do not get janitorial service will be identified in the "Detailed Janitorial Requirements.
- E. The successful Bidder will have a quality assurance inspector/supervisor to perform daily checks and meet monthly with the Authority's representative. The successful Bidder shall provide copies of the inspection reports to the Authority.

#### **1.4 Adherence To Schedule:**

- A. If the Contractor fails to comply with the schedule and frequency for the performance of any part of the work, his attention will be called to this failure or omission, and he will be requested by the Authority to perform the omitted operation. If the Contractor does not comply with the request within such time as the Authority deems to be reasonable, employees or agents of the Authority will complete this work and the cost thereof deducted from any money due or which may become due the Bidder under the contract. This will be at the sole discretion of the Authority.
- B. Interference with the Authority's business: From time to time it may be necessary for the Authority and Contractor to coordinate their work so that scheduled items or functions can be completed. This shall be done so there will be minimum of interruption to or interference with the proper execution of all work.

**Division 4**

**Specifications**

**Section 1: General**

**1.5 Holidays:**

Clayton County Water Authority observes the following holidays:

New Years Day	January 1 <sup>st</sup>
Martin Luther King Jr.'s Birthday	3 <sup>rd</sup> Monday, January
Memorial Day	4 <sup>th</sup> Monday, May
Independence Day	July 4 <sup>th</sup>
Labor Day	1 <sup>st</sup> Monday, September
Thanksgiving Day	4 <sup>th</sup> Thursday, November
Thanksgiving Holiday	The Friday after Thanksgiving Day
Christmas Holiday	December 25 <sup>th</sup>
Christmas Day	December 26 <sup>th</sup>

It will be the responsibility of the Contractor to contact the Authority **two weeks prior to the above holidays** to clarify the specific dates the facilities will not be available for cleaning.

**END OF SECTION**

**Division 4**

**Specifications**

**Section 2: Detailed Janitorial Requirements Bid Form**

This section provides information about all the CCWA facilities requiring janitorial services, their address, service area, hours of operation, and time to perform services, as well as the specific services required at each of the facilities. Please note some facilities are serviced on a regular basis while other facilities are serviced on an as needed when needed basis. As well, several specific services including but not limited to carpet cleaning and strip/wax/buff are included and must be bid on a per square foot basis. Both the regular service facilities and the as needed when needed facilities will be included in one annual contract.

**2.1 Headquarters Administrative Building**

All cleaning of partitions must be performed using Anti-Fog Anti-Static 210 Plastic Cleaner & Polish, which will be provided by CCWA.

<b><u>HEADQUARTERS ADMINISTRATIVE BUILDING</u></b>	
1600 Battle Creek Road, Morrow, GA 30260	
<b>Hours of Operation:</b>	Monday through Friday, from 8:00 a.m. – 5 p.m.
<b>Time to Perform Service:</b>	Monday through Friday, from 6 p.m. – 10 p.m.
<b>Total area to be serviced:</b>	37,791 square feet ; approx. 32,091 sq. ft. carpeted
<b>LOBBY AND COMMON AREAS</b>	<b>Frequency of service</b>
(Entrance areas to building, stairwells, training rooms, kitchen, break rooms, and conference rooms):	
Pick up trash along sidewalk and entrance areas to building	Daily Monday – Friday 6 p.m. – 10 p.m.  (No weekends)
Vacuum and/or remove dirt on exterior and interior mats	
Empty all trash receptacles, clean inside, sanitize exterior, and replace liners	
Empty and clean all ashtrays and sand urns	
Clean to hand height, (70") (no climbing) all walls, inside windows, glass partitions, and glass doors on the first and second floors and basement including push bars and hardware	
Clean all window ledges, furniture, reception desk, wall hangings/pictures and artificial plants	
Clean handrails	
Vacuum carpet including steps	
Dust mop tile floors	
Wet mop tile floors	
Clean partitions and glass of entrance and exit doors	
Clean carpet spots	

**Division 4**

**Specifications**

**Section 2: Detailed Janitorial Requirements Bid Form**

Sweep baseboards, corners, around and under desks	Weekly
Clean and buff tile floors	
High dust above hand height (no climbing) all horizontal surfaces including any shelves, moldings, ledges, pipes, ducts vents, and heating outlets	Monthly
Clean exterior of urns and trash containers	
General cleaning of windows within hand height (70")	
<b>OFFICES</b> (Room 18 in the basement <u>is not</u> to be cleaned):	<b>Frequency of service</b>
Empty wastebaskets and replace liners as needed	Daily Monday – Friday 6 p.m. – 10 p.m.  (No weekends)
Carpet – spot clean and vacuum	
Dust mop tile floors	
Wet mop tile floors	
Clean counter tops	
Clean exposed desktops	
Dust all exposed filing cabinets, bookcases, and shelves	
Clean and sanitize all telephones	
Clean and sanitize all water fountain(s)	
Clean door glass, lobby glass, and metal partitions	
Low dust all horizontal surfaces to hand height (70"), including window sills	
Clean tile floors	
Sweep baseboards, corners, around and under desks	
Clean doors, frames, light switches, kick and push plates, handles, and moldings around doorways	
High dust above hand height (no climbing) all horizontal surfaces including any shelves, moldings, ledges, pipes, ducts vents, and heating outlets	Monthly
General cleaning of windows within hand height (70")	
<b>RESTROOMS</b>	<b>Frequency of service</b>
Clean and disinfect toilets & urinals (inside & out)	
Clean and disinfect sinks & wash basin	

**Division 4**

**Specifications**

**Section 2: Detailed Janitorial Requirements Bid Form**

Clean and disinfect all flush rings, drains and overflow outlets	Daily Monday – Friday 6 p.m. – 10 p.m.  (No weekends)
Clean and disinfect all walls near sinks, toilets & urinals	
Mop and disinfect all tile floors	
Clean and polish all chrome & hardware	
Clean and polish all glass and mirrors	
Clean and sanitize all countertops	
Trash containers and disposals – empty, clean, disinfect, and replace all liners with new liners	
Fill, clean & sanitize soap, towel, tissue, and napkin dispensers	
Clean and sanitize door handles, door push plates, and fixtures	
Refill all dispensers to normal limits: soap, tissue, and towels	
Low dust all surfaces to hand height including sills, moldings, ledges, shelves, frames, and ducts	
Clean and sanitize metal partitions	
Polish shine stainless steel	
High dust above hand height (no climbing) including sills, moldings ledges, shelves, frames, ducts, and heating outlets	
<b>KITCHEN, VENDING AREAS, AND LOUNGE</b>	<b>Frequency of service</b>
Clean and sanitize table, countertop, and cabinet all sides	Daily Monday – Friday 6 p.m. – 10 p.m.  (No weekends)
Wash and put away dirty dishes and flat ware	
Clean seats, backs of chairs, and legs as required	
Empty all trash containers and disposals, and replace liners	
Clean doors, frames, light switches, kick/push plates and handles	
Low dust all surfaces below hand height including sills, moldings, ledges, shelves, frames and vents	Weekly
Sanitize exterior of containers and disposals	
Clean tile floors	
Dust Venetian blinds	Monthly

**Division 4**

**Specifications**

**Section 2: Detailed Janitorial Requirements Bid Form**

<b><u>HEADQUARTERS ADMINISTRATIVE BUILDING</u></b>			
1600 Battle Creek Road, Morrow, GA 30260			
Location	Monthly Cost	Cost Per Square Foot	# of Service Occurrences Annually
Headquarters Administrative Building	\$		Actual 12
Detailed carpet cleaning per square foot (approx. 32,091 sq. ft.) (billed monthly as services are completed)		\$	Estimate 2

**Division 4**

**Specifications**

**Section 2: Detailed Janitorial Requirements Bid Form**

**2.2 Buildings "A", "B", and "C"**

*Respectively known as: Distribution & Conveyance/Garage, Warehouse, and Wastewater Maintenance.*

<b><u>BUILDINGS "A", "B", and "C"</u></b>	
7340-B Southlake Parkway, Morrow, GA 30260	
<b>Hours of Operation:</b>	Monday through Friday, from 8:00 a.m. – 5 p.m.
<b>Time to Perform Service:</b>	Monday through Friday, from 5 p.m. – 9 p.m.
<b>Total area to be serviced:</b>	<i>Bldg A: 5,232 square feet Bldg B: 3,390 square feet Bldg C: 2,400 square feet</i>
<b>OFFICES, ADMINISTRATIVE, AND BREAK ROOMS</b>	<b>Frequency of service</b>
Clean tile floors of the offices, administrative areas, and break rooms	Daily Monday – Friday 5 p.m. – 9 p.m.  (No weekends)
Wash dirty dishes and flatware, and put the dishes away	
Clean break room counter tops, tables, and appliances	
Empty all trash containers, replace liners	
<b>RESTROOMS</b>	<b>Frequency of service</b>
Clean and disinfect toilets & urinals (inside & out)	Daily Monday – Friday 5 p.m. – 9 p.m.  (No weekends)
Clean and disinfect sinks & wash basin	
Clean and disinfect all drains and overflow outlets	
Damp-wipe (disinfect) walls near sinks, toilets & urinals	
Mop and disinfect all tile floors	
Clean and polish all chrome & hardware	
Clean and polish all glass and mirrors	
Clean all countertops	
Trash – empty, clean, disinfect, and replace all liners with new liners	
Fill, clean & sanitize soap, towel, tissue, and napkin dispensers	
Clean and sanitize door knobs, door plates, and fixtures	
Low dust all surfaces below hand height including sills, moldings, ledges, shelves, frames and vents	Weekly
Vacuum offices with carpet	

**Division 4** **Specifications**

**Section 2: Detailed Janitorial Requirements Bid Form**

<b><u>BUILDINGS "A", "B", and "C"</u></b>		
7340-B Southlake Parkway, Morrow, GA 30260		
<b>Location</b>	<b>Monthly Cost</b>	<b># of Service Occurrences Annually</b>
Building "A" – Distribution and Conveyance	\$	Actual 12
Building "B" – Warehouse / Meter Services	\$	Actual 12
Building "C" – Wastewater Maintenance	\$	Actual 12

**Division 4**

**Specifications**

**Section 2: Detailed Janitorial Requirements Bid Form**

**2.3 Stormwater Buildings (Front and Rear)**

This complex includes two (2) small buildings.

<b><u>STORMWATER BUILDINGS</u></b>	
7314 Southlake Parkway, Morrow, GA 30260	
<b>Hours of Operation:</b>	Monday through Friday, from 7:30 a.m. – 5 p.m.
<b>Time to Perform Service:</b>	Monday through Friday, from 5 p.m. – 9 p.m.
<b>Total area to be serviced:</b>	<i>Administration Bldg:</i> 3,300 square feet <i>Maintenance Bldg:</i> 1,575 square feet
<b>OFFICES, ADMINISTRATIVE, AND BREAK ROOMS</b>	<b>Frequency of service</b>
Clean tile floors of the offices, administrative areas, and break rooms	Daily Monday – Friday 5 p.m. – 9 p.m.  (No weekends)
Wash dirty dishes and flatware, and put the dishes away	
Clean break room counter tops, tables, and appliances	
Empty all trash containers, replace liners	
Clean and sanitize door knobs, door plates, and fixtures	
Low dust all surfaces below hand height including sills, moldings, ledges, shelves, frames and vents	Weekly
<b>RESTROOMS</b>	<b>Frequency of service</b>
Clean and disinfect toilets & urinals (inside & out)	Daily Monday – Friday 5 p.m. – 9 p.m.  (No weekends)
Clean and disinfect sinks & wash basin	
Clean and disinfect all drains and overflow outlets	
Damp-wipe (disinfect) walls near sinks, toilets & urinals	
Mop and disinfect all tile floors	
Clean and polish all chrome & hardware	
Clean and polish all glass and mirrors	
Clean all countertops	
Trash – empty, clean, disinfect, and replace all liners with new liners	
Fill, clean & sanitize soap, towel, tissue, and napkin dispensers	

**Division 4**

**Specifications**

**Section 2: Detailed Janitorial Requirements Bid Form**

<b><u>STORMWATER BUILDINGS</u></b>		
7314 Southlake Parkway, Morrow, GA 30260		
<b>Location</b>	<b>Monthly Cost</b>	<b># of Service Occurrences Annually</b>
Stormwater Buildings (Front and Rear)	\$	Actual 12

**Division 4**

**Specifications**

**Section 2: Detailed Janitorial Requirements Bid Form**

**2.4 Forest Park Office**

All cleaning of partitions must be performed using Anti-Fog Anti-Static 210 Plastic Cleaner & Polish, which will be provided by CCWA.

<b><u>FOREST PARK OFFICE</u></b>	
526 Forest Parkway – Suite A Parkway Village Shopping Center, Forest Park, GA 30297	
<b>Hours of Operation:</b>	Monday through Friday, from 8:00 a.m. – 5 p.m.
<b>Time to Perform Service:</b>	Monday through Friday, from 5:30 p.m. – 10 p.m.
<b>Total area to be serviced:</b>	1,152 square feet ; approx. 902 sq. ft. carpeted
<b>LOBBY &amp; COMMON AREAS</b> (Customer Service, Administrative, Kitchen, and Break Room):	<b>Frequency of service</b>
Clean the floor of the offices, administrative area, kitchen, and break room	Daily Monday – Friday 5:30 p.m. – 10 p.m.  (No weekends)
Clean exposed desktops, windowsills, furniture, wall hangings, plants and other horizontal surfaces	
Empty and sanitize all trash containers and replace liners	
Vacuum carpet and walk off mats	
Dust mop tile floors	
Wet mop tile floors	
Clean and sanitize all water fountain(s)	
Clean and sanitize telephones	
Clean partitions and glass of entrance door	
Low dust all horizontal surfaces to hand height (70") including filing cabinets, bookcases, and shelves	
Clean and buff tile floors	
Sweep baseboards, corners, around and under desks	
Clean doors, frames, light switches, kick and push plates, handles, and moldings around doorways	
High dust above hand height (no climbing) all horizontal surfaces including any shelves, moldings, ledges, pipes, ducts vents, and heating outlets	Monthly

**Division 4**

**Specifications**

**Section 2: Detailed Janitorial Requirements Bid Form**

Clean the inside and outside of all windows	
Dust Venetian blinds	
<b>KITCHEN</b>	<b>Frequency of service</b>
Clean and sanitize table, countertop, and cabinet all sides	Daily Monday – Friday 5 p.m. – 10 p.m.  (No weekends)
Wash and put away dirty dishes and flat ware	
Clean seats, backs of chairs, and legs as required	
Empty all trash containers and disposals, and replace liners	
Clean doors, frames, light switches, kick/push plates and handles	
<b>RESTROOMS</b>	<b>Frequency of service</b>
Clean and disinfect toilets and urinals (inside & out)	Daily Monday – Friday 5 p.m. – 10 p.m.  (No weekends)
Clean and disinfect sinks and wash basin	
Clean and disinfect all drains and overflow outlets	
Damp-wipe (disinfect) walls near sinks, toilets & urinals	
Mop and disinfect all tile floors	
Clean and polish all chrome & hardware	
Clean and polish all glass and mirrors	
Clean all countertops	
Trash – empty, clean, disinfect, and replace all liners with new liners	
Fill, clean and sanitize soap, towel, tissue, and napkin dispensers	
Clean and sanitize door knobs, door plates, and fixtures	
Refill all dispensers to normal limits: soap, tissue, and towels, etc.	

**Division 4**

**Specifications**

**Section 2: Detailed Janitorial Requirements Bid Form**

<b><u>FOREST PARK OFFICE</u></b>			
526 Forest Parkway – Suite A Parkway Village Shopping Center, Forest Park, GA 30297			
<b>Location</b>	<b>Monthly Cost</b>	<b>Cost Per Square Foot</b>	<b># of Service Occurrences Annually</b>
Forest Park Office	\$		Actual 12
Detailed carpet cleaning per square foot (approx. 902 sq. ft.) <b>(billed monthly as services are completed)</b>		\$	Estimate 2

**Division 4**

**Specifications**

**Section 2: Detailed Janitorial Requirements Bid Form**

**2.5 Shamrock Community Use Building**

Service required after each use as scheduled on the first, second and loft floors based on an as needed when needed schedule and **are part of the contractual work to be performed under this bid:**

<b><u>SHAMROCK COMMUNITY USE BUILDING</u></b>	
2610 Shamrock Lake Road, Jonesboro, GA 30236	
<b>Hours of Operation:</b>	Sunday through Saturday, from 8:00 a.m. – 11:00 p.m., and other times as scheduled.
<b>Time to Perform Service:</b>	Depending on building use schedule, 11:30 p.m. – 6 a.m. If used consecutive days, must be cleaned between each use. Schedule provided in advance based rental information available, but on call notice may be required; services must be provide on an as needed when needed basis
<b>Total area to be serviced:</b>	5,080 square feet
<b>FIRST, SECOND, AND LOFT FLOORS</b>	<b>Frequency of service</b>
Clean and buff the tile floors in the entire building	See Time to Perform Service section above
<b>FIRST FLOOR ONLY:</b> General cleaning of inside and outside of windows	
Clean windowsills, blinds, and other horizontal surfaces	
Empty all trash containers, replace liners, vacuum door mats and steps	
Low dust all surfaces below hand height including sills, moldings, ledges, shelves, frames and vents	
<b>RESTROOMS</b>	
Clean and disinfect toilets & urinals (inside & out)	
Clean and disinfect sinks & wash basin	
Clean and disinfect all drains and overflow outlets	
Damp-wipe (disinfect) walls near sinks, toilets & urinals	
Mop and disinfect all tile floors	
Clean and polish all chrome & hardware	
Clean and polish all glass and mirrors	

**Division 4**

**Specifications**

**Section 2: Detailed Janitorial Requirements Bid Form**

Clean all countertops	
Trash – empty, clean, disinfect, and replace all liners with new liners	
Fill, clean & sanitize soap, towel, tissue, and napkin dispensers	
Clean and organize Janitorial closets	
Clean and sanitize door knobs, door plates, and fixtures	
<b>KITCHEN</b>	<b>Frequency of service</b>
Clean and sanitize table and countertop, cabinets all sides, and appliances	See Time to Perform Service section above
Empty all trash containers and disposals, sanitize interior and exterior, and replace liners	
Clean doors, frames, light switches, kick/push plates and handles	
General cleaning of inside and outside of all windows, and clean blinds	Monthly

**SHAMROCK COMMUNITY USE BUILDING**

2610 Shamrock Lake Road, Jonesboro, GA 30236

Location	Cost Per Service Occurrence	Cost Per Square Foot	# of Service Occurrences Annually
Shamrock Community Use Bldg. (billed monthly as services are completed)	\$		Estimate 48
Strip, wax, and buff floors per square foot (approx. 5,080 sq. ft.) (billed monthly as services are completed)		\$	Estimate 4

**Division 4**

**Specifications**

**Section 2: Detailed Janitorial Requirements Bid Form**

**2.6 Old Casey Administrative Building**

<b><u>OLD CASEY ADMINISTRATIVE BUILDING</u></b>		
8890 Roberts Road, Jonesboro, GA 30238		
<b>Hours of Operation:</b>	Monday through Friday, from 7:00 a.m. – 3:30 p.m.	
<b>Time to Perform Service:</b>	Tuesday and Friday afternoon, from 4:00 p.m. – 9:00 p.m.	
<b>Total area to be serviced:</b>	2,550 square feet	
<b>OFFICES AND BREAK ROOM</b>		<b>Frequency of service</b>
Clean tile floors of the offices, and break rooms		Twice a Week Tuesdays and Fridays 4 p.m. – 9 p.m. (No weekends)
Clean break room counter tops, tables, and appliances		
Empty all trash containers, replace liners		
<b>RESTROOMS</b>		<b>Frequency of service</b>
Clean and disinfect toilets & urinals (inside & out)		Twice a Week Tuesdays and Fridays 4 p.m. – 9 p.m.  (No weekends)
Clean and disinfect sinks & wash basin		
Clean and disinfect all drains and overflow outlets		
Damp-wipe (disinfect) walls near sinks, toilets & urinals		
Mop and disinfect all tile floors		
Clean and polish all chrome & hardware		
Clean and polish all glass and mirrors		
Clean all countertops		
Trash – empty, clean, disinfect, and replace all liners with new liners		
Fill, clean & sanitize soap, towel, tissue, and napkin dispensers		
Clean and sanitize door knobs, door plates, and fixtures		
Low dust all surfaces below hand height including sills, moldings, ledges, shelves, frames and vents		
<b>Old Casey Administrative Building</b>	<b>Monthly Cost</b>	<b># of Occurrences Annually</b>
	\$	Actual 12

**Division 4**

**Specifications**

**Section 2: Detailed Janitorial Requirements Bid Form**

**2.7 J. W. Smith Community Use Building**

Service required after each use as scheduled on the first, second and loft floors based on an as needed when needed schedule and **are part of the contractual work to be performed under this bid.**

<b>J.W. SMITH COMMUNITY USE BUILDING</b>	
143 B North Bridge Road, Hampton, GA 30228	
<b>Hours of Operation:</b>	Sunday through Saturday, from 8:00 a.m. – 10:00 p.m., and other times as scheduled.
<b>Time to Perform Service:</b>	Depending on building use schedule, 10:30 p.m. – 6 a.m. If used consecutive days, must be cleaned between each use. Schedule provided in advance based rental information available, but on call notice may be required; services must be provide on an as needed when needed.
<b>Total area to be serviced:</b>	2,160 square feet.
<b>COMMUNITY USE BUILDING</b>	<b>Frequency of service</b>
Clean and Buff the tile floors in the entire building	See Time to Perform Service section above
General cleaning of inside and outside of windows, including blinds and sills, and other horizontal surfaces	
Empty all trash containers, replace liners, vacuum door mats and steps	
Low dust all surfaces below hand height including sills, moldings, ledges, shelves, frames and vents	
<b>RESTROOMS</b>	
Clean and disinfect toilets & urinals (inside & out)	
Clean and disinfect sinks & wash basin	
Clean and disinfect all drains and overflow outlets	
Damp-wipe (disinfect) walls near sinks, toilets & urinals	
Mop and disinfect all tile floors	
Clean and polish all chrome & hardware	
Clean and polish all glass and mirrors	
Clean all countertops	
Trash – empty, clean, disinfect, and replace all liners with new liners	
Clean and sanitize door knobs, door plates, and fixtures	

**Division 4**

**Specifications**

**Section 2: Detailed Janitorial Requirements Bid Form**

Fill, clean & sanitize soap, towel, tissue, and napkin dispensers	
---	--

<b>KITCHEN</b>	<b>Frequency of service</b>
Clean and sanitize table and countertop, cabinets all sides, and appliances	See Time to Perform Service section above
Empty all trash containers and disposals, sanitize interior and exterior, and replace liners	
Clean doors, frames, light switches, kick/push plates and handles	
General cleaning inside and outside of all windows, and clean blinds	

**J.W. SMITH COMMUNITY USE BUILDING**

143 B North Bridge Road, Hampton, GA 30228

Location	Cost Per Service Occurrence	Cost Per Square Foot	# of service occurrences annually
J.W. Smith Community Use Bldg. (billed monthly as services are completed)	\$		Estimate 24
Strip, wax, and buff floors per square foot (approx. 2,160 sq. ft.) (billed monthly as services are completed)		\$	Estimate 1

**Division 4**

**Specifications**

**Section 2: Detailed Janitorial Requirements Bid Form**

**2.8 Wetlands Center**

Due to the fragile nature of the displays and exhibits in this facility, the CCWA staff will do all dusting of exhibits. Due to three special events held on Saturdays on three occasions throughout the year, services will be required after each of these events. ***These three Saturday services a year are part of the contractual work to be performed at this facility.***

<b><u>WETLANDS CENTER</u></b>	
2755 Freeman Road, Hampton, GA 30228	
<b>Hours of Operation:</b>	Monday through Friday, from 8:30 a.m. – 5:00 p.m.
<b>Time to Perform Service:</b>	Tuesday and Friday afternoon, from 6:00 p.m. – 7:00 a.m.
<b>Total area to be serviced:</b>	4,480 square feet, including an 8'x10' exterior restroom.
<b>OFFICES, ADMINISTRATIVE AND BREAK ROOMS</b>	<b>Frequency of service</b>
General cleaning of all tile floors of the offices, administrative areas, and break rooms; Buffing/waxing when cleared with staff. <b>Do not</b> sweep or mop around equipment wiring in offices.	<b>MARCH – OCTOBER</b>  <u><b>TWICE</b></u> A WEEK: (Tuesdays & Fridays)  <b>AND</b>  <b>NOVEMBER – FEBRUARY</b>  <u><b>ONCE</b></u> A WEEK (Fridays)
Wash dirty dishes and flatware, and put the dishes away, as well as wipe down kitchen sink.	
Clean glass doors <b>twice weekly</b>	
Dust lower ceiling fans in exhibit area	
Sweep boardwalk <b>twice weekly</b> to outside restroom	
Sweep front concrete porch	
General cleaning of windows, inside and out, to be performed <b>quarterly</b> ; dusting of wood blinds in Auditorium to be performed <b>monthly</b>	
Vacuum and spot clean auditorium carpet and sweep all floor mats	
Clean break room counter tops, tables, and appliances	
Empty all trash from building except any marked for recycling and replace liners. Trash to be bagged and either left in large container in front of building or transported to dumpster at Lake Shamrock (to be decided)	
Keep neat, organized, and locked Janitor's closet	

**Division 4**

**Specifications**

**Section 2: Detailed Janitorial Requirements Bid Form**

<b>RESTROOMS (INDOOR &amp; OUTDOOR)</b>	<b>Frequency of service</b>
Clean and disinfect toilets & urinals (inside & out)	Twice A Week  Tuesdays and Fridays  6 pm – 7 am
Clean and disinfect sinks & wash basin	
Clean and disinfect all drains and overflow outlets	
Damp-wipe (disinfect) walls near sinks, toilets & urinals	
Mop and disinfect all tile floors	
Clean and polish all chrome & hardware	
Clean and polish all glass and mirrors	
Clean and disinfect all countertops	
Trash – empty, clean, disinfect, and replace all liners with new liners	
Fill, clean & sanitize soap, towel, tissue, and napkin dispensers	
Clean and sanitize door knobs, door plates, and fixtures	
Low dust all surfaces below hand height including sills, moldings, ledges, shelves, frames and vents	Bi-Weekly
General cleaning of inside and outside windows and window sills	Quarterly

**WETLANDS CENTER**

2755 Freeman Road, Hampton, GA 30228

<b>Location</b>	<b>Monthly Cost</b>	<b>Cost Per Service Occurrence</b>	<b># of Occurrence Annually</b>
Wetlands Center [ <b>ONCE</b> a week (Fridays) from November – February]	\$		Actual 4
Wetlands Center [ <b>TWICE</b> a week (Tuesdays and Fridays) from March – October]	\$		Actual 8
<b>SATURDAY</b> services – Cost per service: (3 Saturdays required by bid) ( <b>billed monthly as services are completed</b> )		\$	Estimate 3

**Division 4**

**Specifications**

**Section 2: Detailed Janitorial Requirements Bid Form**

**2.8 Bid Confirmation and Signature**

At bid opening the individual monthly costs, costs per service and cost per square foot will be read aloud. CCWA will calculate the total annual contract cost for both bid evaluation purposes and award purposes based on the all the costs using the actual and estimated quantities provided for all items included in this bid.

To be considered responsive to this bid, bidders are required to bid on all individual items (not lump sum) listed on the Detailed Janitorial Requirements Bid Form

Bid of \_\_\_\_\_  
(Hereinafter "Bidder"), organized and existing under the laws of the State of \_\_\_\_\_,

doing business as \_\_\_\_\_ (insert "a corporation," "a partnership," or "an individual" or such other business entity designation as is applicable).

To the Clayton County Water Authority (hereinafter "Owner").

In compliance with the Request for Bids, Bidder hereby proposes to perform all Work for **Annual Contract for Janitorial Services** in strict accordance with the Contract Documents as enumerated in the Request for Bids, within the time set forth therein, and at the prices stated below.

By submission of this bid, Bidder certifies, and in the case of joint bid each party thereto certifies as to the party's own organization that this bid has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this bid with any other Bidder or with any competitor. Bidder also certifies compliance with the Instructions to Bidders.

In submitting this bid, Bidder certifies Bidder is qualified to do business in the state of Georgia as required by laws, rules, and regulations or, if allowed by statute, covenants to obtain such qualification prior to contract award.

**CONTRACT EXECUTION AND BONDS:**

The undersigned Bidder agrees, if this bid is accepted, to enter into an Agreement with OWNER on the form included in the Documents to perform and furnish Work as specified or indicated in the Documents for the Contract Price derived from the bid and

**Division 4** **Specifications**

**Section 2: Detailed Janitorial Requirements Bid Form**

within the times indicated herein and in accordance with the other terms and conditions of the Documents.

Bidder accepts the terms and conditions of the Bid Documents.

**INSURANCE:**

Bidder further agrees that bid amount(s) stated herein includes specific consideration for the specified insurance coverages.

**BID:**

The undersigned proposes to complete, in all respects, sound, complete and conformable with this Contract Document the following work for the following amounts.

CCWA guarantees no minimum or maximum quantities on the as needed when needed services and additionally reserves the right to purchase more or less at the unit price based on actual need.

**ADDENDA:**

Bidder acknowledges receipt of the following Addenda:

\_\_\_\_\_

Submitted by:

\_\_\_\_\_  
(COMPANY NAME OF BIDDER)

By: \_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(TITLE)

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
(ATTEST)

\_\_\_\_\_  
(ADDRESS)

\_\_\_\_\_

**Division 4** **Specifications**

---

**Section 2: Detailed Janitorial Requirements Bid Form**

*(PHONE NUMBER)*

---

*(FAX NUMBER)*

---

*(E-MAIL ADDRESS)*

**END OF SECTION**

## **Division 4**

## **Specifications**

### **Section 3: Post Submittal Requirements**

#### **3.1 Post Award Submittals:**

Upon award, the following forms must be submitted:

##### **A. Payment and Performance Bonds.**

The successful Bidder will be required to provide Payment and Performance Bonds on a form provided by the Authority in an amount equal to 25% of the estimated annual contract value.

##### **B. Fidelity Bond.**

The successful Bidder must provide a Blanket Fidelity Bond on all employees working at the Authority's facilities in the amount of \$100,000.00. This bond must include the property of others.

**END OF SECTION**