Stockbridge

Where Community Connects

Work Session Meeting Agenda
June 26, 2024 6:00 PM

STOCKBRIDGE CITY COUNCIL

Mayor At–Large
Anthony S. Ford

Mayor Pro Tem Kyle D. Berry, Sr.
Council District 3

Councilmember Elton Alexander
Council District 5

Councilmember Yolanda Barber
Council District 4

Councilmember LaKeisha Gantt
Council District 1

Councilmember Alphonso Thomas
Council District 2

CITY MANAGER
Frederick Gardiner

CITY CLERK
Vanessa Holiday

CITY TREASURER
Vacant

CITY ATTORNEY
Quinton G. Washington

Stockbridge City Hall

4640 N. Henry Blvd.

Stockbridge, GA 30281

Website: www.stockbridgega.org

Phone: 770-389-7900

Fax: 770-389-7912

Translation and Interpretation Services are available with (7) days prior notice. Please contact the City's HR Manager at 770-389-7908 for assistance.

AGENDA
WORK SESSION MEETING
CITY OF STOCKBRIDGE

WEDNESDAY, JUNE 26, 2024 6:00 PM

CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

ROLL CALL

ADOPTION OF THE AGENDA

REVIEW OF THE MINUTES

1 Review of the June 10, 2024 Council Meeting Minutes

PUBLIC COMMENTS - All persons wishing to speak for public comment must sign in with the City Clerk prior to the beginning of the meeting. You must sign your name, address, and phone number. You will be able to address the Mayor and Council for three (3) minutes. Speakers must respect all members of the elected body, officials, and staff. Defamation, unruliness and/or swearing will not be tolerated while meetings are in session.

NEW BUSINESS

2 Council Consideration to approve the purchase of (2) Ford F-350's with service body and light package under Georgia statewide contract number 99999-SPD-ES40199373-002 with Allan Vigil Ford in the amount of $143,018.00. Funding source is from Public Works Department budgeted funds. - Presented by: Decius Aaron

3 Council Consideration to approve the purchase of (1) Transit Van under Georgia statewide contract number 99999-SPD-ES40199373-009S with Wade Ford in the amount of $55,130.00. Funding source is from Public Works Department budgeted funds. - Presented by: Decius Aaron

4 Council Consideration to approve Request for Proposal (RFP) 2024-0001 for Civil Engineering to Whitley Engineering Services, in the amount of $5,000 per month with option for renewable years at the City of Stockbridge's discretion. - Presented by: Ryan Anderson

5 Council Consideration to approve Request for Proposal (RFP) 2024-0005 for Janitorial Maintenance Services to Intercontinental Commercial Services, Inc. in the amount of $143,100.00. - Presented by: Al Barnes

ANNOUNCEMENTS OF UPCOMING MEETINGS & EVENTS

Council meetings will be held in the City Council Chamber noting some Board/Committee meetings will continue to take place via Zoom. Meeting dates and times are subject to change. Please visit the city's website www.cityofstockbridge.com for the meeting invitation link, Facebook page or contact City Hall offices at 770-389-7900 for updates.

- **Community Zoning and Information Meeting: Thursday, June 27th from 6:00 p.m. – 7:00 p.m. at City Hall in the Council Chamber (Jun 27)**
- **Joint SPLOST VI Meeting, Thursday, Jun 27th at 6:30 p.m. at the Henry County Administration Bldg. 140 Henry Pkwy. McDonough, GA (Jun 27)**
- **Stockbridge Citizens-Police Advisory Council meeting 1st Thursday of each month at 6:00 p.m. at the Stockbridge Police Community Room 4545 N. Henry Blvd. – July meeting canceled due to the 4th of July holiday.**
- **City Council Meeting, 2nd Monday of each month at 6:00 p.m. - City Hall Council Chamber (Jul 8)**
- **Youth Council Meeting 2nd Monday of each month at 6:30 p.m. - City Hall Levi Meeting Room (No July Meeting due to Summer Break)**
- **Citywide Development Authority Meeting, 2nd Tuesday of each month, 6:00 p.m.- City Hall Levi Meeting Room (Jul 9)**
- **The Main Street Advisory Board Meeting 2nd Friday of each month at 9am – Location is the Downtown Connection Center 130 M L King Sr. Heritage Trail. (Jul 12)**
- **Millage Rate Public Hearing #1, Monday, July 15th at 6:30 p.m. - City Hall Council Chamber (Jul 8)**
- **Downtown Development Authority Meeting, 3rd Tuesday of each month Stockbridge Downtown Center 130 M L King, Sr. Heritage Trail (Jul 16)**
- **Youth Council Advisory Committee Meeting, 6:30 p.m.-3rd Tuesday of each month Levi Meeting Room - City Hall (Jul 16)**
- **Planning Commission Meeting, 3rd Thursday of each month, 6:30 p.m. - City Hall Council Chamber - (Jul 18)**
- **Millage Rate Public Hearing #2, Friday, July 19th at 10:00 a.m. - City Hall Council Chamber (Jul 19)**
- **Millage Rate Public Hearing #3, Monday, July 22nd at 10:00 a.m. (Millage Set at 10:15 a.m.) - City Hall Council Chamber (Jul 22)**
- **City Council Work Session Meeting, Last Tuesday of each month: Tuesday, July 30th at 6:00 p.m. - City Hall Council Chamber (Jul 30)**

UPCOMING CITY EVENTS/INITIATIVES

- **Food Truck Tast Tuesday is back! Join us at Clark Community Park at 111 Davis Rd. Stockbridge on Tuesdays from 5:30pm – 8:00 pm for live music, great food, and a host of free games and activities for the kids.**
- **Join Councilman Elton Alexander for a District 5 Town Hall Meeting on Saturday, June 29, 2024 at 10am at Argento @ the Bridges of Jodeco 300 Argento Dr. McDonough, GA 30253.**
- **Join the City of Stockbridge for the annual FREE 4th of July Extravaganza with fireworks and live music. Gates open at 3pm. The concert feature Soul Cartel, Algebra Blessett, Bobby V and the Michael Jackson Live Tribute and will take place from 5pm – 9pm at the Stockbridge Amphitheater.**
- **Join Councilwoman Yolanda Barber as she partners for the 2nd year with Kicks4Kids to collect sneakers for kids on Saturday, July 6th, and Saturday, July 13th at Stockbridge First United Methodist Church and will be distributed at the City's Back to School Kickoff on July 20th. Please plan to donate what you can to this life changing initiative.**
- **Join Councilman Elton Alexander for a Community Cleanup event on Saturday, July 13th (Tentatively) from 9am -12pm. More information to follow.**
- **Join Councilman Alphonso Thomas for the monthly *Senior Bingo Bash* on *Wednesday, July 17th* from 10am - 12pm at the Merle Manders Conference Center, 111 Davis Rd. for raffles, prizes, games, snacks and fun!**
- **Join Councilwoman LaKeisha Gantt in partnership with Atlanta Food Truck Park for Night Market at the Stockbridge Amphitheater Parking Lot from 6pm – 9:30pm – July 18th. There will be vendors, Food Trucks, Activities, Games, Music, and Vibes. Contact Tan Bowers at tan@atlantafoodtruckpark.com for registration and additional information.**
- **Join the City of Stockbridge for the Annual Back to School Kickoff Event on Saturday, July 20th at the Stockbridge Amphitheater for free school supplies from 11am – 1pm.**
- **Join Mayor Anthony Ford for the monthly *Meet the Mayor* on Wednesday, July 22nd from 10am – noon at Stockbridge City Hall.**
- **Join Councilman Thomas for the *Don't Trash Stockbridge* initiative centered around education highlighting the causes and effects of Littering and Illegal Dumping. More information to follow.**
- **Councilman Thomas is honoring Veterans with a Continuous Salute all year long. Please send your pictures of Veterans with their name, branch, rank, and years of service.**

Please contact Rosalynd Rawls to schedule an appointment for *Meet the Mayor* and for more information on Council Initiatives and events at 678-833-3348 or via email: rrawls@stockbridgega.org

2024 Stockbridge Amphitheater Concert Series

1. **Saturday, July 6th – Karen Briggs Contempo Orchestra featuring Phil Perry, Oleta Adams, Regina Belle, Chieli Minucci, Jazmin Ghent, Brian Bromberg, and Tommy Davidson**
2. **Sunday, July 7th – End of the 4th of July Weekend featuring Charlie Wilson and special guest Robin Thicke**
3. **Saturday, July 13th and Sunday, July 14th – A Night with Kem, and Special Guest Leela James**
4. **Saturday, July 20th – Ladies Night Out featuring Jodeci, Johnny Gill, and Silk**
5. **Saturday, July 27th – 70's Soul Jam featuring the Chi-Lites, the Manhattans, The Legendary Blue Notes, Bloodstone and Peaches & Herb**
6. **Saturday, August 3, 2024, Babyface and Special Guests Avery Sunshine and 4Cast**

MAYOR'S COMMENTS (Mayor Anthony Ford)

EXECUTIVE SESSION (Exemptions to the Georgia Open Meetings Acts)

ADJOURNMENT

Stockbridge

Where Community Connects

CITY COUNCIL MEETING
SUMMARY MINUTES

MONDAY, JUNE 10, 2024 6:00 P.M.

Mayor & City Council

Mayor Anthony S. Ford At-Large
Mayor Pro Tem Kyle Berry – Council District 3
Councilmember Elton Alexander – Council District 5
Councilmember Yolanda Barber – Council District 4
Councilmember LaKeisha Gantt – Council District 1
Councilmember Alphonso Thomas – Council District 2

Administration

Frederick Gardiner – City Manager
Vanessa Holiday – City Clerk
Cassandra Lester – Deputy City Clerk
Vacant – City Treasurer
Quinton Washington – City Attorney

Mission: To provide visionary leadership and superior municipal services that enhance the quality of life for citizens while creating a welcoming business atmosphere focused on sustainability and expansion of tourism and cultural events.

The meeting was called to order by Mayor Ford at 6:01 p.m.

Invocation by Ms. Keedra Jackson

The Pledge of Allegiance was recited by all in attendance.

City Clerk, Vanessa Holiday was asked to proceed with a verbal roll call. All the members were present except Mayor Pro Tem Berry.

Motion to amend the Agenda to remove Item #6 – Lottery, to be published and announced at a future date to be determined, was made by Councilmember Alexander; seconded by Councilmember Gantt. The motion passed unanimously 4-0.

Motion to adopt the Agenda was made by Councilmember Alexander; seconded by Councilmember Gantt. The motion passed unanimously 4-0.

1. Approval of the Minutes for the Council Meeting May 13, 2024
2. Approval of the Minutes for the Work Session Meeting May 28, 2024

   Motion to approve the Council Meeting Minutes for May 13, 2024, and Work Session Minutes for May 28, 2024 was made by Councilmember Alexander; seconded by Councilmember Barber. The motion passed unanimously 4-0.

PUBLIC COMMENTS

Mr. Luis Fonseca of Royal Sports Bar 5425 N. Henry Blvd. referenced an occurrence at the Royal Sports Bar and stated his disappointment at the treatment by the Stockbridge Police Department.

Ms. Suzette Wilkinson 183 Spivey Ridge Circle stated her residence was included in the Annexation Referendum and that her taxes and sanitation fees are much higher than anticipated.

CEREMONIAL REVIEW

3. Mayor Ford reviewed Employee Recognitions for Uneeda Smith-Sellers for 10 years of service and Stephanie Milton for excellence in customer service; referenced the proclamations for Municipal Court Clerk Week - presented to Municipal Court Clerk Genea Stanley, Juneteenth - presented to Renee Wheeler, Pride Month - presented to Kaelea Lucas-Rivior, and Father's Day.

   Mayor Pro Tem Berry joined the meeting at 6:20 p.m.

PUBLIC HEARING

4. TEXT AMENDMENT CASE #TX-2024-04 FOR HOUSING SHELTERS (Citywide)
   Consideration of a text amendment to the Stockbridge Unified Development Code (UDC) to allow for the location of various types of housing shelters within the C-2 (General Commercial), C-3 (Heavy Commercial), O-I (Office-Institutional), and LI (Light Industrial) zoning districts as Special Uses, requiring the approval of a Special Use Permit through the public hearing process. Planning Commission Recommendation on 05/16/24 -- Denial.
   Presented by: Ryan Anderson, Community Development Director

   Mr. Anderson presented an overview of Text Amendment Case No. TX-2024-04 for Housing Shelters Citywide, noting the Planning Commission recommended denial, and staff recommends approval; noting the Text Amendment amends section 3.1 of the city's Code, and that there is no provision in the city's Unified Development Code (UDC) that allows for this these types of facilities; and presented a map of the proposed locations.

   Councilmember Barber asked what was driving the change for the Text Amendment.

   Mayor Ford noted that he has been approached by several individuals regarding who have complained about the homeless crisis in the city, and he met with the City Manager to address the need.

   Councilmember Alexander asked how the locations were determined.

   Mr. Anderson stated that staff compared the proposed locations with other cities with these types of facilities.

Councilmember Alexander noted that he and Councilmember Barber participated on a board to address shelters and the homeless situations, especially during the winter months and agrees the facilities are necessary.

Mr. Anderson noted there would be three tiers: Tier 1 – 30 days, Tier 2 – 6 months, and Tier 3 – One year; and that all tiers would not have more than 40 beds, would require approval a Special Use Permit the City Council from, and that while no locations have been determined, the facility would be restricted from locating in a residential area.

Councilmember Barber asked if Transitional Housing was included.

Mr. Anderson's response was no, it does not.

Councilmember Gantt agreed there is a need, and thanked Mayor Ford and staff for taking the lead, hoping the County and other cities will follow, and that non-profits will assist.

Public Hearing Opened.
Speakers in Favor: Ms. Paula Neely.
Speakers Opposed: Ms. Jocelyn Williams.
Public Hearing Closed.

Motion to approve was made by Councilmember Barber; seconded by Councilmember Alexander. The motion passed unanimously 5-0.

5. REZONING CASE #RZ-2023-05. (City Council District 2)
Consideration of a request to rezone three parcels on Davidson Parkway and Walter Way from 'C-3' (Heavy Commercial) to 'PUD' (Planned Unit Development) to allow for a mixed residential development. The applicant is D. R. Horton, Atlanta East, represented by Tiffany D. Hogan. The property contains three parcels, as are listed below, in Land Lot 57 of District 12, with 79.16 +/- total acres. Planning Commission Recommendation on 09/28/23--Denial. Council Action on 12/11/23--Deferral, per applicant's request. Deferred by applicant for the 04/18/24 and 05/13/24 Council meetings. Community Meeting--Held on 05/01/24.
Parcel #030-01009000 – Contains 73.859 +/- acres.
Parcel #030-01009005 – Contains 3.636 +/-acres.
Parcel #030-01009006 – Contains 1.369 +/- acres.
Presented by: Ryan Anderson, Community Development Director

Mr. Anderson presented an overview of the proposed development, noting the requests for deferrals made by the Applicant; noted the Planning Commission recommended denial, and the staff recommended denial, however the staff's recommendation was based on a 12-year old LCI Study, noting the study is only good for ten years, and noted that the City's Comprehensive Plan has been updated, and the Applicant's amendment request is no long required.

Councilmember Thomas noted the development has been deferred a number of times, and that he has continued to meet with residents of the subdivision, and surrounding area, along with members of the Homeowners Association, and the Developer, trying to work together to bring a quality development, and to address the requests from the commercial component as part of the development, considering the location and proximity to major roadways; and noted the concern of the residents who would have to live with the development, is the fear of the unknown commercial that would come to the area.

Councilmember Alexander stated that the development presented is unchanged, and does not have a commercial component, which is why the project was deferred; and referenced a roadway with access to Davidson Parkway, and bridge connecting to the adjacent Flippen Road development.

Councilmember Gantt recalled discussions of a commercial mixed-use component and will respect the wishes of the community.

Ms. Tiffany Hogan presented the development on behalf of D. R. Horton. Questions were raised about the development and a commercial component, along with making the development a quality product that the residents of the community could agree to and live with; Ms. Hogan referenced the development noting the development would be on 79.02 acres with 3.74 units per acre, 36.3 acres of open space, 296 units (129 Townhomes and 168 Single Family Detached Homes, with 2-car garages; noted Northbridge would not be included in the name, noted the sub-road promised by the Flippen Road developer would be too dangerous and taxing, noting a 30' drop; noted a Traffic Impact Study has been completed along with the following Conditions:

Applicant's Proposed Conditions for RZ-2023-05

1. The Developer will remove the fifteen homes planned for the front of the community as reflected in in the revised conceptual site plan date – 12/7/2023.
2. Developer will select a name for the development that does not reference Northbridge.
3. Developer will place the main entrance monument for the development at the Davidson entrance in order to encourage usage of this entrance as the main entrance. A secondary entrance will be located off Walter Way. Both entrances will remain as full access.
4. No more than 5% of the homes may be used as rental property.
5. There shall be a mandatory Homeowners Association.
6. Dedicate 2 acres of the site for commercial development.
7. Applicant will work with the Community Development Staff on the final site plan.

Ms. Tiffany Hogan agreed with Staff's Conditions with the exception of Condition No. 3.

Staff's Conditions for RZ-2023-05

1. Comprehensive Plan Amendment – The rezoning shall not be approved unless the applicant's requested Comprehensive Plan Amendment, via CP-2023-04, to change the subject property's future land use designation from Low-Density Vertical Mixed-Use to High-Density Residential is approved before, or simultaneously with, the approval of RZ-2023-05.
2. Parcel Recombination -- No permits shall be issued by the City of Stockbridge until the developer provides to the Planning and Zoning Office a copy of the recorded plat for the recombination of the three parcels comprising the subject property.
3. Water and Sewer Availability – The developer shall submit construction plans to the Stockbridge Public Works Department by the six-month point prior to August 2, 2024 in order to take advantage of that office's reservation of water and sewer capacity to serve the proposed development. **CONDITION REMOVED**
4. Transportation and Traffic Impacts – The applicant shall submit a traffic impact study which provides satisfactory traffic and transportation data; and the applicant shall provide the appropriate needed transportation and traffic improvements, in conjunction with officials from the City of Stockbridge, Henry County DOT, and Georgia DOT.
5. Environmental Impacts – The developer shall submit an environmental impact study or hydrology / geology study which provides satisfactory environmental data; and the applicant shall take appropriate steps to preserve/protect the existing natural resources on the subject property and prevent the occurrence of any adverse environmental impacts.
6. Landscape Design -- The developer shall submit an acceptable landscape design plan for the proposed development during the plan review process for a land disturbance permit.
7. Preservation of the City's Lift Station – The developer shall take appropriate steps to preserve and protect the City's existing lift station on the subject property, such as providing appropriate buffering and ensuring the clear access to the lift station facilities.
8. Architectural Design – The architectural design of the single-family detached units which are to be located along and close to Walter Way shall be similar to the architectural design of the existing homes along Walter Way.
9. Homeowners' Association – The developer shall establish a homeowners' association or property management company, or separate ones for the single-family detached subdivision and the townhome community, to maintain the subject property.
10. Easements shall be established for the trail connection.
11. The front yard setback for the single-family detached homes shall be reduced to thirty feet.
12. The front yard setback for the townhomes shall be reduced to thirty feet.

13. Decorative streetlights shall be installed.
14. Flock cameras shall be installed.
15. A ten-foot multi-use path shall be installed.
16. The number of townhomes shall be reduced to 125 and the number of single-family detached homes shall be reduced to 150.
17. A throughway shall be established to provide connectivity.

Mr. Thomas noted the original version has been revised noting fifteen (15) homes have been removed that were directly across from the current pool house for a proposed pocket park, and sidewalks are placed on both sides of the street with the Townhomes placed on the west side of the property closest to Davidson Parkway.

Ms. Hogan noted this developer uses quality materials that include cement fiberboard that tends to last longer and is more durable, and noted D R Horton has always been serious about remedying any issues.

Councilmember Barber noted that she is not a fan of high density and wants to make sure the development meets the city's UDC requirements, and asked what the price point will be.

Ms. Hogan referenced the projected timeline for completion to be 2025, and that the projected starting sales price will be $325,000 for the townhomes and $350,000 for the single-family detached homes.

Councilmember Barber asked to see the conceptual plans of the development.

Ms. Hogan noted there were no conceptual plans included in the presentation.

Councilmember Alexander noted that this is the exact plan that was deferred and does not include commercial; noted the DRI called for a through road and recommended the developer revise the plan to include commercial and to build a bridge and re-submit.

Ms. Hogan responded that the city rezoned the Reeves Creek development, however, there is a dangerous 30' drop, and noted that it is unfortunate that promises were made to the city by the developer of the Flippen Road development.

Councilmember Gantt noted that from the site plan presented, the homes appear to be crammed in and agrees the developer needs to go back to the drawing board.

Ms. Hogan noted that if the project is not approved, the Applicant will likely walk away.

Councilmember Thomas noted that developments throughout the city reflect the city as a whole, and appreciates members of Council weighing

in, noting he is also disappointed in hearing about the stub-road, however, his concern remains the concerns of the homeowners and their fear of the unknown, and that he will always represent the homeowners.

Mr. Anderson noted that he has been made aware that Drive-Time could expand if the project is not approved.

Ms. Hogan noted there are cost and safety issues.

Councilmember Thomas noted that while he appreciates the comments from the Council, he prefers that staff continue to work with the developer to construct a quality development with respect to the quality of life for the current and future residents.

Ms. Hogan agreed to reduce the number of units from 296 to 275 with 125 Townhomes and 150 Single-Family Detached homes and 10' between the units, and would develop as a Multi-Family Residential project, and noted if there is an approved PUD, there are not setback requirements; stated D R Horton is under contract with the seller.

Public Hearing Opened
Speakers in Favor: Ms. Patricia Smith, Northbridge Crossing HOA President.
Speakers Opposed: None
Public Hearing Closed.

Councilmember Thomas motioned for a 5-minute recess; seconded by Councilmember Gantt. The motion passed unanimously 5-0.

Councilmember Gantt motioned to reconvene; seconded by Councilmember Alexander. The motion passed unanimously 5-0.

Councilmember Thomas motioned to move Item #5 to continue to be heard following Item #11 on the Agenda; seconded by Councilmember Alexander. The motion passed unanimously.

Motion to approve Rezoning Case #RZ-2023-05 to include Staff Recommendations excluding Condition #3, and the following additional Conditions: Development shall include a Retail Component; Rezoning of (3) three parcels to a PUD and work with city staff on new site plan, retaining (2) two acres of the site for commercial with a preference for vertical mixed-used; allow for an easement for a Trail Plan; Development shall include a reduction of Townhomes to 125 and a reduction of Single Family Detached Homes to 150, Setbacks for the Townhomes and Single Family Detached Homes will both be 30 feet; Development will include Decorative Streetlighting, was made by Councilmember Thomas; seconded by Councilmember Alexander. The motion passed unanimously 5-0.

NEW BUSINESS

6. Lottery Process to determine the awarding of two additional alcoholic licenses and possibly two additional licenses to certain other types of businesses in the City of Stockbridge.
   Consideration of lottery applications which the City of Stockbridge received during the 45-day public notice period, which ended on June 7, 2024, for the purpose of awarding business licenses to two additional alcoholic beverage businesses, and possibly awarding licenses to additional businesses of certain types.
   Presented by: Ryan Anderson, Community Development Director, Lakeisha Gaines, Interim City Treasurer and Mayor Anthony S. Ford
   Item removed from the Agenda to be published and announced at a future date to be determined.

7. Council consideration to approve the renewal of the landscape maintenance services contract with Yellowstone Landscape in the amount of $350,000.00. Funding source is from Government Buildings and Amphitheater budgeted funds.
   Presented by: Al Barnes, Public Works Operations Manager and Decius Aaron, Public Works Director

   Mr. Barnes requested Council approval of the renewal of the landscape and maintenance services contract with Yellowstone Landscape in the amount of $350,000.00.

   Councilmember Barber asked for Yellowstone renewal contract amount and noted the contract was not included in the documents uploaded for Council review.

   Mr. Aaron stated that the Yellowstone contact amount is $327,216.00, and the $350,000.00 is to amend the contract to accommodate requests for additional services that may be requested for maintenance, services, and supplies above the contract amount; and that the Procurement Office prepared and uploaded the documents that are presented to the Governing Body.

   Councilmember Barber stated that a request to amend the contract includes a change in the scope of work and compensation and is not the same as the Agenda request to approve the renewal of the current contract; and noted the documents uploaded are not legible and noted that staff should bring any requests for extra services beyond the City Manager's spending authority of $50,000 to the Council for consideration and approval.

   Councilman Alexander motioned to approve the renewal of the contract for landscape and maintenance services with Yellowstone Landscape in the amount of $350,000.00. The motion died for lack of a second.

Councilmember Gantt asked if the $70,000 referenced in the documents are included as part of the $350,000.00 amount, and asked if Procurement could explain.

Mr. Aaron noted that was a separate project that was completed for Campground Road and should not have been included in the documents.

Councilmember Alexander noted it is important for staff to be proactive without having to come back to Council for approval.

Councilmember Barber referenced her copy of the FY2024 Budget and asked where she could locate the Landscaping amount for the year, and asked if the Interim Treasurer could assist with identifying the line item in the budget.

Mr. Aaron noted the budgeted amount for FY2024 is $330,000.00; and that the contract expires at the end of September 2024.

Motion to approve the renewal of the Yellowstone Landscape contract in the amount of $327,216.00 and to bring all requests exceeding the City Manager's authority of $50,000.00 to the Council for approval was made by Councilmember Barber; seconded by Mayor Pro Tem Berry. The motion passed 3-0-2 (Barber, Berry and Gantt Approved) (Alexander and Thomas Abstained).

8. Council consideration to approve contract renewal invitation to bid (ITB) number 16RFP101216- DRR – American Tank Maintenance, LLC – Full-Service Tank Maintenance Program in the amount of $61,419.00. Funding source is from the Water Department budgeted funds.
   Presented by: Decius Aaron, Public Works Director
   Mr. Aaron noted this is the third renewal of the contract that was originally approved on October 1, 2024.

   Motion to approve the contract renewal for American Tank Maintenance in the amount of $61,419.00 was made by Councilmember Gantt; seconded by Councilmember Berry. The motion passed 3-1 (Alexander, Berry and Gantt Approved) (Councilmember Barber Opposed, citing Exhibit B regarding the compensation paid to the vendor was not included), (Councilmember Thomas was not present for the vote).

9. Council consideration to fill a vacancy on the Youth Council Advisory Committee, appointing a member to serve an unexpired term.
   Presented by: Quinton Washington, City Attorney

   Attorney Washington presented the vacancy on the Youth Council Advisory Committee, noting one vacancy and one applicant.

Motion to appoint Tarreka Powell to the Youth Council Advisory Committee was made by Councilmember Gantt; seconded by Mayor Pro Tem Berry. The motion passed 4-0 (Councilmember Thomas was not present for the vote).

10. Council consideration to fill vacancies and appoint members to the Citywide Development Authority Board.
    Presented by: Quinton Washington, City Attorney

    Attorney Washington presented the vacancies on the Citywide Development Authority Board, noting three vacancies and four applicants.

    Motion to appoint Monica Jones to fill an unexpired term, and to appoint Kim Mays and Ivy Sears to fill newly added positions on the Citywide Development Authority Board was made by Councilmember Gantt; seconded by Councilmember Alexander. The motion passed unanimously 5-0.

11. Council consideration to fill a vacancy on the Downtown Development Authority Board and appoint a member to serve an unexpired term.
    Presented by: Quinton Washington, City Attorney
    Attorney Washington presented the vacancy on the Downtown Development Authority Board, noting two vacancies and one applicant.

    Motion to appoint Kenya Cook to fill an unexpired term on the Downtown Development Authority Board was made by Councilmember Alexander; seconded by Mayor Pro Tem Berry. The motion passed unanimously 5-0.

UPCOMING MEETINGS & ANNOUNCEMENTS:
Council meetings will be held in the City Council Chamber. Meeting dates, locations and times are subject to change or contact City Hall offices at 770-389-7900 or visit the website www.stockbridgega.org for updates.

- Citywide Development Authority Meeting, 2nd Tuesday of each month, 6:00 p.m. - City Hall Levi Meeting Room (Jun 11)
- The Main Street Advisory Board Meeting 2nd Friday of each month at 9am – Location is the Downtown Connection Center 130 M L King Sr. Heritage Trail. (Jun 14)
- Downtown Development Authority Meeting, 3rd Tuesday of each month Stockbridge Downtown Connection Center 130 M L King, Sr. Heritage Trail (Jun 18)
- Youth Council Advisory Committee Meeting, 6:30 p.m.- 3rd Tuesday of each month Levi Meeting Room - City Hall (Jun 18)
- Planning Commission Meeting, 3rd Thursday of each month, 6:30 p.m. - City Hall Council Chamber - (Jun 20)
- Joint Henry County BOC, Stockbridge, Hampton, McDonough and Locust Grove SPLOST VI Meeting, Tuesday, June 25th at 6:30 p.m. Henry County Administration Bldg. 140 Henry Pkwy. McDonough, GA 30252 (Jun 25)

- City Council Work Session Meeting**, SPECIAL MEETING DATE**: Wednesday, June 26th at 6:00 p.m. - City Hall Council Chamber (Jun 26)
- Community Zoning and Information Meeting, Thursday, June 27th from 6:00 p.m. - 7:00 p.m. at Stockbridge City Hall Council Chamber (Jun 27)
- Stockbridge Citizens-Police Advisory Council meeting 1st Thursday of each month at 6:00 p.m. at the Stockbridge Police Community Room 4545 N. Henry Blvd. – July meeting canceled due to the 4th of July holiday.
- City Council Meeting, 2nd Monday of each month at 6:00 p.m. - City Hall Council Chamber (Jul 8)
- Youth Council Meeting 2nd Monday of each month at 6:30 p.m. - City Hall Levi Meeting Room (No July Meeting due to Summer Break)
- Citywide Development Authority Meeting, 2nd Tuesday of each month, 6:00 p.m. - City Hall Levi Meeting Room (Jul 9)

UPCOMING CITY EVENTS/INITIATIVES

- Food Truck Tasty Tuesday is back! Join us at Clark Community Park at 111 Davis Rd. Stockbridge on Tuesdays from 5:30pm – 8:00pm for live music, great food, and a host of free games and activities for the kids.
- Join Councilman Alphonso Thomas for the monthly *Senior Bingo Bash* on *Wednesday, June 12th f*rom 10am - 12pm at the Merle Manders Conference Center, 111 Davis Rd. for raffles, prizes, games, snacks and fun!
- Bring the kids out for the annual Main Street Movie Night at Clark Park, Friday, June 14th with FREE games and activities starting at 6pm and the featured movie starting at sundown.
- Join Councilman Elton Alexander for a District 5 Town Hall Meeting on Saturday, June 29, 2024 at 10am at Argento @ Bridges of Jodeco 300 Argento Dr. McDonough, GA 30253
- Join the City of Stockbridge for the FREE Annual Juneteenth Celebration on Wednesday, June 19th from 5 – 9pm at the Stockbridge Amphitheater. There will be unique food and art vendors, fun activities for the kids, a DJ, and live performances.
- Join Councilwoman LaKeisha Gantt in partnership with Atlanta Food Truck Park for Night Market at the Stockbridge Amphitheater Parking Lot from 6pm – 9:30pm –**Special Date June 19th with Juneteenth**. There will be vendors, Food Trucks, Activities, Games, Music, and Vibes. Contact Tan Bowers at: tan@atlantafoodtruckpark.com for registration and additional information.
- Join Mayor Anthony Ford for the monthly *Meet the Mayor* on Wednesday, June 26th from 10am – noon at Stockbridge City Hall.
- SAVE THE DATE for the City of Stockbridge FREE 4thof July Extravaganza with fireworks and live music. Gates open at 3pm.
  The concert features Soul Cartel, Algebra Blessett, Bobby V and the Michael Jackson Live Tribute and will take place from 5pm – 9pm at the Stockbridge Amphitheater.
- SAVE THE DATES! Councilwoman Yolanda Barber is again partnering with Kicks4Kids to collect shoes on Saturday, July 6th, and July 13that Stockbridge First United Methodist Church. Please plan to donate what you can to this life-changing initiative.

- Join Councilman Thomas for the *Don't Trash Stockbridge* initiative centered around education highlighting the causes and effects of Littering and Illegal Dumping. More information to follow.
- Councilman Thomas is honoring Veterans with a Continuous Salute all year long. Please send your pictures of Veterans with their name, branch, rank, and years of service.

Please contact Rosalynd Rawls to schedule an appointment for *Meet the May*or and for more information on Council Initiatives and events at 678-833-3348 or via email: rrawls@stockbridgega.org

2024 Stockbridge Amphitheater Concert Series

1. Saturday, July 6th– Karen Briggs Contempo Orchestra featuring Phil Perry, Oleta Adams, Regina Belle, Chieli Minucci, Jazmin Ghent, Brian Bromberg, and Tommy Davidson
2. Sunday, July 7th – End of the 4th of July Weekend featuring Charlie Wilson and special guest, Robin Thicke
3. Saturday, July 13th and Sunday, July 14th – A Night with Kem, and Special Guest Leela James
4. Saturday, July 20th – Ladies Night Out featuring Jodeci, Johnny Gill, and Silk
5. Saturday, July 27th – 70's Soul Jam featuring the Chi-Lites, the Manhattans, The Legendary Blue Notes, Bloodstone and Peaches & Herb
6. Saturday, August 3, 2024, Babyface and Special Guests Avery Sunshine and 4Cast.

MAYOR'S COMMENTS

Mayor Ford referenced an amazing concert where the group TLC was honored for the 30-year anniversary of the CrazySexyCool album at the Amphitheater over the weekend; noted it is summertime and asked that everyone be safe in the heat, stay hydrated, and keep yourselves protected from the virus.

EXECUTIVE SESSION

Motion to convene Executive Session for Personnel, Real Estate and Litigation was made by Councilmember Gantt; seconded by Mayor Pro Tem Berry. The motion passed unanimously 5-0.

Motion to adjourn Executive Session and sign and Affidavit was made by Councilmember Alexander: seconded by Mayor Pro Tem Berry. The motion passed unanimously 5-0.

Motion to reconvene the meeting was made by Mayor Pro Tem Berry: seconded by Councilmember Alexander. The motion passed unanimously 5-0.

Motion to enter into an Intergovernmental Agreement with the Henry County Water Authority was made by Mayor Pro Tem Berry; seconded by Councilmember Alexander. The motion passed unanimously 5-0.

Motion to adjourn the meeting at 9:43 p.m. was made by Councilmember Thomas; seconded by Mayor Pro Tem Berry. The motion passed unanimously 5-0.

Respectfully submitted by:

_____	_____
Vanessa Holiday, City Clerk	Anthony S. Ford, Mayor

City of Stockbridge

AGENDA ITEM

MEETING DATE

June 26, 2024

- [x] RESOLUTION
- [ ] ORDINANCE
- [ ] CONTRACT APPROVAL/RENEWAL
- [ ] PUBLIC HEARING
- [ ] PRESENTATION
- [ ] BID SELECTION/AWARD
- [ ] TASK ORDER
- [ ] CHANGE ORDER
- [ ] BUDGET AMENDMENT
- [ ] BUDGET TRANSFER
- [ ] PAYMENT APPROVAL
- [ ] OTHER

FUNDING SOURCE

- [ ] GENERAL FUND
- [ ] FUND BALANCE
- [ ] SPLOST
- [ ] TSPLOST
- [ ] CDBG
- [ ] GRANT FUNDING
- [ ] COUNCIL INITIATIVE
- [ ] PARTNER/SPONSOR
- [x] DEPARTMENT BUDGET
- [ ] BONDING

ACCOUNT TRANSFER FROM:

ACCOUNT TRANSFER TO:

PRESENTER: Decius T. Aaron

DEPARTMENT: Public Works.

ITEM/PROJECT/EVENT:

Purchase two (2) Ford F-350s with service body and light package.

BACKGROUND INFORMATION:

The Public Works Department is requesting City Council's approval for the purchase of two (2) Ford F-350s with service body and light package from Allan Vigil Ford GA Statewide Contract 99999-SPD-ES40199373-002(Administrative Vehicles, Regular and Alternatively Fueled).

SIGNATURES:

CITY MANAGER

CITY TREASURER

CITY ATTORNEY

[x] FINANCIAL IMPACT [ ] N/A

AMOUNT $143,018.00

ATTACHMENTS: [x]

F350 PURCHASE

JUNE 26, 2024

	A	B	C	D	E	F
1	**Vehicles**					**Cost**
2						
3	F350 (2)					$ 143,018.00
4						
5	**Total**					**$ 143,018.00**
6						
7						
8						
9	**Original Budget**					**$ 240,000.00**
10	**Remaining Budget**					**$ 184,870.00**
11						
12						
13	**Expenditures**					
14						
15	Transit Van					$ 55,130.00
16	F350 (2)					$ 143,018.00
17						
18	**Total**					**$ 198,148.00**
19						
20	**Remaining Budget**					**$ 41,852.00**

Budget Worksheet

Stockbridge
Where Community Connects

Division: 42200 - PUBLIC WORKS

Account Number	Account Description	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 BUDGET	FY 2023 YTD ACTUAL	FY 2024 PROPOSED EXPENDITURES
100-42200-511100	REGULAR EMPL. SALARIES	781,432.60	833,516.70	1,015,137.05	300,254.42	1,166,892.33
100-42200-511300	OVERTIME	6,043.45	21,555.68	35,000.00	6,092.82	35,000.00
100-42200-512100	GRP INSRNC MEDICAL/DENTAL	284,395.94	380,268.23	282,863.49	174,925.19	332,863.00
100-42200-512110	GROUP INSURANCE LIFE	2,940.59	3,178.57	8,500.00	1,695.55	13,500.00
100-42200-512111	GROUP INSURANCE VISION	1,424.83	1,672.86	2,000.00	872.92	4,500.00
100-42200-512200	MEDICARE 1.45%	11,263.43	12,219.08	15,400.00	4,362.76	20,400.00
100-42200-512400	PENSION	191,372.80	179,290.44	250,000.00	31,386.12	300,000.00
100-42200-512600	UNEMPLOYMENT INSURANCE	2,112.50	-	11,000.00	-	15,000.00
100-42200-512700	WORKER'S COMPENSATION	30,117.85	31,520.37	62,000.00	12,822.49	62,000.00
100-42200-512851	HRA, DEDUCTIBLE	4,728.38	4,172.90	35,000.00	-	40,000.00
100-42200-521201	PROFESSIONAL	-	-	25,000.00	-	25,000.00
100-42200-521230	ENGINEERING FEES	9,979.18	2,560.00	25,000.00	-	25,000.00
100-42200-522000	ROW LANDSCAPING	193,245.92	209,178.48	200,000.00	52,294.62	400,000.00
100-42200-522150	SURVEILLANCE CAMERAS	-	-	13,500.00	-	13,500.00
100-42200-522210	MAINTENANCE AGREEMENTS	342.98	171.49	500	-	5,000.00
100-42200-522220	MAINTENANCE & CLEANING	2,711.20	-	2,700.00	440.75	3,000.00
100-42200-522230	EQUIPMENT REPAIRS	21,179.73	40,379.40	35,000.00	6,499.20	35,000.00
100-42200-522241	LMIG S013642-PRC,3 STRTS	904,087.61	1,826,918.66	287,600.00	19,150.00	288,000.00
100-42200-522242	STREET/TRACK MAIN. & REP.	-	21,290.00	20,000.00	13,623.00	20,000.00
100-42200-522250	AUTO & TRUCK REPAIR	16,474.44	17,305.52	15,000.00	3,770.86	15,000.00
100-42200-522253	DAMAGE TO CITIZEN VEHICLE	201.08	700	2,500.00	-	2,500.00
100-42200-522320	RENTAL OF EQUIP & VEHICLE	3,665.41	375.25	5,000.00	-	5,000.00
100-42200-522341	COPIER RENTAL	6.47	1,979.81	5,000.00	1,090.68	5,000.00
100-42200-523245	TELECOMMUNICATIONS	13,236.58	12,924.70	-	4,261.87	5,000.00
100-42200-523310	PUBLIC NOTICES	264	394	-	90	100
100-42200-523400	PRINTING & BINDING	-	-	-	73.85	100
100-42200-523500	TRAVEL	17.92	2,338.74	3,500.00	1,213.00	3,500.00
100-42200-523600	DUES & FEES	941.9	586	1,000.00	51	1,000.00
100-42200-523700	EDUCATION & TRAINING	180	4,013.00	7,500.00	775	7,500.00
100-42200-523850	PERSONNEL SERVICE	6,604.78	60,648.02	10,000.00	13,745.55	80,000.00
100-42200-523851	UTILITY PROTECTION SERV.	-	-	-	-	5,000.00
100-42200-523930	DRUG TESTING, VACCINES	195	856	1,000.00	-	1,000.00
100-42200-523935	DRIVERS LICENSES	-	-	-	-	-
100-42200-523960	REIMBURSEMENT/REPAIRS	-	-	2,500.00	1,081.46	2,500.00
100-42200-531130	OFFICE SUPPLIES	741.75	1,442.22	1,000.00	278.32	1,000.00
100-42200-531140	SUPPLIES & MATERIALS	9,275.98	14,706.48	11,000.00	1,869.59	15,000.00
100-42200-531142	HAND TOOLS & SMALL EQUIP.	11,766.18	9,487.45	12,000.00	3,489.98	15,000.00
100-42200-531145	MOSQUITO SPRAYING	600	625	1,500.00	-	1,500.00
100-42200-531211	NTRL GAS,4545 MUNI COURT	8,412.70	9,553.77	8,500.00	2,126.93	9,000.00
100-42200-531222	GA POWER ELECTRICITY	22,035.70	30,444.99	20,000.00	8,121.58	21,000.00
100-42200-531233	STREET LIGHTS, OUTSIDE	445,969.85	465,693.92	450,000.00	127,565.82	750,000.00
100-42200-531270	ENERGY-GASOLINE/DIESEL	36,130.08	57,103.47	45,000.00	13,488.59	45,000.00
100-42200-531700	MISCELLANEOUS EXPENSE	286.69	792.28	2,500.00	174.96	2,500.00
100-42200-531710	CHRISTMAS DECORATIONS	21,201.43	162.79	15,000.00	-	15,000.00
100-42200-531720	SIGNS	11,586.90	11,945.75	10,000.00	5,532.50	10,000.00
100-42200-531740	TIRE EXPENSE	6,491.60	2,448.65	7,500.00	4,624.01	7,500.00
100-42200-531750	UNIFORMS	6,988.70	11,260.98	10,000.00	4,309.23	11,000.00
100-42200-541403	PAVING	-	24,392.52	25,000.00	-	25,000.00
100-42200-541404	SIDEWALKS	-	361,429.00	-	-	300,000.00
100-42200-542200	VEHICLES	140,092.32	-	50,000.00	131,756.00	240,000.00
100-42200-542400	COMPUTER SOFTWARE	3,539.34	3,581.30	5,500.00	-	5,500.00
100-42200-542500	EQUIPMENT	111,433.06	47,092.57	50,000.00	-	200,000.00
Division: 42200 - PUBLIC WORKS Total:		**3,325,718.85**	**4,722,177.04**	**3,103,700.54**	**953,910.62**	**4,611,855.33**

ALLAN VIGIL FORD-LINCOLN GOVERNMENT SALES

2024 Ford 350 Regular Cab **Base Price** **$45,375.00**

V8 Long Bed 4X2 (1 ton)

SWC #99999-SPD-ES40199373-002

Equipment included in Base price

6.8L V8 Gasoline/E85 Engine
10 Speed Automatic Transmission
Factory Installed A/C
1,0000# GVWR
Single rear wheels
AM-FM RadioMP3
8" screen, bluetooth
Power windows, locks, mirrors
Remote keyless entry
40/20/40 Vinyl Bench Seat
Rubber Floor Covering
Full Size Spare Tire
Rear Step Bumper
Solar Tinted Glass
Trailer brake controller
2.5" Receiver Hitch (12.5k)
Tilt Steering Wheel
Rear View Camera
Electric Shift **(4X4 only)**
Cruise control

Colors Available

	Exterior	Interior
M7	Carbonized Gray	Gray
PQ	Race Red	Gray
JS	Iconic Silver	Gray
D1	Stone Gray	Gray
UM	Agate Black	Gray
Z1	Oxford White	Gray

FOB Allan Vigil Ford
Delivery $1.50 per mile, $75 minimum

ALLAN VIGIL FORD GOV'T SALES
6790 Mt. Zion Blvd
Morrow, GA 30260

770-968-0680 Phone
800-821-5151 Toll Free
678-364-3910 Fax

Options	Price		Code
6.7L V8 Diesel Engine	10,225.00		99T
6.7L V8 Diesel Eng. Hi output	12,500.00		99M
4X4 Option	5,225.00		F3B
LT245 All-terrain tires	160.00		TBM
Super Cab Long Bed	5,975.00	✓	X30l
Super Cab Short Bed	5,475.00		X30s
Crew Cab Long Bed	6,725.00		W30l
Crew Cab Short Bed	6,225.00		W30s
Dual Rear Wheels(Long bed)	2,745.00	✓	C&D
Locking rear axle	595.00	✓	X4L
Roof Clearance Lights	125.00		592
Brake light mounted Strob	750.00	✓	91S
Cab Steps (running boards)	425.00	✓	18B
Retractable Bed Side-Step	315.00		87S
Engine block heater	95.00		41H
PTO Transmission-diesel only	270.00		62R
Interior work surface	225.00		52S
110 AC outlet	275.00	✓	43C
XL Off-road package-4X4 only includes skid plates	940.00		17X
R.window defrost-privacy glass	468.00		435/924
Cloth 40/20/40 Bench Seat	595.00		1S
HD Alternator	125.00	✓	67D
Upfitter Switches	175.00	✓	66S
Spray-in Bedliner	499.00	✓	ATK
XLT Pkg Upgrade	6,411.00		XLT
The XLTs are 4X4, 2 wheel drive is not available			
Tailgate Step	599.00		85G
Snow plow prep(4X4 only)	335.00		473
Gooseneck hitch(long bed & 4X4 only)	995.00		53W/15J
Dual battery(gas engines)	325.00	✓	86M
2KW Pro Power Onboard-Requires Dual Battery	945.00	✓	43K
Wheel well liners (front)	170.00		61L
Exterior Backup Alarm	140.00	✓	76C
cng/propane prep pkg	$350.00		98F
Option total		12,974	
Other vendor added equipment		13160	
Delivery			
Total		71,509	

Department Stockbridge

Phone Number
Fax number

06/13/23

Jeff Greenway

Estimate

K&K MANUFACTURING
70 Pike Industrial Way
Milner, GA 30257

Date	Estimate #
3/26/2024	24085

Name / Address
Allan Vigil Ford Lincoln, Inc. Accounts Payable PO Box 100001 Morrow, GA 30260

Additional Info
Clty of Stockbridge Jeff Greenway

Rep	P.O. No.	Approx Lead Time	Terms	Make / Model	C/A & SRW-DRW
BRAD		7-9 weeks ARC	Net 30	F350 pick up	56,DRW

Description	Qty	Cost	Total
8' Warner Service Body (WS298MDWU) Anti-Slip Bumper LED Light Kit Powder Coated White Backup Alarm Installed *Note: Chassis may require a rear view camera to comply with FMVSS 111 standards.	1	9,520.00	9,520.00
5" Amber / Clear Thinline Strobe BPC8892202 4- In Grill 4- On Rear	8	190.00	1,520.00
Spray on Bed Liner: Compartment Tops & Load Area 8' Service Body	1	1,275.00	1,275.00
Rear View Camera Harness for OEM Prepped Chassis	1	480.00	480.00
Labor to remove pick up bed	1	150.00	150.00
Service Body Bumper Brackets for Factory Hitch	1	85.00	85.00

+1% fee 130.00 STATE

Phone #	Fax #	E-mail	Web Site
770-228-9974	770-228-7573	sales@kandkmfg.com	www.kandkmfg.com

Subtotal	$13,030.00
Sales Tax (0.0%)	$0.00
Total	$13,030.00

Thank you for allowing us to give you an estimate. If all information on the estimate, including chassis information is correct, please sign above to process order. The lead time above is estimated and is our "target" date of completion. This date is subject to the date of the quote. A 4% processing fee will be applied to all credit and debit card purchases. Deposits are non-refundable.

Estimates are valid for 7 days unless otherwise noted.

130.00

OPTIO

$ 13,160

Georgia®

Department of Administrative Services
Customer Focused, Performance Driven

Statewide Contract Information Sheet

Statewide Contract Number	99999-SPD-ES40199373	NIGP Code	See NIGP Tab
Name of Contract	Administrative Vehicles, Regular and Alternatively Fueled		
Effective Date	11-15-2013	Expires	11/30/2024

Contract Table of Contents

Vendors Awarded	9	Contract Information:	Mandatory Contract

Contract Information for Vendor	Click to Link to Page
Allan Vigil Ford Lincoln, Inc.	2
Additional Contract Information	
Contract Renewals, Extensions, Changes	3
NIGP Codes	3
Detailed Pricing and Order Sheets "My Vehicle"	3
Vehicle Specifications	4-5
Special Contract Terms and Conditions	6-10
Issuing Officer	10

Contract Information			
Statewide Contract Number	99999-SPD-ES40199373-002		
PeopleSoft Vendor Number	0000011950	Location Code	000001
Vendor Name & Address			
Allan Vigil Ford Lincoln, Inc. Fleet & Government Sales 6790 Mt. Zion Blvd. Morrow, Georgia 30260 TIN: 58-1606549-001			
Contract Administrator			
Mike Brown mike.brown@vigilford.com Telephone: 678-364-3986 Fax: 678-364-3920			

Contact Details	
Ordering Information	Government Sales 6790 Mt. Zion Blvd Morrow, GA. 30260 ATTN: Mike Brown
Remitting Information	Government Sales 6790 Mt. Zion Blvd Morrow, GA. 30260 ATTN: Mike Brown
Delivery Days	Orders will be shipped within 60-90 days after receipt of Purchase Order
Discounts	None
Payment Terms	Net 30
Bid Offer includes	State and Local Government
Acceptable payment method	Vendor does not accept P-card

Contract Renewals/ Extensions/ Changes:

3-1-2014 Contract amended to allow suppliers to sell any option in their inventory at dealer invoice cost or below, plus 1%

Update 02/13/19 The current list for 2019 model cutoffs: 3/29/19 Escape, 5/3/19 Fusion, 7/5/19 Edge, 7/5/19 F150, 8/2/19 F250, 8/2/19 F350. 2020 Transit Connec orders start 3/1/19. 2020 Explorers orders start 3/1/19. Ford Focus is not available.

Contract Renewal #1: 12/01/2014 - 11/30/2015
Contract Renewal #2: 12/01/2015 - 11/30/2016
Contract Renewal #3: 12/01/2016 - 11/30/2017

Contract Extension #1: 12/01/2017 - 11/30/2018
Contract Extension #2: 12/01/2018 - 11/30/2019
Contract Extension #3: 12/01/2019 - 11/30/2020
Contract Extension #4: 12/01/2020 - 11/30/2021
Contract Extension #5: 12/01/2021 - 11/30/2022
Contract Extension #6: 12/01/2022 - 11/30/2023
Contract Extension #7: 12/01/2023 - 11/30/2024
Amendment #10: Contract amended to temporarily modify the vehicle ordering process due to supply chain disruptions. See page below for details of the Request to Use Modified Vehicle Ordering Process.

Amendment #12: Contract amended to reflect updated pricing schedule for 2024 model vehicles. Effective date is July 1, 2023.
Amendment #13: Contract amended to reflect updated pricing schedule for 2024 model vehicles. Effective date is July 1, 2023.
Amendment #14: Contract amended to reflect updated pricing schedule for 2025 model vehicles. Effective date is April 1, 2024.
Amendment #15: Contract amended to reflect updated pricing schedule for 2025 model vehicles. Effective date is April 1, 2024.

NIGP CODES:

07104 --- Sedans
07201 --- Class 1 Trucks (6,000 lb. GVWR or less. (F-150 F-250)
07202 --- Class II Trucks (6,001-10,000 lb. GVWR (F-350)
07180 --- SUV's, Crossover SUV's
07190 --- Vans, Cargo
07192 --- Vans, Passenger (Regular and Handicapped Equipped)

Detailed Pricing and Order Sheets "My Vehicle"

See Detailed Pricing Sheet (Ordering Instructions)

AWARD: Please refer to the Notice of Award Document.

Request to Utilize Modified Vehicle Ordering Process

Only for Use with Administrative Vehicles Statewide Contract #99999-SPD-ES40199373

a. Agency Buyers are required to utilize the mandatory statewide contract to purchase vehicles. Awarded suppliers within each vehicle class/category must be used to purchase the vehicle desired by the Agency.

b. Suppliers in the awarded vehicle class/category have up to ten (10) business days to commit in writing their ability to fulfill orders received by Agency. If the awarded supplier cannot commit to fulfill orders received by the Agency Buyer within the ten (10) business day window, the Agency Buyer must receive written documentation that the order cannot be fulfilled.

c. After the Agency has received documentation from the awarded supplier that the order cannot be fulfilled, the Agency can submit an *Authority To Utilize an Alternative SWC Supplier* request to Contract Management requesting the ability to submit orders to any of the other statewide contract vehicle suppliers who were not in the awarded vehicle class/ category to determine if they have available inventory.

d. The request submitted to Contract Management from the Agency must be in writing and include:

- Proof that the supplier in the awarded vehicle class/category was contacted and provided an opportunity to respond.
- Documentation from the awarded supplier indicating it could not fulfill the order.

e. If the request is approved by Contract Management, the Agency must then reach out to all the non-awarded statewide contract vehicle suppliers within the vehicle class/category to determine if they have available inventory to meet Agency needs. The non-awarded vehicle statewide contract suppliers can choose to respond to Agency request and offer to provide a vehicle at either the current awarded SWC price or provide their best available price. Agency will choose the best supplier based on pricing and time of delivery.

f. This process may be utilized by all Authorized Users provided its local laws, rules, and regulations allow.

Please Note: This process change is effective beginning July 11, 2022 and will remain in effect until the State Purchasing Division determines the change is no longer needed.

VEHICLE SPECIFICATIONS

nstructions for Finding Standard Equipment

Instructions for Ford Standard Equipment

1. Click on http://www.ford.com/
2. Select Vehicle Class
3. Select Vehicle
4. Select " Specs" from menu bar
5. Select "View all"

Instructions for Chevrolet Standard Equipment

1. Click on http://www.chevrolet.com/
2. Select Vehicle Class (ie. Car, Crossover SUV, SUV etc.)
3. Select Vehicle
4. Click "Learn More"
5. Click " Models & Specs"
6. Click "Standard and Optional Equipment"

Instructions for Kia Standard Equipment

1. Click on http://www.kia.com/us/en/#/home?series=soul&year=2014
2. Select "Vehicles" → "See all Vehicles"
3. Select Vehicle
4. Click " Features & Specs" in menu bar

Instructions for Mazda Standard Equipment

1. Click on http://www.mazdausa.com/MusaWeb/displayHomepage.action
2. Select " All Vehicles" from menu bar
3. Select Vehicle class
4. Select "Explore More"
5. Select "Specs" from menu bar

Instructions for Jeep Patriot Standard Equipment

1. Click on http://www.jeep.com/en/
2. Select " Vehicles" from the menu bar
3. Select "2014 Patriot"
4. Select "Specs" from the menu bar

STATE OF GEORGIA GENERAL SPECIFICATIONS
for
AUTOMOBILES, SPORT UTILITY VEHICLES AND LIGHT DUTY TRUCKS

NOTE: Requirements specified herein shall apply to all automobiles and station wagons purchased by the State of Georgia. This specification is not complete without specific requirements in the detail specifications. In the event of conflict between this specification and the detail specifications, the detail specification shall apply.

APPLICABLE DOCUMENTS: Reference to publications in the detail specifications shall apply to those issues in effect on the date of the invitation to bid, unless otherwise specified.

DESIGN: New models in current production, complete with all necessary operating components and accessories customarily furnished, together with such modifications as may be necessary to enable the vehicle to function reliably and efficiently in sustained operation. Design to permit accessibility for maintenance purposes with minimal disturbance of other components or assemblies. The term "heavy duty" as used to describe an item, shall be defined to mean in excess of the usual performance, quantity, quality or capacity that is normally supplied with the standard production item.

COMPONENTS, ASSEMBLIES AND ACCESSORIES: The vehicle shall have all of its components, assemblies and accessories installed and shall be delivered to the State meeting or exceeding all applicable requirements of the Environmental Protection Agency Regulations, Federal Motor Vehicle Safety Standards, Federal Motor Carrier Safety Regulations and Industry Specifications, Standards and Regulation that are in effect on the date of manufacture. NOTE: All Components, assemblies, and accessories shall be Factory Installed unless otherwise noted. All pick up trucks shall have fleetside type cargo boxes with step type bumpers. Standard size pick up trucks shall have a minimum of forty-nine (49) inches width between cargo box wheel housings. Bumpers may be factory or locally installed. In the event bumpers are locally installed they shall meet or exceed factory standards, particularly with regard to tongue weigh and tow weight.

STANDARD EQUIPMENT: The vehicle shall include all components, assemblies and accessories as offered by the vehicle manufacturer and referred to as "standard equipment or features".

EMISSION CONTROLS: All vehicles must be certified to the low emission vehicle (LEV), ultra-low emission vehicle (ULEV), or zero emission vehicle (ZEV) standards as defined by the United States Environmental Protection Agency in 40 CFR Part 88 Subpart A and qualify as a Clean Fueled Vehicle under Georgia Rules for Clean Fueled Fleets, Chapter 391-3-22.

NTERIOR & EXTERIOR SOUND LEVEL: Vehicles shall comply with Federal Interstate Noise Standards.

COOLING SYSTEMS: Liquid pressurized forced circulation type, consisting of the necessary components of such design and capacity to maintain the engine at optimum safe temperature under all operating conditions without any loss of coolant. Optimum engine temperatures shall be maintained with the vehicle loaded and continuously operating at all driveable altitudes and grades in ambient temperatures ranging from minus 30 to 120 degrees F. Thermostat controlled and suitable for operation with permanent type antifreeze solution. Easily accessible drain outlets shall be provided to allow complete cooling system drainage. Coolant recovery system to be furnished.

WHEELS: Manufacturers recommended size and capacity for the vehicle offered. Rim contours and sizes shall conform to the current recommendations of the Tire and Rim Association, Inc.

TIRES: All tires furnished shall be blackwall, tubeless type, steel belted radial, with standard highway tread design. Capacity to the maximum load imposed by the evenly and fully loaded vehicle. Conform to the Tire and Rim Association, Inc. Spare tire and wheel, factory installed, shall be furnished.

TOOLS: Jack and Lug Wrench, Factory Installed, for each vehicle.

EXHAUST SYSTEM: Manufacturer's heaviest duty system available for engine furnished. Corrosion resistant and securely fastened and routed to protect components from hazards. System shall comply with Federal Motor Vehicle Safety Regulations.

CONTROLS, INSTRUMENTS AND OPERATING MECHANISMS: Located for left hand drive complete and conveniently accessible to driver. Instruments and controls clearly identified as to function.

HEATER AND DEFROSTER: Hot water heating systems with fresh air intakes. Discharge outlets to floor and defroster louvers shall be provided. Systems shall be equipped with variable temperature control and multiple speed blowers.

EXTERIOR FINISHES: Standard production colors.

MATERIALS: New and of quality conforming to current engineering and manufacturing practice. No defects and suitable for the intended service.

SERVICE AND REPAIR: The State of Georgia shall expect the manufacturer to have adequate stocks of replacement parts available to service State vehicles and to make delivery within a reasonable time of all normal replacement parts to their dealers who may service State vehicles. The State further expects that warranty service and repairs as well as non warranty service and repairs will be handled without prejudice by local dealerships throughout the United States.

VARRANTY: Vehicles shall be fully warranted against defective materials and vorkmanship by the manufacturer for the period stated in the "Instructions to Bidders rom the date of delivery and acceptance. However, if additional warranty coverage or he whole or any components of the vehicle, in the form of time and/or mileage ncluding any prorata arrangements, is normally extended to commercial customers, he state shall receive corresponding warranty benefits.
RESPONSIBILITY FOR INSPECTION: Unless otherwise specified in the contract or urchase order, the supplier shall be responsible for the performance of all inspection nd test requirements necessary to ensure compliance with requirements of this and he applicable detail specifications. This action does not preclude subsequent nspection and testing by the State of Georgia to further determine conformance with pecification requirements for performance, quality standards of workmanship, naterial and construction techniques.

PRE-DELIVERY SERVICING AND ADJUSTMENT: The dealer shall not attach any dealer dentification, advertising or similar material to the vehicle. Prior to acceptance by the State inspector, the dealer shall service and adjust each vehicle for operational use, to nclude as a minimum, the following:

Focusing of lights Tuning of
ngine Adjustment of
ccessories
Checking of electrical, braking and suspension systems. Charging
f battery
Alignment of front end
nflation of tires
Balancing of all wheels, including the spare
Complete servicing of engine, chassis and operating mechanisms with recommended grades of lubricants or fluids for the ambient air temperature at the point and time of lelivery.
Servicing of cooling system with permanent type antifreeze and summer coolant for ninus 20 degrees F. protection.
Servicing of windshield washer reservoir with water and appropriate additives. A ninimum of 1/4 tank of fuel.
DOCUMENTS: Each vehicle shall be delivered with complete certification of origin, tag application, warranty, owner's manual and any other necessary credentials.
SPECIAL CONTRACT TERMS AND CONDITIONS

.. CONTRACT PERIOD
The initial contract performance period is from date of award for a period of (2) model years (2009 and 2010). The Department has the option to renew the contract up to wo (2) additional consecutive one (1) model year periods under the same terms and conditions with mutual consent from the vendor. Renewals for lease purchase agreements will occur annually and will be subject to appropriations and terms of the attached contract.

!. SPECIFICATIONS AND TECHNICAL SUPPORT

Awarded vendors will provide commercial bumper to bumper warranty for 36 months or 36,000 miles. Commercial power train warranty will be 5 years or 60,000 miles and rust through warranty shall cover 72 months or 100,000 miles. All other commercial warranties will apply.

I. INSURANCE AND BONDING

1. Offeror is required to maintain the following insurance coverage's during the term of the contract:

Workers Compensation Insurance (Occurrence) in the amounts of the statutory limits established by the General Assembly of the State of Georgia (A self-insurer must submit a certificate from the Georgia Board of Workers Compensation stating that the Awarded Offeror(s) qualifies to pay its own workers compensation claims.) In addition, the Offeror shall require all subcontractors occupying the premises or performing work under the contract to obtain an insurance certificate showing proof of Workers Compensation Coverage with the following minimum coverage's:

Bodily injury by accident--per employee $100,000;
Bodily injury by disease--per employee $100,000; Policy limits $500,000.

Commercial General Liability Policy per occurrence $1,000,000.

Business Auto Policy to include but not be limited to liability coverage on any owned, non-owned and hired vehicle used by the Offeror or Offeror's personnel in the performance of this contract. The Business Automobile Policy shall have a per occurrence limit of $1,000,000.

1. The foregoing policies shall contain a provision that coverage afforded under the policies will not be canceled, or not renewed or allowed to lapse for any reason until at least thirty (30) days prior written notice has been given to the State Entity. Certificates of Insurance showing such coverage to be in force shall be filed with the State Entity prior to commencement of any work under the contract. The foregoing policies shall be obtained from insurance companies licensed to do business in Georgia and shall be with companies acceptable to the State Entity, which must have a minimum AM Best rating of A-.All such coverage shall remain in full force and effect during the term and any renewal or extension thereof.

J. PRICES

1. Optional Equipment Bidders must provide a price for optional equipment for each vehicle bid. These prices shall be at dealer's cost and will remain firm during the life of the contract. All optional equipment shall be factory installed unless otherwise noted.

2. FOB - Regional Delivery

Bidders must provide a fixed rate for delivery to Facilities and/or State Agencies within each region. Exceptions to this requirement will not be considered and will result in disqualification of bid.

;. ORDERS

ı. Within five (5) days after the awarded vendor receives an order from a State Agenc and the order has been placed with the manufacturer, the awarded vendor shall by fax or certified letter notify the agency with the date and time along with all other pertinent information confirming that the order has been placed.

ı. State invoices will have the purchase order referenced.

;. VEHICLE EQUIPMENT DATA SHEET

This document shall be submitted with bid for every type of vehicle bidding on. Failure o provide information as required will result in rejection of the bid line item.

'. EMISSION CONTROL

Throughout model years of production during the term of this contract, all vehicles provided under this contract must be certified to the low emission vehicle (LEV), ultra-ow emission vehicle (ULEV), or super ultra-low emission vehicle (SULEV); not California Phase II gasoline, and zero emission vehicle (ZEV) emission standards as lefined by the United States Environmental Protection Agency. For additional nformation see the attached State of Georgia General Specifications titled Automobiles and Station Wagons.

;. PURCHASE ORDER APPROVALS

Purchase orders and lease agreements for motor vehicles submitted by any state of Georgia Executive branch agency require prior approval by the Department of Administrative Services (DOAS) Office of Fleet Management (OFM) before the purchase order or lease may be accepted by a vendor. Approval is indicated by an "APPROVED" datestamp and signature from DOAS OFM. Vehicle purchases or leases rom statewide contracts by county and municipal government agencies, and by the State of Georgia Judicial Branch do not require this approval. Questions concerning validity of purchase orders or lease agreements received without a date-stamp ndicating approval should be referred to the DOAS, OFM.

DOAS CONTACT INFORMATION

See Team Georgia Markeplace (Click open Summary) for current Contract Management Specialist contact information.

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State of Georgia
Statewide Standard Contract Form

Solicitation Title	Solicitation Number	Contract Number
Administrative Vehicles (Regular and Alternatively Fueled)	ES-40199-373	99999-SPO-ES4019937B-00.

1. This Contract is entered into between the Agency and the Contractor named below:

Agency's Name
Department of Administrative Services
(hereafter called Agency)

Contractor's Name
Allan Vigil Ford Lincoln, Inc.
(hereafter called Contractor)

2. Contract to Begin:	Date of Completion:	Renewals:
11/16/2013	11/30/2014	3-1 year renewal options

3. Performance Bond, if any:	Other Bonds, if any:
N/A	None

4. Authorized Person to Receive Contract Notices for Agency:	Authorized Person to Receive Contract Notices for Contractor:
Billy Gilbert, 404-657-4277 Associate Category Manager, Goods	

5. The parties agree to comply with the terms and conditions of the following attachments which are by this reference made a part of the Statewide Contract:

- Attachment 1: Statewide Contract for Goods and Ancillary Services
- Attachment 2: Solicitation (referenced above)
- Attachment 3: Contractor's Final Response

IN WITNESS WHEREOF, this Contract has been executed by the parties hereto.

6.
Allan Vigil Ford Lincoln, Inc. **Contractor**
Contractor's Name *(If other than an individual, state whether a corporation, partnership, etc.)*

By *(Authorized Signature)* — Date Signed: 7-8-13

Robert E. Buntner / Government Sales
Printed Name and Title of Person Signing

6790 Mt. Zion Blvd.
Address

Morrow, GA 30260

7.
Agency

Agency Name
Department of Administrative Services
State Purchasing Division

By *(Authorized Signature)* — Date Signed: 11-8-13

Printed Name and Title of Person Signing
Leslie Lowe
Deputy Commissioner, Purchasing

STATE OF GEORGIA
STATEWIDE CONTRACT
Attachment 1
Contract Terms and Conditions for Goods and Ancillary Services

A. DEFINITIONS AND GENERAL INFORMATION

1. **Definitions.** The following words shall be defined as set forth below:

   (i) **"Agency"** means the Department of Administrative Services of the State of Georgia.

   (ii) **"Awarded Item Schedule"** means the summarizing document, if any, listing the goods and services as awarded and may also denote the Contractor providing such goods and services.

   (iii) **"Contract"** or **"Statewide Contract"** means the agreement between the Agency and the Contractor as defined by the Statewide Contract Form and its incorporated documents.

   (iv) **"Contractor"** means the provider(s) of the goods and services under the Statewide Contract.

   (v) **"Purchase Instrument"** means the documentation issued by the Agency or User Agencies to the Contractor for a purchase of goods and services in accordance with the terms and conditions of the Statewide Contract. The Purchase Instrument should reference the Statewide Contract and may include an identification of the items to be purchased, the delivery date and location, the address where the Contractor should submit the invoices, and any other requirements deemed necessary by the Agency or User Agencies.

   (vi) **"Response", "Contractor's Response" or "Final Response"** means the Contractor's submitted response to the RFX, including any modifications or clarifications accepted by the Agency.

   (vii) **"RFX"** means the Request for Proposal, Request for Bid, or other solicitation document (and any amendments or addenda thereto) specifically identified in the Statewide Contract Form that was issued to solicit the goods and/or services that are subject to the Statewide Contract.

   (viii) **"State"** means the State of Georgia, the Agency, User Agencies, and any other authorized state entities issuing Purchase Instruments against the Statewide Contract.

   (ix) **"Statewide Contract Form"** means the document that contains basic information about the Statewide Contract and incorporates by reference the applicable Contract Terms and Conditions, the RFX, Contractor's Response to the RFX, the final pricing documentation for goods and services and any mutually agreed clarifications, modifications, additions and deletions resulting from final contract negotiations. No objection or amendment by a Contractor to the RFX requirements or the Statewide Contract shall be incorporated by reference into this Statewide Contract unless the Agency has accepted the Contractor's objection or amendment in writing. The Statewide Contract Form is defined separately and referred to separately throughout the Statewide Contract Terms and Conditions as a means of identifying the location of certain information. For example, the initial term of the Statewide Contract is defined by the dates in the Statewide Contract Form.

(x) **"User Agency"** or **"User Agencies"** means any offices, agencies, departments, boards, bureaus, commissions, institutions, or other entities of the State of Georgia entitled to or required to make purchases from this Statewide Contract.

2. **Certified Source of Goods and Services.** Pursuant to Section 50-5-57 of the Official Code of Georgia Annotated (O.C.G.A.), the Agency hereby certifies the Contractor as a source of supply to the User Agencies of the goods and services identified in this Statewide Contract. Orders shall be placed individually and from time to time by the User Agencies. The execution of this Statewide Contract only establishes the Contractor as an authorized source of supply by the Agency and creates no financial obligation on the part of the Agency.

3. **Priority of Contract Provisions.** Any pre-printed contract terms and conditions included on Contractor's forms or invoices shall be null and void.

4. **Reporting Requirements.** Contractor shall provide all reports required by the RFX. In addition, unless otherwise provided in the RFX, Contractor shall keep a record of the purchases made pursuant to the Statewide Contract and shall submit a quarterly written report to the Agency.

B. DURATION OF CONTRACT

1. **Contract Term.** The Statewide Contract shall begin and end on the dates specified in the Statewide Contract Form unless terminated earlier in accordance with the applicable terms and conditions. Pursuant to O.C.G.A. Section 50-5-64, this Statewide Contract shall not be deemed to create a debt of the State for the payment of any sum beyond the fiscal year of execution or, in the event of a renewal, beyond the fiscal year of such renewal.

2. **Contract Renewal.** The Agency shall have the option, in its sole discretion, to renew the Statewide Contract for additional terms on a year-to-year basis by giving the Contractor written notice of the renewal decision at least sixty (60) days prior to the expiration of the initial term or renewal term. Renewal will depend upon the best interests of the State, funding, and Contractor's performance. Renewal will be accomplished through the issuance of a Notice of Award Amendment. Upon the Agency's election, in its sole discretion, to renew any part of this Statewide Contract, Contractor shall remain obligated to perform in strict accordance with this Statewide Contract unless otherwise agreed by the Agency and the Contractor.

3. **Contract Extension.** In the event that this Statewide Contract shall terminate or be likely to terminate prior to the making of an award for a new contract for the identified goods and services, the Agency may, with the written consent of Contractor, extend this Statewide Contract for such period as may be necessary to afford the State a continuous supply of the identified goods and services.

C. DESCRIPTION OF GOODS AND SERVICES

1. **Specifications in Bidding Documents.** The Contractor shall provide all goods, services, and other deliverables in compliance with the specifications contained in the RFX and the terms of the Statewide Contract, plus those equipment, services and deliverables as may additionally be described in the Response.

2. **Product Shipment and Delivery.** All products shall be shipped F.O.B. destination. Destination shall be the location(s) specified in the RFX or any provided Purchase Instrument. All items shall be at the Contractor's risk until they have been delivered and accepted by the receiving entity. All items shall be subject to inspection on delivery. Hidden damage will

remain the responsibility of the Contractor to remedy without cost to the User Agencies, regardless of when the hidden damage is discovered.

3. **Non-Exclusive Rights.** The Statewide Contract is not exclusive. The Agency reserves the right to select other contractors to provide goods and services similar to goods and services described in the Statewide Contract during the term of the Statewide Contract. User Agencies may obtain similar goods and services from other contractors upon prior approval of the Agency, which approval shall be made at the sole discretion of the Agency when it is deemed to be in the best interests of the State, and shall be conclusive.

4. **No Minimums Guaranteed.** The Statewide Contract does not guarantee any minimum level of purchases.

D. COMPENSATION

1. **Pricing and Payment.** The Contractor will be paid for the goods and services sold pursuant to the Statewide Contract in accordance with the RFX and final pricing documents as incorporated into the Statewide Contract Form and the terms of the Statewide Contract. Unless clearly stated otherwise in the Statewide Contract, all prices are firm and fixed and are not subject to variation. Prices include, but are not limited to freight, insurance, fuel surcharges and customs duties. User Agencies are solely and individually financially responsible for their respective purchases.

   1.1. Price Adjustments: Awarded Offeror(s) price list must remain firm for model years.2013 and 2014. Price increase requests will be reviewed on an annual basis after the twelfth (12) month at contract renewal. If renewal options are exercised, the below mentioned price increase methodology will be used to determine any price adjustments. Increase(s) will not exceed the average percentage increase as shown for the previous twelve (12) month period for two US Department of Labor Producer Price Index (PPI) series ID Numbers: 336110 Automobile and Light Truck Manufacturing and 441110 New Car Dealers. Temporary data will not be used in the evaluation. In the event the increase request exceeds the increase amount allowed by the PPI, supplier(s) must provide strong justification and invoices from the manufacturer to substantiate. The State must be notified at least sixty (60) days in advance prior to any price change, and the Awarded Offeror(s) must have the State's approval before such change may be implemented. If renewal options are exercised, the above mentioned price increase methodology will be used to determine price adjustments.

2. **Billings.** If applicable, and unless the RFX provides otherwise, the Contractor shall submit, on a regular basis, an invoice for goods and services supplied to the User Agencies under the Statewide Contract at the billing address specified in the Purchase Instrument or Statewide Contract. The invoice shall comply with all applicable rules concerning payment of such claims. User Agencies shall pay all approved invoices in arrears and in accordance with applicable provisions of State law.

   Unless otherwise agreed in writing by the Agency and the Contractor, the Contractor shall not be entitled to receive any other payment or compensation from the User Agencies for any goods or services provided by or on behalf of the Contractor under the Statewide Contract. The Contractor shall be solely responsible for paying all costs, expenses and charges it incurs in connection with its performance under the Statewide Contract.

3. **Delay of Payment Due to Contractor's Failure.** If the User Agencies in good faith determine that the Contractor has failed to perform or deliver any service or product as required by the Statewide Contract, the Contractor shall not be entitled to any compensation under the

Statewide Contract until such service or product is performed or delivered. In this event, the User Agencies may withhold that portion of the Contractor's compensation which represents payment for services or products that were not performed or delivered. To the extent that the Contractor's failure to perform or deliver in a timely manner causes the User Agencies to incur costs, the User Agencies may deduct the amount of such incurred costs from any amounts payable to Contractor. The User Agencies' authority to deduct such incurred costs shall not in any way affect the Agency's sole authority to terminate the Statewide Contract.

4. **Set-Off Against Sums Owed by the Contractor.** In the event that the Contractor owes the User Agency any sum or the User Agency must obtain substitute performance, the User Agency may set off the sum owed against any sum owed by the User Agency to the Contractor.

E. TERMINATION

1. **Immediate Termination.** Pursuant to O.C.G.A. Section 50-5-64, any purchase made pursuant to this Statewide Contract will terminate immediately and absolutely if the User Agency determines that adequate funds are not appropriated or granted or funds are de-appropriated such that the User Agency cannot fulfill its obligations under the Statewide Contract, which determination is at the User Agency's sole discretion and shall be conclusive. Further, the Agency may terminate the Statewide Contract for any one or more of the following reasons effective immediately without advance notice:

   (i) In the event the Contractor is required to be certified or licensed as a condition precedent to providing goods and services, the revocation or loss of such license or certification may result in immediate termination of the Statewide Contract effective as of the date on which the license or certification is no longer in effect;

   (ii) The Agency determines that the actions, or failure to act, of the Contractor, its agents, employees or subcontractors have caused, or reasonably could cause, life, health or safety to be jeopardized;

   (iii) The Contractor fails to comply with confidentiality laws or provisions; and/or

   (iv) The Contractor furnished any statement, representation or certification in connection with the Statewide Contract or the bidding process which is materially false, deceptive, incorrect or incomplete.

2. **Termination for Cause.** The occurrence of any one or more of the following events shall constitute cause for the Agency to declare the Contractor in default of its obligations under the Statewide Contract:

   (i) The Contractor fails to deliver or has delivered nonconforming goods or services or fails to perform, to the Agency's satisfaction, any material requirement of the Statewide Contract or is in violation of a material provision of the Statewide Contract, including, but without limitation, the express warranties made by the Contractor;

   (ii) The Agency determines that satisfactory performance of the Statewide Contract is substantially endangered or that a default is likely to occur;

   (iii) The Contractor fails to make substantial and timely progress toward performance of the Statewide Contract;

(iv) The Contractor becomes subject to any bankruptcy or insolvency proceeding under federal or state law to the extent allowed by applicable federal or state law including bankruptcy laws; the Contractor terminates or suspends its business; or the Agency reasonably believes that the Contractor has become insolvent or unable to pay its obligations as they accrue consistent with applicable federal or state law;

(v) The Contractor has failed to comply with applicable federal, state and local laws, rules, ordinances, regulations and orders when performing within the scope of the Statewide Contract;

(vi) The Contractor has engaged in conduct that has or may expose the Agency or the State to liability, as determined in the Agency's sole discretion; or

(vii) The Contractor has infringed any patent, trademark, copyright, trade dress or any other intellectual property rights of the Agency, the State, or a third party.

3. **Notice of Default.** If there is a default event caused by the Contractor, the Agency shall provide written notice to the Contractor requesting that the breach or noncompliance be remedied within the period of time specified in the Agency's written notice to the Contractor. If the breach or noncompliance is not remedied within the period of time specified in the written notice, the Agency may:

(i) Immediately terminate the Statewide Contract without additional written notice; and/or

(ii) Procure substitute goods or services from another source and charge the difference between the Statewide Contract and the substitute contract to the defaulting Contractor; and/or,

(iii) Enforce the terms and conditions of the Statewide Contract and seek any legal or equitable remedies.

4. **Termination Upon Notice.** Following thirty (30) days' written notice, the Agency may terminate the Statewide Contract in whole or in part without the payment of any penalty or incurring any further obligation to the Contractor. Following termination upon notice, the Contractor shall be entitled to compensation from the User Agency, upon submission of invoices and proper proof of claim, for goods and services provided under the Statewide Contract to the User Agencies up to and including the date of termination.

5. **Termination Due to Change in Law.** The Agency shall have the right to terminate this Statewide Contract without penalty by giving thirty (30) days' written notice to the Contractor as a result of any of the following:

(i) The Agency's authorization to operate is withdrawn or there is a material alteration in the programs administered by the Agency; and/or

(ii) The Agency's duties are substantially modified.

6. **Payment Limitation in Event of Termination.** In the event of termination of the Statewide Contract for any reason by the Agency, the User Agencies shall pay only those amounts, if any, due and owing to the Contractor for goods and services actually rendered up to the date specified in the notice of termination for which the User Agencies are obligated to pay pursuant to the Statewide Contract or Purchase Instrument. Payment will be made only upon submission of invoices and proper proof of the Contractor's claim. This provision in no way limits the remedies available to the State under the Statewide Contract in the event of

termination. The State shall not be liable for any costs incurred by the Contractor in its performance of the Statewide Contract, including, but not limited to, startup costs, overhead or other costs associated with the performance of the Statewide Contract.

7. **The Contractor's Termination Duties.** Upon receipt of notice of termination or upon request of the Agency, the Contractor shall:

   (i) Cease work under the Statewide Contract and take all necessary or appropriate steps to limit disbursements and minimize costs, and furnish a report within thirty (30) days of the date of notice of termination, describing the status of all work under the Statewide Contract, including, without limitation, results accomplished, conclusions resulting therefrom, and any other matters the Agency may require;

   (ii) Immediately cease using and return to the State, any personal property or materials, whether tangible or intangible, provided by the State to the Contractor;

   (iii) Comply with the State's instructions for the timely transfer of any active files and work product produced by the Contractor under the Statewide Contract;

   (iv) Cooperate in good faith with the Agency, the User Agencies, and their employees, agents and contractors during the transition period between the notification of termination and the substitution of any replacement contractor; and

   (v) Immediately return to the User Agencies any payments made by the User Agencies for goods and services that were not delivered or rendered by the Contractor.

F. CONFIDENTIAL INFORMATION

1. **Access to Confidential Data.** The Contractor's employees, agents and subcontractors may have access to confidential data maintained by the State to the extent necessary to carry out the Contractor's responsibilities under the Statewide Contract. The Contractor shall presume that all information received pursuant to the Statewide Contract is confidential unless otherwise designated by the State. If it is reasonably likely the Contractor will have access to the State's confidential information, then:

   (i) The Contractor shall provide to the State a written description of the Contractor's policies and procedures to safeguard confidential information;

   (ii) Policies of confidentiality shall address, as appropriate, information conveyed in verbal, written, and electronic formats;

   (iii) The Contractor must designate one individual who shall remain the responsible authority in charge of all data collected, used, or disseminated by the Contractor in connection with the performance of the Statewide Contract; and

   (iv) The Contractor shall provide adequate supervision and training to its agents, employees and subcontractors to ensure compliance with the terms of the Statewide Contract.

   The private or confidential data shall remain the property of the State at all times. Some services performed for the Agency and/or User Agencies may require the Contractor to sign a nondisclosure agreement. Contractor understands and agrees that refusal or failure to sign such a nondisclosure agreement, if required, may result in termination of the Statewide Contract.

2. **No Dissemination of Confidential Data.** No confidential data collected, maintained, or used in the course of performance of the Statewide Contract shall be disseminated except as authorized by law and with the written consent of the State, either during the period of the Statewide Contract or thereafter. Any data supplied to or created by the Contractor shall be considered the property of the State. The Contractor must return any and all data collected, maintained, created or used in the course of the performance of the Statewide Contract, in whatever form it is maintained, promptly at the request of the State.

3. **Subpoena.** In the event that a subpoena or other legal process is served upon the Contractor for records containing confidential information, the Contractor shall promptly notify the State and cooperate with the State in any lawful effort to protect the confidential information.

4. **Reporting of Unauthorized Disclosure.** The Contractor shall immediately report to the State any unauthorized disclosure of confidential information.

5. **Survives Termination.** The Contractor's confidentiality obligation under the Statewide Contract shall survive termination of the Statewide Contract.

G. INDEMNIFICATION

1. **Contractor's Indemnification Obligation.** The Contractor agrees to indemnify and hold harmless the State and State officers, employees, agents, and volunteers (collectively, "Indemnified Parties") from any and all costs, expenses, losses, claims, damages, liabilities, settlements and judgments, including reasonable value of the time spent by the Attorney General's Office, related to or arising from:

   (i) Any breach of the Statewide Contract;

   (ii) Any negligent, intentional or wrongful act or omission of the Contractor or any employee, agent or subcontractor utilized or employed by the Contractor;

   (iii) Any failure of goods to comply with applicable specifications, warranties, and certifications under the Statewide Contract;

   (iv) The negligence or fault of the Contractor in design, testing, development, manufacture, or otherwise with respect to the goods or any parts thereof provided under the Statewide Contract;

   (v) Claims, demands, or lawsuits that, with respect to the goods or any parts thereof, allege product liability, strict product liability, or any variation thereof;

   (vi) The Contractor's performance or attempted performance of the Statewide Contract, including any employee, agent or subcontractor utilized or employed by the Contractor;

   (vii) Any failure by the Contractor to comply with the "Compliance with the Law" provision of the Statewide Contract;

   (viii) Any failure by the Contractor to make all reports, payments and withholdings required by federal and state law with respect to social security, employee income and other taxes, fees or costs required by the Contractor to conduct business in the State of Georgia or the United States;

(ix) Any infringement of any copyright, trademark, patent, trade dress, or other intellectual property right; or

(x) Any failure by the Contractor to adhere to the confidentiality provisions of the Statewide Contract.

2. **Duty to Reimburse State Tort Claims Fund.** To the extent such damage or loss as covered by this indemnification is covered by the State of Georgia Tort Claims Fund ("the Fund"), the Contractor (and its insurers) agrees to reimburse the Fund. To the full extent permitted by the Constitution and the laws of the State and the terms of the Fund, the Contractor and its insurers waive any right of subrogation against the State, the Indemnified Parties, and the Fund and insurers participating thereunder, to the full extent of this indemnification.

3. **Litigation and Settlements.** The Contractor shall, at its own expense, be entitled to and shall have the duty to participate in the defense of any suit against the Indemnified Parties. No settlement or compromise of any claim, loss or damage entered into by the Indemnified Parties shall be binding upon Contractor unless approved in writing by Contractor. No settlement or compromise of any claim, loss or damage entered into by Contractor shall be binding upon the Indemnified Parties unless approved in writing by the Indemnified Parties.

4. **Patent/Copyright Infringement Indemnification.** Contractor shall, at its own expense, be entitled to and shall have the duty to participate in the defense of any suit instituted against the State and indemnify the State against any award of damages and costs made against the State by a final judgment of a court of last resort in such suit insofar as the same is based on any claim that any of the software constitutes an infringement of any United States Letters Patent or copyright, provided the State gives the Contractor immediate notice in writing of the institution of such suit, permits Contractor to fully participate in the defense of the same, and gives Contractor all available information, assistance and authority to enable Contractor to do so. Subject to approval of the Attorney General of the State of Georgia, the Agency shall tender defense of any such action to Contractor upon request by Contractor. Contractor shall not be liable for any award of judgment against the State reached by compromise or settlement unless Contractor accepts the compromise or settlement. Contractor shall have the right to enter into negotiations for and the right to effect settlement or compromise of any such action, but no such settlement shall be binding upon the State unless approved by the State.

   In case any of the software is in any suit held to constitute infringement and its use is enjoined, Contractor shall, at its option and expense:

   (i) Procure for the State the right to continue using the software;

   (ii) Replace or modify the same so that it becomes non-infringing; or

   (iii) Remove the same and cancel any future charges pertaining thereto.

   Contractor, however, shall have no liability to the State if any such patent, or copyright infringement or claim thereof is based upon or arises out of:

   (i) Compliance with designs, plans or specifications furnished by or on behalf of the Agency as to the software;

   (ii) Use of the software in combination with apparatus or devices not supplied by Contractor;

(iii) Use of the software in a manner for which the same was neither designed nor contemplated; or

(iv) The claimed infringement of any patent or copyright in which the Agency or any affiliate or subsidiary of the Agency has any direct interest by license or otherwise.

5. **Survives Termination.** The indemnification obligation of the Contractor shall survive termination of the Statewide Contract.

H. INSURANCE

Contractor shall provide all insurance as required by the RFX.

I. BONDS

The Contractor shall provide all required bonds in accordance with the terms of the RFX and as stated in the Statewide Contract Form.

J. WARRANTIES

1. **Construction of Warranties Expressed in the Contract with Warranties Implied by Law.** All warranties made by the Contractor and/or subcontractors in all provisions of the Statewide Contract and the Contractor's Response, whether or not the Statewide Contract specifically denominates the Contractor's and/or subcontractors' promise as a warranty or whether the warranty is created only by the Contractor's affirmation or promise, or is created by a description of the materials, goods and services to be provided, or by provision of samples to the State shall not be construed as limiting or negating any warranty provided by law, including without limitation, warranties which arise through course of dealing or usage of trade, the warranty of merchantability, and the warranty of fitness for a particular purpose. The warranties expressed in the Statewide Contract are intended to modify the warranties implied by law only to the extent that they expand the warranties applicable to the goods and services provided by the Contractor. The provisions of this section apply during the term of the Statewide Contract and any extensions or renewals thereof.

2. **Warranty – Nonconforming Goods.** All goods delivered by Contractor to the User Agencies shall be free from any defects in design, material, or workmanship. If any goods offered by the Contractor are found to be defective in material or workmanship, or do not conform to Contractor's warranty, the User Agencies shall have the option of returning, repairing, or replacing the defective goods at Contractor's expense. Payment for goods shall not constitute acceptance. Acceptance by the User Agencies shall not relieve the Contractor of its warranty or any other obligation under the Statewide Contract.

3. **Compliance with Federal Safety Acts.** Contractor warrants and guarantees to the State that the goods provided under the Statewide Contract are in compliance with Sections 5 and 12 of the Federal Trade Commission Act; the Fair Packaging and Labeling Act; the Federal Food, Drug, and Cosmetic Act; the Consumer Product Safety Act; the Federal Environmental Pesticide Control Act; the Federal Hazardous Substances Act; the Fair Labor Standards Act; the Wool Products Labeling Act; the Flammable Fabrics Act; the Occupational Safety and Health Act; the Office of Management and Budget A-110 Appendix A; and the Anti-Kickback Act of 1986.

4. **Originality and Title to Concepts, Materials, and Goods Produced.** Contractor represents and warrants that all the concepts, materials, goods and services produced, or provided to the State pursuant to the terms of the Statewide Contract shall be wholly original with the

Contractor or that the Contractor has secured all applicable interests, rights, licenses, permits or other intellectual property rights in such concepts, materials and works. The Contractor represents and warrants that the concepts, materials, goods and services and the State's use of same and the exercise by the State of the rights granted by the Statewide Contract shall not infringe upon any other work, other than material provided by the Statewide Contract to the Contractor to be used as a basis for such materials, or violate the rights of publicity or privacy of, or constitute a libel or slander against, any person, firm or corporation and that the concepts, materials and works will not infringe upon the copyright, trademark, trade name, trade dress patent, literary, dramatic, statutory, common law or any other rights of any person, firm or corporation or other entity. The Contractor represents and warrants that it is the owner of or otherwise has the right to use and distribute the goods and services contemplated by the Statewide Contract.

5. **Conformity with Contractual Requirements.** The Contractor represents and warrants that the goods and services provided in accordance with the Statewide Contract will appear and operate in conformance with the terms and conditions of the Statewide Contract.

6. **Authority to Enter into Contract.** The Contractor represents and warrants that it has full authority to enter into the Statewide Contract and that it has not granted and will not grant any right or interest to any person or entity that might derogate, encumber or interfere with the rights granted to the State.

7. **Obligations Owed to Third Parties.** The Contractor represents and warrants that all obligations owed to third parties with respect to the activities contemplated to be undertaken by the Contractor pursuant to the Statewide Contract are or will be fully satisfied by the Contractor so that the State will not have any obligations with respect thereto.

8. **Title to Property.** The Contractor represents and warrants that title to any property assigned, conveyed or licensed to the State is good and that transfer of title or license to the State is rightful and that all property shall be delivered free of any security interest or other lien or encumbrance. Title to any supplies, materials, or equipment shall remain in the Contractor until fully paid for by the User Agencies.

9. **Industry Standards.** The Contractor represents and expressly warrants that all aspects of the goods and services provided or used by it shall at a minimum conform to the standards in the Contractor's industry. This requirement shall be in addition to any express warranties, representations, and specifications included in the Statewide Contract, which shall take precedence.

10. **Contractor's Personnel and Staffing.** Contractor warrants that all persons assigned to perform services under this Statewide Contract are either lawful employees of Contractor or lawful employees of a Subcontractor authorized by the Agency as specified in the RFX. All persons assigned to perform services under this Statewide Contract shall be qualified to perform such services. Personnel assigned by Contractor shall have all professional licenses required to perform the services.

11. **Use of State Vehicles.** Contractor warrants that no State vehicles will be used by Contractor for the performance of services under this Statewide Contract. Contractor shall be responsible for providing transportation necessary to perform all services.

K. PRODUCT RECALL

In the event that any of the goods are found by the Contractor, the State, any governmental agency, or court having jurisdiction to contain a defect, serious quality or performance deficiency, or not to be in compliance with any standard or requirement so as to require or make advisable that such goods be reworked or recalled, the Contractor will promptly communicate all relevant facts to the Agency and undertake all corrective actions, including those required to meet all obligations imposed by laws, regulations, or orders, and shall file all necessary papers, corrective action programs, and other related documents, provided that nothing contained in this section shall preclude the Agency from taking such action as may be required of it under any such law or regulation. The Contractor shall perform all necessary repairs or modifications at its sole expense except to any extent that the Contractor and the State shall agree to the performance of such repairs by the State upon mutually acceptable terms.

L. CONTRACT ADMINISTRATION

1. **Order of Preference.** In the case of any inconsistency or conflict among the specific provisions of the Statewide Contract Terms and Conditions (including any amendments accepted by both the Agency and the Contractor attached hereto and the Awarded Item Schedule, if any), the RFX (including any subsequent addenda and written responses to bidders' questions), and the Contractor's Response, any inconsistency or conflict shall be resolved as follows:

   (i) First, by giving preference to the Statewide Contract Terms and Conditions.

   (ii) Second, by giving preference to the specific provisions of the RFX.

   (iii) Third, by giving preference to the specific provisions of the Contractor's Response, except that objections or amendments by a Contractor that have not been explicitly accepted by the Agency in writing shall not be included in this Statewide Contract and shall be given no weight or consideration.

2. **Intent of References to Bid Documents.** The references to the parties' obligations, which are contained in this document, are intended to supplement or clarify the obligations as stated in the RFX and the Contractor's Response. The failure of the parties to make reference to the terms of the RFX or the Contractor's Response in this document shall not be construed as creating a conflict and will not relieve the Contractor of the contractual obligations imposed by the terms of the RFX and the Contractor's Response. The contractual obligations of the Agency cannot be implied from the Contractor's Response.

3. **Compliance with the Law.** The Contractor, its employees, agents, and subcontractors shall comply with all applicable federal, state, and local laws, rules, ordinances, regulations and orders now or hereafter in effect when performing under the Statewide Contract, including without limitation, all laws applicable to the prevention of discrimination in employment and the use of targeted small businesses as subcontractors or contractors. The Contractor, its employees, agents and subcontractors shall also comply with all federal, state and local laws regarding business permits and licenses that may be required to carry out the work performed under the Statewide Contract. Contractor and Contractor's personnel shall also comply with all State, Agency, and User Agency policies and standards in effect during the performance of the Statewide Contract, including but not limited to the Agency and User Agencies' policies and standards relating to personnel conduct, security, safety, confidentiality, and ethics. Further, the provisions of O.C.G.A. Section 45-10-20 et seq. have not and must not be violated under the terms of this Statewide Contract.

4. **Drug-free Workplace.** The Contractor hereby certifies as follows:

(i) Contractor will not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of this Statewide Contract; and

(ii) If Contractor has more than one employee, including Contractor, Contractor shall provide for such employee(s) a drug-free workplace, in accordance with the Georgia Drug-free Workplace Act as provided in O.C.G.A. Section 50-24-1 et seq., throughout the duration of this Statewide Contract; and

(iii) Contractor will secure from any subcontractor hired to work on any job assigned under this Statewide Contract the following written certification: "As part of the subcontracting agreement with (Contractor's Name), (Subcontractor's Name) certifies to the contractor that a drug-free workplace will be provided for the subcontractor's employees during the performance of this Contract pursuant to paragraph 7 of subsection (b) of Code Section 50-24-3."

Contractor may be suspended, terminated, or debarred if it is determined that:

(i) Contractor has made false certification here in above; or

(ii) Contractor has violated such certification by failure to carry out the requirements of O.C.G.A. Section 50-24-3(b).

5. **Amendments.** The Statewide Contract may be amended in writing from time to time by mutual consent of the parties and upon approval by the Agency. All amendments to the Statewide Contract must be in writing and fully executed by duly authorized representatives of the Agency and the Contractor.

6. **Third Party Beneficiaries.** There are no third-party beneficiaries to the Statewide Contract. The Statewide Contract is intended only to benefit the State and the Contractor.

7. **Choice of Law and Forum.** The laws of the State of Georgia shall govern and determine all matters arising out of or in connection with this Statewide Contract without regard to the choice of law provisions of State law. In the event any proceeding of a quasi-judicial or judicial nature is commenced in connection with this Statewide Contract, such proceeding shall solely be brought in a court or other forum of competent jurisdiction within Fulton County, Georgia. This provision shall not be construed as waiving any immunity to suit or liability, including without limitation sovereign immunity, which may be available to the State.

8. **Parties' Duty to Provide Notice of Intent to Litigate and Right to Demand Mediation.** In addition to any dispute resolution procedures otherwise required under this Statewide Contract or any informal negotiations which may occur between the State and the Contractor, no civil action with respect to any dispute, claim or controversy arising out of or relating to this Statewide Contract may be commenced without first giving fourteen (14) calendar days written notice to the State of the claim and the intent to initiate a civil action. At any time prior to the commencement of a civil action, either the State or the Contractor may elect to submit the matter for mediation. Either the State or the Contractor may exercise the right to submit the matter for mediation by providing the other party with a written demand for mediation setting forth the subject of the dispute. The parties will cooperate with one another in selecting a mediator and in scheduling the mediation proceedings. Venue for the mediation will be in Atlanta, Georgia; provided, however, that any or all mediation proceedings may be conducted by teleconference with the consent of the mediator. The parties covenant that they will participate in the mediation in good faith, and that they will share equally in its costs; provided, however that the cost to the State shall not exceed five thousand dollars ($5,000.00).

All offers, promises, conduct and statements, whether oral or written, made in the course of the mediation by any of the parties, their agents, employees, experts and attorneys, and by the mediator or employees of any mediation service, are inadmissible for any purpose (including but not limited to impeachment) in any litigation or other proceeding involving the parties, provided that evidence that is otherwise admissible or discoverable shall not be rendered inadmissible or non-discoverable as a result of its use in the mediation. Inadmissibility notwithstanding, all written documents shall nevertheless be subject to the Georgia Open Records Act O.C.G.A. Section 50-18-70 et.seq.

No party may commence a civil action with respect to the matters submitted to mediation until after the completion of the initial mediation session, forty-five (45) calendar days after the date of filing the written request for mediation with the mediator or mediation service, or sixty (60) calendar days after the delivery of the written demand for mediation, whichever occurs first. Mediation may continue after the commencement of a civil action, if the parties so desire.

9. **Assignment and Delegation.** The Statewide Contract may not be assigned, transferred or conveyed in whole or in part without the prior written consent of the Agency. For the purpose of construing this clause, a transfer of a controlling interest in the Contractor shall be considered an assignment.

10. **Use of Third Parties.** Except as may be expressly agreed to in writing by the Agency, Contractor shall not subcontract, assign, delegate or otherwise permit anyone other than Contractor or Contractor's personnel to perform any of Contractor's obligations under this Statewide Contract or any of the work subsequently assigned under this Statewide Contract. No subcontract which Contractor enters into with respect to performance of obligations or work assigned under the Statewide Contract shall in any way relieve Contractor of any responsibility, obligation or liability under this Statewide Contract and for the acts and omissions of all subcontractors, agents, and employees. All restrictions, obligations and responsibilities of the Contractor under the Statewide Contract shall also apply to the subcontractors. Any contract with a subcontractor must also preserve the rights of the Agency. The Agency shall have the right to request the removal of a subcontractor from the Statewide Contract for good cause.

11. **Integration.** The Statewide Contract represents the entire agreement between the parties. The parties shall not rely on any representation that may have been made which is not included in the Statewide Contract.

12. **Headings or Captions.** The paragraph headings or captions used in the Statewide Contract are for identification purposes only and do not limit or construe the contents of the paragraphs.

13. **Not a Joint Venture.** Nothing in the Statewide Contract shall be construed as creating or constituting the relationship of a partnership, joint venture, (or other association of any kind or agent and principal relationship) between the parties thereto. Each party shall be deemed to be an independent contractor contracting for goods and services and acting toward the mutual benefits expected to be derived herefrom. Neither Contractor nor any of Contractor's agents, servants, employees, subcontractors or contractors shall become or be deemed to become agents, servants, or employees of the State. Contractor shall therefore be responsible for compliance with all laws, rules and regulations involving its employees and any subcontractors, including but not limited to employment of labor, hours of labor, health and safety, working conditions, workers' compensation insurance, and payment of wages. No party has the authority to enter into any contract or create an obligation or liability on behalf of, in the name of, or binding upon another party to the Statewide Contract.

14. **Joint and Several Liability.** If the Contractor is a joint entity, consisting of more than one individual, partnership, corporation or other business organization, all such entities shall be jointly and severally liable for carrying out the activities and obligations of the Statewide Contract, and for any default of activities and obligations.

15. **Supersedes Former Contracts or Agreements.** Unless otherwise specified in the Statewide Contract, this Statewide Contract supersedes all prior contracts or agreements between the Agency and the Contractor for the goods and services provided in connection with the Statewide Contract.

16. **Waiver.** Except as specifically provided for in a waiver signed by duly authorized representatives of the Agency and the Contractor, failure by either party at any time to require performance by the other party or to claim a breach of any provision of the Statewide Contract shall not be construed as affecting any subsequent right to require performance or to claim a breach.

17. **Notice.** Any and all notices, designations, consents, offers, acceptances or any other communication provided for herein shall be given in writing by registered or certified mail, return receipt requested, by receipted hand delivery, by Federal Express, courier or other similar and reliable carrier which shall be addressed to the person who signed the Statewide Contract on behalf of the party at the address identified in the Statewide Contract Form. Each such notice shall be deemed to have been provided:

    (i) At the time it is actually received; or,

    (ii) Within one (1) day in the case of overnight hand delivery, courier or services such as Federal Express with guaranteed next day delivery; or,

    (iii) Within five (5) days after it is deposited in the U.S. Mail in the case of registered U.S. Mail.

    From time to time, the parties may change the name and address of the person designated to receive notice. Such change of the designated person shall be in writing to the other party and as provided herein.

18. **Cumulative Rights.** The various rights, powers, options, elections and remedies of any party provided in the Statewide Contract shall be construed as cumulative and not one of them is exclusive of the others or exclusive of any rights, remedies or priorities allowed either party by law, and shall in no way affect or impair the right of any party to pursue any other equitable or legal remedy to which any party may be entitled as long as any default remains in any way unremedied, unsatisfied or undischarged.

19. **Severability.** If any provision of the Statewide Contract is determined by a court of competent jurisdiction to be invalid or unenforceable, such determination shall not affect the validity or enforceability of any other part or provision of the Statewide Contract. Further, if any provision of the Statewide Contract is determined to be unenforceable by virtue of its scope, but may be made enforceable by a limitation of the provision, the provision shall be deemed to be amended to the minimum extent necessary to render it enforceable under the applicable law. Any agreement of the Agency and the Contractor to amend, modify, eliminate, or otherwise change any part of this Statewide Contract shall not affect any other part of this Statewide Contract, and the remainder of this Statewide Contract shall continue to be of full force and effect.

20. **Time is of the Essence.** Time is of the essence with respect to the performance of the terms of the Statewide Contract. Contractor shall ensure that all personnel providing goods and services to the State are responsive to the State's requirements and requests in all respects.

21. **Authorization.** The persons signing this Statewide Contract represent and warrant to the other parties that:

    (i) It has the right, power and authority to enter into and perform its obligations under the Statewide Contract; and

    (ii) It has taken all requisite action (corporate, statutory or otherwise) to approve execution, delivery and performance of the Statewide Contract and the Statewide Contract constitutes a legal, valid and binding obligation upon itself in accordance with its terms.

22. **Successors in Interest.** All the terms, provisions, and conditions of the Statewide Contract shall be binding upon and inure to the benefit of the parties hereto and their respective successors, assigns and legal representatives.

23. **Record Retention and Access.** The Contractor shall maintain books, records and documents which sufficiently and properly document and calculate all charges billed to the State throughout the term of the Statewide Contract for a period of at least five (5) years following the date of final payment or completion of any required audit, whichever is later. The Contractor should maintain separate accounts and records for the Agency and the User Agencies. Records to be maintained include both financial records and service records. The Contractor shall permit the Auditor of the State of Georgia or any authorized representative of the State, and where federal funds are involved, the Comptroller General of the United States, or any other authorized representative of the United States government, to access and examine, audit, excerpt and transcribe any directly pertinent books, documents, papers, electronic or optically stored and created records or other records of the Contractor relating to orders, invoices or payments or any other documentation or materials pertaining to the Statewide Contract, wherever such records may be located during normal business hours. The Contractor shall not impose a charge for audit or examination of the Contractor's books and records. If an audit discloses incorrect billings or improprieties, the State reserves the right to charge the Contractor for the cost of the audit and appropriate reimbursement. Evidence of criminal conduct will be turned over to the proper authorities.

24. **Solicitation.** The Contractor warrants that no person or selling agency (except bona fide employees or selling agents maintained for the purpose of securing business) has been employed or retained to solicit and secure the Statewide Contract upon an agreement or understanding for commission, percentage, brokerage or contingency.

25. **Public Records.** The laws of the State of Georgia, including the Georgia Open Records Act, as provided in O.C.G.A. Section 50-18-70 et seq., require procurement records and other records to be made public unless otherwise provided by law.

26. **Clean Air and Water Certification.** Contractor certifies that none of the facilities it uses to produce goods provided under the Statewide Contract are on the Environmental Protection Agency (EPA) List of Violating Facilities. Contractor will immediately notify the Agency of the receipt of any communication indicating that any of Contractor's facilities are under consideration to be listed on the EPA List of Violating Facilities.

27. **Debarred, Suspended, and Ineligible Status.** Contractor certifies that the Contractor and/or any of its subcontractors have not been debarred, suspended, or declared ineligible by any agency of the State of Georgia or as defined in the Federal Acquisition Regulation (FAR) 48

C.F.R. Ch.1 Subpart 9.4. Contractor will immediately notify the Agency if Contractor is debarred by the State or placed on the Consolidated List of Debarred, Suspended, and Ineligible Contractors by a federal entity.

28. **Use of Name or Intellectual Property.** Contractor agrees it will not use the name or any intellectual property, including but not limited to, State trademarks or logos in any manner, including commercial advertising or as a business reference, without the expressed prior written consent of the State.

29. **Taxes.** User Agencies are exempt from Federal Excise Taxes, and no payment will be made for any taxes levied on Contractor's employee's wages. User Agencies are exempt from State and Local Sales and Use Taxes on the services. Tax Exemption Certificates will be furnished upon request. Contractor or an authorized subcontractor has provided the Agency with a sworn verification regarding the filing of unemployment taxes or persons assigned by Contractor to perform services required in this Statewide Contract, which verification is incorporated herein by reference.

30. **Certification Regarding Sales and Use Tax.** By executing the Statewide Contract the Contractor certifies it is either (a) registered with the State Department of Revenue, collects, and remits State sales and use taxes as required by Georgia law, including Chapter 8 of Title 48 of the O.C.G.A.; or (b) not a "retailer" as defined in O.C.G.A. Section 48-8-2. The Contractor also acknowledges that the State may declare the Statewide Contract void if the above certification is false. The Contractor also understands that fraudulent certification may result in the Agency or its representative filing for damages for breach of contract.

31. **Delay or Impossibility of Performance.** Neither party shall be in default under the Statewide Contract if performance is delayed or made impossible by an act of God. In each such case, the delay or impossibility must be beyond the control and without the fault or negligence of the Contractor. If delay results from a subcontractor's conduct, negligence or failure to perform, the Contractor shall not be excused from compliance with the terms and obligations of the Statewide Contract.

32. **Limitation of Contractor's Liability to the State.** Except as otherwise provided in this Statewide Contract, Contractor's liability to the State for any claim of damages arising out of this Statewide Contract shall be limited to direct damages and shall not exceed the total amount paid to Contractor for the performance under this Statewide Contract.

    No limitation of Contractor's liability shall apply to Contractor's liability for loss or damage to State equipment or other property while such equipment or other property is in the sole care, custody, and control of Contractor's personnel. Contractor hereby expressly agrees to assume all risk of loss or damage to any such State equipment or other property in the care, custody, and control of Contractor's personnel. Contractor further agrees that equipment transported by Contractor personnel in a vehicle belonging to Contractor (including any vehicle rented or leased by Contractor or Contractor's personnel) shall be deemed to be in the sole care, custody, and control of Contractor's personnel while being transported. Nothing in this section shall limit or affect Contractor's liability arising from claims brought by any third party.

33. **Obligations Beyond Contract Term.** The Statewide Contract shall remain in full force and effect to the end of the specified term or until terminated or canceled pursuant to the Statewide Contract. All obligations of the Contractor incurred or existing under the Statewide Contract as of the date of expiration, termination or cancellation will survive the termination, expiration or conclusion of the Statewide Contract.

34. **Counterparts.** The Agency and the Contractor agree that the Statewide Contract has been or may be executed in several counterparts, each of which shall be deemed an original and all such counterparts shall together constitute one and the same instrument.

35. **Further Assurances and Corrective Instruments.** The Agency and the Contractor agree that they will, from time to time, execute, acknowledge and deliver, or cause to be executed, acknowledged and delivered, such supplements hereto and such further instruments as may reasonably be required for carrying out the expressed intention of the Statewide Contract.

36. **Transition Cooperation and Cooperation with other Contractors.** Contractor agrees that upon termination of this Statewide Contract for any reason, it shall provide sufficient efforts and cooperation to ensure an orderly and efficient transition of services to the State or another contractor. The Contractor shall provide full disclosure to the State and the third-party contractor about the equipment, software, or services required to perform services for the State. The Contractor shall transfer licenses or assign agreements for any software or third-party services used to provide the services to the State or to another contractor.

    Further, in the event that the State has entered into or enters into agreements with other contractors for additional work related to services rendered under the Statewide Contract, Contractor agrees to cooperate fully with such other contractors. Contractor shall not commit any act, which will interfere with the performance of work by any other contractor.

City of Stockbridge

AGENDA ITEM

MEETING DATE

June 26, 2024

- [x] RESOLUTION
- [ ] ORDINANCE
- [ ] CONTRACT APPROVAL/RENEWAL
- [ ] PUBLIC HEARING
- [ ] PRESENTATION
- [ ] BID SELECTION/AWARD
- [ ] TASK ORDER
- [ ] CHANGE ORDER
- [ ] BUDGET AMENDMENT
- [ ] BUDGET TRANSFER
- [ ] PAYMENT APPROVAL
- [ ] OTHER

FUNDING SOURCE

- [ ] GENERAL FUND
- [ ] FUND BALANCE
- [ ] SPLOST
- [ ] TSPLOST
- [ ] CDBG
- [ ] GRANT FUNDING
- [ ] COUNCIL INITIATIVE
- [ ] PARTNER/SPONSOR
- [x] DEPARTMENT BUDGET
- [ ] BONDING

ACCOUNT TRANSFER FROM:

ACCOUNT TRANSFER TO:

PRESENTER: Decius T. Aaron

DEPARTMENT: Public Works.

ITEM/PROJECT/EVENT:

Purchase a transit van

BACKGROUND INFORMATION:

The Public Works Department is requesting City Council's approval for the purchase of a transit van from Wade Ford GA Statewide Contract 99999-SPD-ES40199373 (Administrative Vehicles, Regular and Alternatively Fueled).

SIGNATURES:

CITY MANAGER

CITY TREASURER

CITY ATTORNEY

[x] FINANCIAL IMPACT [ ] N/A

AMOUNT $55,130.00

ATTACHMENTS: [x]

TRANSIT VAN PURCHASE

JUNE 26, 2024

	A	B	C	D	E	F
1	**Vehicles**					**Cost**
2						
3	Transit Van					$ 55,130.00
4						
5	**Total**					**$ 55,130.00**
6						
7						
8						
9	**Original Budget**					**$ 240,000.00**
10	**Remaining Budget**					**$ 184,870.00**
11						
12						
13	**Expenditures**					
14						
15	N/A					$ -
16						
17	**Total**					$ -
18						
19	**Remaining Budget**					**$ 184,870.00**

Budget Worksheet

Stockbridge
Where Community Connects

Division: 42200 - PUBLIC WORKS

Account Number	Account Description	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 BUDGET	FY 2023 YTD ACTUAL	FY 2024 PROPOSED EXPENDITURES
100-42200-511100	REGULAR EMPL. SALARIES	781,432.60	833,516.70	1,015,137.05	300,254.42	1,166,892.33
100-42200-511300	OVERTIME	6,043.45	21,555.68	35,000.00	6,092.82	35,000.00
100-42200-512100	GRP INSRNC MEDICAL/DENTAL	284,395.94	380,268.23	282,863.49	174,925.19	332,863.00
100-42200-512110	GROUP INSURANCE LIFE	2,940.59	3,178.57	8,500.00	1,695.55	13,500.00
100-42200-512111	GROUP INSURANCE VISION	1,424.83	1,672.86	2,000.00	872.92	4,500.00
100-42200-512200	MEDICARE 1.45%	11,263.43	12,219.08	15,400.00	4,362.76	20,400.00
100-42200-512400	PENSION	191,372.80	179,290.44	250,000.00	31,386.12	300,000.00
100-42200-512600	UNEMPLOYMENT INSURANCE	2,112.50	-	11,000.00	-	15,000.00
100-42200-512700	WORKER'S COMPENSATION	30,117.85	31,520.37	62,000.00	12,822.49	62,000.00
100-42200-512851	HRA, DEDUCTIBLE	4,728.38	4,172.90	35,000.00	-	40,000.00
100-42200-521201	PROFESSIONAL	-	-	25,000.00	-	25,000.00
100-42200-521230	ENGINEERING FEES	9,979.18	2,560.00	25,000.00	-	25,000.00
100-42200-522000	ROW LANDSCAPING	193,245.92	209,178.48	200,000.00	52,294.62	400,000.00
100-42200-522150	SURVEILLANCE CAMERAS	-	-	13,500.00	-	13,500.00
100-42200-522210	MAINTENANCE AGREEMENTS	342.98	171.49	500	-	5,000.00
100-42200-522220	MAINTENANCE & CLEANING	2,711.20	-	2,700.00	440.75	3,000.00
100-42200-522230	EQUIPMENT REPAIRS	21,179.73	40,379.40	35,000.00	6,499.20	35,000.00
100-42200-522241	LMIG S013642-PRC,3 STRTS	904,087.61	1,826,918.66	287,600.00	19,150.00	288,000.00
100-42200-522242	STREET/TRACK MAIN. & REP.	-	21,290.00	20,000.00	13,623.00	20,000.00
100-42200-522250	AUTO & TRUCK REPAIR	16,474.44	17,305.52	15,000.00	3,770.86	15,000.00
100-42200-522253	DAMAGE TO CITIZEN VEHICLE	201.08	700	2,500.00	-	2,500.00
100-42200-522320	RENTAL OF EQUIP & VEHICLE	3,665.41	375.25	5,000.00	-	5,000.00
100-42200-522341	COPIER RENTAL	6.47	1,979.81	5,000.00	1,090.68	5,000.00
100-42200-523245	TELECOMMUNICATIONS	13,236.58	12,924.70	-	4,261.87	5,000.00
100-42200-523310	PUBLIC NOTICES	264	394	-	90	100
100-42200-523400	PRINTING & BINDING	-	-	-	73.85	100
100-42200-523500	TRAVEL	17.92	2,338.74	3,500.00	1,213.00	3,500.00
100-42200-523600	DUES & FEES	941.9	586	1,000.00	51	1,000.00
100-42200-523700	EDUCATION & TRAINING	180	4,013.00	7,500.00	775	7,500.00
100-42200-523850	PERSONNEL SERVICE	6,604.78	60,648.02	10,000.00	13,745.55	80,000.00
100-42200-523851	UTILITY PROTECTION SERV.	-	-	-	-	5,000.00
100-42200-523930	DRUG TESTING, VACCINES	195	856	1,000.00	-	1,000.00
100-42200-523935	DRIVERS LICENSES	-	-	-	-	-
100-42200-523960	REIMBURSEMENT/REPAIRS	-	-	2,500.00	1,081.46	2,500.00
100-42200-531130	OFFICE SUPPLIES	741.75	1,442.22	1,000.00	278.32	1,000.00
100-42200-531140	SUPPLIES & MATERIALS	9,275.98	14,706.48	11,000.00	1,869.59	15,000.00
100-42200-531142	HAND TOOLS & SMALL EQUIP.	11,766.18	9,487.45	12,000.00	3,489.98	15,000.00
100-42200-531145	MOSQUITO SPRAYING	600	625	1,500.00	-	1,500.00
100-42200-531211	NTRL GAS,4545 MUNI COURT	8,412.70	9,553.77	8,500.00	2,126.93	9,000.00
100-42200-531222	GA POWER ELECTRICITY	22,035.70	30,444.99	20,000.00	8,121.58	21,000.00
100-42200-531233	STREET LIGHTS, OUTSIDE	445,969.85	465,693.92	450,000.00	127,565.82	750,000.00
100-42200-531270	ENERGY-GASOLINE/DIESEL	36,130.08	57,103.47	45,000.00	13,488.59	45,000.00
100-42200-531700	MISCELLANEOUS EXPENSE	286.69	792.28	2,500.00	174.96	2,500.00
100-42200-531710	CHRISTMAS DECORATIONS	21,201.43	162.79	15,000.00	-	15,000.00
100-42200-531720	SIGNS	11,586.90	11,945.75	10,000.00	5,532.50	10,000.00
100-42200-531740	TIRE EXPENSE	6,491.60	2,448.65	7,500.00	4,624.01	7,500.00
100-42200-531750	UNIFORMS	6,988.70	11,260.98	10,000.00	4,309.23	11,000.00
100-42200-541403	PAVING	-	24,392.52	25,000.00	-	25,000.00
100-42200-541404	SIDEWALKS	-	361,429.00	-	-	300,000.00
100-42200-542200	VEHICLES	140,092.32	-	50,000.00	131,756.00	240,000.00
100-42200-542400	COMPUTER SOFTWARE	3,539.34	3,581.30	5,500.00	-	5,500.00
100-42200-542500	EQUIPMENT	111,433.06	47,092.57	50,000.00	-	200,000.00
Division: 42200 - PUBLIC WORKS Total:		**3,325,718.85**	**4,722,177.04**	**3,103,700.54**	**953,910.62**	**4,611,855.33**

GA Statewide Contract 99999-SPD-ES40199373-009S
S7/S8 T-150/250/350 CARGO LOW/MID/HIGH ROOF VAN

E1Y, 148" WB, 3.5L std V6, 8600 lb GVWR, Vinyl Seats, Front AC, Power Group, Back-up Camera, AM/FM, Sliding Side Door

WADE FORD Government Sales 3860 South Cobb Dr Smyrna, GA 30080

Roger Moore Phone (678) 460-3881 email: rmoore@wade.com

Order	Code	Chassis	Price	Total	Order	Code	Body / Equipment	Price	Total
	99G	3.5L V6 EcoBoost Engine	1,892.00	0.00	1	86F	2 Extra Laser Cut Keys	75.00	75.00
	99K	Full Battery Powertrain (350 only)	12,350.00	0.00		AKR	Additional Keys w Remotes	325.00	0.00
	2	All Wheel Drive	4,695.00	0.00		52C	Remote Keyless Keypad	129.00	0.00
	R1Y	T250 9000# GVWR	1,174.00	0.00		64H	Full Wheel Covers	34.00	0.00
	W1Y	T350 9500# GVWR	2,578.00	0.00		64G	Styled Aluminum Wheels	667.00	0.00
1	*1C	Medium Roof **150/250/350**	3,474.00	3,474.00		86N	HD Front Tray Floor Mats	175.00	0.00
	**X	High Roof **250/350**	3,578.00	0.00		16E	Vinyl Rear Floor Covering	232.00	0.00
	*3X	Extended Length **250/350**	1,220.00	0.00	1	60B	HD Cargo Flooring	707.00	707.00
	F4*	Dual Rear Tire 9950 GVWR	615.00	0.00		SBL	Spray in Bed Liner ilo Vinyl Floor	995.00	0.00
	U8*	Dual Rear Tire 11000 GVWR	2,335.00	0.00		68H	Running Board, side door only	310.00	0.00
	130	130 Wheelbase **(LR/MR only)**	(1,163.00)	0.00		68L	Power Run Bd. side door only **(60C)**	891.00	0.00
	41H	Engine Block Heater	72.00	0.00		68J	HD Running Boards (Both sides)	655.00	0.00
	21R	Cloth Power Seats	948.00	0.00		655	Extended Range Fuel Tank	285.00	0.00
	21P	Gray Vinyl Seating w Armrest	52.00	0.00		53B	Trailer Tow/w Wiring	485.00	0.00
	21M	Ebony Cloth Seats	110.00	0.00		67D	Trailer Brake Controller **(60C)**	405.00	0.00
	66D	Overhead Shelf	75.00	0.00		41C	Lane Keeping Alert **(60C)**	356.00	0.00
	63E	Dual HD Batteries	283.00	0.00		67C	Upfitter Switches(4)	82.00	0.00
	90D	110v Inverter 400 Watt **(63E)**	475.00	0.00		68B	Remote Start	495.00	0.00
	63C	HD Dual 250 amp Alternators	1,025.00	0.00		96C	Interior Upgrade	1,435.00	0.00
	X*L	Limited Slip Rear Axle	311.00	0.00		18D	Exterior Upgrade	460.00	0.00
	87E	Aux Fuse Panel	385.00	0.00	1	58V	AM/FM/SYNC 3 w/ 4" Screen	298.00	298.00
	545	Power Heated Mirrors	160.00	0.00		58B	AM/FM/SYNC 3 w/ 12" Screen	945.00	0.00
	544	Trailer Tow Power Heated Mirrors	220.00	0.00		584	AM/FM/SYNC 3/Navigation	1,872.00	0.00
	65A	BLIS w/ Trailer Coverage **(544)**	571.00	0.00		59D	Perimeter Alarm	148.00	0.00
1	43B	Back Up Alarm	145.00	145.00		52*	Speed Limiting (65,70,75 mph)	76.00	0.00
1	43R	Reverse Sensing	284.00	284.00		61D	Front/Rear Camera **(58B)**	1,087.00	0.00
	94A	Side Sensing	480.00	0.00		55A	Upfitter Interface Module	255.00	0.00
	94B	Enhanced Park Assist	895.00	0.00		60D	Adaptive Cruise Control	625.00	0.00
	17A	Rear Door Glass	250.00	0.00		61E	High Resolution camera	275.00	0.00
	17B	Passenger Side Door Glass	425.00	0.00					0.00
	17F	Windows All Around	625.00	0.00			Bulkhead w/ door	1,295.00	0.00
	57N	Rear Window Defogger	166.00	0.00			Goal Post Ladder Rack (LR)	672.00	0.00
	92E	Privacy Tinted Glass	646.00	0.00			1 Clamp Ladder Rack (LR)	895.00	0.00
	57G	High Cap Front/Rear Air/Heat	860.00	0.00			2 Clamp Ladder Rack (LR)	997.00	0.00
	91B	Auto Headlights	34.00	0.00			1 Let Down Ladder Rack (LR)	1,486.00	0.00
1	55D	Fog Lamps	100.00	100.00			1 Let Down for (MR / HR)	2,205.00	0.00
1	942	Day Time Running Lights	43.00	43.00			Dual Let Down add (all)	986.00	0.00
	60C	Cruise Control	incl	0.00	1		Base Shelving Pkg (LR)	2,586.00	2,586.00
				0.00			Base Shelving Pkg (MR/HR)	3,254.00	0.00
				0.00			General Service Pkg (LR)	3,356.00	0.00
				0.00			General Service Pkg (MR/HR)	4,895.00	0.00
				0.00			Tag and Title	85.00	0.00

Base Vehicle	**47,418.00**
Total Chassis options	**4,046.00**
Total Body options	**3,666.00**
Delivery Charge	**0.00**
Metallic Paint	
Total Each	**55,130.00**
# Units for order	
Total for Order / PO	**55,130.00**

	PAINT COLORS	
	BY	School Bus Yellow
	PQ	Race Red
X	YZ	Oxford White
	UM	Agate Black Metallic $200
	FK	Diffused Silver Metallic $200
	J7	Magnetic Metallic $200
	AW	Kapoor Red Metallic $200
	N1	Blue Jeans Metallic $200
	UX	Ingot Silver Metallic $200
	W6	Green Gem Metallic $200

Delivery Region		
1 - 120.00		
2 - 120.00		
3 - 150.00		
4 - 110.00		
5 - 120.00		
6 - 120.00		
7 - 145.00		
8 - 170.00		
9 - 170.00		
10 - 220.00		
11 - 200.00		
12 - 280.00		

Agency	City of Stockbridge
Agency Contact	Jeff Greenway
Phone	678.833.3341
Address	4640 North Henry Blvd
	Stockbridge, Ga 30281

Roger A. Moore

17 April 2024

Georgia
Department of Administrative Services

Statewide Contract Information Sheet

Statewide Contract Number	99999-SPD-40199373	NIGP Code	See NIGP Tab
Name of Contract	Administrative Vehicles, Regular and Alternatively Fueled		
Effective Date	11-15-2013	Expiration Date	11-30-2024

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Supplier Contract Information			
Statewide Contract Number	99999-SPD-ES40199373-009S		
PeopleSoft Vendor Number	0000011786	Location Code	000001
Vendor Name & Address			
Wade Ford, Inc. 3860 S Cobb Dr Smyrna, GA 30080			
Contract Administrator			
Roger Moore Phone: 678-460-3881 Fax: 770-433-2412 Email: rmoore@wade.com			
Contact Details			
Ordering Information	Wade Ford Inc. 3860 S Cobb Drive Smyrna, GA 30080		
Remitting Information	Wade Ford Inc. 3860 S Cobb Drive Smyrna, GA 30080		
Delivery Days	Orders will be shipped within 120 days after receipt of Purchase Order		
Discounts	0%		
Payment Terms	Net 30 days		
Bid Offer includes	State and Local Governments		
Acceptable payment method	Purchase Orders, EFT		

:ontract Renewals/ Extensions/ Changes

i-1-2014 Contract amended to allow suppliers to sell any option in their inventory at dealer invoice cost or ıelow,plus 1°/o

:ontract Renewal #1: 12/01/2014-11/30/2015
:ontract Renewal #2: 12/01/2015-11/30/2016
:ontract Renewal #3: 12/01/2016-11/30/2017

:xtension 1: 12/01/2017 - 11/30/2018
:xtension 2: 12/01/2018 - 11/30/2019
:xtension 3: 12/01/2019 - 11/30/2020
:xtension 4: 12/01/2020 - 11/30/2021
:xtension 5: 12/01/2021 - 11/30/2022
:xtension 6: 12/01/2022 - 11/30/2023
:xtension 7: 12/01/2023 - 11/30/2024

Amendment #10: Contract amended to temporarily modify the vehicle ɔrdering process due to supply chain disruptions. See page below for details of the Request to Use Modified Vehicle Ordering Process.

NIGP CODES:

07104 --- Sedans
07201--- Class 1 Trucks (6,000 lb. GVWR or less. (F-150 F-250)
07202 --- Class II Trucks (6,001-10,000 lb. GVWR (F-350)
07180 --- SUV's, Crossover SUV's
07190 --- Vans, Cargo
07192 --- Vans, Passenger (Regular and Handicapped Equipped)

Detailed Pricing and Order Sheets "My Vehicle"

See Detailed Pricing Sheet (Ordering Instructions)

AWARD: Please refer to the Notice of Award Document.

Request to Utilize Modified Vehicle Ordering Process

Only for Use Administrative Vehicles Statewide Contract #99999-SPD-ES40199373

- Agency Buyers are required to utilize the mandatory statewide contract to purchase vehicles. Awarded suppliers within each vehicle class/category must be used to purchase the vehicle desired by the Agency.
- Suppliers in the awarded vehicle class/category have up to ten (10) business days to commit in writing their ability to fulfill orders received by Agency. If the awarded supplier cannot commit to fulfill orders received by the Agency Buyer within the ten (10) business day window, the Agency Buyer must receive written documentation that the order cannot be fulfilled.
- After the Agency has received documentation from the awarded supplier that the order cannot be fulfilled, the Agency can submit an *Authority To Utilize an Alternative SWC Supplier* request to Contract Management requesting the ability to submit orders to any of the other statewide contract vehicle suppliers who were not in the awarded vehicle class/ category to determine if they have available inventory.
- The request submitted to Contract Management from the Agency must be in writing and include:
  - Proof that the supplier in the awarded vehicle class/category was contacted and provided an opportunity to respond.
  - Documentation from the awarded supplier indicating it could not fulfill the order.
- If the request is approved by Contract Management, the Agency must then reach out to all the non-awarded statewide contract vehicle suppliers within the vehicle class/category to determine if they have available inventory to meet Agency needs. The non-awarded vehicle statewide contract suppliers can choose to respond to Agency request and offer to provide a vehicle at either the current awarded SWC price or provide their best available price. Agency will choose the best supplier based on pricing and time of delivery.

This process may be utilized by all Authorized Users provided its local laws, rules, and regulations allow.

Please Note: This process change is effective beginning July 11, 2022 and will remain in effect until the State Purchasing Division determines the change is no longer needed.

VEHICLE SPECIFICATIONS

nstructions for Finding Standard Equipment

Instructions for Ford Standard Equipment

1. Click on http://www.ford.com/
2. Select Vehicle Class
3. Select Vehicle
4. Select " Specs" from menu bar
5. Select "View all"

Instructions for Chevrolet Standard Equipment

1. Click on http://www.chevrolet.com/
2. Select Vehicle Class (ie. Car, Crossover SUV, SUV etc.)
3. Select Vehicle
4. Click "Learn More"
5. Click " Models & Specs"
6. Click "Standard and Optional Equipment"

Instructions for Kia Standard Equipment

1. Click on http://www.kia.com/us/en/#/home?series=soul&year=2014
2. Select "Vehicles" → "See all Vehicles"
3. Select Vehicle
4. Click " Features & Specs" in menu bar

Instructions for Mazda Standard Equipment

1. Click on http://www.mazdausa.com/MusaWeb/displayHomepage.action
2. Select " All Vehicles" from menu bar
3. Select Vehicle class
4. Select "Explore More"
5. Select "Specs" from menu bar

Instructions for Jeep Patriot Standard Equipment

1. Click on http://www.jeep.com/en/
2. Select " Vehicles" from the menu bar
3. Select "2014 Patriot"
4. Select "Specs" from the menu bar

STATE OF GEORGIA GENERAL SPECIFICATIONS
for
AUTOMOBILES, SPORT UTILITY VEHICLES AND LIGHT DUTY TRUCKS

NOTE: Requirements specified herein shall apply to all automobiles and station wagons purchased by the State of Georgia. This specification is not complete without specific requirements in the detail specifications. In the event of conflict between this specification and the detail specifications, the detail specification shall apply.

APPLICABLE DOCUMENTS: Reference to publications in the detail specifications shall apply to those issues in effect on the date of the invitation to bid, unless otherwise specified.

DESIGN: New models in current production, complete with all necessary operating components and accessories customarily furnished, together with such modifications as may be necessary to enable the vehicle to function reliably and efficiently in sustained operation. Design to permit accessibility for maintenance purposes with minimal disturbance of other components or assemblies. The term "heavy duty" as used to describe an item, shall be defined to mean in excess of the usual performance, quantity, quality or capacity that is normally supplied with the standard production item.

COMPONENTS, ASSEMBLIES AND ACCESSORIES: The vehicle shall have all of its components, assemblies and accessories installed and shall be delivered to the State meeting or exceeding all applicable requirements of the Environmental Protection Agency Regulations, Federal Motor Vehicle Safety Standards, Federal Motor Carrier Safety Regulations and Industry Specifications, Standards and Regulation that are in effect on the date of manufacture. NOTE: All Components, assemblies, and accessories shall be Factory Installed unless otherwise noted. All pick up trucks shall have fleetside type cargo boxes with step type bumpers. Standard size pick up trucks shall have a minimum of forty-nine (49) inches width between cargo box wheel housings. Bumpers may be factory or locally installed. In the event bumpers are locally installed they shall meet or exceed factory standards, particularly with regard to tongue weigh and tow weight.

STANDARD EQUIPMENT: The vehicle shall include all components, assemblies and accessories as offered by the vehicle manufacturer and referred to as "standard equipment or features".

EMISSION CONTROLS: All vehicles must be certified to the low emission vehicle (LEV), ultra-low emission vehicle (ULEV), or zero emission vehicle (ZEV) standards as defined by the United States Environmental Protection Agency in 40 CFR Part 88 Subpart A and qualify as a Clean Fueled Vehicle under Georgia Rules for Clean Fueled Fleets, Chapter 391-3-22.

NTERIOR & EXTERIOR SOUND LEVEL: Vehicles shall comply with Federal Interstate Noise Standards.

COOLING SYSTEMS: Liquid pressurized forced circulation type, consisting of the necessary components of such design and capacity to maintain the engine at optimum safe temperature under all operating conditions without any loss of coolant. Optimum engine temperatures shall be maintained with the vehicle loaded and continuously operating at all driveable altitudes and grades in ambient temperatures ranging from minus 30 to 120 degrees F. Thermostat controlled and suitable for operation with permanent type antifreeze solution. Easily accessible drain outlets shall be provided to allow complete cooling system drainage. Coolant recovery system to be furnished.

WHEELS: Manufacturers recommended size and capacity for the vehicle offered. Rim contours and sizes shall conform to the current recommendations of the Tire and Rim Association, Inc.

TIRES: All tires furnished shall be blackwall, tubeless type, steel belted radial, with standard highway tread design. Capacity to the maximum load imposed by the evenly and fully loaded vehicle. Conform to the Tire and Rim Association, Inc. Spare tire and wheel, factory installed, shall be furnished.

TOOLS: Jack and Lug Wrench, Factory Installed, for each vehicle.

EXHAUST SYSTEM: Manufacturer's heaviest duty system available for engine furnished. Corrosion resistant and securely fastened and routed to protect components from hazards. System shall comply with Federal Motor Vehicle Safety Regulations.

CONTROLS, INSTRUMENTS AND OPERATING MECHANISMS: Located for left hand drive complete and conveniently accessible to driver. Instruments and controls clearly identified as to function.

HEATER AND DEFROSTER: Hot water heating systems with fresh air intakes. Discharge outlets to floor and defroster louvers shall be provided. Systems shall be equipped with variable temperature control and multiple speed blowers.

EXTERIOR FINISHES: Standard production colors.

MATERIALS: New and of quality conforming to current engineering and manufacturing practice. No defects and suitable for the intended service.

SERVICE AND REPAIR: The State of Georgia shall expect the manufacturer to have adequate stocks of replacement parts available to service State vehicles and to make delivery within a reasonable time of all normal replacement parts to their dealers who may service State vehicles. The State further expects that warranty service and repairs as well as non warranty service and repairs will be handled without prejudice by local dealerships throughout the United States.

VARRANTY: Vehicles shall be fully warranted against defective materials and vorkmanship by the manufacturer for the period stated in the "Instructions to Bidders rom the date of delivery and acceptance. However, if additional warranty coverage or he whole or any components of the vehicle, in the form of time and/or mileage ncluding any prorata arrangements, is normally extended to commercial customers, he state shall receive corresponding warranty benefits.
RESPONSIBILITY FOR INSPECTION: Unless otherwise specified in the contract or urchase order, the supplier shall be responsible for the performance of all inspection nd test requirements necessary to ensure compliance with requirements of this and he applicable detail specifications. This action does not preclude subsequent nspection and testing by the State of Georgia to further determine conformance with pecification requirements for performance, quality standards of workmanship, naterial and construction techniques.

PRE-DELIVERY SERVICING AND ADJUSTMENT: The dealer shall not attach any dealer dentification, advertising or similar material to the vehicle. Prior to acceptance by the tate inspector, the dealer shall service and adjust each vehicle for operational use, to nclude as a minimum, the following:

ocusing of lights Tuning of
ngine Adjustment of
ccessories
hecking of electrical, braking and suspension systems. Charging
f battery
lignment of front end
nflation of tires
alancing of all wheels, including the spare
omplete servicing of engine, chassis and operating mechanisms with recommended rades of lubricants or fluids for the ambient air temperature at the point and time of elivery.
ervicing of cooling system with permanent type antifreeze and summer coolant for inus 20 degrees F. protection.
ervicing of windshield washer reservoir with water and appropriate additives. A inimum of 1/4 tank of fuel.
OCUMENTS: Each vehicle shall be delivered with complete certification of origin, tag pplication, warranty, owner's manual and any other necessary credentials.
PECIAL CONTRACT TERMS AND CONDITIONS

. CONTRACT PERIOD
he initial contract performance period is from date of award for a period of (2) model ears (2009 and 2010). The Department has the option to renew the contract up to wo (2) additional consecutive one (1) model year periods under the same terms and onditions with mutual consent from the vendor. Renewals for lease purchase greements will occur annually and will be subject to appropriations and terms of the ttached contract.

. SPECIFICATIONS AND TECHNICAL SUPPORT

warded vendors will provide commercial bumper to bumper warranty for 36 months r 36,000 miles. Commercial power train warranty will be 5 years or 60,000 miles and ust through warranty shall cover 72 months or 100,000 miles. All other commercial varranties will apply.

I. INSURANCE AND BONDING

1. Offeror is required to maintain the following insurance coverage's during the term of the contract:

Vorkers Compensation Insurance (Occurrence) in the amounts of the statutory limits stablished by the General Assembly of the State of Georgia (A self-insurer must ubmit a certificate from the Georgia Board of Workers Compensation stating that the warded Offeror(s) qualifies to pay its own workers compensation claims.) In ddition, the Offeror shall require all subcontractors occupying the premises or erforming work under the contract to obtain an insurance certificate showing proof f Workers Compensation Coverage with the following minimum coverage's:

odily injury by accident--per employee $100,000;
odily injury by disease--per employee $100,000; Policy
imits $500,000.

ommercial General Liability Policy per occurrence $1,000,000.

usiness Auto Policy to include but not be limited to liability coverage on any owned, on-owned and hired vehicle used by the Offeror or Offeror's personnel in the erformance of this contract. The Business Automobile Policy shall have a per ccurrence limit of $1,000,000.

. The foregoing policies shall contain a provision that coverage afforded under the olicies will not be canceled, or not renewed or allowed to lapse for any reason until a east thirty (30) days prior written notice has been given to the State Entity. ertificates of Insurance showing such coverage to be in force shall be filed with the tate Entity prior to commencement of any work under the contract. The foregoing olicies shall be obtained from insurance companies licensed to do business in Georgi nd shall be with companies acceptable to the State Entity, which must have a inimum AM Best rating of A-.All such coverage shall remain in full force and effect luring the term and any renewal or extension thereof.

I. PRICES

1. Optional Equipment Bidders must provide a price for optional equipment for each vehicle bid. These prices shall be at dealer's cost and will remain firm during the life of the contract. All optional equipment shall be factory installed unless otherwise noted.

. FOB - Regional Delivery

Bidders must provide a fixed rate for delivery to Facilities and/or State Agencies within each region. Exceptions to this requirement will not be considered and will result in disqualification of bid.

ORDERS

Within five (5) days after the awarded vendor receives an order from a State Agency and the order has been placed with the manufacturer, the awarded vendor shall by fax or certified letter notify the agency with the date and time along with al other pertinent information confirming that the order has been placed.

State invoices will have the purchase order referenced.

VEHICLE EQUIPMENT DATA SHEET

This document shall be submitted with bid for every type of vehicle bidding on. Failure o provide information as required will result in rejection of the bid line item.

EMISSION CONTROL

Throughout model years of production during the term of this contract, all vehicles provided under this contract must be certified to the low emission vehicle (LEV), ultra-ow emission vehicle (ULEV), or super ultra-low emission vehicle (SULEV); not California Phase II gasoline, and zero emission vehicle (ZEV) emission standards as lefined by the United States Environmental Protection Agency. For additional nformation see the attached State of Georgia General Specifications titled Automobiles and Station Wagons.

PURCHASE ORDER APPROVALS

Purchase orders and lease agreements for motor vehicles submitted by any state of Georgia Executive branch agency require prior approval by the Department of Administrative Services (DOAS) Office of Fleet Management (OFM) before the purchase order or lease may be accepted by a vendor. Approval is indicated by an "APPROVED" datestamp and signature from DOAS OFM. Vehicle purchases or leases from statewide contracts by county and municipal government agencies, and by the State of Georgia Judicial Branch do not require this approval. Questions concerning validity of purchase orders or lease agreements received without a date-stamp indicating approval should be referred to the DOAS, OFM.

DOAS CONTRACT INFORMATION
Name: Emily Harris
Contract Management Specialist
Phone: 470-668-2663
Email: emily.harris@doas.ga.gov

Procurement HelpDesk
Telephone-: 404-657-6000
Email:procurementhelp@doas.ga.gov

State of Georgia
Statewide Standard Contract Form

Solicitation Title	Solicitation Number	Contract Number
Administrative Vehicles (Regular and Alternatively Fueled)	99999-SPD00000119	99999-SPD-ES40199373-009S

1. This Contract is entered into between the Agency and the Contractor named below:

Agency's Name
Department of Administrative Services (hereafter called Agency)

Contractor's Name
Wade Ford Inc. (hereafter called Contractor)

2. Contract to Begin:	Date of Completion:	Renewals:
8-14-2015	11/30/2016	2

3. Performance Bond, if any:	Other Bonds, if any:
N/A	None

4. Authorized Person to Receive Contract Notices for Agency:	Authorized Person to Receive Contract Notices for Contractor:
Billy Gilbert, 404-657-4277 Associate Category Manager, Goods	Jack Eastland 678-385-3452 Government Sales

5. The parties agree to comply with the terms and conditions of the following attachments which are by this reference made a part of the Statewide Contract:

Attachment 1: Statewide Contract for Goods and Ancillary Services
Attachment 2: Solicitation (referenced above)
Attachment 3: Contractor's Final Response

IN WITNESS WHEREOF, this Contract has been executed by the parties hereto.

6. **Wade Ford Inc.**

Contractor's Name (If other than an individual, state whether a corporation, partnership, etc.)

By (Authorized Signature) — Date Signed: August 11, 2015

Jack Eastland
Printed Name and Title of Person Signing

3850 South Cobb Drive
Address

Smyrna, Georgia 30080

7. **Agency**

Agency Name
Department of Administrative Services
State Purchasing Division

By (Authorized Signature) — Date Signed: 8/14/2015

Printed Name and Title of Person Signing:
BILLY R. GILBERT, ASSOCIATE CATEGORY MANAGER

Address
200 Piedmont Ave S.E.
Ste 1305, West Tower.
Atlanta, GA 30334

STATE OF GEORGIA
STATEWIDE CONTRACT
Attachment 1
Contract Terms and Conditions for Goods and Ancillary Services

A. DEFINITIONS AND GENERAL INFORMATION

1. **Definitions.** The following words shall be defined as set forth below:

   (i) **"Agency"** means the Department of Administrative Services of the State of Georgia.

   (ii) **"Awarded Item Schedule"** means the summarizing document, if any, listing the goods and services as awarded and may also denote the Contractor providing such goods and services.

   (iii) **"Contract"** or **"Statewide Contract"** means the agreement between the Agency and the Contractor as defined by the Statewide Contract Form and its incorporated documents.

   (iv) **"Contractor"** means the provider(s) of the goods and services under the Statewide Contract.

   (v) **"Purchase Instrument"** means the documentation issued by the Agency or User Agencies to the Contractor for a purchase of goods and services in accordance with the terms and conditions of the Statewide Contract. The Purchase Instrument should reference the Statewide Contract and may include an identification of the items to be purchased, the delivery date and location, the address where the Contractor should submit the invoices, and any other requirements deemed necessary by the Agency or User Agencies.

   (vi) **"Response", "Contractor's Response" or "Final Response"** means the Contractor's submitted response to the RFX, including any modifications or clarifications accepted by the Agency.

   (vii) **"RFX"** means the Request for Proposal, Request for Bid, or other solicitation document (and any amendments or addenda thereto) specifically identified in the Statewide Contract Form that was issued to solicit the goods and/or services that are subject to the Statewide Contract.

   (viii) **"State"** means the State of Georgia, the Agency, User Agencies, and any other authorized state entities issuing Purchase Instruments against the Statewide Contract.

   (ix) **"Statewide Contract Form"** means the document that contains basic information about the Statewide Contract and incorporates by reference the applicable Contract Terms and Conditions, the RFX, Contractor's Response to the RFX, the final pricing documentation for goods and services and any mutually agreed clarifications, modifications, additions and deletions resulting from final contract negotiations. No objection or amendment by a Contractor to the RFX requirements or the Statewide Contract shall be incorporated by reference into this Statewide Contract unless the Agency has accepted the Contractor's objection or amendment in writing. The Statewide Contract Form is defined separately and referred to separately throughout the Statewide Contract Terms and Conditions as a means of identifying the location of certain information. For example, the initial term of the Statewide Contract is defined by the dates in the Statewide Contract Form.

(x) **"User Agency"** or **"User Agencies"** means any offices, agencies, departments, boards, bureaus, commissions, institutions, or other entities of the State of Georgia entitled to or required to make purchases from this Statewide Contract.

2. **Certified Source of Goods and Services.** Pursuant to Section 50-5-57 of the Official Code of Georgia Annotated (O.C.G.A.), the Agency hereby certifies the Contractor as a source of supply to the User Agencies of the goods and services identified in this Statewide Contract. Orders shall be placed individually and from time to time by the User Agencies. The execution of this Statewide Contract only establishes the Contractor as an authorized source of supply by the Agency and creates no financial obligation on the part of the Agency.

3. **Priority of Contract Provisions.** Any pre-printed contract terms and conditions included on Contractor's forms or invoices shall be null and void.

4. **Reporting Requirements.** Contractor shall provide all reports required by the RFX. In addition, unless otherwise provided in the RFX, Contractor shall keep a record of the purchases made pursuant to the Statewide Contract and shall submit a quarterly written report to the Agency.

B. DURATION OF CONTRACT

1. **Contract Term.** The Statewide Contract shall begin and end on the dates specified in the Statewide Contract Form unless terminated earlier in accordance with the applicable terms and conditions. Pursuant to O.C.G.A. Section 50-5-64, this Statewide Contract shall not be deemed to create a debt of the State for the payment of any sum beyond the fiscal year of execution or, in the event of a renewal, beyond the fiscal year of such renewal.

2. **Contract Renewal.** The Agency shall have the option, in its sole discretion, to renew the Statewide Contract for additional terms on a year-to-year basis by giving the Contractor written notice of the renewal decision at least sixty (60) days prior to the expiration of the initial term or renewal term. Renewal will depend upon the best interests of the State, funding, and Contractor's performance. Renewal will be accomplished through the issuance of a Notice of Award Amendment. Upon the Agency's election, in its sole discretion, to renew any part of this Statewide Contract, Contractor shall remain obligated to perform in strict accordance with this Statewide Contract unless otherwise agreed by the Agency and the Contractor.

3. **Contract Extension.** In the event that this Statewide Contract shall terminate or be likely to terminate prior to the making of an award for a new contract for the identified goods and services, the Agency may, with the written consent of Contractor, extend this Statewide Contract for such period as may be necessary to afford the State a continuous supply of the identified goods and services.

C. DESCRIPTION OF GOODS AND SERVICES

1. **Specifications in Bidding Documents.** The Contractor shall provide all goods, services, and other deliverables in compliance with the specifications contained in the RFX and the terms of the Statewide Contract, plus those equipment, services and deliverables as may additionally be described in the Response.

2. **Product Shipment and Delivery.** All products shall be shipped F.O.B. destination. Destination shall be the location(s) specified in the RFX or any provided Purchase Instrument. All items shall be at the Contractor's risk until they have been delivered and accepted by the receiving entity. All items shall be subject to inspection on delivery. Hidden damage will

remain the responsibility of the Contractor to remedy without cost to the User Agencies, regardless of when the hidden damage is discovered.

3. **Non-Exclusive Rights.** The Statewide Contract is not exclusive. The Agency reserves the right to select other contractors to provide goods and services similar to goods and services described in the Statewide Contract during the term of the Statewide Contract. User Agencies may obtain similar goods and services from other contractors upon prior approval of the Agency, which approval shall be made at the sole discretion of the Agency when it is deemed to be in the best interests of the State, and shall be conclusive.

4. **No Minimums Guaranteed.** The Statewide Contract does not guarantee any minimum level of purchases.

D. COMPENSATION

1. **Pricing and Payment.** The Contractor will be paid for the goods and services sold pursuant to the Statewide Contract in accordance with the RFX and final pricing documents as incorporated into the Statewide Contract Form and the terms of the Statewide Contract. Unless clearly stated otherwise in the Statewide Contract, all prices are firm and fixed and are not subject to variation. Prices include, but are not limited to freight, insurance, fuel surcharges and customs duties. User Agencies are solely and individually financially responsible for their respective purchases.

   1.1. Price Adjustments: Awarded Offeror(s) price list must remain firm for model years:2013 and 2014. Price increase requests will be reviewed on an annual basis after the twelfth (12) month at contract renewal. If renewal options are exercised, the below mentioned price increase methodology will be used to determine any price adjustments. Increase(s) will not exceed the average percentage increase as shown for the previous twelve (12) month period for two US Department of Labor Producer Price Index (PPI) series ID Numbers: 336110 Automobile and Light Truck Manufacturing and 441110 New Car Dealers. Temporary data will not be used in the evaluation. In the event the increase request exceeds the increase amount allowed by the PPI, supplier(s) must provide strong justification and invoices from the manufacturer to substantiate. The State must be notified at least sixty (60) days in advance prior to any price change, and the Awarded Offeror(s) must have the State's approval before such change may be implemented. If renewal options are exercised, the above mentioned price increase methodology will be used to determine price adjustments.

2. **Billings.** If applicable, and unless the RFX provides otherwise, the Contractor shall submit, on a regular basis, an invoice for goods and services supplied to the User Agencies under the Statewide Contract at the billing address specified in the Purchase Instrument or Statewide Contract. The invoice shall comply with all applicable rules concerning payment of such claims. User Agencies shall pay all approved invoices in arrears and in accordance with applicable provisions of State law.

   Unless otherwise agreed in writing by the Agency and the Contractor, the Contractor shall not be entitled to receive any other payment or compensation from the User Agencies for any goods or services provided by or on behalf of the Contractor under the Statewide Contract. The Contractor shall be solely responsible for paying all costs, expenses and charges it incurs in connection with its performance under the Statewide Contract.

3. **Delay of Payment Due to Contractor's Failure.** If the User Agencies in good faith determine that the Contractor has failed to perform or deliver any service or product as required by the Statewide Contract, the Contractor shall not be entitled to any compensation under the

Statewide Contract until such service or product is performed or delivered. In this event, the User Agencies may withhold that portion of the Contractor's compensation which represents payment for services or products that were not performed or delivered. To the extent that the Contractor's failure to perform or deliver in a timely manner causes the User Agencies to incur costs, the User Agencies may deduct the amount of such incurred costs from any amounts payable to Contractor. The User Agencies' authority to deduct such incurred costs shall not in any way affect the Agency's sole authority to terminate the Statewide Contract.

4. **Set-Off Against Sums Owed by the Contractor.** In the event that the Contractor owes the User Agency any sum or the User Agency must obtain substitute performance, the User Agency may set off the sum owed against any sum owed by the User Agency to the Contractor.

E. TERMINATION

1. **Immediate Termination.** Pursuant to O.C.G.A. Section 50-5-64, any purchase made pursuant to this Statewide Contract will terminate immediately and absolutely if the User Agency determines that adequate funds are not appropriated or granted or funds are de-appropriated such that the User Agency cannot fulfill its obligations under the Statewide Contract, which determination is at the User Agency's sole discretion and shall be conclusive. Further, the Agency may terminate the Statewide Contract for any one or more of the following reasons effective immediately without advance notice:

   (i) In the event the Contractor is required to be certified or licensed as a condition precedent to providing goods and services, the revocation or loss of such license or certification may result in immediate termination of the Statewide Contract effective as of the date on which the license or certification is no longer in effect;

   (ii) The Agency determines that the actions, or failure to act, of the Contractor, its agents, employees or subcontractors have caused, or reasonably could cause, life, health or safety to be jeopardized;

   (iii) The Contractor fails to comply with confidentiality laws or provisions; and/or

   (iv) The Contractor furnished any statement, representation or certification in connection with the Statewide Contract or the bidding process which is materially false, deceptive, incorrect or incomplete.

2. **Termination for Cause.** The occurrence of any one or more of the following events shall constitute cause for the Agency to declare the Contractor in default of its obligations under the Statewide Contract:

   (i) The Contractor fails to deliver or has delivered nonconforming goods or services or fails to perform, to the Agency's satisfaction, any material requirement of the Statewide Contract or is in violation of a material provision of the Statewide Contract, including, but without limitation, the express warranties made by the Contractor;

   (ii) The Agency determines that satisfactory performance of the Statewide Contract is substantially endangered or that a default is likely to occur;

   (iii) The Contractor fails to make substantial and timely progress toward performance of the Statewide Contract;

(iv) The Contractor becomes subject to any bankruptcy or insolvency proceeding under federal or state law to the extent allowed by applicable federal or state law including bankruptcy laws; the Contractor terminates or suspends its business; or the Agency reasonably believes that the Contractor has become insolvent or unable to pay its obligations as they accrue consistent with applicable federal or state law;

(v) The Contractor has failed to comply with applicable federal, state and local laws, rules, ordinances, regulations and orders when performing within the scope of the Statewide Contract;

(vi) The Contractor has engaged in conduct that has or may expose the Agency or the State to liability, as determined in the Agency's sole discretion; or

(vii) The Contractor has infringed any patent, trademark, copyright, trade dress or any other intellectual property rights of the Agency, the State, or a third party.

3. **Notice of Default.** If there is a default event caused by the Contractor, the Agency shall provide written notice to the Contractor requesting that the breach or noncompliance be remedied within the period of time specified in the Agency's written notice to the Contractor. If the breach or noncompliance is not remedied within the period of time specified in the written notice, the Agency may:

(i) Immediately terminate the Statewide Contract without additional written notice; and/or

(ii) Procure substitute goods or services from another source and charge the difference between the Statewide Contract and the substitute contract to the defaulting Contractor; and/or,

(iii) Enforce the terms and conditions of the Statewide Contract and seek any legal or equitable remedies.

4. **Termination Upon Notice.** Following thirty (30) days' written notice, the Agency may terminate the Statewide Contract in whole or in part without the payment of any penalty or incurring any further obligation to the Contractor. Following termination upon notice, the Contractor shall be entitled to compensation from the User Agency, upon submission of invoices and proper proof of claim, for goods and services provided under the Statewide Contract to the User Agencies up to and including the date of termination.

5. **Termination Due to Change in Law.** The Agency shall have the right to terminate this Statewide Contract without penalty by giving thirty (30) days' written notice to the Contractor as a result of any of the following:

(i) The Agency's authorization to operate is withdrawn or there is a material alteration in the programs administered by the Agency; and/or

(ii) The Agency's duties are substantially modified.

6. **Payment Limitation in Event of Termination.** In the event of termination of the Statewide Contract for any reason by the Agency, the User Agencies shall pay only those amounts, if any, due and owing to the Contractor for goods and services actually rendered up to the date specified in the notice of termination for which the User Agencies are obligated to pay pursuant to the Statewide Contract or Purchase Instrument. Payment will be made only upon submission of invoices and proper proof of the Contractor's claim. This provision in no way limits the remedies available to the State under the Statewide Contract in the event of

termination. The State shall not be liable for any costs incurred by the Contractor in its performance of the Statewide Contract, including, but not limited to, startup costs, overhead or other costs associated with the performance of the Statewide Contract.

7. **The Contractor's Termination Duties.** Upon receipt of notice of termination or upon request of the Agency, the Contractor shall:

   (i) Cease work under the Statewide Contract and take all necessary or appropriate steps to limit disbursements and minimize costs, and furnish a report within thirty (30) days of the date of notice of termination, describing the status of all work under the Statewide Contract, including, without limitation, results accomplished, conclusions resulting therefrom, and any other matters the Agency may require;

   (ii) Immediately cease using and return to the State, any personal property or materials, whether tangible or intangible, provided by the State to the Contractor;

   (iii) Comply with the State's instructions for the timely transfer of any active files and work product produced by the Contractor under the Statewide Contract;

   (iv) Cooperate in good faith with the Agency, the User Agencies, and their employees, agents and contractors during the transition period between the notification of termination and the substitution of any replacement contractor; and

   (v) Immediately return to the User Agencies any payments made by the User Agencies for goods and services that were not delivered or rendered by the Contractor.

F. CONFIDENTIAL INFORMATION

1. **Access to Confidential Data.** The Contractor's employees, agents and subcontractors may have access to confidential data maintained by the State to the extent necessary to carry out the Contractor's responsibilities under the Statewide Contract. The Contractor shall presume that all information received pursuant to the Statewide Contract is confidential unless otherwise designated by the State. If it is reasonably likely the Contractor will have access to the State's confidential information, then:

   (i) The Contractor shall provide to the State a written description of the Contractor's policies and procedures to safeguard confidential information;

   (ii) Policies of confidentiality shall address, as appropriate, information conveyed in verbal, written, and electronic formats;

   (iii) The Contractor must designate one individual who shall remain the responsible authority in charge of all data collected, used, or disseminated by the Contractor in connection with the performance of the Statewide Contract; and

   (iv) The Contractor shall provide adequate supervision and training to its agents, employees and subcontractors to ensure compliance with the terms of the Statewide Contract.

   The private or confidential data shall remain the property of the State at all times. Some services performed for the Agency and/or User Agencies may require the Contractor to sign a nondisclosure agreement. Contractor understands and agrees that refusal or failure to sign such a nondisclosure agreement, if required, may result in termination of the Statewide Contract.

2. **No Dissemination of Confidential Data.** No confidential data collected, maintained, or used in the course of performance of the Statewide Contract shall be disseminated except as authorized by law and with the written consent of the State, either during the period of the Statewide Contract or thereafter. Any data supplied to or created by the Contractor shall be considered the property of the State. The Contractor must return any and all data collected, maintained, created or used in the course of the performance of the Statewide Contract, in whatever form it is maintained, promptly at the request of the State.

3. **Subpoena.** In the event that a subpoena or other legal process is served upon the Contractor for records containing confidential information, the Contractor shall promptly notify the State and cooperate with the State in any lawful effort to protect the confidential information.

4. **Reporting of Unauthorized Disclosure.** The Contractor shall immediately report to the State any unauthorized disclosure of confidential information.

5. **Survives Termination.** The Contractor's confidentiality obligation under the Statewide Contract shall survive termination of the Statewide Contract.

G. INDEMNIFICATION

1. **Contractor's Indemnification Obligation.** The Contractor agrees to indemnify and hold harmless the State and State officers, employees, agents, and volunteers (collectively, "Indemnified Parties") from any and all costs, expenses, losses, claims, damages, liabilities, settlements and judgments, including reasonable value of the time spent by the Attorney General's Office, related to or arising from:

   (i) Any breach of the Statewide Contract;

   (ii) Any negligent, intentional or wrongful act or omission of the Contractor or any employee, agent or subcontractor utilized or employed by the Contractor;

   (iii) Any failure of goods to comply with applicable specifications, warranties, and certifications under the Statewide Contract;

   (iv) The negligence or fault of the Contractor in design, testing, development, manufacture, or otherwise with respect to the goods or any parts thereof provided under the Statewide Contract;

   (v) Claims, demands, or lawsuits that, with respect to the goods or any parts thereof, allege product liability, strict product liability, or any variation thereof;

   (vi) The Contractor's performance or attempted performance of the Statewide Contract, including any employee, agent or subcontractor utilized or employed by the Contractor;

   (vii) Any failure by the Contractor to comply with the "Compliance with the Law" provision of the Statewide Contract;

   (viii) Any failure by the Contractor to make all reports, payments and withholdings required by federal and state law with respect to social security, employee income and other taxes, fees or costs required by the Contractor to conduct business in the State of Georgia or the United States;

(ix) Any infringement of any copyright, trademark, patent, trade dress, or other intellectual property right; or

(x) Any failure by the Contractor to adhere to the confidentiality provisions of the Statewide Contract.

2. **Duty to Reimburse State Tort Claims Fund.** To the extent such damage or loss as covered by this indemnification is covered by the State of Georgia Tort Claims Fund ("the Fund"), the Contractor (and its insurers) agrees to reimburse the Fund. To the full extent permitted by the Constitution and the laws of the State and the terms of the Fund, the Contractor and its insurers waive any right of subrogation against the State, the Indemnified Parties, and the Fund and insurers participating thereunder, to the full extent of this indemnification.

3. **Litigation and Settlements.** The Contractor shall, at its own expense, be entitled to and shall have the duty to participate in the defense of any suit against the Indemnified Parties. No settlement or compromise of any claim, loss or damage entered into by the Indemnified Parties shall be binding upon Contractor unless approved in writing by Contractor. No settlement or compromise of any claim, loss or damage entered into by Contractor shall be binding upon the Indemnified Parties unless approved in writing by the Indemnified Parties.

4. **Patent/Copyright Infringement Indemnification.** Contractor shall, at its own expense, be entitled to and shall have the duty to participate in the defense of any suit instituted against the State and indemnify the State against any award of damages and costs made against the State by a final judgment of a court of last resort in such suit insofar as the same is based on any claim that any of the software constitutes an infringement of any United States Letters Patent or copyright, provided the State gives the Contractor immediate notice in writing of the institution of such suit, permits Contractor to fully participate in the defense of the same, and gives Contractor all available information, assistance and authority to enable Contractor to do so. Subject to approval of the Attorney General of the State of Georgia, the Agency shall tender defense of any such action to Contractor upon request by Contractor. Contractor shall not be liable for any award of judgment against the State reached by compromise or settlement unless Contractor accepts the compromise or settlement. Contractor shall have the right to enter into negotiations for and the right to effect settlement or compromise of any such action, but no such settlement shall be binding upon the State unless approved by the State.

   In case any of the software is in any suit held to constitute infringement and its use is enjoined, Contractor shall, at its option and expense:

   (i) Procure for the State the right to continue using the software;

   (ii) Replace or modify the same so that it becomes non-infringing; or

   (iii) Remove the same and cancel any future charges pertaining thereto.

   Contractor, however, shall have no liability to the State if any such patent, or copyright infringement or claim thereof is based upon or arises out of:

   (i) Compliance with designs, plans or specifications furnished by or on behalf of the Agency as to the software;

   (ii) Use of the software in combination with apparatus or devices not supplied by Contractor;

(iii) Use of the software in a manner for which the same was neither designed nor contemplated; or

(iv) The claimed infringement of any patent or copyright in which the Agency or any affiliate or subsidiary of the Agency has any direct interest by license or otherwise.

5. **Survives Termination.** The indemnification obligation of the Contractor shall survive termination of the Statewide Contract.

H. INSURANCE

Contractor shall provide all insurance as required by the RFX.

I. BONDS

The Contractor shall provide all required bonds in accordance with the terms of the RFX and as stated in the Statewide Contract Form.

J. WARRANTIES

1. **Construction of Warranties Expressed in the Contract with Warranties Implied by Law.** All warranties made by the Contractor and/or subcontractors in all provisions of the Statewide Contract and the Contractor's Response, whether or not the Statewide Contract specifically denominates the Contractor's and/or subcontractors' promise as a warranty or whether the warranty is created only by the Contractor's affirmation or promise, or is created by a description of the materials, goods and services to be provided, or by provision of samples to the State shall not be construed as limiting or negating any warranty provided by law, including without limitation, warranties which arise through course of dealing or usage of trade, the warranty of merchantability, and the warranty of fitness for a particular purpose. The warranties expressed in the Statewide Contract are intended to modify the warranties implied by law only to the extent that they expand the warranties applicable to the goods and services provided by the Contractor. The provisions of this section apply during the term of the Statewide Contract and any extensions or renewals thereof.

2. **Warranty – Nonconforming Goods.** All goods delivered by Contractor to the User Agencies shall be free from any defects in design, material, or workmanship. If any goods offered by the Contractor are found to be defective in material or workmanship, or do not conform to Contractor's warranty, the User Agencies shall have the option of returning, repairing, or replacing the defective goods at Contractor's expense. Payment for goods shall not constitute acceptance. Acceptance by the User Agencies shall not relieve the Contractor of its warranty or any other obligation under the Statewide Contract.

3. **Compliance with Federal Safety Acts.** Contractor warrants and guarantees to the State that the goods provided under the Statewide Contract are in compliance with Sections 5 and 12 of the Federal Trade Commission Act; the Fair Packaging and Labeling Act; the Federal Food, Drug, and Cosmetic Act; the Consumer Product Safety Act; the Federal Environmental Pesticide Control Act; the Federal Hazardous Substances Act; the Fair Labor Standards Act; the Wool Products Labeling Act; the Flammable Fabrics Act; the Occupational Safety and Health Act; the Office of Management and Budget A-110 Appendix A; and the Anti-Kickback Act of 1986.

4. **Originality and Title to Concepts, Materials, and Goods Produced.** Contractor represents and warrants that all the concepts, materials, goods and services produced, or provided to the State pursuant to the terms of the Statewide Contract shall be wholly original with the

Contractor or that the Contractor has secured all applicable interests, rights, licenses, permits or other intellectual property rights in such concepts, materials and works. The Contractor represents and warrants that the concepts, materials, goods and services and the State's use of same and the exercise by the State of the rights granted by the Statewide Contract shall not infringe upon any other work, other than material provided by the Statewide Contract to the Contractor to be used as a basis for such materials, or violate the rights of publicity or privacy of, or constitute a libel or slander against, any person, firm or corporation and that the concepts, materials and works will not infringe upon the copyright, trademark, trade name, trade dress patent, literary, dramatic, statutory, common law or any other rights of any person, firm or corporation or other entity. The Contractor represents and warrants that it is the owner of or otherwise has the right to use and distribute the goods and services contemplated by the Statewide Contract.

5. **Conformity with Contractual Requirements.** The Contractor represents and warrants that the goods and services provided in accordance with the Statewide Contract will appear and operate in conformance with the terms and conditions of the Statewide Contract.

6. **Authority to Enter into Contract.** The Contractor represents and warrants that it has full authority to enter into the Statewide Contract and that it has not granted and will not grant any right or interest to any person or entity that might derogate, encumber or interfere with the rights granted to the State.

7. **Obligations Owed to Third Parties.** The Contractor represents and warrants that all obligations owed to third parties with respect to the activities contemplated to be undertaken by the Contractor pursuant to the Statewide Contract are or will be fully satisfied by the Contractor so that the State will not have any obligations with respect thereto.

8. **Title to Property.** The Contractor represents and warrants that title to any property assigned, conveyed or licensed to the State is good and that transfer of title or license to the State is rightful and that all property shall be delivered free of any security interest or other lien or encumbrance. Title to any supplies, materials, or equipment shall remain in the Contractor until fully paid for by the User Agencies.

9. **Industry Standards.** The Contractor represents and expressly warrants that all aspects of the goods and services provided or used by it shall at a minimum conform to the standards in the Contractor's industry. This requirement shall be in addition to any express warranties, representations, and specifications included in the Statewide Contract, which shall take precedence.

10. **Contractor's Personnel and Staffing.** Contractor warrants that all persons assigned to perform services under this Statewide Contract are either lawful employees of Contractor or lawful employees of a Subcontractor authorized by the Agency as specified in the RFX. All persons assigned to perform services under this Statewide Contract shall be qualified to perform such services. Personnel assigned by Contractor shall have all professional licenses required to perform the services.

11. **Use of State Vehicles.** Contractor warrants that no State vehicles will be used by Contractor for the performance of services under this Statewide Contract. Contractor shall be responsible for providing transportation necessary to perform all services.

K. PRODUCT RECALL

In the event that any of the goods are found by the Contractor, the State, any governmental agency, or court having jurisdiction to contain a defect, serious quality or performance deficiency, or not to be in compliance with any standard or requirement so as to require or make advisable that such goods be reworked or recalled, the Contractor will promptly communicate all relevant facts to the Agency and undertake all corrective actions, including those required to meet all obligations imposed by laws, regulations, or orders, and shall file all necessary papers, corrective action programs, and other related documents, provided that nothing contained in this section shall preclude the Agency from taking such action as may be required of it under any such law or regulation. The Contractor shall perform all necessary repairs or modifications at its sole expense except to any extent that the Contractor and the State shall agree to the performance of such repairs by the State upon mutually acceptable terms.

L. CONTRACT ADMINISTRATION

1. **Order of Preference.** In the case of any inconsistency or conflict among the specific provisions of the Statewide Contract Terms and Conditions (including any amendments accepted by both the Agency and the Contractor attached hereto and the Awarded Item Schedule, if any), the RFX (including any subsequent addenda and written responses to bidders' questions), and the Contractor's Response, any inconsistency or conflict shall be resolved as follows:

   (i) First, by giving preference to the Statewide Contract Terms and Conditions.

   (ii) Second, by giving preference to the specific provisions of the RFX.

   (iii) Third, by giving preference to the specific provisions of the Contractor's Response, except that objections or amendments by a Contractor that have not been explicitly accepted by the Agency in writing shall not be included in this Statewide Contract and shall be given no weight or consideration.

2. **Intent of References to Bid Documents.** The references to the parties' obligations, which are contained in this document, are intended to supplement or clarify the obligations as stated in the RFX and the Contractor's Response. The failure of the parties to make reference to the terms of the RFX or the Contractor's Response in this document shall not be construed as creating a conflict and will not relieve the Contractor of the contractual obligations imposed by the terms of the RFX and the Contractor's Response. The contractual obligations of the Agency cannot be implied from the Contractor's Response.

3. **Compliance with the Law.** The Contractor, its employees, agents, and subcontractors shall comply with all applicable federal, state, and local laws, rules, ordinances, regulations and orders now or hereafter in effect when performing under the Statewide Contract, including without limitation, all laws applicable to the prevention of discrimination in employment and the use of targeted small businesses as subcontractors or contractors. The Contractor, its employees, agents and subcontractors shall also comply with all federal, state and local laws regarding business permits and licenses that may be required to carry out the work performed under the Statewide Contract. Contractor and Contractor's personnel shall also comply with all State, Agency, and User Agency policies and standards in effect during the performance of the Statewide Contract, including but not limited to the Agency and User Agencies' policies and standards relating to personnel conduct, security, safety, confidentiality, and ethics. Further, the provisions of O.C.G.A. Section 45-10-20 et seq. have not and must not be violated under the terms of this Statewide Contract.

4. **Drug-free Workplace.** The Contractor hereby certifies as follows:

(i) Contractor will not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of this Statewide Contract; and

(ii) If Contractor has more than one employee, including Contractor, Contractor shall provide for such employee(s) a drug-free workplace, in accordance with the Georgia Drug-free Workplace Act as provided in O.C.G.A. Section 50-24-1 et seq., throughout the duration of this Statewide Contract; and

(iii) Contractor will secure from any subcontractor hired to work on any job assigned under this Statewide Contract the following written certification: "As part of the subcontracting agreement with (Contractor's Name), (Subcontractor's Name) certifies to the contractor that a drug-free workplace will be provided for the subcontractor's employees during the performance of this Contract pursuant to paragraph 7 of subsection (b) of Code Section 50-24-3."

Contractor may be suspended, terminated, or debarred if it is determined that:

(i) Contractor has made false certification here in above; or

(ii) Contractor has violated such certification by failure to carry out the requirements of O.C.G.A. Section 50-24-3(b).

5. **Amendments.** The Statewide Contract may be amended in writing from time to time by mutual consent of the parties and upon approval by the Agency. All amendments to the Statewide Contract must be in writing and fully executed by duly authorized representatives of the Agency and the Contractor.

6. **Third Party Beneficiaries.** There are no third-party beneficiaries to the Statewide Contract. The Statewide Contract is intended only to benefit the State and the Contractor.

7. **Choice of Law and Forum.** The laws of the State of Georgia shall govern and determine all matters arising out of or in connection with this Statewide Contract without regard to the choice of law provisions of State law. In the event any proceeding of a quasi-judicial or judicial nature is commenced in connection with this Statewide Contract, such proceeding shall solely be brought in a court or other forum of competent jurisdiction within Fulton County, Georgia. This provision shall not be construed as waiving any immunity to suit or liability, including without limitation sovereign immunity, which may be available to the State.

8. **Parties' Duty to Provide Notice of Intent to Litigate and Right to Demand Mediation.** In addition to any dispute resolution procedures otherwise required under this Statewide Contract or any informal negotiations which may occur between the State and the Contractor, no civil action with respect to any dispute, claim or controversy arising out of or relating to this Statewide Contract may be commenced without first giving fourteen (14) calendar days written notice to the State of the claim and the intent to initiate a civil action. At any time prior to the commencement of a civil action, either the State or the Contractor may elect to submit the matter for mediation. Either the State or the Contractor may exercise the right to submit the matter for mediation by providing the other party with a written demand for mediation setting forth the subject of the dispute. The parties will cooperate with one another in selecting a mediator and in scheduling the mediation proceedings. Venue for the mediation will be in Atlanta, Georgia; provided, however, that any or all mediation proceedings may be conducted by teleconference with the consent of the mediator. The parties covenant that they will participate in the mediation in good faith, and that they will share equally in its costs; provided, however that the cost to the State shall not exceed five thousand dollars ($5,000.00).

All offers, promises, conduct and statements, whether oral or written, made in the course of the mediation by any of the parties, their agents, employees, experts and attorneys, and by the mediator or employees of any mediation service, are inadmissible for any purpose (including but not limited to impeachment) in any litigation or other proceeding involving the parties, provided that evidence that is otherwise admissible or discoverable shall not be rendered inadmissible or non-discoverable as a result of its use in the mediation. Inadmissibility notwithstanding, all written documents shall nevertheless be subject to the Georgia Open Records Act O.C.G.A. Section 50-18-70 et.seq.

No party may commence a civil action with respect to the matters submitted to mediation until after the completion of the initial mediation session, forty-five (45) calendar days after the date of filing the written request for mediation with the mediator or mediation service, or sixty (60) calendar days after the delivery of the written demand for mediation, whichever occurs first. Mediation may continue after the commencement of a civil action, if the parties so desire.

9. **Assignment and Delegation.** The Statewide Contract may not be assigned, transferred or conveyed in whole or in part without the prior written consent of the Agency. For the purpose of construing this clause, a transfer of a controlling interest in the Contractor shall be considered an assignment.

10. **Use of Third Parties.** Except as may be expressly agreed to in writing by the Agency, Contractor shall not subcontract, assign, delegate or otherwise permit anyone other than Contractor or Contractor's personnel to perform any of Contractor's obligations under this Statewide Contract or any of the work subsequently assigned under this Statewide Contract. No subcontract which Contractor enters into with respect to performance of obligations or work assigned under the Statewide Contract shall in any way relieve Contractor of any responsibility, obligation or liability under this Statewide Contract and for the acts and omissions of all subcontractors, agents, and employees. All restrictions, obligations and responsibilities of the Contractor under the Statewide Contract shall also apply to the subcontractors. Any contract with a subcontractor must also preserve the rights of the Agency. The Agency shall have the right to request the removal of a subcontractor from the Statewide Contract for good cause.

11. **Integration.** The Statewide Contract represents the entire agreement between the parties. The parties shall not rely on any representation that may have been made which is not included in the Statewide Contract.

12. **Headings or Captions.** The paragraph headings or captions used in the Statewide Contract are for identification purposes only and do not limit or construe the contents of the paragraphs.

13. **Not a Joint Venture.** Nothing in the Statewide Contract shall be construed as creating or constituting the relationship of a partnership, joint venture, (or other association of any kind or agent and principal relationship) between the parties thereto. Each party shall be deemed to be an independent contractor contracting for goods and services and acting toward the mutual benefits expected to be derived herefrom. Neither Contractor nor any of Contractor's agents, servants, employees, subcontractors or contractors shall become or be deemed to become agents, servants, or employees of the State. Contractor shall therefore be responsible for compliance with all laws, rules and regulations involving its employees and any subcontractors, including but not limited to employment of labor, hours of labor, health and safety, working conditions, workers' compensation insurance, and payment of wages. No party has the authority to enter into any contract or create an obligation or liability on behalf of, in the name of, or binding upon another party to the Statewide Contract.

14. **Joint and Several Liability.** If the Contractor is a joint entity, consisting of more than one individual, partnership, corporation or other business organization, all such entities shall be jointly and severally liable for carrying out the activities and obligations of the Statewide Contract, and for any default of activities and obligations.

15. **Supersedes Former Contracts or Agreements.** Unless otherwise specified in the Statewide Contract, this Statewide Contract supersedes all prior contracts or agreements between the Agency and the Contractor for the goods and services provided in connection with the Statewide Contract.

16. **Waiver.** Except as specifically provided for in a waiver signed by duly authorized representatives of the Agency and the Contractor, failure by either party at any time to require performance by the other party or to claim a breach of any provision of the Statewide Contract shall not be construed as affecting any subsequent right to require performance or to claim a breach.

17. **Notice.** Any and all notices, designations, consents, offers, acceptances or any other communication provided for herein shall be given in writing by registered or certified mail, return receipt requested, by receipted hand delivery, by Federal Express, courier or other similar and reliable carrier which shall be addressed to the person who signed the Statewide Contract on behalf of the party at the address identified in the Statewide Contract Form. Each such notice shall be deemed to have been provided:

    (i) At the time it is actually received; or,

    (ii) Within one (1) day in the case of overnight hand delivery, courier or services such as Federal Express with guaranteed next day delivery; or,

    (iii) Within five (5) days after it is deposited in the U.S. Mail in the case of registered U.S. Mail.

    From time to time, the parties may change the name and address of the person designated to receive notice. Such change of the designated person shall be in writing to the other party and as provided herein.

18. **Cumulative Rights.** The various rights, powers, options, elections and remedies of any party provided in the Statewide Contract shall be construed as cumulative and not one of them is exclusive of the others or exclusive of any rights, remedies or priorities allowed either party by law, and shall in no way affect or impair the right of any party to pursue any other equitable or legal remedy to which any party may be entitled as long as any default remains in any way unremedied, unsatisfied or undischarged.

19. **Severability.** If any provision of the Statewide Contract is determined by a court of competent jurisdiction to be invalid or unenforceable, such determination shall not affect the validity or enforceability of any other part or provision of the Statewide Contract. Further, if any provision of the Statewide Contract is determined to be unenforceable by virtue of its scope, but may be made enforceable by a limitation of the provision, the provision shall be deemed to be amended to the minimum extent necessary to render it enforceable under the applicable law. Any agreement of the Agency and the Contractor to amend, modify, eliminate, or otherwise change any part of this Statewide Contract shall not affect any other part of this Statewide Contract, and the remainder of this Statewide Contract shall continue to be of full force and effect.

20. **Time is of the Essence.** Time is of the essence with respect to the performance of the terms of the Statewide Contract. Contractor shall ensure that all personnel providing goods and services to the State are responsive to the State's requirements and requests in all respects.

21. **Authorization.** The persons signing this Statewide Contract represent and warrant to the other parties that:

    (i) It has the right, power and authority to enter into and perform its obligations under the Statewide Contract; and

    (ii) It has taken all requisite action (corporate, statutory or otherwise) to approve execution, delivery and performance of the Statewide Contract and the Statewide Contract constitutes a legal, valid and binding obligation upon itself in accordance with its terms.

22. **Successors in Interest.** All the terms, provisions, and conditions of the Statewide Contract shall be binding upon and inure to the benefit of the parties hereto and their respective successors, assigns and legal representatives.

23. **Record Retention and Access.** The Contractor shall maintain books, records and documents which sufficiently and properly document and calculate all charges billed to the State throughout the term of the Statewide Contract for a period of at least five (5) years following the date of final payment or completion of any required audit, whichever is later. The Contractor should maintain separate accounts and records for the Agency and the User Agencies. Records to be maintained include both financial records and service records. The Contractor shall permit the Auditor of the State of Georgia or any authorized representative of the State, and where federal funds are involved, the Comptroller General of the United States, or any other authorized representative of the United States government, to access and examine, audit, excerpt and transcribe any directly pertinent books, documents, papers, electronic or optically stored and created records or other records of the Contractor relating to orders, invoices or payments or any other documentation or materials pertaining to the Statewide Contract, wherever such records may be located during normal business hours. The Contractor shall not impose a charge for audit or examination of the Contractor's books and records. If an audit discloses incorrect billings or improprieties, the State reserves the right to charge the Contractor for the cost of the audit and appropriate reimbursement. Evidence of criminal conduct will be turned over to the proper authorities.

24. **Solicitation.** The Contractor warrants that no person or selling agency (except bona fide employees or selling agents maintained for the purpose of securing business) has been employed or retained to solicit and secure the Statewide Contract upon an agreement or understanding for commission, percentage, brokerage or contingency.

25. **Public Records.** The laws of the State of Georgia, including the Georgia Open Records Act, as provided in O.C.G.A. Section 50-18-70 et seq., require procurement records and other records to be made public unless otherwise provided by law.

26. **Clean Air and Water Certification.** Contractor certifies that none of the facilities it uses to produce goods provided under the Statewide Contract are on the Environmental Protection Agency (EPA) List of Violating Facilities. Contractor will immediately notify the Agency of the receipt of any communication indicating that any of Contractor's facilities are under consideration to be listed on the EPA List of Violating Facilities.

27. **Debarred, Suspended, and Ineligible Status.** Contractor certifies that the Contractor and/or any of its subcontractors have not been debarred, suspended, or declared ineligible by any agency of the State of Georgia or as defined in the Federal Acquisition Regulation (FAR) 48

C.F.R. Ch.1 Subpart 9.4. Contractor will immediately notify the Agency if Contractor is debarred by the State or placed on the Consolidated List of Debarred, Suspended, and Ineligible Contractors by a federal entity.

28. **Use of Name or Intellectual Property.** Contractor agrees it will not use the name or any intellectual property, including but not limited to, State trademarks or logos in any manner, including commercial advertising or as a business reference, without the expressed prior written consent of the State.

29. **Taxes.** User Agencies are exempt from Federal Excise Taxes, and no payment will be made for any taxes levied on Contractor's employee's wages. User Agencies are exempt from State and Local Sales and Use Taxes on the services. Tax Exemption Certificates will be furnished upon request. Contractor or an authorized subcontractor has provided the Agency with a sworn verification regarding the filing of unemployment taxes or persons assigned by Contractor to perform services required in this Statewide Contract, which verification is incorporated herein by reference.

30. **Certification Regarding Sales and Use Tax.** By executing the Statewide Contract the Contractor certifies it is either (a) registered with the State Department of Revenue, collects, and remits State sales and use taxes as required by Georgia law, including Chapter 8 of Title 48 of the O.C.G.A.; or (b) not a "retailer" as defined in O.C.G.A. Section 48-8-2. The Contractor also acknowledges that the State may declare the Statewide Contract void if the above certification is false. The Contractor also understands that fraudulent certification may result in the Agency or its representative filing for damages for breach of contract.

31. **Delay or Impossibility of Performance.** Neither party shall be in default under the Statewide Contract if performance is delayed or made impossible by an act of God. In each such case, the delay or impossibility must be beyond the control and without the fault or negligence of the Contractor. If delay results from a subcontractor's conduct, negligence or failure to perform, the Contractor shall not be excused from compliance with the terms and obligations of the Statewide Contract.

32. **Limitation of Contractor's Liability to the State.** Except as otherwise provided in this Statewide Contract, Contractor's liability to the State for any claim of damages arising out of this Statewide Contract shall be limited to direct damages and shall not exceed the total amount paid to Contractor for the performance under this Statewide Contract.

    No limitation of Contractor's liability shall apply to Contractor's liability for loss or damage to State equipment or other property while such equipment or other property is in the sole care, custody, and control of Contractor's personnel. Contractor hereby expressly agrees to assume all risk of loss or damage to any such State equipment or other property in the care, custody, and control of Contractor's personnel. Contractor further agrees that equipment transported by Contractor personnel in a vehicle belonging to Contractor (including any vehicle rented or leased by Contractor or Contractor's personnel) shall be deemed to be in the sole care, custody, and control of Contractor's personnel while being transported. Nothing in this section shall limit or affect Contractor's liability arising from claims brought by any third party.

33. **Obligations Beyond Contract Term.** The Statewide Contract shall remain in full force and effect to the end of the specified term or until terminated or canceled pursuant to the Statewide Contract. All obligations of the Contractor incurred or existing under the Statewide Contract as of the date of expiration, termination or cancellation will survive the termination, expiration or conclusion of the Statewide Contract.

34. **Counterparts.** The Agency and the Contractor agree that the Statewide Contract has been or may be executed in several counterparts, each of which shall be deemed an original and all such counterparts shall together constitute one and the same instrument.

35. **Further Assurances and Corrective Instruments.** The Agency and the Contractor agree that they will, from time to time, execute, acknowledge and deliver, or cause to be executed, acknowledged and delivered, such supplements hereto and such further instruments as may reasonably be required for carrying out the expressed intention of the Statewide Contract.

36. **Transition Cooperation and Cooperation with other Contractors.** Contractor agrees that upon termination of this Statewide Contract for any reason, it shall provide sufficient efforts and cooperation to ensure an orderly and efficient transition of services to the State or another contractor. The Contractor shall provide full disclosure to the State and the third-party contractor about the equipment, software, or services required to perform services for the State. The Contractor shall transfer licenses or assign agreements for any software or third-party services used to provide the services to the State or to another contractor.

    Further, in the event that the State has entered into or enters into agreements with other contractors for additional work related to services rendered under the Statewide Contract, Contractor agrees to cooperate fully with such other contractors. Contractor shall not commit any act, which will interfere with the performance of work by any other contractor.

City of Stockbridge

REQUEST FOR PROPOSAL No. 2024-0001

For
(General Engineering Services)

On behalf of
(Department of Community Development)

RFP DUE DATE AND TIME
Thursday, May 9th, 2024 @ 3:00 p.m.

RFP ISSUANCE DATE:
March 13, 2024

PRE-PROPOSAL CONFERENCE DATE AND LOCATION:
March 27TH, 2024, 11:00 AM EST
Virtual via Webex
https://cityofstockbridgega.webex.com/wbxmjs/joinservice/sites/cityofstockbridgega/meeting/download/2ec278de5de24ac58d938065dfbee358

PURCHASING CONTACT
Wanda Thomas at (678) 833-3315
E-MAIL: wthomas@Stockbridgega.org

LOCATION
City of Stockbridge
Department of Procurement
4640 N. Henry Boulevard
Stockbridge, Ga. 30281

ADVERTISEMENT FOR REQUEST FOR PROPOSALS

RFP 2024-0001

All proposals are due to the Division of Contracts & Procurement on or before **Thursday, May 9th, at 3:00 p.m**., legal prevailing time. Proposal submissions are due by **3:00 p.m., Thursday, May 9th, 2024** (as determined by the time stamp clock when submitted online).

Proposals submitted after the proposal close date will not be accepted.

To ensure proper and timely submission please adhere to the dates and times outlined above. Any proposals received after this appointed schedule will be considered late. The proposal due date can be changed only by addendum.

A PRE-PROPOSAL CONFERENCE will be held for this solicitation. The City of Stockbridge will have a proposal conference **on Wednesday, March 27th,2024 at 11:00 a.m.,** ET (Eastern Time), located at 4640 N. Henry Blvd. Prospective contractors are encouraged to attend. The deadline for questions is **Wednesday, April 10th, 2024, at Noon**. All questions must be in writing and directed to ProcurementDivision@cityofstockbridge-ga.gov. All accepted questions will be answered via an addendum and posted to the City of Stockbridge, DOAS (Department of Administrative Services), and GLGA's websites.

Please feel free to contact the Procurement Officer for this solicitation at (770) 389-7700 or via email at Drexal.Paulk@Stockbridgega.org. Please note that the response made by the City will be provided in writing to all Proposers by addendum. No verbal responses shall be authoritative.

EVENT	DATE
Request For Proposals Issued to Public	Wednesday, March 13th, 2024
Non-Mandatory Pre-Proposal Conference via **Cisco Webex**.	Wednesday, March 27th, 2024, 11:00 a.m. EDT
Last Day for Questions to be Submitted	Wednesday, April 10th, 2024, Noon, EDT
Answers to Questions via Addendum	Thursday, April 18th, 2024
RFP Submission Deadline	Thursday, May 9th, 2024, 3:00 p.m. EDT

City of Stockbridge
Department of Finance
Division of Contracts & Procurement

REQUEST FOR PROPOSAL SPECIFICATIONS

RFP 2024-0001 General Engineering Services

1. DESCRIPTION

The City of Stockbridge Department of Procurement is soliciting Proposals from qualified bidders/vendors to assist the city with the preparation of an **Engineering Services solicitation for the Department of Community Development.**

Background

The City of Stockbridge is in the northern part of Henry County, Georgia which was founded May 15, 1821. Henry County has an area of approximately 331 square miles located in the Piedmont Section of northern Georgia and is surrounded by the counties of Butts, Clayton, DeKalb, Newton, Rockdale, and Spalding Counties. Stockbridge, Georgia is just minutes south of Atlanta a straight drive down Interstate 75-South. The city is populated with approximately 30,000 residents.

The City of Stockbridge has a relaxed atmosphere, with all the amenities of a major metropolitan area with an attractive lifestyle, and business opportunities. Stockbridge is a highly attractive place to live, work and play.

Stockbridge City Council (City) is the governing authority of the City of Stockbridge. The affairs of the City are conducted by a Mayor and five (5) members of the City Council. This elected body is responsible for the active coordination of community resources, to meet community needs.

The City Manager, who is appointed by the Mayor and City Council, oversees the day-to-day operations of the City, ensuring the efficient delivery of City Services. All activities and functions of the City are administered by the City Manager under the jurisdiction of the Mayor and City Council as outlined in State and Local Laws.

2. CONTACT PERSON

Please contact our Procurement Clerk, Wanda Thomas, via our email at procurementdivision@cityofstockbridge-ga.gov with any procedural or technical questions relating to this Request for Proposals. All questions should be submitted in writing to the Purchasing contact person and submitted via email at procurementdivision@cityofstockbridge-ga.gov. All inquiries must contain the request for proposal number and title in the subject line of the email. No phone calls will be accepted. Any responses made by the City will be provided in writing to all Proposers by addendum. No verbal responses shall be authoritative.

3. TERM OF AGREEMENT

The contract is intended as a work-for-hire contract and intended for one (1) base year and four (4) one (1) year renewable options.

4. SCOPE OF WORK

The City of Stockbridge, Georgia, is requesting proposals from professional civil engineering firms able to provide a variety of engineering services required by the City of Stockbridge and to assist the Community Development Department as needed. The engineering services desired include, but are not limited to:

- preparation of plans,
- specifications and estimates of costs for construction projects,
- detailed studies on specific items,
- conducting investigations,
- preparation of reports,
- land surveying activities,
- traffic control recommendations, and
- construction inspection.
- ability to work effectively with the City's staff with respect to any of the civil engineering services required by the City.
- ability to work effectively with the public and regulatory agencies.
- ability to function in a support role to the Community Development Department and other City Departments as needed.

4.1 Civil engineering and consulting services to be provided may include:

1. Serve as the City's Official Engineer
2. Review civil plans and specifications for construction projects varying in complexity, for a portion or the entire project.
3. Interpret Engineering Codes
4. Civil Plan and Site Development Review
5. Erosion and Sedimentation Control Plan Review
6. Stormwater/Hydrology Review including WQ/Runoff Reduction
7. Traffic and Transportation Studies/Report Review
8. Site Development Construction Inspections
9. Provide erosion inspections for compliance with NPDES requirements.

10. Provide reporting information for monthly and semiannual reports to GSWCC.
11. Ordinance Review and Support for City Staff
12. Investigate stormwater-related issues/complaints.
13. Investigate Erosion Control related issues/complaints and advise City for Enforcement Actions
14. Attend meetings as required by City Staff
15. Meet with Developers/Contractors on site as requested.
16. Respond to Engineers/Owners involving plan reviews.
17. Respond to Contractors involving site inspections.
18. Review subdivision/Final Plats
19. Review concept plans for proposed new development projects.
20. Provide a field punch list for developers for completion of developments.
21. Review As-builts and Pond Certifications
22. Preparation and submittal of reports and special studies
23. Final Granting Authority of Land Disturbance Permits (LDPs)
24. Review Subdivision Plats and grant final approval.
25. Services may include a review of submitted preliminary plans and cost estimates, necessary fieldwork, drafting, design, surveying, technical assistance, construction inspection, and project management.
26. Preparation of specialized engineering studies on a variety of subjects including, but not limited to drainage studies, and construction feasibility studies.
27. Review Permit Applications for public water main and sanitary sewer construction, respectively.
28. Enforce all applicable erosion control codes, issue stop work orders, and investigate complaints concerning storm water, run-off, and other erosion-related issues.
29. Review applications for construction or alteration of Waters of the State and wetlands, respectively.
30. Coordinate, facilitate, and/or attend project-related meetings, such as pre-application, preconstruction, and project progress meetings.
31. Review and approval of material submittals, daily construction observation and documentation, coordinating builder's work review, and preparation of Engineer's Certificates.
32. Assists other City Departments and divisions with various tasks relating to various Engineering codes including but not limited to investigations, attending meeting meetings, and conferring with staff.

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4.2 Project Manager

The awarded service provider shall propose a clear project management and consultation framework.

4.3 Project Reporting

The City of Stockbridge requires that the awarded vendor include a detailed project timeline and reporting schedule outlining the steps taken to ensure timely delivery of all project outputs based on interim milestones and a completion date.

Part 1.- SPECIAL CONDITIONS/INSTRUCTIONS

No Contact During the Procurement Process

The evaluation and award process for City contracts shall be free from both actual and perceived impropriety, and that contacts between potential vendors and City officials, elected officials, and staff regarding pending awards of City contracts shall be prohibited.

1. No person, firm, or business entity, however situated or composed, obtaining a copy of or responding to this solicitation, shall initiate or continue any verbal or written communication regarding this solicitation with any City officer, elected official, employee, or designated City representative, between the date of the issuance of this solicitation and the date of the City Manager's recommendation to the City Council for award of the subject contract, except as may otherwise be specifically authorized and permitted by the terms and conditions of this solicitation.

2. All verbal and written communications initiated by such person, firm, or entity regarding this solicitation, if same are authorized and permitted by the terms and conditions of this solicitation, shall be directed to the Purchasing Agent.

3. Any violation of this prohibition of the initiation or continuation of verbal or written communications with City officers, elected officials, employees, or designated City representatives shall result in a written finding by the Purchasing Agent that the submitted bid or proposal of the person, firm, or entity in violation is "non-responsive," and same shall not be considered for award.

TECHNICAL PROPOSAL PART 1- TELL US ABOUT YOUR COMPANY/FIRM

Tab 1 - Cover Letter

The proposal must include a letter of transmittal attesting to its accuracy, signed by an individual authorized to execute binding legal documents on behalf of the vendor. The cover letter shall provide the name, address, telephone, and facsimile numbers of the vendor along with the name, title, address, telephone, and facsimile numbers of the executive that has the authority to contact the City. The cover letter shall present the vendor's understanding of the project, a summary of the approach to be undertaken to perform the services, as well as a summary of the costs to provide the services.

Tab 2 - Executive Summary

The vendor shall submit an executive summary, which outlines its proposal, including the proposed general management philosophy. The executive summary shall at least include an identification of the proposed project team, assign a contractor point of contact for the project, give the project team's responsibilities, and a summary of the proposed services. This section should highlight aspects of the contractor's proposal that make it superior or unique in addressing the needs of the City.

Tab 3 - Company History

The vendor will provide, in this section of the proposal, pertinent company historical information that will demonstrate its ability to accomplish this project.

Primary Business

The vendor will provide, in this section of the proposal, its primary business interest and/or operations including organization and affiliations, including the magnitude of its operation as it relates to this project.

Tab 4 - Experience

The vendor will provide, in this section of the proposal, a detailed description of similar services or contracts in which the vendor is presently involved or has completed during the past three (3) years. Include the dollar amount of each project with which you were associated.

Tab 5 - Capabilities

The vendor will provide in this section of the proposal a description of the firm's capabilities, any limitations relative to facilities, staff, ongoing projects, or contracts shall be identified and explained. The vendor should be able to adequately showcase their ability to meet all the standards outlined in this RFP.

Tab 6 - Company Principles

Provide a biographic overview of the vendor's key principles.

Staff

The vendor shall provide, in this section of the proposal, a description of key staff and personnel assigned to effectively facilitate this project's requirements. This description will include, at a minimum, the number of permanent employees, and part-time employees and an organizational chart reflecting local and corporate assignments and responsibilities. Specifically, the proposer must identify what priority will be placed on this project and how the firm intends to provide the initial management and staff.

Resumes

The proposer shall provide, in this section of the proposal, resumes of key personnel assigned to this project, both local and corporate. Each resume shall include at a minimum:

- Position/title
- Tenure with the vendor
- Education
- Overall experience
- Other related information pertaining to the work to be performed

PART 2 - TECHNICAL PROPOSAL

TELL US HOW YOU PLAN TO DELIVER/PERFORM THE SCOPE OF WORK.

Project Plan

Please provide a detailed plan of how your firm intends to perform the scope of work. Please provide a full project plan along with a tentative timeline. Please also list key personnel who will be performing essential tasks. The project plan should describe the proposer's approach to successful implementation to address the proposed scope of work. At a minimum, the project plan should include:

- A detailed outline of the proposed methodology to complete and manage the project scope including a high-level timeline and a brief description of the key tasks, key milestones, and key deliverables.
- A public involvement plan addressing what types of involvement methods will be used and the frequency of each activity.
- State the vendor's understanding of the scope of services being solicited by the city. If there are any gaps between what the vendor believes should be the proper scope of services, given all information available, the vendor should identify these gaps.

- Discuss any assumptions relating to the responsibilities and/or commitments the proposer expects of the City throughout the life of the project.

- Provide a timeline indicating the tasks required and the start and completion dates for each. The work is expected to commence as soon as possible after the contract is awarded.

- Provide a detailed breakdown and description of the specific steps and services provided. Describe how the final product will be structured and presented upon completion. Include any computer/software compatibility information. Proposers may elect to include in the section any innovative methods or concepts that might be beneficial to the City of Stockbridge if the minimum requirements set out in this RFP are met.

- Project Team: The proposer shall document its experience and qualifications, highlighting any strategic benefits the city will realize in partnering with the proposer. The proposer shall provide a staffing plan for this project including qualifications (of no more than two pages per person) of the proposed key functional and technical members and their related roles for this project. The proposed project manager should be identified. The intent, if any, to subcontract parts of the scope of work should be described and qualifications for the subcontracting firm and key personnel should also be provided.

COST PROPOSAL: PLEASE PROVIDE AS MUCH ITEMIZATION AS POSSIBLE. COST SHALL BE SUBMITTED IN A SEPARATE ENVELOPE

Reasonableness

The Proposer's Fee Schedule, included in this solicitation, must be submitted separately from the Technical Proposal. The Cost Proposal shall remain sealed until the Technical Proposals have been opened and evaluated. The proposer whose technical score ranks above average will have their Cost Proposals unsealed and scored. The proposer whose technical score ranks below average will NOT have their Cost Proposals unsealed and scored.

The formula used to evaluate the price for services outlined in the Scope of Work is as follows:

(Lowest price/price of the proposal being evaluated) x points available for price = score. The Cost Proposals for all services will be evaluated for completeness and reasonableness.

COST PROPOSAL

For the Engineering Services proposal, the consultant's proposal may refine, improve, modify, or expand on this scope to provide a better product and outcome, including establishing major milestones, expected work products and schedule, and timing of public outreach.

Task 1 – PROJECT MANAGEMENT

The purpose of Task 1 is to ensure that the engineering services begin with a clear understanding of the project's processes, schedule, and desired outcomes. Task 1 establishes an effective working relationship between the Consultant, the city, and the Stakeholder Committee.

- *Task 1.1: Kickoff Meeting*

The Consultant will attend a project kickoff meeting with staff to review civil engineering issues facing the city, clarify the firm's roles in working with the city, define priorities.

- *Task 1.2: Project Management Plan*

Following the kickoff meeting, the Consultant will finalize the Project Management Plan (PMP). The PMP will refine the contract scope of work and drive the work schedule for the project's duration. At a minimum, the PMP will:

- Specify the roles and responsibilities of the Consultant and the Stakeholders Committee.
- Identify major milestones the Consultant must meet prior to the City authorizing further work.
- Outline a comprehensive communications strategy to ensure the integration of a central message among City staff, Stakeholders, and the public. This includes documenting a communications strategy linking the master plan to ongoing requests, city priorities, and recently completed requests.

Task 1 Deliverables: (Examples Only)

- Kickoff meeting summary notes
- Project Management Plan update

Best Value

The cost proposal is important; however, it will not be the sole determining factor in the selection process. It is not the intent of the City to limit innovative solutions by dollar constraints, but rather to determine which proposal has the potential of providing the best value for the services required.

Proposal Evaluation Factors

It is the intent of the City to evaluate the proposals based on technical merit and price and to choose the vendors whose proposal best represents the best value to the City. The City reserves the right to waive any irregularities, reject any and/or all proposals, in whole or in part, when, in the opinion of the City, such rejection is in the best interests of the City.

Proposals will be graded based on the following form:

Evaluation Criteria	Weight	Score
Company Background & Qualifications	15%	
Technical Proposal: Plan for execution of Scope of Work	25%	
Cost Proposal	30%	
Performance of Similar Projects	15%	
Prior History of working with City of Stockbridge	10%	
History of working with Henry County	5%	
Total	100%	

Rating	Description
1 - 20	**Poor**
21 - 40	**Fair**

41 - 60	**Good**
61 - 80	**Excellent**
81 - 100	**Superior**

BASIS FOR EVALUATION OF PROPOSALS AND AWARD OF PROJECT

The City does not discriminate on the grounds of race, religion, color, age, sex, disability, sexual orientation, or national origin in consideration of an award. Disadvantaged business enterprises are afforded a full opportunity to submit proposals. Proposals will be evaluated on the Consultant's qualifications, experience, Project understanding and approach. Based on the preliminary review of the proposals, Consultants may be interviewed before selection. The award will be made to the Consultant providing the best value for the City's requirements. In making such determination, City Council shall consider but not be limited to the following factors:

1. The Consultant's skill, ability, and capacity to perform the services required.

2. The Consultant's interest in the services which are the subject of this RFP, as well as their understanding of the scope of such services and the specific requirements of the city.

3. Whether the Consultant can perform the services within the time specified, without delay or interference.

4. The Consultant's character, integrity, reputation, judgment, experience, and efficiency.

5. The Consultant's previous and current compliance with statutes, ordinances and rules relating to the Project.

6. The sufficiency of the Consultant's financial resources necessary for the performance of the Project.

7. The number and nature of any conditions attached to the proposal.

8. The general organization of the proposal: Special consideration will be given to submittals which appropriately address the goals; and provide in a clear and concise format the requested information; and

9. The scope, responsiveness, efficiency, and quality of the Consultant's administrative services.

The City makes no commitment to any Consultant until such time as the City approves the negotiated contract. Upon recommendation of the Purchasing Manager, the Mayor, and the City Council may reject all proposals when it determines that such action is in the public's best interest.

1. INSURANCE & RISK MANAGEMENT PROVISIONS

The contractor will maintain such insurance as will protect it from claims under workmen's compensation acts and from any other claims for damages to property and personal injury, including death, which may arise from operations under this contract, whether such operations be by itself or by any sub-contractor or anyone directly or indirectly employed by either of them. Certificates of such insurance **MUST** be filed with the City.

Contractor Insurance Requirements:

Within 5 days of Notice of Award, and at all times that this Contract is in force, the Contractor shall obtain, maintain, and furnish the City Certificates of Insurance from licensed companies doing business in the State of Georgia with an A.M. Best Rating A-10 or higher and acceptable to the City covering. The City of Stockbridge must be listed as an additional insured. The following minimum requirement shall apply to said Certificate of Insurance:

1. Workers' Compensation & Employer's Liability Insurance. Workers' Compensation Insurance in compliance with the applicable Workers' Compensation Act(s) of the state(s) wherein the work is to be performed or where jurisdiction could apply in amounts required by statutes. Employer's Liability Insurance, with limits of liability of not less than $1,000,000 per accident for bodily injury or disease.

2. Commercial General Liability Insurance, including contractual liability insurance, product and completed operations, personal and advertising injury, and any other type of liability for which this Contract applies with limits of liability of not less than $1,000,000 each occurrence $2,000,000 policy aggregate for personal injury, bodily injury, and property damage. Commercial General Liability Insurance shall be written on an "occurrence" form.

3. Automobile Liability Insurance with limits of liability of not less than $1,000,000 per accident for bodily injury and property damage if automobiles are to be used in the delivery of or in the completion of services and work or driven onto the City's property. Insurance shall include all owned, non-owned and hired vehicle liability.

4. Umbrella Insurance with limits of liability excess of Employer's Liability Insurance, Commercial General Liability Insurance, and Automobile Liability Insurance in the amount of not less than $3,000,000.

5. Professional (Errors and Omissions) Insurance- For Professional Services and all Design/Build Projects with limits of liability of not less than $3,000,000 per occurrence or claim a $3,000,000 policy aggregate. Such policy shall also include coverage for losses arising from the breach of information security or cyber liability (including Errors & Omissions, Security and Privacy Liability, and Media Liability), whether combined with the Professional Liability policy or placed as a separate policy but carrying the same limits of liability. Such coverage shall insure damage, injury, and loss caused by error, omission, or negligent acts, including all prior acts without limitation, related to the professional services to

be provided under this Contract. The policy shall be amended to include independent contractors providing professional services on behalf of and or at the direction of the Contractor. The definition of Contractual Liability shall be amended to state that liability under a contract of professional services is covered. Further, coverage shall be afforded for fraudulent acts, misappropriation of trade secrets, internet professional services, computer attacks, personal injury, regulatory actions, wrongful acts, contractual liability, privacy policy, and insured versus insured. The Contractor shall ensure that coverage under this policy continues for thirty-six (36) months after completion of services.

A copy of these endorsements shall be provided to the City.

Certificates of Insurance showing that such coverage is in force shall be filed under this Contract by the Contractor to the City and is a pre-requisite to this contract. Failure to provide insurance within (10) days of award makes any contract award voidable by the City.

The obligations for the Contractor to procure and maintain insurance shall not be construed to waive or restrict other obligations and it is understood that insurance in no way limits the liability of the Contractor whether the same is covered by insurance.

Certificate Holder should read:
The City of Stockbridge
4640 n. Henry Blvd.
Stockbridge, Ga. 30281

END OF SECTION

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City of Stockbridge
Department of Finance
Division of Procurement

REQUEST FOR PROPOSALS
GENERAL TERMS AND CONDITIONS

The following provisions are hereby made a part of this Request for Proposal ("RFP"). Any contract or purchase order awarded from this request shall be governed by these General Terms and Conditions. By submission of your responses to this RFP, the vendor agrees to furnish the product(s) and/or service(s) pursuant to these conditions.

1. **GENERAL.** These provisions are standard for all City contracts. The City may delete or modify any of these standard provisions for a particular contract or purchase order by indicating a change in the special instructions or provisions. **Any vendor accepting a purchase order award as the result of this request agrees that the provisions included within this Request for Proposal shall prevail over any conflicting provision within any standard form contract of the vendor.**

2. **METHOD OF SOURCE SELECTION.** This procurement is being conducted in accordance with all applicable provisions of the City of Stockbridge Municipal Code and the specific method of source selection for the services required in this solicitation is Competitive Sealed Bidding and Competitive Sealed Proposals.

3. **SUBMISSION OF RESPONSES.** Responses must be submitted for quick quotes on-line via the Georgia Procurement Registry at https://ssl.doas.state.ga.us/PRSapp/PR_index.jsp and Georgia Local Government Access Marketplace at https://www.glga.org/home#listings/ Response to e-quotes must be received no later than 3:00 p.m. on the date indicated.

4. **STATE OF GEORGIA IMMIGRATION REQUIREMENT.** effective July 1, 2013, State law requires that all contracts for the physical performance of services for all labor or service contract(s) that exceed $2,499.99 (except for services performed by an individual who is licensed pursuant to Title 26, Title 43, or the State Bar of Georgia) must comply with the Illegal Immigration Reform and Enforcement Act. The City cannot enter a contract for the physical performance of services unless the contractor has registered with, is authorized to use, and uses the federal work authorization program commonly known as E-Verify.

   Before a proposal for any such services is considered by the City, the proposal shall include a signed, notarized affidavit from the contractor attesting the affiant has registered with, is authorized to use, and uses the federal work authorization program.

5. **AMENDMENTS TO THE REQUEST PROPOSAL.** Any amendment to pricing is valid only if in writing and issued by the City.

6. **ADDENDUM.** Revision to the Request for Proposal issued by the City before receiving bids.

7. **NON-COLLUSION.** Proposer certifies that this proposal is made without prior understanding, agreement, or connection with any other corporation, firm, or person submitting a proposal for the same work, labor, or service to be done or the supplies, materials, or equipment to be furnished and is in all respects fair and without collusion or fraud. The proposer further understands collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards. The proposer agrees to abide by all conditions of this bid and certifies that the person signing is authorized to sign this proposal for the proposer.

8. **CONFLICT OF INTEREST.** Vendor states that no City officer or employee, nor any business entity in which they have an interest: a) Has an interest in the contract awarded; b) Has been employed or retained to solicit or aid in the procuring of the resulting contract; c) Will be employed in the performance of such contract without immediate disclosure of such fact to the City.

9. **BASIS OF AWARD.** The City shall award to the overall lowest responsible and responsive vendor complying with the provisions of the Request for Proposal. The following criteria may be considered by the City in selecting the most advantageous quote: a) Ability to perform the service required within the specified time; b) Conformance to specification; c) The quality of performance in previous contracts; d) Financial ability to perform the contract; e) Item pricing; f) vendor references. The City reserves the right to cancel the solicitation and to reject any or all quotes in whole or in part and is not bound to accept any quote if rejection of that quote is determined to be contrary to the best interest of the City.

10. **SAMPLES.** Samples of items, when required, must be furnished free of expense to the City and upon request, be returned to the proposer at the proposer's expense. Samples of selected items may be retained for comparison purposes.

11. **NEW.** All items bid must be new. Used, rebuilt, and refurbished items will not be considered unless specifically authorized by the city in the written specifications.

12. **BRAND NAME SPECIFICATIONS AND APPROVED EQUIVALENTS.** Unless otherwise specified, manufacturer's names, trade names, brand names, information, and/or catalog numbers listed in the specifications are intended only to identify the quality and characteristics desired. They are not intended to limit competition. The proposer may offer any equivalent

product which meets or exceeds the specifications. If quotations are based on equivalent products, the quote must: a) Indicate the alternate manufacturer's name and catalog number; b) Include complete descriptive literature and/or specifications; c) Include proof that the proposed equivalent will meet the specifications. The City reserves the right to be the sole judge of what is equal and acceptable to meet its needs in all respects. If Bidder fails to name a substitute, goods identical to the published standard must be furnished.

13. **INDEMNIFICATION.** Contractor/Vendor hereby agrees to release, indemnify, defend, and hold harmless the City, it's Commissioners, officers, employees, subcontractors, successors, assigns, and agents from and against any and all losses (including death), claims, damages, liabilities, costs and expenses (including but not limited to all actions, proceedings, or investigations in respect thereof and any outcome of any such action, proceeding, or investigation), caused by, relating to, based upon or arising out of any act or omission by contractor, it's directors, officers, employees, subcontractors, successors, assigns or agents, or otherwise in connection with its acceptance, of the performance, or nonperformance, of its obligations under this agreements.

14. **TAXES.** The City of Stockbridge is exempt from the State of Georgia sales tax and exemption certificate will be furnished upon request.

15. **DELIVERY.** All prices must be FOB Destination, unloaded inside, and assembled unless otherwise indicated.

16. **RIGHTS AND REMEDIES OF CITY FOR DEFAULT.** If any item furnished by the proposer fails to conform to specifications, or the sample submitted by the proposer, the City may reject it. Upon rejection, the proposer must promptly reclaim and remove such item without expense to the City and shall immediately replace all such rejected items with others conforming to such specifications and samples. If the proposer fails to do so, the City has the right to purchase in the open market a corresponding quantity of any such items and to deduct from any monies due the proposer the difference between the prices named in the purchase order and the actual cost to the City. If the proposer fails to make prompt delivery of any item, the City has the right to purchase such item in the open market and to deduct from any monies due the Vendor the difference between the prices named in the purchase order and the actual replacement cost to the City. The rights and remedies of the City identified above are in addition to any other rights and remedies provided by law or under the purchase order or any contract or agreement with the City.

17. **INVOICES AND PAYMENT TERMS.** All invoices must include the purchase order number or master agreement number. Failure to comply may result in delayed payments. The City payment terms are Net 30 days unless a cash discount is allowed for payment within not less than twenty (20) days. The payment term shall begin on the date the merchandise is inspected, delivered, and accepted by the City and the correct invoice is received in the office specified on the purchase order.

18. **INVOICES AND PAYMENT TERMS.** All invoices must include the purchase order number or master agreement number. Failure to comply may result in delayed payments. The City payment terms are Net 30 days unless a cash discount is allowed for payment within not less than twenty (20) days. The payment term shall begin on the date the merchandise is inspected, delivered, and accepted by the City and the correct invoice is received by Accounts Payable.

    Submittal of Invoices: Invoices shall be submitted as follows:

    <u>Via Mail:</u>

City of Stockbridge
4640 N. Henry Boulevard
Stockbridge, Georgia 30281
Attn: Finance Department – Accounts Payable

OR

Via Email :

Email: accountspayable@Stockbridgega.org

At a minimum, original invoices must reference all the following information:

1) Vendor Information
   a. Vendor Name
   b. Vendor Address
   c. Vendor Code
   d. Vendor Contact Information
   e. Remittance Address

2) Invoice Details
   a. Invoice Date
   b. Invoice Number (uniquely numbered, no duplicates)
   c. Purchase Order Reference Number
   d. Date(s) of Services Performed
   e. Itemization of Services Provided/Commodity Units

3) City of Stockbridge Department Information (needed for invoice approval)
   a. Department Name
   b. Department Representative Name

19. **LEGAL REQUIREMENTS.** Federal, State, County and local ordinances, rules and regulations, and policies shall govern development, submittal and evaluation of Proposal and disputes about quotes. Lack of knowledge by any Vendor about applicable law is not a defense.

20. **ASSIGNMENT.** Any purchase order awarded shall not be assignable by the Proposer without the City's written approval and shall not become an asset in any bankruptcy, receivership, or guardianship proceedings.

21. **REJECTION OF BID or PROPOSAL.** Proposals may be considered irregular and may be rejected if they show omissions, alternations of form, additions not called for, conditions, limitations, unauthorized alternate bids, or other irregularities of any kind. The City reserves the right to waive minor technicalities or irregularities of bid or proposal.

22. **TERMINATION.** In the event any of the provisions of the purchase order or contract are violated, the City may serve written notice of its intention to terminate the purchase order or contract. Such notice will state the reason(s) for such intention, and unless within ten (10) days after serving notice upon the contractor, such violation has ceased and satisfactory arrangements for correction made, the purchase order or contract shall, upon expiration of ten (10) days, be terminated. Further, the City reserves the right to terminate for its convenience any purchase

order or contract in whole or in part upon giving thirty (30) days prior written notice to the other party.

23. **DEBARMENT.** If a Proposer or Contractor is presently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from doing business with any government agency which prohibits your firm from participating in any procurement, the Proposer must provide the City with that information as part of its response to this solicitation. Failure to fully and truthfully provide the information required may result in the disqualification of your bid from consideration or termination of the purchase order or contract, once awarded.

24. **RIGHT TO PROTEST.** Any actual bidder that has submitted a proposal for a particular procurement and is aggrieved in connection with the solicitation or award of the contract shall protest in writing to the purchasing agent after the date that the specific bid or proposal is submitted. No protest will be accepted or considered prior to the date the specific bid or proposal is submitted; it will be considered untimely. All protests shall set forth in full detail the factual and legal bases for the protest and specific relief sought by the protestor. Protests arising from factual or legal bases that the protestor knew or should have known prior to the submission of the bid/proposal must be submitted within three business days of the submission of the bid/proposal. Protests arising from factual or legal bases that the protestor knew or should have known subsequent to the date the bid/proposal was submitted must be submitted within ten business days after the protestor knew or should have known of such bases, but in no event shall any protest be submitted more than ten business days after the award of the contract. Untimely protests will not be considered by the purchasing agent and will be simply denied as untimely. Decisions on timeliness by the purchasing agent are not appealable.

25. **BINDING AUTHORITY.** The individual submitting this Proposal must have binding authority to submit contracts on behalf of the responding company. By submitting a response, the vendor agrees that their quote is an offer to sell or provide service. All bidders shall comply with all City of Stockbridge purchasing laws, policies, and procedures, as well as relevant state and federal laws, including compliance with EEOC hiring guidelines and requirements under the Americans with Disabilities Act.

END OF SECTION

REQUIRED
FORMS AND DOCUMENTS

CONTRACTOR AFFIDAVIT AND AGREEMENT

(Failure to submit will render Proposal non-responsive you must use this form, you must be enrolled in this program, and you must include your user ID #)

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 City of Stockbridge has registered with and is participating in a federal work authorization program [Employment Eligibility Verification (EEV) / Basic Pilot Program, operated by the U.S. Citizens and Immigration Services Bureau of the U. S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA)] in accordance with O.C.G.A. § 13-10-91. Further, the undersigned contractor states affirmatively that the individual, firm, or corporation contracting with The City of Stockbridge will continue to utilize and participate in the EEV federal work authorization program throughout the term of this contract.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with The City of Stockbridge, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. § 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form provided by The City of Stockbridge. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to The City of Stockbridge at the time the subcontractor(s) is retained to perform such service.

_____
EEV Number

_____ _____
Authorized Officer or Agent (Contractor Name) Date

_____
Title of Authorized Officer or Agent

_____
Printed Name of Authorized Officer or Agent

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

_____
Notary Public

My Commission Expires: _____

Note: As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "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 (SS)

REPRESENTATION AFFIDAVIT

(TO BE SUBMITTED)

This proposal is submitted to The City of Stockbridge, (City) by the undersigned who is an authorized officer of the company and said company is licensed to do business in Georgia and The City of Stockbridge. Further, the undersigned is authorized to make these representations and certify these representations are valid. The Proposer recognizes that all representations herein are binding on the Company and failure to adhere to any of these commitments, at the City's option, may result in a revocation of the granted contract.

Consent is hereby given to the City to contact anyone or organization to make inquiries into the legal, character, technical, financial, and other qualifications of the Proposer.

The Proposer understands that, when the City reviews this proposal, more information may be requested. Failure to supply any requested information within a reasonable time may result in the rejection of the Proposer's proposal with no re-submittal rights.

The successful Proposer understands that the City, after considering the legal, financial, technical, and character qualifications of the Proposer, as well as what in the City's judgment may best serve the public interest of its citizens and employees, may grant a contract.

The successful Proposer understands that this proposal is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a proposal for the same, and is fair and without collusion or fraud. I understand that collusive action is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.

Company Name: _____

Authorized Person: _____ Signature_____

(Print/Type)

Title: _____ Date: _____

Address: _____

_____

Telephone: _____Fax: _____

Name and telephone number of person to whom inquiries should be directed:

Name: _____

Address: _____

_____

Title: _____Telephone_____

Fax: _____ E-mail: _____

LEGAL AND CHARACTER QUALIFICATIONS

Convictions: Has the Proposer (including parent corporation, if applicable) or any principal ever been convicted in a criminal proceeding (felonies or misdemeanors) in which any of the following offenses were charged?

		Y	**N**
a	Fraud		
b	Embezzlement		
c	Tax Evasion		
d	Bribery		
e	Extortion		
f	Jury Tampering		
g	Anti-Trust Violations		
h	Obstruction of justice (or any other misconduct affecting public or judicial officers' performance of their official duties		
i	False/misleading advertising		
j	Perjury		
k	Conspiracy to commit any of the foregoing offenses		

Civil Proceedings: Has the Proposer or any principal ever been a party, or is now a party, to civil proceeding in which it was held liable for any of the following?

		Y	**N**
a	Unfair/anti-competitive business practices		
b	Consumer fraud/misrepresentation		
c	Violations of securities laws (state and federal)		
d	False/misleading advertising		
e	Violation of local government ordinance		

License Revocation:

	Y	**N**
Has the Proposer or any principal ever had a business license revoked, suspended, or the renewal thereof denied, or is a party to such a proceeding that may result in same?		

Responses: If "yes" is the response to any of the foregoing, provide Information such as date, court, sentence, fine, location, and all other specifics for each "yes" response.

_____

_____

Principals: The full names and addresses of persons or parties interested in the foregoing Proposal, as principals, are as follows:

NAME ADDRESS

_____

_____

_____

_____

_____

***References*:** The Proposer lists below work he has done of similar nature as this solicitation, as references that will afford the City opportunity to judge as to experience, skill, business standing, and financial ability.

CONTACT PERSON	TITLE	PHONE NUMBER/EMAIL

STATEMENT OF INSURANCE COVERAGE

This is to certify that

_____
(Insurance Company)

of

_____
(City/State) **(Insurance Co. Address)**

Has issued policies of insurance, as identified by a policy number to the insured name below, and that such policies are in full effect now. Furthermore, this is to certify that these policies meet the requirements described in the General Conditions of this project; and it is agreed that the insurer will endeavor, if allowed by the policy, to provide the Owner thirty (30) calendar days' notice of nonrenewal, cancellation, or termination of the coverage. Such notice shall be delivered to:

The City of Stockbridge, Georgia, Purchasing Manager, 4640 North Henry Boulevard, Stockbridge Georgia 30281.

It is further agreed that The City of Stockbridge, Georgia shall be named as an additional insured on the Contractors' policy.

1. Insured: _____

2. Project Name**:** _____

DATE:

_____
(INSURANCE COMPANY)

ISSUED AT:

_____
(**AUTHORIZED REPRESENTATIVE)**

ADDRESS:

_____

_____

CONTRACTOR INFORMATION FORM

(This form must be completed and returned with your response)

RFP Number:

Full Company Legal Name: _____

Street Address: _____

City, State, Zip Code: _____

Contact Name for Solicitation: _____Title: _____
Telephone: (__)_____ Fax: (_____)_____ E-mail: _____

Company Web Site: _____State of Incorporation:_____

Taxpayer ID Number: _____Duns #: _____

Check one of the following: ☐ Independently owned and operated: ☐ An Affiliate or Division of:

Company Name: _____
Address: _____
_____

JOINT VENTURE AFFIDAVIT

(This form must be completed and returned with your response)

Primary Vendor Name: OBJ

If this will not be a joint venture, check this box: OBJ☐

State of: _____

County of: _____

We, the undersigned, being duly sworn according to law, upon our respective oaths depose and say that:

1. The following named contractors/companies have entered into a joint venture for the purpose of carrying out all the provisions of the Contract for the above-named solicitation:

Joint Venture Company "A"

Company Name_____Federal ID No._____

Address: _____

City:_____ State: _____Zip: _____

Check all that apply:

☐ Sole Proprietorship
☐ Partnership
☐ Corporation
☐ N/A, other

Joint Venture Company "B"

Company Name_____Federal ID No._____

Address: _____

City:_____ State: _____Zip: _____

Check all that apply:

☐ Sole Proprietorship
☐ Partnership
☐ Corporation
☐ N/A, other

2. The contractors/companies, under whose names we have affixed our respective signatures, have duly authorized and empowered us to execute this Joint Venture Statement in the name of and on behalf of such contractors for the purpose hereinbefore stated.

   Under the provision of such Joint Venture, the assets of each of the contractors named in Paragraph 1 hereof, and in case any contractor so named above is in partnership, the assets of the individual members of such partnership, will be available for the performance of such Joint Venture and liable therefore and for all obligations incurred in connection therewith.

JOINT VENTURE AFFIDAVIT

(This form must be completed and returned with your response)

Primary Vendor Name: ￼

If this will not be a joint venture, check this box: ￼☐
RFP Name: ￼
RFP Number: ￼

State of: _____

County of: _____

We, the undersigned, being duly sworn according to law, upon our respective oaths depose and say that:

1. The following named contractors/companies have entered a joint venture for the purpose of carrying out all the provisions of the Contract for the above-named solicitation:

Joint Venture Company "A"

Company Name_____Federal ID No._____

Address: _____

City: ￼ State: Zip:

Check all that apply:
☐ Sole Proprietorship
☐ Partnership
☐ Corporation
☐ N/A, other

Joint Venture Company "B"

Company Name_____Federal ID No._____

Address: _____

City: ￼ State: Zip:

Check all that apply:
☐ Sole Proprietorship
☐ Partnership
☐ Corporation
☐ N/A, other

2. The contractors/companies, under whose names we have affixed our respective signatures, have duly authorized and empowered us to execute this Joint Venture Statement in the name of and on behalf of such contractors for the purpose hereinbefore stated.

   Under the provision of such Joint Venture, the assets of each of the contractors named in Paragraph 1 hereof, and in case any contractor so named above is in partnership, the assets of the individual members of such partnership, will be available for the performance of such Joint Venture and liable therefore and for all obligations incurred in connection therewith.

JOINT VENTURE AFFIDAVIT

This Joint Venture Statement is executed so that the named contractors/companies, as one organization, may under such joint venture, bid upon said contract, and be awarded the contract if they should become the successful bidder therefore, any bid, bond and agreement relating to joint venture and every contractor name herein, severally, and jointly. Simultaneous with the execution of the contract, the contractors entering this joint venture shall designate and appoint a project manager to act as their true and lawful agent with full power and authority to do and perform all acts or things necessary to carry out the work set forth in said contract.

The Joint Venture shall be known as: _____

Principal Office Address: _____

City: ￼ State: Zip:

Telephone: ( ) Fax: (

3. On a separate sheet provide the following information and reference the section number:

A. Describe the capital contributions by each joint venture and accounting, therefore.

B. Describe the financial controls of the joint venture. Will a separate cost center be established?

- Will joint venture company responsible for keeping the books?
- How will the expenses be reimbursed?
- What is the authority of each joint venture company to commit or obligate the other? ￼

C. Describe any ownership, options for ownership, or loans between the joint ventures. Identify terms thereof.

D. Describe the estimated contract cash flow for each joint venture company. ￼

E. How and by whom will the on-site work be supervised?

F. How and by whom will the administrative office be supervised?

G. Which joint venture company will be responsible for material purchases including the estimated cost thereof?

- How will the purchases be financed?

- H. Which joint venture company will provide equipment? What is the estimated cost thereof?

- How will the equipment be financed?

I. Describe the experience and business qualifications of each joint venture company.

J. Submit a copy of all joint venture agreements and evidence of authority to do business in the State of Georgia as well as locally, to include all necessary business licenses.

JOINT VENTURE AFFIDAVIT

In connection with any work that these firms, as a joint venture, might be authorized to perform in connection with the above captioned contract, we each do hereby authorize representatives of the City, Department of Procurement Services, to examine, from time to time, the books, records and files to the extent that such relate to this solicitation.

We bind the contractors for whom we respectively execute this Joint Venture Statement in firm agreement with the City, that each of the representations herein set forth is true.

Subscribed and sworn before me.

this _____ day of_____ 2024.

(A) _____
Name of Contractor/Company A

My commission expires: By: (L.S.)

_____ _____
Notary Public Print Name

Subscribed and sworn before me

this day of 20

(B) _____
Name of Contractor/Company B

My commission expires: By: (L.S.)

_____ _____
Notary Public Print Name

PRIMARY CONTRACTOR / SUBCONTRACTOR UTILIZATION

(This form must be completed and returned with your response)

RFP Number:

Primary Vendor Name:
If subcontractors will not be used check this box: ☐

List all subcontractors to be used during the performance of this contract. Submit additional forms if needed.

Company Name:

Street Address:

City, State, Zip:

Telephone: ( ) Fax: ( )

Primary Contact:

E-mail Address:

Services to be provided:

_____

_____

Company Name:

Street Address:

City, State, Zip:

Telephone: ( ) Fax: ( )

Primary Contact:

E-mail Address:

Services to be provided:

_____

_____

Company Name:

Street Address:

City, State, Zip:

Telephone: ( ) Fax: ( )

Primary Contact:

E-mail Address:

Services to be provided:

_____

_____

PROMISE OF NON-DISCRIMINATION

(This form must be completed and returned with your response)

In consideration of, and as condition precedent, the right and privilege to bid on construction projects and other procurement contracts of the City of Stockbridge, each potential vendor shall be required to submit to the City of Stockbridge a duly executed and attested Promise of Non-Discrimination, enforceable at law, which by agreement, affidavit or other written instrument acceptable to the General Counsel for City of Stockbridge, shall contain promises, averments and/or affirmations voluntarily made by the bidder.

"Know All Men by These Presents, that I/We,

(_____)
Authorized Company Representative Name(s)

(_____)
Authorized Company Representative Title(s)

(_____)
Name of Company
(Hereinafter "Company"), in consideration of the privilege to bid on contracts funded in whole or in part by City of Stockbridge, hereby consents, covenants, and agrees as follows:

(1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against based on race, color, sex, religion, national origin, marital status, sexual orientation, age, or disability in connection with any bid submitted to City of Stockbridge, or the performance of any contract resulting therefrom.

(2) That it is and shall be the policy of Company to provide equal opportunity to all businesspersons seeking to contract or otherwise interested in contracting with this Company, including those companies owned and controlled by racial minorities, cultural minorities, and females:

(3) That the promises of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption for so long as any contract between Company City of Stockbridge remains in force and effect.

(4) That the promises of non-discrimination as made and set forth herein shall and are hereby deemed to be made a part of, and incorporated by reference into, any contract or portion thereof which the Company may hereafter obtain with City of Stockbridge.

(5) That the failure of this company to satisfactorily discharge any of the promises of non-discrimination as made and set forth herein shall constitute a material breach of contract entitling the City of Stockbridge to declare the contract in default and to exercise any and all applicable rights and remedies including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and/or forfeiture of compensation due and owing on a contract.

_____ _____
Solicitation Name Solicitation Number

_____ _____
Authorized Company Representative Name Authorized Company Representative Signature

_____Date

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

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

_____

Federal Work Authorization User Identification Number

_____

Date of Authorization

_____

Name of Contractor

_____

Name of Project

_____

Name of Public Entity

I hereby declare under penalty of perjury that the foregoing is true and correct.
Executed on _____, 2024__

in _____(city), _____(state).

_____

Signature of Authorized Officer or Agent

_____

Printed Name and Title of Authorized Officer or Agent

Subscribed and Sworn Before Me
On This The _____ Day Of _____, 2024.

_____

Notary Public
My Commission Expires:

Sub-subcontractor Affidavit of Compliance under O.C.G.A. § 13-10-91(b) (4)

By executing this affidavit, the undersigned sub-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 for _____(name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract) and _____(name of contractor) on behalf of the City has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned sub-subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned sub- subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the sub-subcontractor with the information required by O.C.G.A. § 13-10-91(b). The undersigned sub-subcontractor shall submit, at the time of such contract, this affidavit to _____ (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Additionally, the undersigned sub-subcontractor will forward notice of the receipt of any affidavit from a sub-subcontractor to _____ (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Sub- subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

_____

Federal Work Authorization User Identification Number

_____

Date of Authorization

_____

Name of Contractor

_____

Name of Project

_____

Name of Public Entity

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

Executed on _____, 20_____

in _____(city), _____(state).

_____

Signature of Authorized Officer or Agent

_____

Printed Name and Title of Authorized Officer or Agent

Subscribed and Sworn Before Me

On This The _____ Day Of _____, 20____.

_____

Notary Public

NON-COLLUSION AFFIDAVIT

I, _____ certify that pursuant to O.C.G.A. Section 36-91-21 (d) and (e), _____ has not, by itself or with others, directly or indirectly, prevented or attempted to prevent competition in such bidding or proposals by any means whatsoever. Affiant further states that (s)he has not prevented or endeavored to prevent anyone from making a bid or offer on the project by any means whatsoever, nor has Affiant caused or induced another to withdraw a bid or offer for the work.

Affiant further states that the said offer of _____ is bona fide, and that no one has gone to any supplier and attempted to get such person or company to furnish the materials to the bidder only, or if furnished to any other bidder, that the material shall be at a higher price.

_____
(COMPANY NAME)

_____
(PRESIDENT/VICE PRESIDENT)

Sworn to and subscribed before me this _____ day of _____, 200__.

_____
(SECRETARY/ASSISTANT SECRETARY)
(Affix corporate seal here if a corporation)

Notary Public: _____

County: _____

Commission Expires: _____

NOTE:
IF THE PROPOSER IS A PARTNERSHIP, ALL OF THE PARTNERS AND ANY OFFICER, AGENT, OR OTHER PERSON WHO MAY HAVE REPRESENTED OR ACTED FOR THEM IN THE BIDDING FOR OR PROCURING THE CONTRACT SHALL ALSO MAKE THIS OATH.

IF THE PROPOSER IS A CORPORATION, ALL OFFICERS, AGENTS, OR OTHER PERSONS WHO MAY HAVE ACTED FOR OR REPRESENTED THE CORPORATION IN BIDDING FOR OR PROCURING THE CONTRACT SHALL MAKE THE OATH.

Local and Locally Owned Business Form

(This form must be completed and returned with your response)

To encourage and promote local and locally owned businesses with contracting opportunities with the City of Stockbridge, formal solicitation processes may give preference to proposals and bids from local and locally owned businesses based on the following:

A business shall comply with all the following to be designated a Local Business:

a) The business shall have an office with at least one (1) employee within the City of Stockbridge.
b) The business shall not be delinquent with any payments to the City; and
c) The business shall hold a valid City of Stockbridge business license.

A business shall comply with both of the following to be designated a Locally Owned Business:

a) The business shall meet the requirements for a local business designation; and
b) At least fifty percent (50%) of the business' owners live in the City of Stockbridge.

Certification

Local and Locally Owned businesses that wish to receive preferential consideration shall submit a copy of a valid Occupational Tax Registration Certificate(s) issued by the City of Stockbridge to certify qualification for the preference as part of each proposal or response.

Procedures for local and locally owned preference

Request for Proposals (RFP) – If a local and locally owned business meets the quality standards established for the RFP process, the local business shall be awarded two (2) additional percentage points in the total evaluation; the locally owned business shall be awarded six (6) additional percentage points in the total evaluation. The evaluation and scoring of all proposals shall be conducted in accordance with departmental procedures issued by the Chief Financial Officer or his/her designee.

To qualify, you must submit with your proposal a copy of your Occupational Tax Registration Certificate.

Company Name: _____

Company Qualifies for Local Business Preference: Yes ☐ No ☐

Company Qualifies for Locally Owned Business Preference: Yes ☐ No ☐

Occupational Tax Registration Certificate issued by:

City: _____

CONTRACT BY AND BETWEEN WHITLEY ENGINEERING, INC.
AND THE CITY OF STOCKBRIDGE, GEORGIA

This **CONTRACT** made and entered into this_____ day of June, 2024 by and between the City of Stockbridge, Georgia, (the "City"), and Whitley Engineering, Inc. Party of the Second Part, hereinafter called the "Service Provider" or "Contractor").

NOW THEREFORE, for and in consideration of the mutual promises and obligations contained herein and under the conditions hereinafter set forth, the parties do hereby agree as follows:

1. **TERMS:**
   The services to be performed under this Contract shall commence on the date hereof. The initial terms of this Contract shall be through December 31, 2024. This Contract shall terminate absolutely and without further obligation on the part of the City on December 31, 2024, and each December 31 of each succeeding and renewed year, as required by O.C.G.A. §36-60-13, as amended, unless terminated earlier in accordance with the provisions of this Contract.

   This Contract may be renewed for four (4) additional twelve-month term, upon the same terms and conditions, as provided for in this Contract, unless terminated by the City, by notice to service provider or termination and non-renewal by December 31 of the Contract year.

2. **ATTACHMENTS:**
   The following documents are attached and are specifically incorporated herein by reference; and, along with this Contract and the General Conditions attached as Exhibit A encompass all of the
   Contract documents:

   I. Request for Proposal 2024-0001 (General Engineering Services).
   II. Contractor Proposal in Response to RFP 2024-0001 and Contractor Forms and Documents submitted in response to the RFP.

3. **PERFORMANCE:**
   Service Provider agrees to furnish all skill and labor of every description necessary to carry out perform, perform the services in accordance with the Contract Documents (the "Work").

4. **PRICE:**
   The City agrees to pay the Service Provider following receipt by the City of a detailed invoice reflecting the actual work performed by the Service Provider, provided,

however, Service Provider guarantees that the maximum price for materials, labor and expenses, shall be the amount reflected in Cost Proposal.

5. **INDEMNIFICATION AND HOLD HARMLESS:**

The Service Provider agrees to indemnify the City (including elected officials and employees) and hold the City harmless from and against any and all claims, liabilities, damages, losses, costs or expenses, including, without limitation, reasonable attorney's fees arising out of or related to: (a) a breach of the contract by Service Provider or (b) the performance of this Contract, whether by Service Provider, a subcontractor, or anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, liability, damage, loss, cost or expense is caused by the gross negligence or willful misconduct of a party indemnified hereunder. Service Provider's indemnification obligation shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for Service Provider or subcontractor under any insurance required by the contract, including workers' compensation acts, disability benefit acts, other employee benefit acts, or any other insurance. Service Provider shall not settle or compromise any indemnifiable claims hereunder without the prior written consent of the City. The City cannot and does not agree to indemnify, hold harmless, exonerate or assume the defense of Service Provider or any other person or entity whatsoever, for any purpose whatsoever.

6. **TERMINATION FOR CAUSE:**
The City may terminate this Contract for cause upon ten (10) days prior written notice to the Service Provider of the Service Provider's default in the performance of any term of this Contract. Such termination shall be without prejudice to any City's rights or remedies provide by law.

7. **TERMINATION FOR CONVENIENCE:**
The City may terminate this Contract for its convenience at any time upon (30) days written notice to the Service Provider. In the event of the City's termination of this Contract for convenience, the Service Provider will be paid for those services actually performed. Partially completed performance of the Contract will be compensated based upon a signed statement of completion to be submitted by the Service Provider who shall itemize each element of performance.

8. **TERMINATION FOR FUND APPROPRIATION:**
The City may unilaterally terminate this Contract due to lack of funding at any time by written notice to the Service Provider. In the event of the City's termination of this

Contract for fund appropriation, the Service Provider will be paid for those services actually performed. Partially completed performance of the Contract will be compensated based upon a signed statement of completion to be submitted by the Service Provider which shall itemize each element of performance.

9. **CONTRACTOR NOT TO DISCRIMINATE:**
During the performance of this Contract, the Service Provider will not discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, age, or disability which does not preclude the applicant or employee from performing the essential functions of the position. The Service Provider will also, in all solicitations or advertisements for employees placed by qualified applicants, consider the same without regard to race, creed, color, sex, national origin, age, or disability which does not preclude the applicant from performing the essential functions of the job. The Service Provider will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Contract so that such provision will be binding upon each subservice provider for standard commercial supplies of raw materials.

10. **ASSIGNMENT:**
The Service Provider shall not sublet, assign, transfer, pledge, convey, sell or otherwise dispose of the whole or any part of this Contract or his right, title, or interest therein to any person, firm, or corporation without the previous consent of the City in writing.

11. **WAIVER:**
A waiver by either party of any breach of any provision, term, covenant, or condition of this Contract shall not be deemed a waiver of any subsequent breach of the same or any other provision, term, covenant, or condition.

12. **SEVERABILITY:**
The parties agree that each of the provisions included in this Contract is separate, distinct and severable from the other and remaining provisions of this Contract, and that the invalidity of any Contract provision shall not affect the validity of any other provision or provisions of this Contract.

13. **GOVERNING LAW:**
The parties agree that this Contract shall be governed and construed in accordance with the laws of the State of Georgia. This Contract has been signed in Henry County, Georgia.

14. MERGER CLAUSE:

The parties agree that the terms of this Contract included the entire Contract between the parties, and as such, shall exclusively bind the parties. No other representations, either oral or written, may be used to contradict the terms of this Contract.

IN WITNESS WHEREOF, the parties hereto, acting through their duly authorized agents, have caused this **CONTRACT** to be signed, sealed and delivered.

MAYOR AND COUNCIL FOR
THE CITY OF STOCKBRIDGE

(SEAL)

By: _____
ANTHONY S. FORD, Mayor

ATTEST:

_____
VANESSA HOLIDAY, City Clerk

Approved as to form:

_____
City Attorney

CONTRACTOR

(SEAL)

By:_____

_____, _____
ATTEST:

_____
_____, _____

[THIS SPACE INTENTIONALLY LEFT BLANK]

City of Stockbridge

RFP:2024-001

MAY 8, 2024

Whitley Engineering, Inc.
P. O. Box 893
Hampton, Georgia 30228

WHITLEY ENGINEERING

Municipal Consulting • Inspections • Design • Review
P. O. Box 893, Hampton, GA 30228
770-946-0256

Whitley Engineering

PART 1 **Technical Proposal – About Us**

Section 1 **Cover Letter / Letter of Transmittal**

Section 2 **Executive Summary**

Section 3 **Company History / Primary Business**
Whitley Engineering's History & Mission Statement
Whitley Engineering's Professional Services

Section 4 **Experience**

Section 5 **Capabilities**
Whitley Engineering's Staffing Capabilities
References

Section 6 **Company Principles**
Whitley Engineering's Staffing
Whitley Engineering's Staff Resumes

PART 2 **Technical Proposal - Deliverables**
Project Plan
Timeline

PART 3 **Cost Proposal (submitted separately)**

PART 4 **Required Forms and Documents**

Section 1 COVER LETTER / LETTER OF TRANSMITTAL

WHITLEY
ENGINEERING

Municipal Consulting • Inspections • Design • Review
P. O. Box 893, Hampton, GA 30228
770-946-0256

City of Stockbridge
Department of Procurement
4640 N. Henry Boulevard
Stockbridge, Georgia 30281

Attention: Wanda Thomas

Dear Ms. Thomas:

Whitley Engineering (*WE*) appreciates the opportunity to submit this proposal to the City of Stockbridge for Engineering services. *WE* has been providing municipal professional engineering consulting services to cities and counties for over 24 years as well as consulting services for private developments. *WE* has also been providing engineering services to the City of Stockbridge since September of 2022 (under Safebuilt) and currently under Whitley Engineering. *WE* understands the proposal request and currently provides these services to the City. We will continue to work with the City staff providing plan and plat reviews, conducting site construction inspections, attending meetings, responding to developers and engineers and other related items. A more detailed list of services to be provided is included in this proposal. Our approach continues to be to respond to all emails, phone calls and other means of communication from the City in a prompt manner (typically immediately after receiving the request). Inspections, reviews and other request items by the City are and will continue to be addressed in a timely manner. Our cost for these services will remain at our current rate and is discussed in more detail in the Cost section of this proposal. Thank you for your consideration of this proposal. We appreciate the opportunity to represent and work with the staff at the City of Stockbridge.

Our Company information and understanding of the scope of work is on the following page. I attest to the accuracy and am authorized to execute any binding legal documents.

Sincerely,

Mark G. Whitley, PE
Vice President / Owner
P. O. Box 893
Hampton, GA 30228
770-946-0256 (office)
678-614-4218 (cell)
No Fax available
mark@whitleyeng.com

COMPANY INFORMATION

WHITLEY ENGINEERING, INC.

Mailing Address:	**P. O. Box 893** **Hampton, Georgia 30228**
Street Address:	**516 Griffin Street** **Zebulon, GA 30295**
Phone:	**770-946-0256**
Authorized Contact:	**Mark Whitley**
Cell Phone:	**678-614-42218**
Fax #:	**N/A**
Email:	**mark@whitleyeng.com**
Website:	**www.whitleyeng.com**
Federal Tax Id:	**58-2575253**

SCOPE OF WORK REQUESTED

The City of Stockbridge, Georgia, is requesting proposals from professional civil engineering firms able to provide a variety of engineering services required by the City of Stockbridge and to assist the Community Development Department as needed. The engineering services desired include, but are not limited to:

- preparation of plans,
- specifications and estimates of costs for construction projects,
- detailed studies on specific items,
- conducting investigations,
- preparation of reports,
- land surveying activities,
- traffic control recommendations, and
- construction inspection.
- ability to work effectively with the City's staff with respect to any of the civil engineering services required by the City.
- ability to work effectively with the public and regulatory agencies.
- ability to function in a support role to the Community Development Department and other City Departments as needed.

4.1 Civil engineering and consulting services to be provided may include:

1. Serve as the City's Official Engineer
2. Review civil plans and specifications for construction projects varying in complexity, for a portion or the entire project.
3. Interpret Engineering Codes
4. Civil Plan and Site Development Review
5. Erosion and Sedimentation Control Plan Review
6. Stormwater/Hydrology Review including WQ/Runoff Reduction
7. Traffic and Transportation Studies/Report Review

8. Site Development Construction Inspections
9. Provide erosion inspections for compliance with NPDES requirements.
10. Provide reporting information for monthly and semiannual reports to GSWCC.
11. Ordinance Review and Support for City Staff
12. Investigate stormwater-related issues/complaints.
13. Investigate Erosion Control related issues/complaints and advise City for Enforcement Actions
14. Attend meetings as required by City Staff
15. Meet with Developers/Contractors on site as requested.
16. Respond to Engineers/Owners involving plan reviews.
17. Respond to Contractors involving site inspections.
18. Review subdivision/Final Plats
19. Review concept plans for proposed new development projects.
20. Provide a field punch list for developers for completion of developments.
21. Review As-builts and Pond Certifications
22. Preparation and submittal of reports and special studies
23. Final Granting Authority of Land Disturbance Permits (LDPs)
24. Review Subdivision Plats and grant final approval.
25. Services may include a review of submitted preliminary plans and cost estimates, necessary fieldwork, drafting, design, surveying, technical assistance, construction inspection, and project management.
26. Preparation of specialized engineering studies on a variety of subjects including, but not limited to drainage studies, and construction feasibility studies.
27. Review Permit Applications for public water main and sanitary sewer construction, respectively.
28. Enforce all applicable erosion control codes, issue stop work orders, and investigate complaints concerning storm water, run-off, and other erosion-related issues.
29. Review applications for construction or alteration of Waters of the State and wetlands, respectively.
30. Coordinate, facilitate, and/or attend project-related meetings, such as pre-application, preconstruction, and project progress meetings.
31. Review and approval of material submittals, daily construction observation and documentation, coordinating builder's work review, and preparation of Engineer's Certificates.
32. Assists other City Departments and divisions with various tasks relating to various Engineering codes including but not limited to investigations, attending meeting meetings, and conferring with staff.

I understand the project, the summary of the approach to be undertaken and the costs to provide the services and I attest to the accuracy of this proposal.

Mark Whitley, PE
Vice President / Owner
Authorized signer
May 8, 2024

4640 North Henry Boulevard Stockbridge, Ga 30281

ADDENDUM NO. 1

Solicitation No.: REQUEST FOR PROPOSALS (RFP) NO. 2024-0001

Solicitation Title: City of Stockbridge General Engineering Services

ATTENTION ALL POTENTIAL BIDDERS:

- [X] **MUST ADDENDUM. READ CAREFULLY AND FOLLOW ALL INSTRUCTIONS.** This addendum forms a part of the contract documents, modifies the original bidding documents and shall be as binding as if contained therein.
- [ ] Return Addendum with Bid Submittal. Failure to do so may subject the Bidder to disqualification.
- [ ] Return Completed Revised Bid Pricing Sheets with Bid Submittal.

TO ALL PROSPECTIVE BIDDERS, PLEASE NOTE THE FOLLOWING CHANGES AND CLARIFICATIONS:

Words in ~~strikethrough~~ type are deletions from existing text. Words in **bold, underlined** type are additions to existing text.

RFP Due Date has not changed. RFP Due Date is 3:00 p.m. EDT on Thursday, May 9, 2024.

1. The deadline for questions has changed. The deadline for questions was. April 10, 2024 (12:00 noon, EDT).

The Non-Mandatory Prebid Conference will be on Wednesday, March 27, at 10:00 AM, EDT, Cisco Webex. Joining the Webex meeting, the City of Stockbridge Procurement Division website

QUESTIONS AND RESPONSES

Q1. Who is the current engineer on staff?
A1. Whitley Engineering
Q2. Will the City be selecting more than one firm for this RFP?
A2. No.
Q3. Will the selected engineering firm be expected to be on site or just on call
A3. The firm will be expected to serve as the official engineer; attend meetings and on call for inspections (including emergencies)
Q4. Out of curiosity, did the meeting take place (Prebid meeting 3/27/2024) or did the technical issues prevent it entirely?
A4. Yes, the meeting did take place, however, it was just an overview of the RFP and how it should be submitted, and the solicitation schedule. All of this information is in the RFP. Please note that if you have any questions regarding Prebid meeting or concerning the RFP you can submit them in writing at procurementdivision@stockbridgega.org.

Q5. I could not find the bid opening link, would you help me?

A5. The Bid opening will take place on Thursday, May 9th 3:00 p.m. Est via Cisco Webex, by going to City of Stockbridge website Procurement Division select "join meeting"

Q6. Is additional information available to support what you are looking for in terms of public involvement/outreach for the City Engineering Services?

A6. There is no outreach involved; Community Development's staff handles all outreach.

Q7. Page 7 (General Engineering Services Page 2) Section 4.3 Reporting requires that the "vendor include a detailed project timeline and reporting schedule outlining the steps taken to ensure timely delivery of all project outputs based on interim milestones and a completion date." However, since this is not a typical project schedule with a defined scope with a defined end, can additional information be provided to support what is requested to support this objective?

A7. Once the information on the project is received detailing the services provided, your report should be received within three business days. In the case of an emergency, your response a prompt response is required. Q8. Page 8 Tab 1 says to include a "summary of the costs to provide services. However Page 10 (General Engineering Services Page 5) states that the Cost Proposal is to be "submitted in a separate envelope." Can you please clarify?

A8. Cost Proposal shall be submitted in a separate sealed envelope, please provide as much itemization as possible. So not include within technical specifications.

Q9. Is there a page limit for the proposal?

A9. The number of pages should reflect the information requested.

Q10. Page 10, bullet 3 requests to "describe how final product will be structured upon completion." Is additional information available to define a specific "product" referred to in this section?

A10. The answers are located below questions 13-26.

Q11. How many copies of the proposal are required to be submitted?

A11. All proposals are due to the Division of Contracts & Procurement on or before Thursday, May 9, 2024, at 3:00 P.M., legal prevailing time. Proposals shall be submitted in-person at the Division of Contracts and Procurement. One (1) original and five (5) copies and an electronic version on a thumb drive. Proposals submissions are due up until 3:00 p.m.

Q12. Can the org chart be submitted as an 11" x 17" page?

A12. Yes

Q13. Can you please tell us approximately how many civil plans and projects will be reviewed monthly?

A13. Civil Plan and Site Development Reviews are estimated at 18 reviews a month.

Q14. Can you please tell us approximately how many plans will be reviewed monthly? (re: Civil Plan and Site Review)

A14 Civil Plans and specifications for public construction projects such as infrastructure improvements, roadway projects, or city owned properties would be estimated at 1 project per month.

Q15. Can you please tell us approximately how many E&S plans will be reviewed monthly? (re: Erosion & Sedimentation)

A15 18 reviews a month estimated. GSWCC will also review erosion plans for those projects exceeding 1 acre or part of a common development, however the engineer consultant should also review the erosion control plans. There are approximately 5 other plan reviews estimated for projects not required to be reviewed by GSWCC.

Q16. Can you please tell us approximately how many stormwater/hydrology reviews including WQ/Runoff Reduction will be reviewed monthly?

A16 Nearly all projects submitting civil plans for site development review will also submit hydrology report addressing detention/WQ/runoff reduction. The estimated reviews per month is 18.

Q17. Can you please tell us how many Traffic and Transportation Studies/Reports are reviewed monthly?

A17 Traffic and Transportation Studies can be associated with private as well as public projects and can be part of the DRI process, rezoning or land disturbance plan review and permitting stages. The estimated Traffic and Transportation Studies is 3 per month.

Q18. Can you please tell us approximately how many Site Development Inspections are conducted monthly?

A18 Site development construction inspections which would include items such as clearing/grubbing, grading, infrastructure/utility installation, stormwater structures, stormwater ponds, street construction, etc. are estimated at 20 inspections per month.

Q19. Can you please tell us approximately how many Erosion Inspections monthly?

A19 Erosion inspections including reporting are estimated at 32 per month. Projects/developments are inspected at least once weekly. Please keep in mind that inspections include issuing reports, warning, notice of violations, stop work orders or citations. Engineer is responsible for sending notices to Developer/Contractor and keeping track of the progress of compliance related issues.

Q20. Can you please tell us approximately how many stormwater related investigations/complaints are conducted monthly?

A20 Stormwater-related issues/complaints investigations are estimated at 2 monthly.

Q21. Can you please tell us approximately how many erosion control related issues/complaints are conducted monthly?

A21 Erosion Control Related issues/complaints investigations are estimated at 8 monthly.

Q22. Can you please tell us approximately how many Final Plats are reviewed monthly?

A22 Review of subdivision/Final Plats are estimated at 2 monthly.

Q23. Can you please tell us approximately how many Concept Plans are reviewed monthly?

A23 Review of concept plans for proposed new development projects are estimated at 5 monthly.

Q24. Can you please tell us approximately how many field punch list for developers are expected monthly?

A24 Providing field punch list for developers for completion of developments are estimated at 2 monthly.

Q25. Can you please tell us approximately how many As-Builts & Pond Certifications are reviewed monthly?

A25 Review of as-builts and pond certifications are estimated at 4 monthly.

Q26. Can you please tell us approximately how many Subdivision Plats are reviewed monthly?

A26 Review of subdivision plats and grant final approval including the signing of the final plat by the City Engineer are estimated at 2 per month

Q27. Can you please tell us approximately how many pre-application, pre-construction or project meetings are conducted monthly?

A27 Coordinate, facilitate, and/or attend project related meetings such as pre-application, preconstruction, and project progress meetings are estimated at 6 per month.

Q28. Will this be a hard copy submittal? If so, how what are the instructions for a hard copy submittal (i.e. number of copies, sealed bid label, etc.)?

A28. This question has been answered in answer A11. You may also refer to the RFP.

Q29. Is there a cost proposal and evaluation criteria sheet for the prime proposer to fill out?

A29. Refer to RFP page(s) 11-12 for instruction.

Q30. Submission of Responses (page 12) — The RFP says responses must be uploaded on-line via the Georgia Procurement Registry. How do we submit on the site, as there doesn't appear to be a way or method to upload/submit the files? (See the screenshot below

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Whitley Engineering, Inc.

Name of Company / Firm / Organization

Mark Whitley, Owner / Engineer

Printed Name of Authorized Rep. / Title

5/7/24

Signature of Authorized Representative / Date

4640 North Henry Boulevard Stockbridge, Ga 30281

ADDENDUM NO. 2

Solicitation No.: REQUEST FOR PROPOSALS (RFP) NO. 2024-0001

Solicitation Title: City of Stockbridge General Engineering Services

ATTENTION ALL POTENTIAL BIDDERS:

- [X] **MUST ADDENDUM. READ CAREFULLY AND FOLLOW ALL INSTRUCTIONS.** This addendum forms a part of the contract documents, modifies the original bidding documents and shall be as binding as if contained therein.
- [ ] Return Addendum with Bid Submittal. Failure to do so may subject the Bidder to disqualification.
- [ ] Return Completed Revised Bid Pricing Sheets with Bid Submittal.

TO ALL PROSPECTIVE BIDDERS, PLEASE NOTE THE FOLLOWING CHANGES AND CLARIFICATIONS:

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3. **The Answer has changed for Question #19.**

CLARIFICATIONS / MODIFICATIONS / QUESTIONS AND ANSWERS:

Q1. Who is the current engineer on staff?
A1. Whitley Engineering
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Q6. Is additional information available to support what you are looking for in terms of public involvement/outreach for the City Engineering Services?

A6. There is no outreach involved; Community Development's staff handles all outreach.

Q7. Page 7 (General Engineering Services Page 2) Section 4.3 Reporting requires that the "vendor include a detailed project timeline and reporting schedule outlining the steps taken to ensure timely delivery of all project outputs based on interim milestones and a completion date." However, since this is not a typical project schedule with a defined scope with a defined end, can additional information be provided to support what is requested to support this objective?

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Q12. Can the org chart be submitted as an 11" x 17" page?

A12. Yes

Q13. Can you please tell us approximately how many civil plans and projects will be reviewed monthly?

A13. Civil Plan and Site Development Reviews are estimated at 18 reviews a month.

Q14. Can you please tell us approximately how many plans will be reviewed monthly? (re: Civil Plan and Site Review)

A14 Civil Plans and specifications for public construction projects such as infrastructure improvements, roadway projects, or city owned properties would be estimated at 1 project per month.

Q15. Can you please tell us approximately how many E&S plans will be reviewed monthly? (re: Erosion & Sedimentation)

A15 18 reviews a month estimated. GSWCC will also review erosion plans for those projects exceeding 1 acre or part of a common development, however the engineer consultant should also review the erosion control plans. There are approximately 5 other plan reviews estimated for projects not required to be reviewed by GSWCC.

Q16. Can you please tell us approximately how many stormwater/hydrology reviews including WQ/Runoff Reduction will be reviewed monthly?

A16 Nearly all projects submitting civil plans for site development review will also submit hydrology report addressing detention/WQ/runoff reduction. The estimated reviews per month is 18.

Q17. Can you please tell us how many Traffic and Transportation Studies/Reports are reviewed monthly?

A17 Traffic and Transportation Studies can be associated with private as well as public projects and can be part of the DRI process, rezoning or land disturbance plan review and permitting stages. The estimated Traffic and Transportation Studies is 3 per month.

Q18. Can you please tell us approximately how many Site Development Inspections are conducted monthly?

A18 Site development construction inspections which would include items such as clearing/grubbing, grading, infrastructure/utility installation, stormwater structures, stormwater ponds, street construction, etc. are estimated at 20 inspections per month.

Q19. Can you please tell us approximately how many Erosion Inspections monthly?

A19 Erosion inspections including reporting are estimated at ~~32~~ ~~320~~ per month. Projects/developments are inspected at least once weekly. Please keep in mind that inspections include issuing reports, warning, notice of violations, stop work orders or citations. Engineer is responsible for sending notices to Developer/Contractor and keeping track of the progress of compliance related issues.

Q20. Can you please tell us approximately how many stormwater related investigations/complaints are conducted monthly?

A20 Stormwater-related issues/complaints investigations are estimated at 2 monthly.

Q21. Can you please tell us approximately how many erosion control related issues/complaints are conducted monthly?

A21 Erosion Control Related issues/complaints investigations are estimated at 8 monthly.

Q22. Can you please tell us approximately how many Final Plats are reviewed monthly?

A22 Review of subdivision/Final Plats are estimated at 2 monthly.

Q23. Can you please tell us approximately how many Concept Plans are reviewed monthly?

A23 Review of concept plans for proposed new development projects are estimated at 5 monthly.

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A25 Review of as-builts and pond certifications are estimated at 4 monthly.

Q26. Can you please tell us approximately how many Subdivision Plats are reviewed monthly?

A26 Review of subdivision plats and grant final approval including the signing of the final plat by the City Engineer are estimated at 2 per month

Q27. Can you please tell us approximately how many pre-application, pre-construction or project meetings are conducted monthly?

A27 Coordinate, facilitate, and/or attend project related meetings such as pre-application, preconstruction, and project progress meetings are estimated at 6 per month.

Q28. Will this be a hard copy submittal? If so, how what are the instructions for a hard copy submittal (i.e. number of copies, sealed bid label, etc.)?

A28. This question has been answered in answer A11. You may also refer to the RFP.

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Name of Company / Firm / Organization

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Printed Name of Authorized Rep. / Title

Mk Whitley 5/7/24

Signature of Authorized Representative / Date

Part 1 – About Us

Section 2 Executive Summary

Executive Summary

Whitley Engineering *(WE)* has been providing municipal professional engineering consulting services to cities and counties for over 24 years as well as consulting services for private developments. *WE* has also been providing engineering services to the City of Stockbridge since September of 2022 (under Safebuilt) and currently under Whitley Engineering. *WE* continues to work with several municipalities providing services that include civil site development plan review, erosion/NPDES Program management and inspections, construction inspections, MS4 program oversight, project engineering / management, Plat reviews, Public Works oversight, infrastructure improvements design, and a variety of other related services. Our design services include land planning, subdivisions (residential, commercial, industrial), utilities, environmental, transportation, parks, commercial, infrastructure, and other aspects of site development. *WE* was started in 2000 after a 15-year career with Clayton County where Mark Whitley worked as Community/Land Development Director, Solid Waste Manager, Transportation Engineer, and County Engineer.

Owner Mark Whitley has worked in and around the South Metro Atlanta area for over 39 years. His 40-year career as an engineer involves thousands of site development projects such as parks, roads, infrastructure, residential/commercial/industrial projects through plan reviews, inspections, planning, designs, and construction management. He has surrounded himself with staff members who are competent, qualified and share his work ethic. You will find the *WE* team is more than capable of meeting the needs of the City of Stockbridge.

The *WE* team understands the project and currently provides these services to the City of Stockbridge. We will continue to work with the City staff providing plan and plat reviews, conducting site construction inspections, attending meetings, responding to developers and engineers and other related items. A more detailed list of services to be provided is included in this proposal. Our approach continues to be to respond to all emails, phone calls and other means of communication from the City in a prompt manner (typically immediately after receiving the request) so inspections, reviews and other request are addressed by the City in a timely manner. Our cost for these services will remain at our current rate and is discussed in more detail in the Cost section of this proposal.

This proposal package includes staff capabilities, samples of successful projects, qualifications of firm principals, references, project plan, a detailed understanding of the needs and a cost proposal. Thank you for your consideration of this proposal. We appreciate the opportunity to represent and work with the staff at the City of Stockbridge to provide these services.

"Whitley Engineering's staff is dedicated to providing professional, personal service with integrity and honesty; while using sound engineering principals and common-sense."

Section 3 Company History

FIRM'S HISTORY & BACKGROUND

Owner, Mark Whitley graduated in 1984 from Auburn University. After being employed with Clayton County as County Engineer and serving as VP for Development for a metro development and building company, Whitley Engineering (***WE***) was founded and incorporated in 2000 by Mark Whitley. He has worked in and around the South Metro Atlanta area for over 39 years. His career as an engineer involves thousands of site development projects such as parks, roads, infrastructure, residential / commercial / industrial projects through plan reviews, inspections, planning, designs, and construction management. He has relationships with GDOT, EPD, GASWCC, Henry County and other local municipalities and organizations. ***WE*** offers services such as conceptual site planning and development, civil site design, utility design, municipal consulting, capital improvement design, land development, project engineering and NPDES monitoring and reporting. ***WE*** currently provides these same services to the Cities of Stockbridge, McDonough, Lovejoy, and Peachtree City (erosion control). Since we have been working with the City of Stockbridge for over 20 months, we are very familiar with the City Staff, projects, policies, procedures, ordinances, deliverables and time schedules.

Mark Whitley is well known and highly respected as one of the most knowledgeable and experienced engineers in this area that continues to provide municipal engineering consulting services to local cities. ***WE*** has a team of professionals that can handle all Construction site management and inspections, Construction Plan Reviews, Erosion Control (NPDES) inspections and reporting, Ordinance assistance, Transportation report revies, Plat reviews, Utility reviews, and other Public Works and Stormwater/MS4 related items.

WE has a professional staff capable of providing the needed services to the cities to ensure a successful delivery to their customers. Our Team currently provides City Engineering related services for the Cities of Stockbridge, McDonough, Lovejoy, and Peachtree City. Our Team includes engineers/designers, inspectors, field technicians, LIDAR and Mapping personnel, administrators, and other supporting staff.

Section 4 Experience

Firms Experience

Client: City of Stockbridge **2022 – Current**
Services:

- Serve as the City's Engineer.
- Review civil plans and specifications for construction projects varying in complexity, for a portion or the entire project.
- Interpret Engineering Codes.
- Civil Plan and Site Development Review.
- Erosion and Sedimentation Control Plan Review.
- Stormwater/Hydrology Review including WQ/Runoff Reduction.
- Traffic and Transportation Studies/Report Review.
- Site Development Construction Inspections.
- Provide erosion inspections for compliance with NPDES requirements.
- Provide reporting information for monthly and semiannual reports to GSWCC.
- Ordinance Review and Support for City Staff.
- Investigate stormwater-related issues/complaints.
- Investigate Erosion Control related issues/complaints and advise City for Enforcement Actions
- Attend meetings as required by City Staff.
- Meet with Developers/Contractors on site as requested.
- Respond to Engineers/Owners involving plan reviews.
- Respond to Contractors involving site inspections.
- Review subdivision/Final Plats.
- Review concept plans for proposed new development projects.
- Provide a field punch list for developers for completion of developments.
- Review As-builts and Pond Certifications.
- Preparation and submittal of reports and special studies.
- Final Granting Authority of Land Disturbance Permits (LDPs).
- Review Subdivision Plats and grant final approval.
- Review of submitted preliminary plans and cost estimates, necessary fieldwork, drafting, design, surveying, technical assistance, construction inspection, and project management.
- Preparation of specialized engineering studies on a variety of subjects including, but not limited to drainage studies, and construction feasibility studies.
- Review Permit Applications for public water main and sanitary sewer construction, respectively.
- Enforce all applicable erosion control codes, issue stop work orders, and investigate complaints concerning storm water, run-off, and other erosion-related issues.
- Review applications for construction or alteration of Waters of the State and wetlands, respectively.
- Coordinate, facilitate, and/or attend project-related meetings, such as pre-application, preconstruction, and project progress meetings.
- Review and approval of material submittals, daily construction observation and documentation, coordinating builder's work review, and preparation of Engineer's Certificates.

- Assists other City Departments and divisions with various tasks relating to various Engineering codes including but not limited to investigations, attending meeting meetings, and conferring with staff.

Cost for Services: Lump sum $5,000.00 per month

Client: McDonough **2005 – Current**

Services:

- Provide civil site plan review for LDP process.
- Provide Construction inspections for active projects as requested.
- Provide erosion control inspections and reporting.
- Review concept drawings, preliminary plats.
- Represent City with meetings with GSWCC.
- Provide all reporting for City as required by GSWCC to maintain MOA.
- Design infrastructure projects including sidewalks, roadway improvements, drainage, etc.
- Provide project management/engineering for infrastructure construction projects.
- Assist City with applying for CDBG projects, design CDBG infrastructure projects and provide project management for those projects.
- Assist with MS4 / Stormwater Program with provided inspections and reports for annual reporting.
- Address erosion complaints, drainage complaints and other related issues.
- Provide mapping for MS4 stormwater requirements.

Cost for Services:

Professional Engineer	$120 per hour
Engineer Design	$100 per hour
Construction Staking / Lidar	$100 per hour
Field Technician/NPDES/Inspections	$60 per hour
Office Administration	$50 per hour

Client: Lovejoy **2005 – Current**

Services:

- Provide civil site plan review for LDP process.
- Provide erosion control inspections and reporting.
- Represent City with meetings with GSWCC.
- Provide all reporting for City as required by GSWCC.
- Provide staff for LDP permitting and building permit processes.
- Design infrastructure projects including sidewalks, roadway improvements, drainage, etc.
- Provide project management/engineering for infrastructure construction projects.
- Assist City with applying for CDBG/TE projects, design CDBG infrastructure projects and provide project management for those projects.
- Collect data for MS4 annual reports and assist CCWA with annual reports to EPD.
- Address erosion complaints, drainage complaints and other related issues.
- Provide mapping for MS4 stormwater requirements.

- Provide planning and zoning services related to review and recommendation of Variances, CUP, and other related items.
- Provide updates to City Ordinances

Cost for Services:

Professional Engineer	$120 per hour
Engineer Design	$100 per hour
Construction Staking / Lidar	$100 per hour
Field Technician/NPDES/Inspections	$60 per hour
Office Administration	$50 per hour

References for Similar Work:

Name of Company	City of McDonough
Name of Contact Person	Steve Morgan, City Administrator
Address	136 Keys Ferry Street, McDonough, Georgia 30253
Services	NPDES, Plan Reviews, Construction Inspections, MS4 / Stormwater Program, Design infrastructure projects.
Telephone Number	770-957-3915
Email	smorgan@mcdonoughga.org
Name of Company	City of Lovejoy
Name of Contact Person	Marci Fluellyn, Mayor
Address	P.O. Box 220, Lovejoy, Georgia 30250
Services	City Engineer
Telephone Number	770-471-2304
Email	m_fluellyn@cityoflovejoy.com
Name of Company	City of Lake City
Name of Contact Person	Christopher Leighty, City Manager
Address	5455 Jonesboro Road, Lake City, Georgia 30260
Services	Community Park, Project Manager
Telephone Number	404-366-8080
Email	cleighty@lakecityga.net

Character References

Name of Contact Person	**Ann Tarpley**, Mayor City of Hampton
Address	200 Revolutionary Drive
Telephone Number	678-779-8730
Email	atarpley@hamptonga.gov
Name of Contact Person	**Marci Fluellyn**, Mayor City of Lovejoy
Address	P.O. Box 220, Lovejoy, Georgia 30250
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Email	smorgan@mcdonoughga.org

Section 5 Capabilities

WE has a professional staff capable of providing the needed services to the City of Stockbridge to ensure a successful delivery to your customers. Our Team continues to provide professional services for the City McDonough, City of Lovejoy, and Peachtree City. And, we currently are providing Engineering services to the City of Stockbridge. Our Team includes engineers/designers, Environmental Consultants, Landscape Architect, Surveyor, LIDAR and Mapping, and other supporting staff.

Mark Whitley, as the owner of *WE*, will also be the Team leader. He understands as a local engineer the importance of having successful deliverables. The Team is set to provide, but not limited to the following scope of work.

- Civil Engineering and consultant services;
- preparation of plans;
- specifications and estimates of costs for construction projects;
- detailed studies on specific items;
- conducting investigations;
- preparation of reports;
- land surveying activities;
- traffic control recommendations;
- construction inspection;
- ability to work effectively with the City's staff with respect to any of the civil engineering services required by the City;
- ability to work effectively with the public and regulatory agencies;
- ability to function in a support role to the Community Development Department and other City Departments as needed.

Our location, availability, and accessibility to the City will help us provide a successful project in a timely manner while meeting the objectives and goals for the City of Stockbridge. Mark Whitley, as Team Leader, is in the area and available for meetings even with little notice. Meetings can quickly be held at the City Offices, on site or other areas associated with the project within minutes. As Team Leader, the City is also communicating with the owner of the company, and Chief Engineer. *WE* believes this allows us to provide a level of communication that cannot be provided by other firms.

MEET OUR TEAM

Our staff and Clients (Cities) have not changed in several years. We have provided these services for Stockbridge since 2022, McDonough since 2005, Lovejoy since 2005, and Peachtree City since 2021. Our staff has provided and continues to provide these services efficiently and effectively without issues. Mark Whitley, as the owner of *WE*, will remain the Team leader and main contact for Stockbridge. The following summarizes the company's ongoing projects/contracts with Cities, and how the staff is organized to serve the Cities.

Municipal Consulting:

Mark Whitley, PE – Team Leader, City Engineer, Construction Inspections, Erosion Inspections, plan reviews, Municipal Consulting, NPDES

Forty (40) years of experience in the engineering field with extensive experience working with Clayton County as County Engineer and other engineering positions. Serves as a Municipal Consultant as City Engineer for several small cities including McDonough, Lovejoy, and Stockbridge.

Christopher Mallory – Senior Engineer, Design, Construction Inspections, Erosion Inspections, plan reviews, NPDES

Twelve (12) years of experience as a commercial and residential development designer. BS Degree in Civil Engineering from Southern Polytechnic State University and a US Marine. GSWCC Level 2 Certified Plan Reviewer and previously with Planners and Engineers Collaborative in Marietta before joining the staff of Whitley Engineering in early 2019.

Zach Whitley – Inspections, MS4, NPDES, Field Technician

Twelve (12) years of experience as a field technician, NPDES inspector, Code Enforcement Officer and MS4 technician/data collector. Level IA and IB GSWCC Certified.

Thomas Fleming – Erosion Inspections, MS4, NPDES

Forty-seven (47) years of experience as a NPDES inspector and Stormwater Technician. Level IB and II GSWCC Certified as well as GIS experience. His twenty-eight year career with USDA/NRCS as a Conversationist and Environmental advisor. Previously worked with Clayton County as a Plan Reviewer for Civil Plans and as Stormwater Engineer with the City of McDonough Stormwater Department before joining our staff.

George Russell – Erosion Inspections

One (1) year of experience as a NPDES inspector with a Level IA and IB GSWCC Certification.

Josh Wall – Construction staking, mapping, Lidar (Drone)

Seventeen (17) years of experience working with construction staking and data collection, concept design and Lidar (Drone) services.

Dawn Durham – Planning and Zoning

Thirty-one (31) years of extensive experience in P&Z related work. Past P&Z Director for Clayton County and Pike County. Extensive work in drafting ordinances, code compliance, DCA/ARC related items, COMP Plans and other related municipal administration issues.

Susan Crutchfield – Finance, Administration

Thirty-one (31) years of experience in administration. Extensive experience in customer service, marketing manager, finance and other related administrative issues. Worked with private companies as well as dedicating much of her time as volunteers for several associations.

Janet Whitley – Owner, President, Part-Time Administration.

SERVICES PROVIDED by Whitley Engineering Inc.

Professional Services - Municipal

- Project Management/Engineering/Construction Management,
- Civil Plan and Site Development Plan Review,
- SPLOST Management Services,
- Utility Design and Inspections,
- NPDES MS4 Stormwater Reporting and Services,
- Stormwater/Water Quality Studies Design,
- Stormwater/Water Quality Studies Review,
- Erosion Control Plan Review and Inspections,
- Site Development/Construction Inspections,
- Ordinance Review and Support,
- Grant Submittals and Administration,
- Prepare yearly LMIG for GDOT funding for Capital Improvements,
- Engineering Design for Stormwater and Capital Improvement Projects,
- Investigate Stormwater related complaints, and
- Investigate Erosion Control related complaints.

Design

- Civil Site Design
- Conceptual Layouts/Land Planning
- Stormwater Management Facilities
- On-site septic sewer systems
- Municipal/utility design
- Infrastructure design and improvements
- Plot plans

NPDES Services

- Design of Erosion, Sedimentation and Pollution Control Plan (Best Management Practices-BMP's)
- Notice of intent (NOI)
- Evaluate Impaired Stream Segments for NOI
- Stormwater monitoring, sampling, inspections
- Installation and maintenance of BMP's
- Address site issues with local inspectors
- Notice of Termination (NOT)

MS4 Services

- Prepare Storm Water Management Program Annual MS4 Report
- Provide Storm Water inspections and sampling for MS4

- Collect Data for MS4 Reporting and Updating
- Update SWPP
- Prepare SQAP Reports

Project Engineering/Management

- Evaluation of Contracts
- Verify quantities and approve invoices
- Manage onsite operations
- Scheduling construction activities
- Coordinating with local inspectors
- Coordinating with contractors and subcontractors

Other Services

- Grant Writing
- Grant Administration
- Rezoning packages and representation
- Asphalt coring and reporting
- Ordinance updates
- Comprehensive Land Use Plan updates
- Erosion Control installation and maintenance
- Land Surveying (Subcontract)
- Site Development/Construction Services
- Environmental Assessments (Subcontract)
- Geotechnical Investigations (Subcontract)

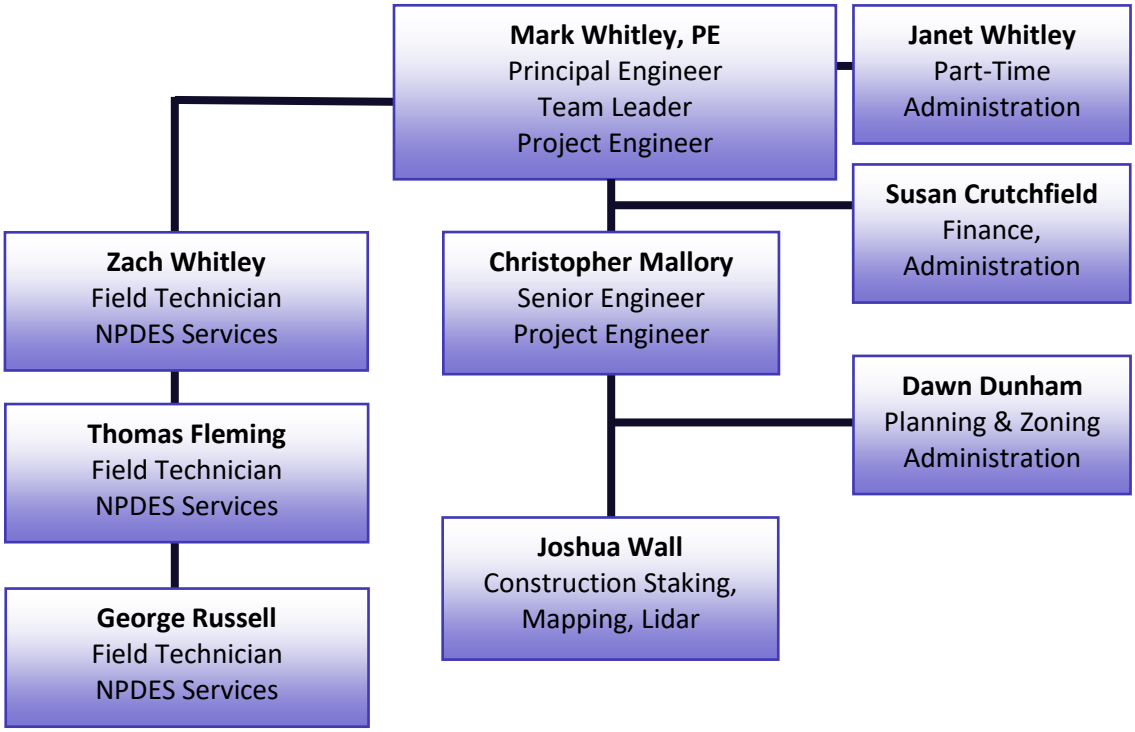
Section 6 Company Principles

FIRM'S STAFFING:

Whitley Engineering currently staffs qualified personnel that have both the experience and qualifications needed to provide professional civil engineering services as well as other engineering related areas. ***WE*** has been in business since October, 2000 and has provided engineering services during the 24 year period for municipalities and private development projects.

STAFF

Mark G. Whitley, PE (Owner, Vice Pres.) – Professional / Principal Engineer
Janet Whitley, RN (Owner, Pres.) – Part time Administration
Christopher Mallory – Senior Engineer, Project Management
Zachary Whitley – Field Technician/MS4 Data Collection/NPDES
Thomas Fleming – Erosion Inspector/MS4 Inspector
George Russell – Erosion Inspector
Josh Wall – Surveying, Designer
Dawn Dunham – Planning & Zoning Administrator, Municipal
Susan Crutchfield – Finance, Administration, Municipal Administration



WORK EXPERIENCE AND QUALIFICATIONS

Mark G. Whitley, P.E. - Professional Engineer – *40* years of experience in the engineering field with extensive experience working with Clayton County as County Engineer and other engineering positions. Experience includes construction management/inspections for utility and road projects, solid waste management, community development, NPDES management, storm water MS4 management, R/W and road design, public works maintenance, and other related engineering items. He has assisted Clayton County with developing subdivision and construction guidelines and specifications, updating environmental ordinances and one of the co-authors of the Georgia Storm Water Manual/Bluebook. He currently provides plan review services for local cities, MOA requirements for civil site plans, detention/water quality and sediment ponds, erosion control / BMP's, streets, drainage, storm drains, sanitary sewer, domestic water and all aspects of development. He represents several cities as their LIA (Local Issuing Authority) representative with the State. He is currently providing professional engineering services for the Cities of McDonough, Lovejoy, Stockbridge, Lake City, and Morrow. He assisted the City of McDonough with acquiring their Memorandum of Agreement (MOA) with the EPD and provides supporting services for the MOA. He is a Registered Professional Engineer and has Level IA, IB and II GSWCC Certifications as well as a Certified Solid Waste Manager.

Christopher Mallory, Senior Design Engineer – 12 years of experience as a commercial and residential development designer. GSWCC Level 2 Certified Plan Reviewer with previously with Planners and Engineers Collaborative in Marietta before joining the staff of Whitley Engineering in early 2019.

Zachary Whitley, Engineering Technician Part time – 12 years of experience as a field technician, NPDES inspector, Code Enforcement Officer and MS4 technician/data collector. Level IA and IB GSWCC Certified.

Thomas Fleming, Erosion/ NPDES Inspector/MS4 Program – 47 years of experience as a NPDES inspector and Stormwater Management Technician. Level IB, II GSWCC Certified and CPESC certified well as GIS experience. Previously worked with the City of McDonough Stormwater Department before joining our staff.

George Russell, Erosion/ NPDES Inspector – 1 year of experience as a NPDES inspector with Level IB, II GSWCC Certified.

Joshua Wall, Surveying and Design – 17 years of experience working with surveying and data collection and engineering and surveying design.

Dawn Dunham – Planning and Zoning, Municipal Administration – 31 years of extensive experience in Planning & Zoning related work. Past P&Z Director for Clayton County and Pike County. Extensive work in drafting ordinances, code compliance, DCA/ARC related items, COMP Plans and other related municipal administration issues.

Susan Crutchfield, Finance, Administration and Municipal Administration – *31* years of experience in administration. Extensive experience in customer service, marketing manager, finance and other related administrative issues. Worked with private companies as well as dedicating much of her time as volunteers for several associations.

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770-946-0256

MARK G. WHITLEY, P.E.

PRINCIPAL ENGINEER / OWNER

SUMMARY OF EXPERIENCE

With over forty (40) years of experience in the engineering field, Mr. Whitley has extensive experience working with the public sector from the city and local levels to the state level. He was the County Engineer as well as Solid Waste Manager, Community Development Director, and Transportation Engineer during his fifteen years with Clayton County. His experience includes construction management / inspections for utility and road projects, planning, site development design, solid waste management, NPDES management, storm water MS4 management, R/W and road design, public works maintenance, civil plan review, construction development inspections and other related engineering items. He assisted Clayton County with developing subdivision and construction guidelines and specifications, updating environmental ordinances and one of the co-authors of the First Edition of the Georgia Storm Water Manual/Bluebook. Mr. Whitley currently provides plan review services for several local cities, MOA requirements/compliance, detention/water quality/run-off reduction, infrastructure planning and site design, NPDES/erosion control reviews, sewer/water/utility review, and other aspects of development. He represents several cities as their Local Issuing Authority (LIA) representative with the State. He also provides professional engineering services for several cities. He assisted the City of McDonough and the City of Locust Grove with acquiring their Memorandum of Agreement (MOA) with the EPD and provided supporting services for the MOA.

Mr. Whitley is a family man who enjoys his grandkids and spending Saturdays at the ballfields.

PROJECTS

- VETERAN'S PARK – IMPROVEMENTS AND STREAM RESTORATION, JUDY DRIVE OUTFALL SEWER, CHERRY STREET, FAIRVIEW ROAD, DORIS DRIVE, CITY OF MCDONOUGH, GA
- LOVEJOY ROAD/HASTINGS BRIDGE ROAD IMPROVEMENTS, MAYOR'S PARK PLANNING, DESIGN, CONSTRUCTION MANAGEMENT, CITY OF LOVEJOY, GA
- OSWALT PARK PLANNING, DESIGN, PROJECT MANAGER, CITY OF LAKE CITY
- LAKE HARBIN ROAD DESIGN AND CONSTRUCTION MANAGEMENT, MORROW, GA
- PIKE COUNTY INDUSTRIAL PARK – HIGHWAY 41, PIKE CO., GA
- PIKE COUNTY BUSINESS PARK – IDA LOT EVALUATIONS, PIKE CO., GA

EDUCATION

B. S. Civil Engineering, *Auburn University*

38 Years Civil Engineering

LICENSES / CERTIFICATIONS

- **Professional Civil Engineer, Georgia**
- **Professional Civil Engineer, Alabama**
- **GSWCC Level 1A Fundamentals**
- **GSWCC Level 1B Certified Inspector / Enforcement**
- **GSWCC Level 2 Certified Plan Reviewer / Design**
- **Solid Waste Manager, GA**
- **Stormwater Inspector, GA**

PROFESSIONAL AFFILIATION

- **American Society of Civil Engineers**

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CHRISTOPHER MALLORY

SENIOR ENGINEER / PROJECT MANAGER

SUMMARY OF EXPERIENCE

Mr. Mallory has over twelve (12) years of Civil Engineering experience. Since 2019, he has been the Senior Project Engineer for Whitley Engineering. Mr. Mallory has done Civil Design projects for residential, commercial, and municipal infrastructure projects.

Prior to joining the Whitley Engineering staff, Mr. Mallory was Project Engineer for Planners and Engineers Collaborative in Peachtree Corners and Marietta for five years. He worked for Engineering Technician for Cardno ATC for a year after being honorably discharged from United States Marine Corps as a Fire Direction Corporal.

PROJECTS

- OVERLOOK AT HUNTCREST APARTMENTS, SUWANEE, GA
- WALKER COMMONS SUBDIVISION, LOVEJOY, GA
- TRUE LIGHT BAPTIST CHURCH, MCDONOUGH, GA
- FIRST CHOICE AUTO CARE SEWER OUTFALL, HAMPTON, GA
- CHURCH STREET ROAD WIDENING PROJECT, CITY OF LOVEJOY
- ACCESSORY AERO GROUP/PIKE BUSINESS PARK
- PIKE COUNTY INDUSTRIAL PARK (IDA) LOT EVALUATIONS, ZEBULON, GA
- SYDNEY LEE INDUSTRIAL SITE/PIKE COUNTY BUSINESS PARK
- LOVEJOY MAYOR'S PARK, CITY OF LOVEJOY, GA
- ROBERT'S QUARTER ROAD, CONCEPT PLAN, PIKE COUNTY
- OSWALT TRAILS, CITY PARK, CITY OF LAKE CITY

EDUCATION

B. S. Civil Engineering, *Southern Polytechnic State University*

Pure Mathematics, *Hawaii Pacific University*

AA, *Gordon State College*

Fire Direction Corporal, *United States Marine Corps*

12 Years of Civil Engineering

LICENSES / CERTIFICATIONS

- **GSWCC Level 1A Fundamentals**
- **GSWCC Level 2 Certified Plan Reviewer / Design**

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ZACHARY WHITLEY

FIELD TECHNICIAN / MS4 DATA INSPECTOR / NPDES

SUMMARY OF EXPERIENCE

Mr. Whitley has over fifteen (15) years of Construction experience and twelve (12) years of experience as a field technician, NPDES inspector, Code Enforcement Officer and MS4 technician / data collector. Since 2012, he has been with Whitley Engineering. Mr. Whitley is level 1A and 1B Certified with GSWCC.

Prior to joining the Whitley Engineering staff, Mr. Mallory was Project Engineer for Planners and Engineers Collaborative in Peachtree Corners and Marietta for five years. He worked for Engineering Technician for Cardno ATC for a year after being honorably discharged from United States Marine Corps as a Fire Direction Corporal.

PROJECTS

- CITY OF LOVEJOY EROSION CONTROL INSPECTIONS
- LOVEJOY MAYOR'S PARK, CITY OF LOVEJOY, GA
- CITY OF LOCUST GROVE EROSION CONTROL INSPECTIONS
- CITY OF MCDONOUGH DORIS DRIVE CONSTRUCTION INSPECTIONS

EDUCATION

AA, *Gordon State College*

15+ Years Construction

LICENSES / CERTIFICATIONS

- **GSWCC Level 1A Fundamentals**
- **GSWCC Level 1B Certified Inspector / Enforcement**

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THOMAS FLEMING

FIELD TECHNICIAN / EROSION INSPECTOR AND ENFORCEMENT

SUMMARY OF EXPERIENCE

Mr. Fleming has over forty-seven (47) years of extensive experience in Soil and Erosion Control plan review, planning, solid waste management, NPDES management, storm water inspections, and MS4 management. He has been associated with many projects in the Metro Atlanta area involving land development, project management, enforcement and plan reviews.

Prior to joining the Whitley Engineering staff, Tom had a 28 year career with USDA/NRCS as a conservationist/environmental advisor. He also worked for the City of McDonough in the Stormwater Department for seven (7) years and with the Clayton County Land Development Department for eleven (11) years.

PROJECTS

- JUDY DRIVE, CITY OF MCDONOUGH
- PEACHTREE CITY NPDES INSPECTIONS
- CITY OF MCDONOUGH NPDES INSPECTIONS
- CITY OF LOVEJOY NPDES INSPECTIONS

EDUCATION

BS Agriculture, *University of Georgia*

Draftsman, *MK Mechanical Contractors*

Officers Candidate School, *United States Army*

47+ Years Plan Reviews, Erosion & Sediment Control, Design & Conservation Planning

LICENSES / CERTIFICATIONS

- **GSWCC Level 1A Fundamentals**
- **GSWCC Level 1B Certified Inspector / Enforcement**
- **GSWCC Level 2 Certified Plan Reviewer**
- **GSWCC Level 1A Trainer**
- **CPESC – Certified Professional E&S Control**

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GEORGE RUSSELL

FIELD TECHNICIAN / EROSION INSPECTOR AND ENFORCEMENT

SUMMARY OF EXPERIENCE

Mr. Russell has grown up in the construction industry. He has over a year of experience NPDES erosion control inspections. He joined the Whitley Engineering staff after graduation from High School.

PROJECTS

- CITY OF LOVEJOY NPDES INSPECTIONS
- PEACHTREE CITY NPDES INSPECTIONS
- CITY OF MCDONOUGH NPDES INSPECTIONS
- CITY OF STOCKBRIDGE

EDUCATION

High School Diploma

1 year Erosion & Sediment Control

LICENSES / CERTIFICATIONS

- **GSWCC Level 1A Fundamentals**
- **GSWCC Level 1B Certified Inspector / Enforcement**

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JOSHUA WALL

CONSTRUCTION STAKING, MAPPING, LIDAR(DRONE)

SUMMARY OF EXPERIENCE

Mr. Wall has been with Whitley Engineering since 2016. He handles all construction staking, Lidar/mapping, concept designs, and drafting. He has extensive training in construction staking, GPS, GIS, ALTA Surveys, Property Boundary line computations, Trimble and Leica RTK, Drafting and CAD. He has worked with execution of boundary, topographic, street-scape, sewer and roadway surveys; 3D laser scanning, Carlson SurvCE data collection, Leica manual and robotic instruments; and utilization of Trimble GPS systems to determine project datum

Prior to joining the staff at Whitley Engineering, Mr. Wall worked in the field for over sixteen (16) years (five as Crew Chief) with Jacobs Engineering and Point to Point Land Surveyors.

PROJECTS

- PIKE COUNTY MCKINLEY ROAD
- CITY OF LOVEJOY MAYOR'S PARK
- GODBY PARK
- NEWNAN FIRST RETAIL
- CHATHAM TOWNHOMES
- ATLANTA SOUTH RV PARK
- WALKER COMMONS
- GATES @ HASTINGS

EDUCATION

BS Agriculture, *University of Georgia*

Draftsman, *MK Mechanical Contractors*

Officers Candidate School, *United States Army*

17+ Years Surveying, CAD, Construction Staking, Mapping and Lidar

LICENSES / CERTIFICATIONS

- **Leica System 1200 Real Time Kinematic GPS**
- **GIS**
- **Terramodel CAD**

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DAWN DUNHAM

PLANNING & ZONING, MUNICIPAL ADMINISTRATOR

SUMMARY OF EXPERIENCE

Mrs. Dunham has over thirty-one years of extensive experience in Planning and Zoning related work. Past Planning and Zoning Director for Clayton County and Pike County. She has extensive work in drafting ordinances, code compliance, DCA/ARC related items, COMP Plans and other related municipal administration issues.

PROJECTS

- CITY ORDINANCES
- CITY ZONING
- COUNTY ORDINANCES
- COUNTY ZONING

EDUCATION

High School Diploma

31+ Years Planning & Zoning Administration

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SUSAN CRUTCHFIELD

FINANCE, ADMINISTRATOR, MUNICIPAL ADMINISTRATOR

SUMMARY OF EXPERIENCE

Ms. Crutchfield has over thirty-eight (38) years of experience in administrative, customer service and management. For the past five (5) years, she has provided financial oversight, billing, accounts receivables and reporting as well as handling customer service, meeting coordination and other administrative duties for Whitley Engineering. In addition to working with Whitley Engineering, Susan runs her own administrative company for various other small corporations, non-profits and associations.

In her prior work experience, Susan worked in both the public and private sector as well as the non-profit arena. She has written grants, developed Leadership Programs, managed a staff of thirty-two (32) customer service representatives for a large cable company and managed a Small Business Development Center for a Chamber of Commerce.

PROJECTS

- CITY PERMITTING
- CITY ZONING
- GSWCC REPORTING

EDUCATION

BA, Communications, *University of Georgia*

38+ Years Experience in Administration, Customer Service, and Management

Part 2 – Technical Proposal

TECHNICAL PROPOSAL

PROJECT PLAN

Whitley Engineering currently provides Municipal Professional City Engineer Services. ***WE*** has been providing these services since September 2022 initially through SafeBuilt and currently through Whitley Engineering, Inc. During this time, we have worked extensively with the staff, developers, contractors, and engineers. We have utilized and become very knowledgeable of the City's ordinances, procedures, and policies. Therefore, we believe that the system that is currently in place has been working well, and we do not propose to change it if we are able to continue to provide these services. The following items are how ***WE*** will continue to perform the scope of work for City Engineering Services.

METHODOLOGY TO COMPLETE SCOPE OF WORK

Proposed **methodology to complete and manage the typical scope of work** / main tasks associated with current services provided to the City are as follows, however additional items are requested by the Community Development Department, City Administrator, Code Enforcement or other Staff as part of our services.

Civil Site Development Plan Reviews and Stormwater Studies – Approximately 20 per month. ***WE*** is emailed the plans for review. Typical review does not exceed 10 business days. Expedited reviews requested by the City Staff is generally completed the day of the request or the very next day. A list of deficient items is sent in a report to the Community Development Department.

Other reviews such as Erosion Control Plans where NPDES review from GSWCC is not required, Infrastructure projects, traffic studies, DRI reports and other related items from the Community Development Department. Plans and requests are emailed to ***WE.*** Typical review does not exceed 10 business days. Expedited reviews requested by the City Staff are generally completed the day of the request of the very next day.

Site Development Construction Inspections – Inspections are generally emailed to ***WE*** by the City Staff or the engineer/contractor may call ***WE*** directly with the request. There are typically 20 construction related inspections each month. Inspections are generally conducted the same day or very next day. An inspection report is completed and emailed to the Community Development Department.

Erosion Control Site Inspections – The ***WE*** staff is scheduled to inspect all projects once a week that have Land Disturbance Permits. There are over 300 inspections conducted per month. Those inspections are scheduled by ***WE*** and are performed throughout each week. Inspection reports are completed and emailed to the owner/contractor when the site is found not to be compliant. The inspection may be for a weekly inspection, warning or Notice of Violation. If the owner/contractor does not address the issues

within a specified time, then ***WE*** may request that Code Enforcement issue a Stop Work Order or Citation.

Field Punch List for Subdivision dedication to the City – There are approximately 2 subdivision or similar project punch list that are provided each month. The request comes from the Community Development Department. The field list is generally completed within 5 business days and a report is emailed to the Community Development Department.

Final Plats, Preliminary Plats, Concept Drawings, As-Built drawings and other related plats and documents – Request is emailed to ***WE*** for review. Review is generally completed within 10 business days. Expedited reviews ,if requested, are complete that day or the very next day. Typically about 12 of these requests are made monthly. Comments are provided in a report to the Community Development Department.

Meetings for pre-application of LDP submittal, Pre-construction meetings, Project progress meetings and other Staff requested meetings are conducted at City Hall, Community Development office, on site, or Team meetings. Meetings are typically about 10 per month. ***WE*** attends meetings per the City's request, and provides insight and recommendations as associated with City Engineering related issues.

Drainage and/or Erosion Control related complaints. Complaints are emailed or called in directly to ***WE.*** There are approximately 10 complaints per month. ***WE*** will investigate the complaint and sometimes inspect sites with other staff members or the Code Enforcement Officer. Complaints are investigated typically within 48 hours and a report is sent to the Community Development Department.

GSWCC supporting documentation is requested monthly by the Community Development Department. Our staff provides the City the number of plan reviews, types of plan reviews, erosion inspections, complaints, Notice of Violations, Warnings, Citations, Stop Work Orders and other related information to assist the City with preparing monthly progress reports.

Public Involvement is typically initiated by Community Development Department. However, ***WE*** does work directly with developers, engineers, contractors and the general public. This is due to our involvement with inspecting construction sites, reviewing construction plans for LDP, inspecting erosion control BMP's, and addressing complaints. Communication may be directly on site, emails, phone calls or other meetings through the City. These activities are daily.

VENDOR'S UNDERSTANDING OF SCOPE OF SERVICES

Whitley Engineering clearly understands the **Vendor's Understanding of the Scope of Services.** ***WE*** has been providing these services for 20 months. As summarized in several places in this proposal and as the **methodology** previously discussed in this Project Plan, ***WE*** has demonstrated our experience with providing these services and how we have addressed them the past 20 months. ***WE*** does not identify any gaps with the scope of services requested by the City.

ASSUMPTIONS

Assumptions relating to the responsibilities of the consultant would mainly involve the knowledge, experience, communication skills and other related characteristics of the consultant in respect to working with the City Staff as well as developers, engineers, contractors, and the general public. The consultant must depend on the City to provide ample information concerning the projects as well as the City staff also having sufficient knowledge and experience to work with the consultant. Communication is key to all parties involved to assure that tasks are completed within specified time set by the City Staff.

TIMELINE

The following **Timeline** is provided for completing the main tasks associated with these services.

ITEM	TIMELINE
Plan review of Civil Construction Plans for LDP	10 business days
Review of Hydrology/Stormwater Reports for LDP	10 business days
Review of Traffic Studies, DRI Reports	10 business days
Review of Erosion Control Plans for projects not requiring GSWCC approval	10 business days
Review of concept drawings, Final Plats, Prelminary Plats, Combination Plats	5 business days
Expedited reviews as requested by City Staff	Same day or next business day
Erosion Control Inspections and reports	Each active project a minimum of once per week
Site Construction Inspections and reports	Generally, as erosion control inspections are being conducted and specific inspections as requested by the contractor.
GSWCC supporting documentation for City Reports	Once monthly (by the 5th of the month).
Field Punch list for Subdivisions and other construction projects	End of Project as requested.
Drainage or Erosion control complaints.	As requested and done the same day or next business day.
Meetings requested by city staff, developers, engineers, contractors and public.	Attend meetings the same day, next business day or as scheduled.
Emergency Related issues as requested by city staff	Immediate response to emergency issues

DETAILED BREAKDOWN AND DESCRIPTION OF STEPS

A detailed breakdown and description of the specific steps and services is as follows.

Plan Reviews – receive notification of plans to be reviewed, complete review, provide comments in a report or approval of plans.
Concept plans, Final Plat, Preliminary Plat, Combination Plats – receive notification of plans or plats, complete review, and provide comments in a report or approval of the plan or plat.
Stormwater reports, DRI's, Traffic Studies - receive notification of the Study, complete review, and provide comments ins a report or approval of the Study.
Erosion Control Inspections – Conduct an inspection once a week for active projects, provide weekly summary reports for inspections and individual site reports for any deficiencies.
Construction Site Inspections – Receive notification from the City, developer, or contractor. Complete the inspection, provide a report to the City summarizing the inspection.
Erosion and Drainage Complaints – Receive notification from the City, investigate the complaint, and provide a written report to the City. Notify Code Enforcement if needed.
Monthly reports for GSWCC – Document items needed for the monthly report daily for inspections, plan reviews, warnings, Notice of Violations, Stop Work Orders, Citations. Provide a monthly summary of these items to the City to complete the GSWCC report.
Attend Meetings – Notification from the City Staff, developers, contractors or general public. Set meeting time and attend meeting. Provide recommendations per the meeting subject and submit a report if needed.

The final product is generally the submittal of a Report (standard city form, standard monthly GSWCC report form) that is provided to the City after plan reviews, inspections, complaints, plat reviews and other City requested tasks. Plan reviews have generally been reviewed through PDF files, however the City has been considering using other software such as Blue Beam and SAGES. We would suggest the use of SAGES which would be consistent with other local municipalities and with Henry County.

PROJECT TEAM

The **Project Team** is detailed the experience and staff capabilities sections. Whitley Engineering has been providing these services to the City since September of 2022. Our staff has not changed during that time, and ***WE*** has been able to provide these services without any delays or issues. Our experience and knowledge of these services has been displayed in our work over the past 20 months. We have excellent relationships with the city staff, developers and contractors. We are familiar with ongoing construction sites, City Ordinances/policies/procedures and permitting. ***WE*** has a long history and relationship with GDOT, Henry County, GSWCC, EPD and other local municipalities and organizations. Our staff is led by the owner, Mark Whitley. Mr. Whitley has nearly 40 years of experience as a County/City Engineer working with a municipality or as a consultant to municipalities. Mr. Whitley will remain the project manager as the services continue to be provided by ***WE.*** The staff is supported by Christopher Mallory, Senior Engineer, and other site inspectors, technicians and administrative assistance as needed. A biography and resume of our staff has been provided in the staff capabilities and experience sections.

Mark G. Whitley, P.E. - *Professional Engineer – 40* years of experience in the engineering field with extensive experience working with Clayton County as County Engineer and other engineering positions. Experience includes construction management/inspections for utility and road projects, solid waste management, community development, NPDES management, storm water MS4 management, R/W and road design, public works maintenance, and other related engineering items. He has assisted Clayton County with developing subdivision and construction guidelines and specifications, updating environmental ordinances and one of the co-authors of the Georgia Storm Water Manual/Bluebook. He currently provides plan review services for local cities, MOA requirements for civil site plans, detention/water quality and sediment ponds, erosion control / BMP's, streets, drainage, storm drains, sanitary sewer, domestic water and all aspects of development. He represents several cities as their LIA (Local Issuing Authority) representative with the State. He is currently providing professional engineering services for the Cities of McDonough, Lovejoy, Stockbridge, Lake City, and Morrow. He assisted the City of McDonough with acquiring their Memorandum of Agreement (MOA) with the EPD and provides supporting services for the MOA. He is a Registered Professional Engineer and has Level IA, IB and II GSWCC Certifications as well as a Certified Solid Waste Manager.

Christopher Mallory, *Senior Design Engineer* – 12 years of experience as a commercial and residential development designer. GSWCC Level 2 Certified Plan Reviewer with previously with Planners and Engineers Collaborative in Marietta before joining the staff of Whitley Engineering in early 2019.

Zachary Whitley, *Engineering Technician Part time* – 12 years of experience as a field technician, NPDES inspector, Code Enforcement Officer and MS4 technician/data collector. Level IA and IB GSWCC Certified.

Thomas Fleming, *Erosion/ NPDES Inspector/MS4 Program* – 47 years of experience as a NPDES inspector and Stormwater Management Technician. Level IB, II GSWCC Certified and CPESC certified well as GIS experience. Previously worked with the City of McDonough Stormwater Department before joining our staff.

George Russell, *Erosion/ NPDES Inspector* – 1 year of experience as a NPDES inspector with Level IB, II GSWCC Certified.

Joshua Wall, *Construction staking, mapping, Lidar (Drone)* – 17 years of experience working with surveying and data collection and engineering and surveying design.

Dawn Dunham, *Planning and Zoning, Municipal Administration* – 31 years of extensive experience in Planning & Zoning related work. Past P&Z Director for Clayton County and Pike County. Extensive work in drafting ordinances, code compliance, DCA/ARC related items, COMP Plans and other related municipal administration issues.

Susan Crutchfield, *Finance, Administration and Municipal Administration – 31* years of experience in administration. Extensive experience in customer service, marketing manager, finance and other related administrative issues. Worked with private companies as well as dedicating much of her time as volunteers for several associations.

Part 3 – Cost Proposal

Cost Proposal

As requested in the RFP, the Whitley Cost proposal is in a separate sealed envelope that is marked Whitley Engineering Cost Proposal. It is not included in the Technical Proposal

Part 4 – Required Forms & Documents

CONTRACTOR AFFIDAVIT AND AGREEMENT

(Failure to submit will render Proposal non-responsive you must use this form, you must be enrolled in this program, and you must include your user ID #)

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 City of Stockbridge has registered with and is participating in a federal work authorization program [Employment Eligibility Verification (EEV) / Basic Pilot Program, operated by the U.S. Citizens and Immigration Services Bureau of the U. S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA)] in accordance with O.C.G.A. § 13-10-91. Further, the undersigned contractor states affirmatively that the individual, firm, or corporation contracting with The City of Stockbridge will continue to utilize and participate in the EEV federal work authorization program throughout the term of this contract.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with The City of Stockbridge, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. § 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form provided by The City of Stockbridge. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to The City of Stockbridge at the time the subcontractor(s) is retained to perform such service.

2044531

EEV Number

Mark Whitley

Authorized Officer or Agent (Contractor Name)

05/08/2024

Date

Owner / Engineer

Title of Authorized Officer or Agent

Mark Whitley, P.E., Whitley Engineering, Inc.

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE DAY OF, 2024. May 8

Susan Crutchfield

Notary Public

My Commission Expires: 5/19/2026

STATE OF GEORGIA NOTARY PUBLIC
SUSAN CRUTCHFIELD
Notary Public, Georgia
Henry County
My Commission Expires
May 19, 2026

Note: As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "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 (SS)

REPRESENTATION AFFIDAVIT

(TO BE SUBMITTED)

This proposal is submitted to The City of Stockbridge, (City) by the undersigned who is an authorized officer of the company and said company is licensed to do business in Georgia and The City of Stockbridge. Further, the undersigned is authorized to make these representations and certify these representations are valid. The Proposer recognizes that all representations herein are binding on the Company and failure to adhere to any of these commitments, at the City's option, may result in a revocation of the granted contract.

Consent is hereby given to the City to contact anyone or organization to make inquiries into the legal, character, technical, financial, and other qualifications of the Proposer.

The Proposer understands that, when the City reviews this proposal, more information may be requested. Failure to supply any requested information within a reasonable time may result in the rejection of the Proposer's proposal with no re-submittal rights.

The successful Proposer understands that the City, after considering the legal, financial, technical, and character qualifications of the Proposer, as well as what in the City's judgment may best serve the public interest of its citizens and employees, may grant a contract.

The successful Proposer understands that this proposal is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a proposal for the same, and is fair and without collusion or fraud. I understand that collusive action is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.

Company Name: Whitley Engineering, Inc.

Authorized Person: Mark Whitley, P.E. Signature

(Print/Type)

Title: Owner / Engineer Date: 05/08/2024

Address: P. O. Box 893, Hampton, GA 30228

Telephone: 770-946-0256 Fax:

Name and telephone number of person to whom inquiries should be directed:

Name: Mark Whitley

Address: P. O. Box 893, Hampton, GA 30228

Title: Owner / Engineer Telephone 770-946-0256

Fax: E-mail: mark@whitleyeng.com

LEGAL AND CHARACTER QUALIFICATIONS

Convictions: Has the Proposer (including parent corporation, if applicable) or any principal ever been convicted in a criminal proceeding (felonies or misdemeanors) in which any of the following offenses were charged?

		Y	N
a	Fraud		X
b	Embezzlement		X
c	Tax Evasion		X
d	Bribery		X
e	Extortion		X
f	Jury Tampering		X
g	Anti-Trust Violations		X
h	Obstruction of justice (or any other misconduct affecting public or judicial officers' performance of their official duties		X
i	False/misleading advertising		X
j	Perjury		X
k	Conspiracy to commit any of the foregoing offenses		X

Civil Proceedings: Has the Proposer or any principal ever been a party, or is now a party, to civil proceeding in which it was held liable for any of the following?

		Y	N
a	Unfair/anti-competitive business practices		X
b	Consumer fraud/misrepresentation		X
c	Violations of securities laws (state and federal)		X
d	False/misleading advertising		X
e	Violation of local government ordinance		X

License Revocation:

	Y	N
Has the Proposer or any principal ever had a business license revoked, suspended, or the renewal thereof denied, or is a party to such a proceeding that may result in same?		X

Responses: If "yes" is the response to any of the foregoing, provide Information such as date, court, sentence, fine, location, and all other specifics for each "yes" response.

Principals: The full names and addresses of persons or parties interested in the foregoing Proposal, as principals, are as follows:

NAME ADDRESS

Mark Whitley, Whitley Engineering, Inc. - P. O. Box 893, Hampton, Ga. 30228

Janet Whitley, Whitley Engineering, Inc. - P. O. Box 893, Hampton, Ga. 30228

***References*:** The Proposer lists below work he has done of similar nature as this solicitation, as references that will afford the City opportunity to judge as to experience, skill, business standing, and financial ability.

CONTACT PERSON	TITLE	PHONE NUMBER/EMAIL
Ann Tarpley	Mayor of City of Hampton	678-779-8730 / atarpley@hamptonga.gov
Steve Morgan	City Administrator	770-957-3915 / smorgan@mcdonoughga.org
Marci Fluellyn	Mayor of City of Lovejoy	770-471-2304 / m_fluellyn@cityoflovejoy.com

STATEMENT OF INSURANCE COVERAGE

This is to certify that Oakbridge Insurance Agency, LLC.

(Insurance Company)

of Macon, Ga. 31208 P. O. Box 4803

(City/State) **(Insurance Co. Address)**

Has issued policies of insurance, as identified by a policy number to the insured name below, and that such policies are in full effect now. Furthermore, this is to certify that these policies meet the requirements described in the General Conditions of this project; and it is agreed that the insurer will endeavor, if allowed by the policy, to provide the Owner thirty (30) calendar days' notice of nonrenewal, cancellation, or termination of the coverage. Such notice shall be delivered to:

The City of Stockbridge, Georgia, Purchasing Manager, 4640 North Henry Boulevard, Stockbridge Georgia 30281.

It is further agreed that The City of Stockbridge, Georgia shall be named as an additional insured on the Contractors' policy.

1. Insured: Whitley Engineering, Inc.
2. Project Name: City of Stockbridge General Engineering Services

DATE: 04/02/2024 Oakbridge Insurance Agency, LLC

(INSURANCE COMPANY)

ISSUED AT: Karl Thomason (see Certificate of Liability attached)

(AUTHORIZED REPRESENTATIVE)

ADDRESS: P. O. Box 4803

Macon, GA 30228

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 4/2/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Oakbridge Insurance Agency LLC
P.O. Box 4803
Macon GA 31208

CONTACT NAME:
PHONE (A/C, No, Ext): 706-884-2361 **FAX (A/C, No):** 706-883-8915
E-MAIL ADDRESS: clprocessing@oakbridgeinsurance.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Continental Casualty Co	20443
INSURER B : National Fire Ins Co Hartford	20478
INSURER C : Liberty Insurance Underwriters, Inc.	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED WHITLEEN01
Whitley Engineering Inc
P O Box 893
Hampton GA 30228

COVERAGES **CERTIFICATE NUMBER:** 450724272 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	**COMMERCIAL GENERAL LIABILITY**	Y	Y	2084744364	5/2/2023	5/2/2024	EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE / OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 1,000,000
							MED EXP (Any one person)	$ 10,000
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 2,000,000
	POLICY / PRO-JECT / LOC						PRODUCTS - COMP/OP AGG	$ 2,000,000
	OTHER:							$
B	**AUTOMOBILE LIABILITY**	Y	Y	4018364456	5/2/2023	5/2/2024	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	X ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
A	X **UMBRELLA LIAB** / OCCUR	Y	Y	2084744395	5/2/2023	5/2/2024	EACH OCCURRENCE	$ 1,000,000
	EXCESS LIAB / CLAIMS-MADE						AGGREGATE	$ 1,000,000
	DED / RETENTION $							$
B	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** Y / N	N / A		2097900811	7/11/2023	7/11/2024	X PER STATUTE / OTH-ER	
	ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT	$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000
C	Professional Liability			AEXNYABH2H0005	7/5/2023	7/5/2024	Per Occurrence	1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

City of Stockbridge
4640 North Henry Blvd
Stockbridge GA 30281

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Karl N. Thomason

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CONTRACTOR INFORMATION FORM

(This form must be completed and returned with your response)

RFP Number: **2024-001**

Full Company Legal Name: **Whitley Engineering, Inc.**

Street Address: **516 Grifiin Street**

City, State, Zip Code: **Zebulon, GA. 30295**

Contact Name for Solicitation: **Mark Whitley** Title: **Owner / Engineer**

Telephone: (**770 - 946-0256** Fax: (_____) _____ E-mail: mark@whitleyeng.com

Company Web Site: **www.whitleyeng.com** State of Incorporation: **GA**

Taxpayer ID Number: **58-2575253** Duns #: **11-172-1348**

Check one of the following: ☒ Independently owned and operated: ☐ An Affiliate or Division of:

Company Name: _____

Address: _____

_____

JOINT VENTURE AFFIDAVIT

(This form must be completed and returned with your response)

Primary Vendor Name: **Whitley Engineering, Inc.**

If this will not be a joint venture, check this box: ☒

State of: **Georgia**

County of: **Henry**

We, the undersigned, being duly sworn according to law, upon our respective oaths depose and say that:

1. The following named contractors/companies have entered into a joint venture for the purpose of carrying out all the provisions of the Contract for the above-named solicitation:

Joint Venture Company "A"

Company Name_____Federal ID No._____

Address: _____

City:_____ State: _____Zip: _____

Check all that apply:

☐ Sole Proprietorship
☐ Partnership
☐ Corporation
☐ N/A, other

Joint Venture Company "B"

Company Name_____Federal ID No._____

Address: _____

City:_____ State: _____Zip: _____

Check all that apply:

☐ Sole Proprietorship
☐ Partnership
☐ Corporation
☐ N/A, other

2. The contractors/companies, under whose names we have affixed our respective signatures, have duly authorized and empowered us to execute this Joint Venture Statement in the name of and on behalf of such contractors for the purpose hereinbefore stated.

   Under the provision of such Joint Venture, the assets of each of the contractors named in Paragraph 1 hereof, and in case any contractor so named above is in partnership, the assets of the individual members of such partnership, will be available for the performance of such Joint Venture and liable therefore and for all obligations incurred in connection therewith.

JOINT VENTURE AFFIDAVIT

(This form must be completed and returned with your response)

Primary Vendor Name: ￼

If this will not be a joint venture, check this box: ￼☐
RFP Name: ￼
RFP Number: ￼

State of: _____

County of: _____

We, the undersigned, being duly sworn according to law, upon our respective oaths depose and say that:

1. The following named contractors/companies have entered a joint venture for the purpose of carrying out all the provisions of the Contract for the above-named solicitation:

Joint Venture Company "A"

Company Name_____Federal ID No._____

Address: _____

City: ￼ State: Zip:

Check all that apply:
☐ Sole Proprietorship
☐ Partnership
☐ Corporation
☐ N/A, other

Joint Venture Company "B"

Company Name_____Federal ID No._____

Address: _____

City: ￼ State: Zip:

Check all that apply:
☐ Sole Proprietorship
☐ Partnership
☐ Corporation
☐ N/A, other

2. The contractors/companies, under whose names we have affixed our respective signatures, have duly authorized and empowered us to execute this Joint Venture Statement in the name of and on behalf of such contractors for the purpose hereinbefore stated.

   Under the provision of such Joint Venture, the assets of each of the contractors named in Paragraph 1 hereof, and in case any contractor so named above is in partnership, the assets of the individual members of such partnership, will be available for the performance of such Joint Venture and liable therefore and for all obligations incurred in connection therewith.

JOINT VENTURE AFFIDAVIT

This Joint Venture Statement is executed so that the named contractors/companies, as one organization, may under such joint venture, bid upon said contract, and be awarded the contract if they should become the successful bidder therefore, any bid, bond and agreement relating to joint venture and every contractor name herein, severally, and jointly. Simultaneous with the execution of the contract, the contractors entering this joint venture shall designate and appoint a project manager to act as their true and lawful agent with full power and authority to do and perform all acts or things necessary to carry out the work set forth in said contract.

The Joint Venture shall be known as: _____

Principal Office Address: _____

City: ￼ State: Zip:

Telephone: ( ) Fax: (

3. On a separate sheet provide the following information and reference the section number:

A. Describe the capital contributions by each joint venture and accounting, therefore.

B. Describe the financial controls of the joint venture. Will a separate cost center be established?

- Will joint venture company responsible for keeping the books?
- How will the expenses be reimbursed?
- What is the authority of each joint venture company to commit or obligate the other? ￼

C. Describe any ownership, options for ownership, or loans between the joint ventures. Identify terms thereof.

D. Describe the estimated contract cash flow for each joint venture company. ￼

E. How and by whom will the on-site work be supervised?

F. How and by whom will the administrative office be supervised?

G. Which joint venture company will be responsible for material purchases including the estimated cost thereof?

- How will the purchases be financed?

- H. Which joint venture company will provide equipment? What is the estimated cost thereof?

- How will the equipment be financed?

I. Describe the experience and business qualifications of each joint venture company.

J. Submit a copy of all joint venture agreements and evidence of authority to do business in the State of Georgia as well as locally, to include all necessary business licenses.

JOINT VENTURE AFFIDAVIT

In connection with any work that these firms, as a joint venture, might be authorized to perform in connection with the above captioned contract, we each do hereby authorize representatives of the City, Department of Procurement Services, to examine, from time to time, the books, records and files to the extent that such relate to this solicitation.

We bind the contractors for whom we respectively execute this Joint Venture Statement in firm agreement with the City, that each of the representations herein set forth is true.

Subscribed and sworn before me.

this _____ day of_____ 2024.

(A) _____
Name of Contractor/Company A

My commission expires: By: (L.S.)

_____ _____
Notary Public Print Name

Subscribed and sworn before me

this day of 20

(B) _____
Name of Contractor/Company B

My commission expires: By: (L.S.)

_____ _____
Notary Public Print Name

PRIMARY CONTRACTOR / SUBCONTRACTOR UTILIZATION

(This form must be completed and returned with your response)

RFP Number: **2024-0001**

Primary Vendor Name: **Whitley Engineering, Inc.**
If subcontractors will not be used check this box: ☒

List all subcontractors to be used during the performance of this contract. Submit additional forms if needed.

Company Name:

Street Address:

City, State, Zip:

Telephone: ( ) Fax: ( )

Primary Contact:

E-mail Address:

Services to be provided:

_____

_____

Company Name:

Street Address:

City, State, Zip:

Telephone: ( ) Fax: ( )

Primary Contact:

E-mail Address:

Services to be provided:

_____

_____

Company Name:

Street Address:

City, State, Zip:

Telephone: ( ) Fax: ( )

Primary Contact:

E-mail Address:

Services to be provided:

_____

_____

PROMISE OF NON-DISCRIMINATION

(This form must be completed and returned with your response)

In consideration of, and as condition precedent, the right and privilege to bid on construction projects and other procurement contracts of the City of Stockbridge, each potential vendor shall be required to submit to the City of Stockbridge a duly executed and attested Promise of Non-Discrimination, enforceable at law, which by agreement, affidavit or other written instrument acceptable to the General Counsel for City of Stockbridge, shall contain promises, averments and/or affirmations voluntarily made by the bidder.

"Know All Men by These Presents, that I/We,

(Mark Whitley)
Authorized Company Representative Name(s)

(Owner / Engineering)
Authorized Company Representative Title(s)

(Whitley Engineering, Inc.)
Name of Company

(Hereinafter "Company"), in consideration of the privilege to bid on contracts funded in whole or in part by City of Stockbridge, hereby consents, covenants, and agrees as follows:

(1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against based on race, color, sex, religion, national origin, marital status, sexual orientation, age, or disability in connection with any bid submitted to City of Stockbridge, or the performance of any contract resulting therefrom.

(2) That it is and shall be the policy of Company to provide equal opportunity to all businesspersons seeking to contract or otherwise interested in contracting with this Company, including those companies owned and controlled by racial minorities, cultural minorities, and females:

(3) That the promises of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption for so long as any contract between Company City of Stockbridge remains in force and effect.

(4) That the promises of non-discrimination as made and set forth herein shall and are hereby deemed to be made a part of, and incorporated by reference into, any contract or portion thereof which the Company may hereafter obtain with City of Stockbridge.

(5) That the failure of this company to satisfactorily discharge any of the promises of non-discrimination as made and set forth herein shall constitute a material breach of contract entitling the City of Stockbridge to declare the contract in default and to exercise any and all applicable rights and remedies including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and/or forfeiture of compensation due and owing on a contract.

City of Stockbridge General Engineering Services — 2024-001
Solicitation Name — Solicitation Number

Mark Whitley
Authorized Company Representative Name — Authorized Company Representative

Signature

05/08/2024 Date

Does not apply

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

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

_____

Federal Work Authorization User Identification Number

_____

Date of Authorization

_____

Name of Contractor

_____

Name of Project

_____

Name of Public Entity

I hereby declare under penalty of perjury that the foregoing is true and correct.
Executed on _____, 2024__

in _____(city), _____(state).

_____

Signature of Authorized Officer or Agent

_____

Printed Name and Title of Authorized Officer or Agent

Subscribed and Sworn Before Me
On This The _____ Day Of _____, 2024.

_____

Notary Public
My Commission Expires:

NON-COLLUSION AFFIDAVIT

I, **Mark Whitley** certify that pursuant to O.C.G.A. Section 36-91-21 (d) and (e), _____ has not, by itself or with others, directly or indirectly, prevented or attempted to prevent competition in such bidding or proposals by any means whatsoever. Affiant further states that (s)he has not prevented or endeavored to prevent anyone from making a bid or offer on the project by any means whatsoever, nor has Affiant caused or induced another to withdraw a bid or offer for the work.

Affiant further states that the said offer of _____ is bona fide, and that no one has gone to any supplier and attempted to get such person or company to furnish the materials to the bidder only, or if furnished to any other bidder, that the material shall be at a higher price.

Whitley Engineering, Inc.
(COMPANY NAME)

President / Owner / Engineering
(PRESIDENT/VICE PRESIDENT)

Sworn to and subscribed before me this **7** day of **May**, 200**24**.

_____
(SECRETARY/ASSISTANT SECRETARY)
(Affix corporate seal here if a corporation)

Notary Public: _____

County: **Henry**

Commission Expires: **May 19, 2026**

STATE OF GEORGIA NOTARY PUBLIC
SUSAN CRUTCHFIELD
Notary Public, Georgia
Henry County
My Commission Expires
May 19, 2026

NOTE:
IF THE PROPOSER IS A PARTNERSHIP, ALL OF THE PARTNERS AND ANY OFFICER, AGENT, OR OTHER PERSON WHO MAY HAVE REPRESENTED OR ACTED FOR THEM IN THE BIDDING FOR OR PROCURING THE CONTRACT SHALL ALSO MAKE THIS OATH.

IF THE PROPOSER IS A CORPORATION, ALL OFFICERS, AGENTS, OR OTHER PERSONS WHO MAY HAVE ACTED FOR OR REPRESENTED THE CORPORATION IN BIDDING FOR OR PROCURING THE CONTRACT SHALL MAKE THE OATH.

Local and Locally Owned Business Form

(This form must be completed and returned with your response)

To encourage and promote local and locally owned businesses with contracting opportunities with the City of Stockbridge, formal solicitation processes may give preference to proposals and bids from local and locally owned businesses based on the following:

A business shall comply with all the following to be designated a Local Business:

a) The business shall have an office with at least one (1) employee within the City of Stockbridge.
b) The business shall not be delinquent with any payments to the City; and
c) The business shall hold a valid City of Stockbridge business license.

A business shall comply with both of the following to be designated a Locally Owned Business:

a) The business shall meet the requirements for a local business designation; and
b) At least fifty percent (50%) of the business' owners live in the City of Stockbridge.

Certification

Local and Locally Owned businesses that wish to receive preferential consideration shall submit a copy of a valid Occupational Tax Registration Certificate(s) issued by the City of Stockbridge to certify qualification for the preference as part of each proposal or response.

Procedures for local and locally owned preference

Request for Proposals (RFP) – If a local and locally owned business meets the quality standards established for the RFP process, the local business shall be awarded two (2) additional percentage points in the total evaluation; the locally owned business shall be awarded six (6) additional percentage points in the total evaluation. The evaluation and scoring of all proposals shall be conducted in accordance with departmental procedures issued by the Chief Financial Officer or his/her designee.

To qualify, you must submit with your proposal a copy of your Occupational Tax Registration Certificate.

Company Name: **Whitley Engineering, Inc.**

Company Qualifies for Local Business Preference: Yes ☐ No ☒

Company Qualifies for Locally Owned Business Preference: Yes ☐ No ☒

Occupational Tax Registration Certificate issued by: **City of Zebulon - License #18588**

City: **Zebulon**

Part 3 – Cost Proposal

WHITLEY
ENGINEERING

Municipal Consulting • Inspections • Design • Review
P. O. Box 893, Hampton, GA 30228
770-946-0256

Whitley Engineering, Inc.
P. O Box 893
Hampton, GA 30228

For the City of Stockbridge
RFP: 2024-001

COST PROPOSAL

• Serve as the City's Engineer. • Review civil plans and specifications for construction projects varying in complexity, for a portion or the entire project. • Interpret Engineering Codes. • Civil Plan and Site Development Review. • Erosion and Sedimentation Control Plan Review. • Stormwater/Hydrology Review including WQ/Runoff Reduction. • Traffic and Transportation Studies/Report Review. • Site Development Construction Inspections. • Provide erosion inspections for compliance with NPDES requirements. • Provide reporting information for monthly and semiannual reports to GSWCC. • Ordinance Review and Support for City Staff. • Investigate stormwater-related issues/complaints. • Investigate Erosion Control related issues/complaints and advise City for Enforcement Actions • Attend meetings as required by City Staff. • Meet with Developers/Contractors on site as requested. • Respond to Engineers/Owners involving plan reviews. • Respond to Contractors involving site inspections. • Review subdivision/Final Plats. • Review concept plans for proposed new development projects. • Provide a field punch list for developers for completion of developments. • Review As-builts and Pond Certifications. • Preparation and submittal of reports and special studies. • Final Granting Authority of Land Disturbance Permits (LDPs). • Review Subdivision Plats and grant final approval. • Review of submitted preliminary plans and cost estimates, necessary fieldwork, drafting, design, surveying, technical assistance, construction inspection, and project management. • Preparation of specialized engineering studies on a variety of subjects including, but not limited to drainage studies, and construction feasibility studies. • Review Permit Applications for public water main and sanitary sewer construction, respectively. • Enforce all applicable erosion control codes, issue stop work orders, and investigate complaints concerning storm water, run-off, and other erosion-related issues. • Review applications for construction or alteration of Waters of the State and wetlands, respectively. • Coordinate, facilitate, and/or attend project-related meetings, such as pre-application, preconstruction, and project progress meetings. • Review and approval of material submittals, daily construction observation and documentation, coordinating builder's work review, and preparation of Engineer's Certificates. • Assists other City Departments and divisions with various tasks relating to various Engineering codes including but not limited to investigations, attending meeting meetings, and conferring with staff.	**$5,000.00 per month**

Additional services if requested by the City will be billed hourly:

Professional Engineer	$120 per hour
Engineer Design	$100 per hour
Construction Staking / Lidar	$100 per hour
Field Technician/NPDES/Inspections	$60 per hour
Office Administration	$50 per hour

KICKOFF MEETING:
WE *is currently providing these services to the City. A Kickoff Meeting may not be needed. However, should the City Staff request the meeting, we are willing to attend and participate. Our goal is to continue to provide these services to the City and to address any issues that the City may identify that needs our assistance. The discussion can also define priorities and our roles to assure that we have been and will continue to work with the City Staff providing the services professionally and efficiently.*

PROJECT MANAGEMENT PLAN:
WE currently provides these services to the City and has a contract with the City. The services are listed in the Cost Section as well as our current cost which would continue with a new contract. ***WE*** understands our **roles and responsibilities** providing City Engineering consulting services for plan/plat/report reviews, erosion inspections and reporting, construction inspections and reporting, traffic/transportation/DRI studies review, Stormwater/hydrology/Runoff Reduction review, Final Plat field punchlist, Test roll roadways for base and asphalt placement, drainage complaints, erosion control complaints, attending development and engineering related meetings, assisting with emergency situations and other related issues.

WE has been able to assist the City with milestones being a part of their Staff/Team providing a variety of reviews, inspections, reports and other services that have helped the city become efficient, responsive, and effective with their development process. This process with the support and cooperation of the City Staff and ***WE*** has been able to address ordinances, policies, procedures involved with the development process in a professional manner. We will continue to work with the City to identify and reach further major milestones as our relationship continues.

A basic ***outline*** for communication will continue as it currently is in place. Communication will continue to be modified and updated as needed. Communication currently is open and involves emails, phone calls and meetings between the Community Development Department, Public Works Department, City Administrator's office, Fire Department, Developers, Engineers, Contractors, and other City Departments. ***WE*** is in communication with the City daily and is always available for an immediate response when requested.

*The Project Management Plan will be modified and finalized after the Kickoff Meeting if requested.

City of Stockbridge

AGENDA ITEM

MEETING DATE
June 26, 2024

- [ ] RESOLUTION
- [ ] ORDINANCE
- [ ] CONTRACT APPROVAL/ RENEWAL
- [ ] PUBLIC HEARING
- [ ] PRESENTATION
- [x] BID/SOLICITATION AWARD
- [ ] TASK ORDER
- [ ] CHANGE ORDER
- [ ] BUDGET AMENDMENT
- [ ] BUDGET TRANSFER
- [ ] PAYMENT APPROVAL
- [ ] OTHER

- [ ] GENERAL FUNDS
- [ ] FUND BALANCE
- [ ] SPLOST OR TSPOST
- [ ] ARPA
- [ ] GRANT
- [ ] HOTEL/MOTEL
- [ ] TOURISM
- [ ] COUNCIL INITIATIVE
- [ ] PARTNER/SPONSOR
- [ ] DEPARTMENT FUND
- [ ] BALANCE

ACCOUNT TRANSFER FROM:

ACCOUNT TRANSFER TO:

ITEM/PROJECT/EVENT:

Consideration for approval of Contract No. 2024-0001, Civic Engineering Services with Whitley Engineering Services.

BACKGROUND INFORMATION:

On March 4, 2023, the City of Stockbridge, Procurement Department solicited Request for Proposals from qualified firms to provide General Engineering Services to assist the Community Development Department. Upon completion of the review and evaluation of proposals received, the Selection Committee ranked the responses based on the factors outlined in the RFP.

Three firms submitted proposals which were evaluated and scored by a five-person selection committee based on the firm's approach to the project, the firm's qualifications, and experience. The firm ranks were as follows:

1. CPL Architecture Engineering
2. Stantec Consulting Services Inc.
3. Whitley Engineering

BACKGROUND INFORMATION:

COMPANY	RANKED
Whitley Engineering	#1
CPL Architecture Engineering	#2
Stantec Consulting Services Inc.	#3

After completion of the scoring, the fee proposal was evaluated for the highest-ranked firm.

The purpose of this contract or services provided is for professional civil engineering services, plan reviews, consultation in support, and to provide a variety of engineering services required by the City of Stockbridge and to assist the Community Development Department as needed. Services include but are not limited to: serve as the City's Official Engineer, review civil plans and specifications for construction projects varying in complexity for a portion or the entire project, interpret engineering codes, civil plan and site development review, erosion and sedimentation, control plan review, stormwater/hydrology review including WQ/runoff reduction, traffic and transportation studies/report review .

STAFF RECOMMENDATION:

The Community Development Department is requesting approval to award the contract to Whitley Engineering Services. The contract rates are provided in the Cost Proposal and shall not exceed $75,000.00. The Agreement is for one (1) year, with the option to renew for four (4) one (1) year periods, with such options in the City's sole discretion.

ATTACHMENTS:
RFP 2024-0001, Civic Engineering Services
Contract
Whitley Response
Whitley Cost Proposal
Fiscal Impact: Funds will be provided from account number 100-72000-521203

APPROVALS:

CITY MANAGER _____

CITY TREASURER _____

CITY ATTORNEY _____

PROCUREMENT Shakara Hall

☐ FINANCIAL IMPACT ■ N/A

AMOUNT $

ATTACHMENTS: [X]

City of Stockbridge

AGENDA ITEM

MEETING DATE
June 26, 2024

[ ]	RESOLUTION
[ ]	ORDINANCE
[ ]	CONTRACT APPROVAL/ RENEWAL
[ ]	PUBLIC HEARING
[ ]	PRESENTATION
[x]	BID/SOLICITATION AWARD
[ ]	TASK ORDER
[ ]	CHANGE ORDER
[ ]	BUDGET AMENDMENT
[ ]	BUDGET TRANSFER
[ ]	PAYMENT APPROVAL
[ ]	OTHER

[ ]	GENERAL FUNDS
[ ]	FUND BALANCE
[ ]	SPLOST OR TSPOST
[ ]	ARPA
[ ]	GRANT
[ ]	HOTEL/MOTEL
[ ]	TOURISM
[ ]	COUNCIL INITIATIVE
[ ]	PARTNER/SPONSOR
[ ]	DEPARTMENT FUND BALANCE

PRESENTER: Al Barnes

DEPARTMENT: Public Works

ACCOUNT TRANSFER FROM:

ACCOUNT TRANSFER TO:

ITEM/PROJECT/EVENT:

Consideration for approval of Contract No. 2024-0005, Janitorial Maintenance Services with Intercontinental Commercial Services, Inc. (ICS).

BACKGROUND INFORMATION:

On April 24, 2024, the City of Stockbridge, Procurement Department solicited Request for Proposals from qualified firms to provide Janitorial Maintenance Services. Upon completion of the review and evaluation of the response proposals, the Selection Committee ranked the responses based on the factors outlined in the RFP.

Five firms submitted proposals which were evaluated and scored by a five-person selection committee based on the firm's Project Teach Qualifications/Qualifications of Key Personnel, Technical Approach/Project Management, and Cost. The firm ranks were as follows:

BACKGROUND INFORMATION:

COMPANY	RANKED
Intercontinental Commercial Services, Inc. (ICS)	#1
Level Seven Commercial Cleaning	#2
American Facility Services	#3
Quality 1st Services, LLC	#4
E & K Janitorial Service	#5

The purpose of this contract or services provide is to provide cleaning services to all the city's buildings.

STAFF RECOMMENDATION:

The Public Works Department is requesting approval to award the contract to Intercontinental Commercial Services, Inc. (ICS) in the amount of $143,100.00.
The Agreement is for one (1) year, with the option to renew for four (4) one (1) year periods, with such options in the City's sole discretion.

ATTACHMENTS:
RFP 2024-0005, Janitorial Maintenance Services
Contract
ICS Response Proposal
ICS Cost Proposal
Department Selection Memo

Fiscal Impact: Funds will be provided from account number
100-15650-552318 100-15650-522319 100-15650-522320 100-15650-522321 100-15650-522322
100-15650-522323 100-15650-522324 100-15650-522325 100-15650-522326

APPROVALS:

CITY MANAGER_____

CITY TREASURER_____

CITY ATTORNEY_____

PROCUREMENT Shakera Hall

☐ FINANCIAL IMPACT ■ N/A

AMOUNT $

ATTACHMENTS: [X]

Stockbridge
Where Community Connects

TO: Decius Aaron

FROM: Shakera Hall, *Procurement Manager*
email: shall@stockbridgega.org
phone: (678) 833-3322

DATE: May 31, 2024

SUBJECT: RFP No. 24-0005, Janitorial Maintenance Services

The purpose of this memorandum is to provide you with information to be used in determining your selection for the above-referenced Request for Proposal (RFP). The following information is provided:

a) Evaluation Factors and Evaluation Results
b) Evaluators

We request that you select from the list presented, your recommendation of award for the subject solicitation. Please note that six (6) proposals were received. One (1) was deemed non-responsive and five (5) were evaluated and were determined to be in the competitive range.

The Evaluation Committee evaluated each proposal and according to their assessment of the RFP criteria listed in the RFP the following vendor was ranked the highest: Intercontinental Commercial Services, Inc. in the amount of $143,100.00.

Please identify your recommendation in the space provided on the attached document. Sign and date the document and return it to the Procurement Department. If you have any questions, please contact me at (678) 833-3322.

Evaluators:

Al Barnes, Chairperson, Facilities Maintenance Supervisor
Kim Barnett, Utility Billing Manager
Renee Wheeler, Human Resource Manager
Lisa Fareed, Main Street Coordinator
Genea Stanley, Clerk of Court

Attachments

EVALUATION RESULTS
RFP NO. 24-0005
JANITORIAL MAINTENANCE SERVICES

Evaluation Criteria	Intercontinental Commercial Services, Inc. (ICS)	Level Seven Commercial Cleaning	American Facility Services	Quality 1st Services, LLC	E & K Janitorial Service
Price (30)	30	28	22	28	6
Project Team Qualifications Qualifications of Key Personnel (35)	127	107	114	107	102
Technical Approach/Project Management (35)	137	128	124	116	106
Total	294	263	260	251	214

Estimated Based Cost for One (1) Year is $143,100.00

Complete and Return to the Procurement Department

Company(s) Selected: _____

_____ Date: _____
Signature
Decius Aaron, Director, Public Works

APPENDIX B
Contract Agreement

This Contract Agreement made and entered into this **26th** day of **June** in the year **2024** (the "Agreement"); by and between The **City of Stockbridge**, Georgia (the "City"), having its principal place of business at 4640 North Henry Boulevard, Stockbridge, Georgia 30281 and **Intercontinental Commercial Services, Inc**. (the "Contractor").

WHEREAS, the City has caused the Request for Proposal to be issued soliciting bids/proposals from qualified firms to furnish all items, labor services, materials and appurtenances called by them in accordance with the 2024-005; and

WHEREAS, the Contractor submitted a proposal in response to the RFP; and

WHEREAS, the Contractor's proposal was deemed by the City to be the most advantageous to the City;

NOW, THEREFORE, for and in consideration of the mutual covenants and promises contained herein, the receipt and sufficiency of which being hereby acknowledged by the parties, the parties agree as follows

1.0 **SCOPE OF WORK**

In accordance with Stockbridge's Janitorial Maintenance Services project, the Contractor shall furnish all materials, equipment and labor to provide the services described in the RFP to the specifications as directed in the RFP and pursuant to the terms of this Agreement, including all incidentals as directed by the City's Public Works Department and the City Manager or his/her representative.

The services shall be performed in a prompt and professional manner in accordance with the standards of the profession.

The scope of services for this Agreement consists of the following listed under the proposal, complete janitorial services for the City of Stockbridge, which are listed within this proposal, from a certified, bonded Contractor. Additionally, the City will need a Contractor that can perform daily wipe downs and disinfecting services to combat COVID-19.
The City currently has nine (**9**) locations that require janitorial services. The total square footage to be serviced is approximately one hundred twenty-two thousand five hundred (122,500) square feet. This number is subject to change and the City reserves the right to either add or delete locations, square footage and/or frequency of service(s). The successful Contractor will be required to provide quality service with minimal service call backs.

Payment. The City shall pay and the Contractor shall receive the prices stipulated in the proposal hereto attached as full compensation for everything furnished and done

by the Contractor under this Agreement, which shall in be in the based amount of **$143,100.00** which sum shall be paid in the manner and terms specified in the Agreement. Before issuance of certificate of payment, if the Contractor has not submitted evidence satisfactory to the City that all payrolls, materials bills, and other indebtedness connected with the Project have been paid, the City may withhold, in addition to the retained percentages, such amount or amounts as may be necessary to pay just claims for labor and services rendered and materials in and about the work on the Project (the "Work"), and such amount or amounts withheld or retained may be applied by the City to the payment of such just claims.

2.1 **Term**

This Agreement shall be effective upon its execution _____ The initial term of this Contract shall be through December 31, 2024. This Contract shall terminate absolutely and without further obligation on the part of the City on December 31, 2024, and each December 31 of each succeeding and renewed year, as required by O.C.G.A. §36-60-13, as amended, unless terminated earlier in accordance with the provisions of this Contract.

This Contract may be renewed for four (4) additional twelve-month terms, upon the same terms and conditions, as provided for in this Contract, unless terminated by the City, by notice to service provider or termination and non-renewal by December 31 of the Contract year.

If the Project has not been completed by (_____N/A_____), this Agreement shall automatically renew for an additional one year or part of the year necessary to conclude the Project unless the City chooses to terminate this Agreement pursuant to the provisions of this Agreement by giving seven (7) days written notice to the Contractor.

2.2 **Change Orders**

Written approval shall be obtained by the Contractor for all change orders or contingency items prior to the start of any work.

3.0 **INDEPENDENT CONTRACTOR**

3.1 The Contractor shall be an independent contractor. The Contractor is not an employee, agent or representative of the City. The Contractor shall obtain and maintain, at the Contractor's expense, all permits, licenses or approvals that may be necessary for the performance of the services. The Contractor shall furnish copies of all such permits, licenses or approvals to the City Representative at the time of executing the Agreement.

3.2 Neither the City nor the Contractor has the authority to bind the other to any third person or otherwise to act in any way as the representative of the other, unless otherwise expressly agreed to in writing signed by both parties hereto. The Contractor agrees not to represent itself as the City's agent for any purpose to any party or to allow any

employee of the Contractor to do so, unless specifically authorized, in advance and in writing, to do so, and then only for the limited purpose stated in such authorization. The Contractor shall assume full liability for any contracts or agreements the Contractor enters into on behalf of the City without the express knowledge and prior written consent of the City.

4.0 INDEMNIFICATION

The Service Provider agrees to indemnify the City (including elected officials and employees) and hold the City harmless from and against any and all claims, liabilities, damages, losses, costs or expenses, including, without limitation, reasonable attorney's fees arising out of or related to: (a) a breach of the contract by Service Provider or (b) the performance of this Contract, whether by Service Provider, a subcontractor, or anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, liability, damage, loss, cost or expense is caused by the gross negligence or willful misconduct of a party indemnified hereunder. Service Provider's indemnification obligation shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for Service Provider or subcontractor under any insurance required by the contract, including workers' compensation acts, disability benefit acts, other employee benefit acts, or any other insurance. Service Provider shall not settle or compromise any indemnifiable claims hereunder without the prior written consent of the City. The City cannot and does not agree to indemnify, hold harmless, exonerate or assume the defense of Service Provider or any other person or entity whatsoever, for any purpose whatsoever.

.

5.0 INSURANCE

The Contractor shall, at its own cost and expense, obtain and maintain workers' compensation and commercial general liability insurance coverage covering the period of this Agreement, such insurance to be obtained from a responsible insurance company acceptable to the City and legally licensed and authorized to transact business in the State of Georgia. Any such insurance shall be in force on the date of execution of the Agreement and shall remain continuously in force for the duration of the Agreement.

The Contractor and its sub-Contractors shall secure and maintain the following insurance as itemized below:

5.1.1 Workers' Compensation Insurance

Workers' Compensation insurance shall meet the statutory obligations with Coverage B- Employers Liability limits of at least $100,000 each accident, $5,00,000 disease-policy limit and $100,000 disease each employee.

5.1.2 **Commercial General Liability Insurance**

Commercial General Liability insurance shall be at the limits of at least $1,000,000 general aggregate, $1,000,000 personal and advertising injury, $1,000,000 each occurrence, $50,000 fire damage and $1,000 medical expense any one person. The policy shall be on an "occurrence "basis shall include contractual liability coverage and the City shall be named an additional insured. The insurance shall include up to $10,000 expenses to extract pollutants from land or water at the" premises" if the discharge, dispersal, seepage, migration, release, escape or emission of the pollutants is caused by or results from a covered cause of loss.

5.1.3 **Commercial Automobile Liability Insurance**

Commercial Automobile Liability insurance covering all owned, non-owned and hired automobiles with limits of at least $1,000,000 per accident. This insurance shall include a cause of loss where there is a spill of fuels and lubricants used in the vehicle for its operation.

5.1.4 **Professional Liability Insurance or Errors & Omissions Insurance**

The Contractor shall maintain Professional Liability (Errors & Omissions) Insurance with coverage and limits no less than $1,000,000 each occurrence and $1,000,000 annual aggregate, in the event a contractor is performing design, engineering or other professional services.:

The insurance policy must provide the protection stated for three (3) years after completion of the Work. Acceptance of the insurance by the City shall not relieve, limit or decrease the liability of the Contractor. Any policy deductibles or retention shall be the responsibility of the Contractor. The Contractor shall control any special or unusual hazards and be responsible for any damages that result from those hazards.

The City does not represent that the insurance requirements are sufficient to protect the Contractor's interest or provide adequate coverage. Evidence of coverage is to be provided on a City-approved Insurance Certificate. If the policy is canceled, not renewed or materially changed, Contractor must provide notice to the City no more than thirty (30) days after the date of such cancellation, non-renewal or change.

The Contractor shall require any of its Sub-Contractors, if sub-contracting is allowable under this Agreement, to comply with these provisions.

5.2 **Accounting Standards**

The Contractor agrees to maintain the necessary source documentation and enforce sufficient internal controls as dictated by Generally Accepted Accounting Principles (GAAP) to properly account for expenses incurred under this Agreement.

5.3 **Retention of Records**

The Contractor shall retain all records pertinent to expenditures incurred under this Agreement for a period of three (3) years after the resolution of all audit findings. Records for non-expendable property acquired with funds under this Agreement shall be retained for three (3) years after final disposition of such property.

6.0 TERMINATION

6.1 TERMINATION FOR CAUSE:

The City may terminate this Contract for cause upon ten (10) days prior written notice to the Service Provider of the Service Provider's default in the performance of any term of this Contract. Such termination shall be without prejudice to any City's rights or remedies provide by law.

6.2 TERMINATION FOR CONVENIENCE:

The City may terminate this Contract for its convenience at any time upon (30) days written notice to the Service Provider. In the event of the City's termination of this Contract for convenience, the Service Provider will be paid for those services actually performed. Partially completed performance of the Contract will be compensated based upon a signed statement of completion to be submitted by the Service Provider who shall itemize each element of performance.

6.3 TERMINATION FOR FUND APPROPRIATION:

The City may unilaterally terminate this Contract due to lack of funding at any time by written notice to the Service Provider. In the event of the City's termination of this Contract for fund appropriation, the Service Provider will be paid for those services actually performed. Partially completed performance of the Contract will be compensated based upon a signed statement of completion to be submitted by the Service Provider which shall itemize each element of performance.

7.0 INCLUSION OF DOCUMENTS

The Agreement, any amendments thereto, the RFP, and the Contractor's Bid/Proposal submitted in response thereto, including any best and final offer, are incorporated in this Agreement by reference and form an integral part of this Agreement. In the event of a conflict in language between this Agreement and the foregoing documents incorporated herein, the provisions and requirements set forth in this Agreement shall govern. In the event of a conflict between the language of the RFP, as amended, and the Contractor's Proposal, the language in the former shall govern.

8.0 COMPLIANCE WITH ALL LAWS AND LICENSES

The Contractor must obtain all necessary licenses and comply with local, state and federal requirements. The Contractor shall comply with all laws, rules and regulations of any governmental entity pertaining to its performance under this Agreement.

9.0 ASSIGNMENT

The Contractor shall not assign or subcontract the whole or any part of this

Agreement without the City's prior written consent.

10.0 AMENDMENTS IN WRITING

No amendments to this Agreement shall be effective unless it is in writing and signed by duly authorized representatives of the parties.

11.0 DRUG-FREE AND SMOKE-FREE WORK PLACE

11.1 A drug-free and smoke-free workplace will be provided for the Contractor's employees during the performance of this Agreement; and

11.2 The Contractor will secure from any subcontractor hired to work in a drug-free and smoke-free work place a written certification so stating and in accordance with Paragraph (7), subsection (b) of the Official Code of Georgia Annotated Section 50-24-3.

11.3 The Contractor may be suspended, terminated, or debarred if it is determined that:

11.3.1 The Contractor has made false certification herein; or

11.3.2 The Contractor has violated such certification by failure to carry out the

requirements of Official Code of Georgia Annotated Section 50-24-3.

12.0 WORK AUTHORIZATION PROGRAM

Exhibit "A" is hereby incorporated into this Agreement and made a part hereto. Exhibit "A" enables all parties to be in compliance with O.C.G.A. § 13-10-91 as it pertains to statutorily-required verification of employees.

13.0 GOVERNING LAW AND VENUE

This Agreement shall be governed in all respects by the laws of the State of Georgia. Any disputes that arise under this Agreement shall be subject to the jurisdiction of the courts of Henry County, Georgia or the Northern District of Georgia, as applicable.

14.0 MISCELLANEOUS PROVISIONS

A. It is understood and agreed by and between the City and the Contractor that, on account of breach or default by either party of any of their obligations hereunder, it shall become necessary for the other party to employ and/or consult with an attorney to give advice, or to enforce or demand any of either party's rights or remedies hereunder, then, and in any such event, the defaulting or breaching party shall pay all attorney's fees, court costs and other expenses occasioned by such default(s) or breach(es).

B. All notices from Contractor to the City shall be served on or sent to the City at the following address:

City of Stockbridge
Attn: Procurement Department
4640 North Henry Boulevard
Stockbridge, Georgia 30281-3651

With a copy to:

City of Stockbridge
Attn: City Attorney
4640 North Henry Boulevard
Stockbridge, Georgia 30281-3651

All notices from the City to the Contractor shall be served on or sent to Contractor at its registered office and at the following contact format:

Name:	
Address:	
City, State &Zip	
Telephone Number:	

C. Force Majeure. Neither party hereto shall be liable to the other party for any nonperformance, in whole or in part, of its obligations under this Agreement caused by the occurrence of any contingencies beyond the control of the parties, including but not limited to the weather (including but not limited to rain, showers, hurricanes, floods), declared or undeclared war, sabotage, insurrection, riot or other acts of civil disobedience, acts of a public enemy acts of governments or agencies affecting the terms of this Agreement, strikes, labor disputes, acts of third parties not within the control of the party whose performance is affected, shortages of fuel, failures of power, accidents, fires, explosions, hurricanes, storms, floods, or other acts of GOD. In the event, that any such contingencies occur, the party whose performance is affected shall have a reasonable time in which to resume performance and such party's nonperformance shall not constitute a default. Notwithstanding the foregoing, if the non-performing party is unable to resume full performance despite reasonable attempts to do so, the other party shall have the right to terminate this Agreement pursuant to the provisions of Paragraph 4 above.

15.0 **ENTIRE AGREEMENT**

This Agreement constitutes the entire agreement between the parties with respect to the subject matter contained herein; all prior agreements, representations, statement, negotiations, and undertakings are suspended hereby. Neither party has relied on any representation, promise, nor inducement not contained herein

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed by their duly authorized officers as of the day and year set forth next to each signature.

MAYOR AND COUNCIL FOR
THE CITY OF STOCKBRIDGE

(SEAL)

By:_____
ANTHONY S. FORD, Mayor

ATTEST:

_____
VANESSA HOLIDAY, City Clerk

Approved as to form:

_____
City Attorney

CONTRACTOR

(SEAL)

By:_____

_____, _____
ATTEST:

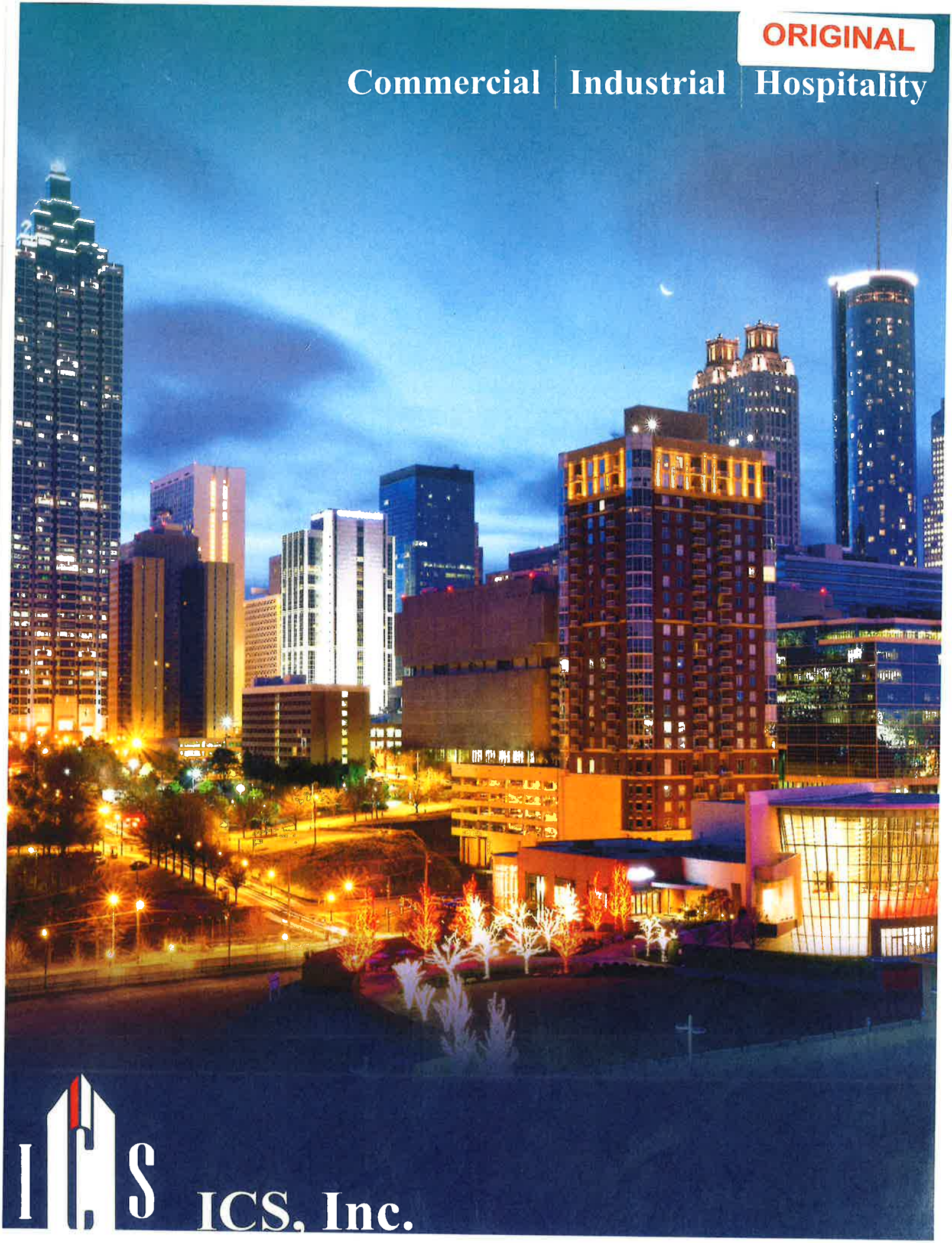
_____
_____, _____

[THIS SPACE INTENTIONALLY LEFT BLANK]

Intercontinental Commercial Services, Inc. (ICS) Response

ORIGINAL

Commercial | Industrial | Hospitality



ICS, Inc.

ORIGINAL

Bid Proposal Table of Contents

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Tab 2: Executive Summary
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Operations Plan
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ICS Implementation Strategies and Timeline
ICS 5-Point Transition System

Tab 3: Company History
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Cover Letter

Intercontinental Commercial Services, Inc.

Complete Facility Services
912 Hurricane Shoals Road, NE, Lawrenceville, GA 30043
Office (678)530-0401 Fax (678)530-0402

May 23, 2024

Request for Proposals (RFP) No. 2024-0005
Janitorial Maintenance Services
City of Stockbridge, City Hall
Procurement Division
4640 N. Henry Blvd. Stockbridge, GA 30281

Dear Procurement Department,

Thank you for permitting **Intercontinental Commercial Services, Inc. (ICS)** to submit this proposal to provide **Janitorial Services** for the selected **City of Stockbridge** facilities.

In preparing our proposal, we have inspected your facilities, reviewed your specifications, and examined your requirements. **ICS's** management developed our staffing plan by utilizing **ICS**'s proven productivity standards coupled with careful consideration of the level of performance you expect. Our plan is the best approach for achieving this level in a cost-effective manner.

ICS recognizes the importance of promoting a healthier environment both inside and outside of your facility. Therefore, we use only environmentally friendly cleaning products and methods. Our professionally trained staff uses only Green Seal Certified products and offer the most innovative green cleaning technologies, as specified by Leadership in Energy and Environmental Design (LEED®).

We have included in our proposal a dedicated Project Manager and a Site Supervisor who will be exclusively assigned to your facilities, 12 hours a day and 5 days a week, and on call on Saturdays and Sundays. Our Project Manager and Site Supervisor will have close communication on a daily basis with your Facility Manager and we are confident that this will ensure continuity and consistency of services provided by our janitorial staff.

Our staff will wear uniforms for a professional appearance and easy identification and be well trained in cleaning procedures which exceed the expectations of the industry standards. They also report directly to the shift supervisor. It is our policy to train all our employees at the hiring stage, whether they come to us with years of cleaning experience or are just beginners in the field. This is to guarantee that our clients will always have a well-trained technician at their facility to perform the work tasks.

Further, in our training, we stress the need for honesty, professional courtesy, security consciousness, and caution. We never use hazardous chemicals and always provide MSDS sheets for all chemicals.

ICS is a corporation, federal tax identification number 26-0114692, headquartered in Lawrenceville, GA, just outside of Atlanta, and is currently licensed to operate in Georgia, South Carolina, Florida, Louisiana, and Tennessee. Additional state licenses can be obtained within 10 days, if necessary.

ICS does not and will not discriminate in any form or manner against our employees. To ensure security, our policy requires a criminal background check on all employees.

ICS's commitment to the highest quality standards requires very important actions. We will mainly concern ourselves with establishing work performance and quality control; to reach above industry standards, and then maintain that quality.

ICS is proud to say that we have never failed to complete work that was awarded to our company, nor defaulted on a contract.

While we are in business to make a profit, we stay in business by maintaining a good reputation and by providing the highest quality over our competitors using innovative and improved cleaning methods and state of the art equipment.

Thank you again and we look forward to a favorable response.

Sincerely,

Kelly B. Adamson
Authorized Representative
Vice President of Sales
912 Hurricane Shoals Road, NE.
Lawrenceville, GA 30043
Email: ics.emails@gmail.com
Telephone: 678-530-0401

Tab 2: Executive Summary

Project Management
Operation Plan
Start-Up Phase
ICS Implementation Strategies and Timeline
ICS 5-Point Transition System

Intercontinental Commercial Services, Inc.

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Project Management

Intercontinental Commercial Services, Inc. (ICS) operations and management staff will work closely with for the **City of Stockbridge** Facilities Managers to outline your requirements in detail. Supervisory support staff will be available in the building during the weekend as well as on Monday morning to render additional assistance to the hourly workforce.

Prior to the commencement of the initial cleaning, we will review all aspects of the job with for the **City of Stockbridge** Facilities Managers, to avoid problems when the work is performed.

ICS will conduct a joint inspection with for the **City of Stockbridge** Facilities Managers to review those areas that require special attention. We will also note if any furniture or fixtures have been damaged. Our management team will work with for the **City of Stockbridge** Facilities Managers to prepare a schedule for the ideal time when cleaning should begin in each of the areas.

One of our Site Supervisors will arrive at the facilities prior to the commencement of the daily work to review any possible last-minute change that may have occurred to the schedule. All cleaned areas will be thoroughly inspected immediately upon completion by our Site Supervisor to ensure quality control. **ICS** will make every effort to comply with your requests for additional services in an expeditious manner.

Operation Plan

ICS will assign an experienced manager who, with assistance from our staff support supervisors, will be responsible for sectioning the building. He will also coordinate the training and orientation of the on-site staff that will be instructed in **ICS**'s methods of operation.

Your building will be divided into work sections based on work-time standards to accommodate the daily workload and to develop a schedule for periodic or project work. Only trained members of the work force will be assigned to each section of the building.

Intercontinental Commercial Services, Inc.

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Start-up Phase

To ensure a trouble-free start-up, **ICS**'s management team works closely with for the **City of Stockbridge** Property Managers to review special requirements, security procedures, and other guidelines. This also helps us to effectively schedule periodic cleaning tasks. **ICS**'s management will routinely visit the jobsite during the first two weeks to ensure a trouble-free start-up.

Equipment

Our service workers are provided with well-maintained, commercial grade vacuums/equipment, and the most effective cleaning tools. We are innovative and use state-of-the-art equipment. Presently, we have added to our equipment the "Euro Steam 2100" steam machine. This machine's cleaning capabilities are revolutionizing the cleaning industry. Metro Atlanta Rapid Transit Authority, MARTA, to aid in their deep cleaning at Five Points station, is presently using it.

Flexible Proposal

While examining our proposal, please note that this specification is simply our recommendation for effectively maintaining the building over time. This proposal is easily modifiable to reflect the concerns of for the **City of Stockbridge** if at any time you feel that our proposed plan requires updating, we will be more than ready to accommodate your changing needs.

Scheduling Periodic Tasks

After the first eight weeks of cleaning, we will provide you with a detailed schedule of periodic cleaning tasks. This helps you to verify the quality of our work and the effectiveness of our plan. In addition, it provides our service staff with a detailed and standardized maintenance plan. The periodic schedules will be posted in the janitorial closet. We can provide Color-coded floor plans to help identify "hotspots."

Quality Assurance

ICS's management is committed to raising the quality of the cleaning standard at your location. We continually work towards the goals of zero defects and 100% customer satisfaction. An **ICS's** Corporate Manager will visit the property 2 to 3 times per month without prior announcement to ensure quality and promote a positive working relationship with for the **City of Stockbridge** Property Managers. A communications logbook will be stored on site for written requests and used by for the **City of Stockbridge** Property Managers and the lead cleaning supervisor. A list of management/emergency contacts is available (24 hrs. telephone access) to ensure safety and responsiveness. Our goals are accomplished through an approach centering on teamwork and close communication with the for the **City of Stockbridge** Property Managers.

ICS Implementation Strategies and Timeline

Stages of transition from the current operation to **ICS** operation management are as follows:

Week 1 Day 1: Acceptance of proposal and operation service for the **City of Stockbridge**. Upon notice of award of contract, the Project Manager will create a client file that contains specific client expectations and other information necessary to the **City of Stockbridge.**

Week 1 Day 2: The Project Manager assigns the Custodial Supervisors, who will work with them to plan and set training times and dates. The Project Manager will also create a plan to improve all areas of concern by developing an Improvement plan which will be approved by the Facilities Director. The Project Manager will meet with the **City of Stockbridge** to see if the custodial plan for each building is acceptable or needs to be changed or improved. The timeline for the phase in will be approved by both **ICS** and the **City of Stockbridge.**

Week 1 Day 1-3: Transition Management personnel arrive to begin the process for establishing cleaning procedures and safety plan for all employees. Place ad with area Newspapers, organizations to look for quality employees.

ICS Operations Team determines problem areas and concerns for each building to ease transition and recruitment begins for required staffing needs. The interview process begins with current contract employees, and we initiate background checks on potential transitional employees and new recruits.

Week 1 Day 4: Place orders for equipment, supplies, etc. Update meetings with facilities and Dept. Chairs and organize transitional personnel and new recruits, make tentative building assignments. Management Team meets to finalize start-up plan; building/personnel assignments finalized.

Week 1 Day 5: Initial clean-up schedule and project work plan, which consists of our 5-point system, approved by the **City of Stockbridge.**

Week 2 Day 6: Training for Supervisors begins and all equipment, supplies, uniforms are stored and inventoried.

Week 2 Day 7-10: All personnel hired. Managers and supervisory team meet with staff to discuss initial clean-up. **ICS** Orientation and initial training (safety guidelines, OSHA, quality control, corporate policies) given for existing and new employees for each shift and the **City of Stockbridge** building.

Project Commences Begin delivery of supplies and equipment to designated buildings.

Week 1 Day 1: Inspection system implemented, initial clean-up begins, and project work plan is implemented. The Project Manager meets daily with Facilities and key staff personnel to discuss progress, solutions and divide the facilities service requirements into reasonable and consistent areas of performance stations.

Week 2: Our management will continue to monitor all aspects of the transition from another contractor's staff to **ICS** cleaning to see how we can improve services and train employees according to what is best for all of the **City of Stockbridge** facilities.

ICS's 5-Point Transition Program

ICS's 5-point transition program enables us to satisfy our clients' expectations in the most productive and cost-effective manner possible. We do this by involving our cleaning crews in the process, measuring quality, and communicating results. Our program improves our crew's efforts and returns increased value to our customers. We do this in Five Steps:

Classification:

Our management team is trained to determine difficulty and time estimating of job descriptions in all contracts, which we call ***Classification.*** This first step defines the job to be done and its priority. Our management team will develop a crew who will be able to fulfill all contract obligations to its best performance by assigning specific job duties to each team member. Each duty is assigned an **ICS** Level which determines the difficulty of each task.

Since the majority of our budget is employee payroll, we at **ICS** use our very own Level Cleaning to determine the necessary amount of staff to determine the price we submit. It is this system that allows us to cut wasted hours which keeps our performance at a higher and more affordable standard. We can determine what are the maximum number of employees needed to perform the specifications found in the bid documents and then use our level cleaning methods to eliminate any waste we find. This method keeps our employees at a maximum performance with less fatigue. We have found that certain activities tire our employees more and if performed first would affect their overall performance but if it is limited towards the end of their shift then they will perform at full strength the majority of their 8-hour shift. The layout of a building will also determine how many different level cleaners will be assigned and based on that number the routine for each employee will be created.

At **ICS** we have developed our own training method and classification to evaluate the process that screens our employees' strengths and experience to determine what they can do best. This process streamlines our cleaning procedures and incorporates safety guidelines to give our employees a safe and hassle-free work environment. We have developed three levels and further train each employee based on their job strengths. Each employee is screened and assigned a level to maximize our clients' objectives. Each person is trained and cross-trained to perform another person's duties based on our contingency plan.

Level 1: Specializes in floor specifications such as sweeping and mopping all non-carpeted floors and vacuuming all carpeted floors. This team is trained in all safety

guidelines such as Wet Sign positioning and mopping procedures to prevent slip accidents.

Level 2: Specializes in restroom and lounge cleaning. This team is composed of the employees who are given the best evaluations. We take pride in our restroom and lounge program. Employees who reach this level understand and perform our techniques to maintain the sanitization and cleanliness in a timely manner that will not only meet our client's expectations but our objectives as well.

Level 3: Specializes in trash removal, high and low dusting, and glass cleaning. The employee who is given this level of experience is selected on several requirements such as the ability to lift over 50 pounds daily and work on a ladder. This group is selected and trained to prevent job injuries thus lowering our liability. Not every employee reaches this level due to health conditions and or other reasons.

One person will be assigned the duty of Team Leader with the responsibility of overseeing their groups' performance. In certain buildings, Level 1 duties will be performed by Level 3. At the end of each day the day leader will submit the groups' report for the day.

Preparation:

The Second Step is ***Preparation***, which defines the actions to accomplish the work, the resources necessary, the quality, precautions, and the environmental standards. In this step, our team determines what tools are necessary to allow our crew to safely perform at its best. We train our employees to determine any and all job hazards, equipment maintenance duties, proper safety guidelines through our safety manual, and OSHA regulations, etc.

Intercontinental Commercial Services, Inc. will perform a clean method assessment to determine the best method and equipment to use and perform at each property. This assessment will also find what the most significant problems are for the building's staff and occupants. Each building is unique in size, population, hours of operation and traffic use. **ICS** will use each characteristic to determine the best training and staff ratio for each property.

The Project Manager will assign one or more staff members to assist in the assessment process. The individuals chosen will be the current staff with the most knowledge about EACH of the building's history and cleaning methods. **ICS** will interview janitorial staff, and discuss current levels of staff training, current training policy and ask if additional training is needed.

The following information will be used to determine our work schedule, employee classification and team cleaning assignments for our:

Preventive Assurance Maintenance Program (quality control system).

- Checklist manuals
- Current class schedules
- Energy-efficient operating strategies
- Current run-hour schedules (time-of-day, holiday, lighting, etc.)
- The most comfort problems or trouble spots in the building

- Adequacy of building documentation
- Match of cleaning staff skills to building expectations
- Which events or activities influence how the building is cleaned and maintained.
- Organizational policies and procedures that impact cleaning and maintaining of the building.

Scheduling:

Scheduling determines the timing of the work consistent with the work priority and the accessibility of resources. Our formula to determine the time needed to accomplish our clients' expectations is based on the size of the building, number of client employees, complexity of job which is based on the Classification step and the number of restrooms.

ICS utilizes a Senior Management team to oversee the transition period which consists of experienced and qualified personnel, including both owners, who will always have a comprehensive understanding of the needs of your facilities. This transition period will be about 30 days which will allow the smoothest change possible. Once we are notified of the award of contract, we will interview potential employees, transfer new equipment, order supplies, and train new employees. Our Transition Philosophy is a system of continuous Quality Improvement that assures our clients an easy transition and a commitment of the highest priority.

Owners and project managers make sure that all aspects of the transition period are executed to ensure a professional and high-quality job. The Project Manager will be assisted by the QA Supervisors to ensure that the techniques and methods of **ICS** are properly followed and established.

Our relationship will be supported by our efforts to evaluate service through contact with client staff and representatives. **ICS** will evaluate every building to determine cleaning procedures and safety plans. All aspects to improve the current service will be found in this transition period.

Execution:

Work is performed, inspected, and approved in the ***Execution*** function. This includes work preparation actions such as the collection of advice for further actions and/or changes in the work plan. Supervisory inspection of the work is vital in this function. The Team Leaders must check on their team, the custodial supervisor inspects the team leader, and the project manager inspects the custodial supervisor which keeps all the client's expectations in line with our performance.

Each month once all information is gathered a close out meeting will be held with those directly responsible for working on the monthly assessment along with any individuals that may be responsible for carrying out or influencing the next steps for improving the building's performance. This meeting is valuable for implementing a detailed work schedule. It also provides an important opportunity to recognize individual successes, celebrate the overall success of the project, and discuss the next steps.

ICS charts all Preventive Maintenance and Custodial Programs over a 52-week period to ensure a balanced annual workload. Our planning considers the operating environment of individual equipment items in developing custodial guides based on national standards, best industry practices, and as appropriate, to clearly define the

maintenance tasks for each equipment class. We schedule periodic custodial cleaning and tasks on an annual basis using the same techniques used to schedule the quality control system program. All schedules are implemented in the Quality Assurance logbook.

Our Project managers and Quality Control supervisors will identify the availability of the on-site workforce to implement corrective actions to be scheduled to prevent excessive wear and tear. In addition to daily observations of the interior conditions, on-site management schedules, formal inspections of the building on a semi-annual basis to determine requirements for particular work to prevent deterioration or other damage from the natural aging process. You see some wear and tear throughout parts of the campus.

The **ICS** on-site staff responds to service calls through the workday and to emergency callbacks during other than normal working hours.

Intercontinental Commercial Services, Inc. Managers will use their experience to establish a qualified team by using their knowledge of techniques necessary to identify quality people. Our Management Team will ensure expected levels of cleanliness, which are achieved by monitoring daily cleaning activities through our quality control reporting process and through use of our quality control programs.

Through experience, communication, and the development of a working alliance between **ICS** and the **City of Stockbridge**, we will be able to provide services that no other company can provide, by being a company with employees and equipment already on hand as required in the bid specifications.

The crucial knowledge of the needs of the **City of Stockbridge** matched with the experience of **Intercontinental Commercial Services, Inc**. in the janitorial and facilities maintenance industry will provide for a successful implementation of higher standards for our client's image at a better price.

Evaluation is a quality control function and compares the plan with the actual work execution and the quality of the product or results. **ICS** measures benchmarks and compares with the Custodial Program's goals and objectives. This step determines if changes have to be made, improved, or kept the same. This step will determine if products or routines are sufficient for the job or if new products or chemicals need to be changed.

Steps takin to correct nonconformance issues from previous contractor:

Walk Downs: ICS determines, collects, and analyzes all data to evaluate and determine where improvements can be made. This is where our quality control system is coordinated and developed to take action to eliminate the detected nonconformance. Preventive action is necessary to prevent potential problems and reoccurrence.

Records: ICS keeps all records of the nature of the nonconformance, and any subsequent action taken shall be maintained and recorded, to demonstrate conformance to the requirements and subject to re-verification.

The quality control system is necessary to the effects of all potential problems. The following is a documented procedure that defines our quality control system. **It**

regularly identifies additional areas of improvement and reassesses goals and objectives.

- Determine the potential non-conformance and their causes.
- Evaluate the need for action to prevent occurrence of non-conformances.
- Determine and implement the action needed.
- Record the results of the action taken and
- Review the preventive action taken to improve our quality control system.

At **ICS**, we take pride in our job and have developed this 5-point system to maintain your image and ours. Our 5-point system was developed to track the quality of work of every client, whether big or small.

Tab 3: Company History

Company Profile

Intercontinental Commercial Services, Inc.

Complete Facility Services
912 Hurricane Shoals Road, NE, Lawrenceville, GA 30043
Office (678)530-0401 Fax (678)530-0402

Company Profile

Intercontinental Commercial Services, Inc. (ICS) was founded in 1984 and has built a reputation for offering our clients top quality services at the best prices for over 30 years. In the first five years of operation, **ICS** experienced tremendous success and rapid growth due to their unwavering dedication to providing consistent quality services. Continuing to build upon our initial successes, today **ICS** is one of the most innovative contracting service companies that offer commercial janitorial services in the industry.

ICS currently serves over 95 accounts throughout the southeastern United States ranging from municipalities including The City of Smyrna, The City of Marietta, and Cobb County, Georgia, luxury hotels such as the historic Roosevelt Hotel in New Orleans, educational institutions such as Atlanta Technical College, and large government buildings operated by the Georgia Building Authority. **ICS** also provides full-service painting and pressure washing services and has been contracted annually by prestigious institutions such as Georgia Institute of Technology to conduct large projects including painting of the GT dorms and pressure washing of dozens of GT's parking garages.

ICS' commitment to our customers and to our employees is what has allowed our company to flourish. We believe that the two are intertwined and inseparable in building a successful and consistent business. Offering competitive wages, benefits, and career advancement opportunities to our staff allows us to retain top-tier talent. Retaining top-tier talent allows us to give the best, most consistent, professional services to our clients. **ICS** understands and is appreciative of the fact that our success is due to the hard work and talent that our staff provides, and we do everything we can to support them in achieving their goals.

ICS prioritizes professionalism, ethics, and building a sense of community. We have developed a training program which ensures that each and every staff member will conduct themselves in the utmost professional manner and facilitate communication between all branches of operations. We take pride in the fact that **ICS** has maintained strong relationships with many of our customers for long periods of time, and we believe this is evidence of our customers' satisfaction with receiving quality services at competitive prices. We attribute our success to our employees' hard work and dedication, along with our supervisory staff's ability to recruit, train, and maintain specialized labor forces.

Tab 4 : Experience

Experience with Similar Projects
References

Intercontinental Commercial Services, Inc.

Complete Facility Services
912 Hurricane Shoals Road, NE, Lawrenceville, GA 30043
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Experience with Similar Projects

ICS has been providing janitorial services for over 25 years to facilities that are comparable to for the **City of Stockbridge**. The large majority of our contracts are still on-going, and we believe this is due to the excellent service and competitive prices we offer. The services that we have provided have helped our clients represent their facilities in excellent conditions and due to our outstanding management, staffing plans and dedication to customer satisfaction we are able to continue doing business with our clients while maintaining an excellent business relationship.

For example:

ICS is currently servicing Cobb County Property Management; we have been contracted from 2009 to currently on-going which includes the service of 15 public libraries: Acworth, East Marietta, Gritters, Kemp Memorial, Kennesaw, Lewis Ray, East Cobb, Mountain View, Powder Springs, Sibley, South Cobb Regional, Stratton, Sweetwater, Vining's, and West Cobb Regional Libraries. **ICS** has also been awarded the janitorial contract for 6 Cobb County Police Precincts as well as a training center.

Cobb & Douglas Public Health has also awarded **ICS** 9 individual health centers for the janitorial contract which include: Acworth Public Health, Marietta Public Health, Douglasville Public Health, Douglasville Healthy Behaviors, East Cobb Public Health, Cobb Environmental Health, Smyrna Public Health, South Cobb Public Health & Cobb and Douglas Public Health WIC Building.

ICS has been awarded many janitorial contracts from DFCS.

ICS is providing custodial services for the Georgia Building Authority. This contract consists of both day porter services and night cleaning services. **ICS** received new contracts with the Clayton County Water Authority, City of Milton, City of Covington, Glynn County, GDOT – Rest Areas for Janitorial Services. **ICS** also provides custodial services for the Westin Hotel and Sheraton Hotel located in Birmingham, AL and provided janitorial services for the Augusta Regional Airport.

To list few of the many large contracts: Daniel Corporation, which is about 765,000 square feet, Twin Tower & Agriculture Buildings which is over 1,000,000 square feet, Carter USA & Management which is over 365,000 square feet, Home Depot Corporate Office which over 2,000,000 square feet and Shorenstein Realty & Management which is over 500,000 square feet.

ICS is the current janitorial services provider for Atlanta Technical College, Atlanta Metropolitan State College, Charles Drew Charter School, University of South Carolina, Dalton State College, and Columbus State University.

These are just a few examples **ICS** offers as proof of our ability to perform to governmental standards of cleanliness for a diverse range of clients operating in different fields. The common factor in all the above experiences is that our performance levels met or exceeded the high levels of expectations of our clients. To meet their standards, we provide a project management team who ensure quality control and effective staffing plans.

Janitorial References

Firm Name: Skyland Trail
Business Address: 1961 N. Druid Hills Rd, Atlanta, GA
Contact Person: Jeff Stiegman **Telephone:** (404) 392-5779
Email: jstiegman@skylandtrail.org
Approximate Annual Value: $130,000.00 **From:** 2004 **To:** On-going

Firm Name: Georgia Building Authority
Business Address: 1 Martin Luther King Jr. Dr., Atlanta. GA 30334
Contact Person: Vallira Ipaye **Telephone:** (404) 657-3938
Email: vallira.ipaye@gba.ga.gov
Approximate Annual Value: $900,000.00 **From:** 2015 **To:** On-going

Firm Name: Cobb County Property Management
Business Address: 1150 Powder Springs St., Suite 200, Marietta, GA 30064
Contact Person: Larry Haney **Telephone:** (770) 528-2100
Email: Larry.Haney@cobbcounty.org
Approximate Annual Value: $950,000.00 **From:** 1998 **To:** On-going

Firm Name: FAA
Business Address: 1701 Columbia Avenue, College Park, GA 30337
Contact Person: Ron Wilkerson **Telephone:** (404) 305-9177
Email: ron.wilkerson@colliers.com
Approximate Annual Value: $400,00.00 **From:** 2020 **To:** On-going

Firm Name: GA Southwestern State University
Business Address: 800 Georgia Southwestern State University Drive, Americus, GA
Contact Person: Jenn Smith **Telephone:** (229) 931-2302
Email: jenn.smith@gsw.edu
Approximate Annual Value: $450,000.00 **From:** 2020 **To:** On-going

ICS has provided daily services to all of our clients. Most of our contracts consist of 5 days a week service. **ICS** is highly capable of providing daily services if needed.

Tab 5: Capabilities

Suitability
Quality Control
Equipment List
Green Chemical List

Intercontinental Commercial Services, Inc.

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Suitability

ICS would be an excellent choice as the contractor to provide the janitorial services outlined on this project for the **City of Stockbridge** due to our extensive experience in the custodial industry and familiarity with the expected levels of cleaning. **ICS** has maintained excellent standing business relationships with many of our clients due to our dedication to customer service and quality of workmanship.

Unlike other traditional contracting companies, **ICS** is unique in the way that we guarantee quality performance and customer satisfaction. We will institute a comprehensive system of inspection with our clients. As part of this process, the Crew Chief will utilize **ICS's** proven productivity standards, which will produce the level of performance you would expect and the best approach for achieving this level in a cost-effective manner.

ICS has always placed a high value on professionalism and thus has developed a training program which ensures that each and every staff member will conduct themselves in the utmost professional manner. Our goal is to keep your facility looking and running at its best- inside and out.

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A Summary of the Quality Control

We will have a Project Manager, who will be responsible 12 hours a day 5 days a week, and on call on Saturdays and Sundays. His duties will include making certain that all tasks requested have been performed, whether personally or through a trustworthy supervisor.

One of our Site Supervisors will arrive at the building one hour before the commencement of the initial cleaning to review any possible last-minute change that may have occurred to the schedule. All cleaned areas will be thoroughly inspected immediately upon completion by our Site Supervisor and the **City of Stockbridge** Facilities Managers if they are available. **ICS** will make every effort to comply with your requests. for additional services in an expeditious manner.

Further, we will use visual aids to instruct our on-site supervisors, as well as onsite training. We will utilize a formalized cleaning schedule to document and monitor all periodic or project type work. Where feasible, activities such as floor waxing, spray buffing, high dusting, and the damp wiping of walls and partitions will be accomplished on a crew basis. Each work crew will consist of specially trained cleaners who will be monitored by a supervisor.

To ensure quality performance and customer satisfaction, we will institute a comprehensive system of inspections. It will be the responsibility of our Crew Chief to visually inspect one or more work sections each day. As part of this process, the Crew Chief will utilize our rating system to record and interpret observations. A report will be prepared and submitted for review to our corporate managers, Chief Administrative Officer, President, Marketing Director, and Operations President.

An **ICS** Facility Manager will make regular visits to the building to conduct unannounced, random inspections for the purpose of cross checking the daily reports. Rating reports will also be submitted to the Corporate Managers who will then compare this documentation with the supervisor's reports for quality. We will then dispatch technical specialists from our operations department who will institute whatever steps necessary to remedy all service deficiencies.

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Internal Quality Control

Each day prior to the start of work, an assigned supervisor will meet with the technicians to go over the previous night's work performance. Any deficiencies will be dealt with and corrected right away.

At the daily meeting of on-site Project Manager and Supervisor, the Supervisor will advise the Project Manager of the ratings that each cleaning team received on their work performance. Each week the team with the highest rating will be rewarded based on their performance. At the end of each year, bonuses will also be given for good performance. In the same spirit, any team member who continuously performs poorly will be first warned, then given a written warning, then finally terminated.

At the start of work each day, the supervisor will check uniforms and badges, log sheets, cleanliness of equipment, and inform workers of any changes in work schedule or specific areas of concern.

Any deficiencies in the work performance will be corrected within the next shift. All deficiencies along with the name of the technician, who caused the deficiency, will be reported to the president of operations. Also, all corrected deficiencies will be reported to include the technician's name, date, and time of correction.

External Quality Control

There will be a corporate walk through, which will be an unannounced inspection by **ICS**'s management team. The inspection was designed to evaluate the Project Manager and more importantly, to keep the building in a clean state of acceptance. Since this inspection is very important to the Project Manager, our company is quite certain that he/she will do his/her best to keep the building clean and in good shape.

Also, he/she will make regular, unannounced thorough site inspections with for the **City of Stockbridge** Facilities Managers. The walk-through will be at the convenience of for the **City of Stockbridge** Facilities Managers.

If there are deficiencies found in the cleaning performance and/or any other concerns from for the **City of Stockbridge** Facilities Managers or clients during the walk-through, it will be passed onto the supervisor and technicians immediately.

Quality Assurance Plan

Process for Handling Employee Disputes:

Step 1 – Discussion with Supervisor.

The first step in the dispute process is a discussion between the employee and supervisor. This in-person conversation should include a review of the facts and any relevant policies or documents. If the discussion does not result in a satisfactory resolution, the employee may contact the main office.

ICS will investigate in-house and will interview all parties involved. **ICS** will come to a resolution as quickly as possible for all disputes.

Management Changes:

We at **ICS** pride ourselves in our employees and understand that there will be circumstances beyond their control which will cause them to miss work. Or in other instances, promotions and management level employees who seek other opportunities. It is for that reason that we created job schedules and job duties that will allow us to cross train employees. All upper management level employees are able to fill the duties of lower management duties without any issues.

Emergency Response:

The **ICS** on-site staff responds to service calls through the workday and to emergency callbacks during other than normal working hours. **ICS** will have a project manager that is on call 12 hours a day, 5 days a week and on call Saturdays and Sundays in the event there are any concerns or requests. By having a Project Manager that is readily available, for the **City of Stockbridge** will benefit from quick and precise information and resolution of any concerns. All emailed requests/concerns will be responded to within 2 hours and will be resolved within 24 hours, unless there are extenuating circumstances which delay the resolution process.

ICS maintains three warehouses fully equipped with all necessary tools and supplies in case of any unforeseen maintenance-related events. **ICS** staff members are also provided with fully equipped vans and other modes of transportation for a swift organization of staff in the event of an emergency special request. All management level employees have cellphones with internet connection that are supported with our 24-hour answering service to respond to emergencies. Management level employees are able to immediately respond to all emails or phone calls in the event of emergencies. After initial contact requesting emergency services, the Project Manager, with assistance from **ICS's** corporate offices, will mobilize a team for the emergency along with any equipment and manpower resources required.

Customer Service – Addressing Questions or Complaints:

The idea of the customer service plan is to ensure positive relations through efficient and effective rectifying of problems in a timely manner.

As soon as **ICS, Inc.** starts working on a building, the company will provide a contact list, which will have our on-site Supervisor's name and telephone number, in case someone in the facility wants to call him/her regarding the cleaning. The Supervisor will respond to phone calls immediately, and suitable action will be followed immediately.

If our technicians find any damage or items needing repairs, they will report it to our supervisor and he/she will report it to for the **City of Stockbridge** Facilities Managers, and company headquarters. In such manner, customers, for the **City of Stockbridge**, and corporate office will receive valuable information, which will save time and money.

All customer complaints/requests will be recorded in the supervisor's complaint/request logbook, and we will follow up on that request in a very timely manner.

Security and Loss Prevention Control and Safety:

ICS is very security-conscious and is aware of the potential concerns in a labor-intensive industry. Good people are the key to success. We focus on finding the right people, rewarding them for performance, and providing them with the support they need to succeed. Our screening process is extensive and incorporates the following initiatives:

- A well-defined recruiting process.
- Interviews with **ICS** Human Resources and business representatives
- Mandatory background investigations at no cost to for the **City of Stockbridge.**
- In-depth skills evaluation

ICS will train all employees according to the security requirements of the client.
ICS will provide a list of all employees hired by name, social security number, Date of birth, sex, race, and address to each location.

All job applicants are required to submit with their application a release of information form. This release enables **ICS** to utilize an approved investigation service that deals with new employee background checks and verification of job application information.

ICS Prevention Policies:

- ✓ Everyone enters and leaves the building through one designated door.
- ✓ No one takes packages, large purses, or overcoats to work areas.
- ✓ Workers will be checked on a random basis at least twice a week.
- ✓ No one removes anything from the building except trash, which will be assigned to only one person per shift.
- ✓ Nothing is removed from the trash except items that you suspect were thrown out by mistake.
- ✓ All employees must stay in their designated area.
- ✓ No unauthorized visitors which are grounds for immediate dismissal.
- ✓ Anything suspicious must be reported to the Job Manager immediately.

Employee dishonesty is kept to a minimum by enforcing the company's and your building policies.

ICS is an equal opportunity employer and makes all employment decisions without regard to race, religion, color, national origin, age, marital status, gender, sexual orientation, disability, family leave status or ancestry. In addition, we seek to hire and employ qualified minorities, women, veterans, and individuals with disabilities through positive recruitment efforts.

All **ICS** employees will be uniformed.

Procedures for Replacing Local Personnel:

It is the policy of **ICS**, as part of its hiring procedures, to conduct background checks on finalist(s) for all positions within the Company. These checks will be job-related, consistent with business necessity and conducted pursuant to all applicable laws, rules, policies, and procedures. Background checks may include, but are not limited to, an analysis of public and private documents; contact with former employers; verification with educational institutions or licensing/credentialing boards; information from background check providers; contact with professional references; and other pertinent information and resources.

In the initial stage of recruitment, employment eligibility verification (I-9 Form), an E-verification and background check via a government agency is conducted. Upon satisfactory verification of the initial stage, a personal interview will be conducted with the applicant by the site supervisor and a human resources representative from our corporate office. This step in our hiring process allows our company to determine a suitable property for the successful hire to begin work at. During this interview process, qualifications and skill sets will be discussed and assessed. Upon selection, employees will begin the **ICS** employee training program.

Inventory Management/Control Program

One very important aspect that **ICS** pays attention is to relate to the inventory management best practices, which can help **ICS** and our clients become more productive and efficient than before, gravitate toward stock control, quality control and cycle counting.

A company that lacks control over inventory may be caught short of stock, leading to lost sales opportunities and disappointed customers. On the other hand, you may end up with an overabundance of certain items, which inflates storage costs and dampens profitability.

- Stock Control
  Maintaining stocks as low as possible can help minimize superfluous costs associated with holding high stock levels. This leads to a cash flow increase, which is very important for overall **ICS** and our client's business operation.

- Quality Control
  Inventory management best practices link to quality control. ICS's employees will be provided with checklists and/or computing systems that can assist them in following proper procedures when checking the goods they receive. All goods

must be examined for signs of damage, including leaks, tears, or broken seals; discrepancies in descriptions – product colors, styles, and sizes must be identical to purchase orders; and prices and terms of sale.

- Cycle Counting
  Some of the most popular inventory management best practices relate to the implementation of a cycle counting program. Before implementing this program, a manager should consider several aspects, such as counting frequency, counting strategy, and persons in charge.

Effective inventory management is the result of outstanding inventory control and inventory management. **ICS** has distinguished the important difference between inventory control and inventory management.

Inventory control is managing the inventory that is already in your warehouse, stockroom, or store.

That is:

- Knowing what products are "out there" and how much you have of each item
- Knowing exactly where each piece of each product is located in your warehouse
- Ensuring that all inventory remains in salable or usable condition
- Storing products to minimize the cost of filling customer orders

On the other hand, inventory management is determining when to order products, how much to order, and the most effective source of supply for each item in each warehouse. **ICS**'s inventory management includes all our clients' accounts activities of forecasting and replenishment.

ICS ensures that our clients have the right quantity of the right item in the right location at the right time.

Occasional Requests

All floor cleaning requests should be sent to our main office via email or to the Supervisor. All emails are answered within the hour and all requests are scheduled promptly. The Supervisor will follow up with a day that best suits the client for any floorwork that needs to be done.

All occasional requests regarding set up for special functions should be requested to the Project Manager or Supervisor on duty at least three (3) days in advance. Any other requests for truck deliveries (supplies) should be requested to the Day porter. They will be on hand to help with any requests during their shift.

Intercontinental Commercial Services, Inc.

Complete Facility Services
912 Hurricane Shoals Road, NE, Lawrenceville, GA 30043
Office (678)530-0401 Fax (678)530-0402

Problem Solving Steps

ICS Staff members are all trained in the proper steps to problem resolution during their training programs. This diagnostic tool is taught, so employees can determine where the problems occur and how to correct and prevent the same problems from re-occurring.

Step 1: Understand

ICS staff members will assess and identify the problem. Correctly identifying the problem will allow for proper solutions to the problem to be formed.

Step 2: Plan

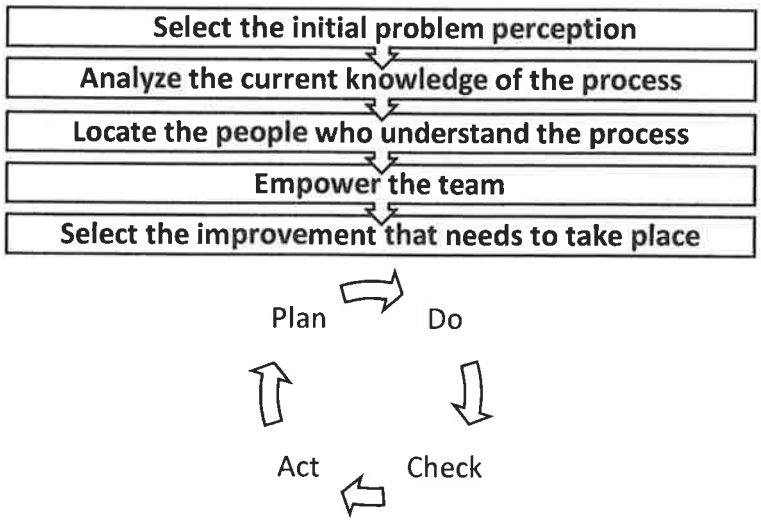
Employees will develop a solution for the problem by looking for a pattern or examining related problems and determining if he same technique can be applied.

Step 3: Implement

Implement the new solution. Employees will put their solution into effect.

Step 4: Check

Verify of the problem has been resolved. Employees will check if the original problem has been solved. If the problem has not been resolved, return to step 1 and reassess the issue.



Intercontinental Commercial Services, Inc.

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Equipment Specifications

Auto Scrubbers

Minuteman 2832 Walk Behind Auto Scrubber 32"

- A large industrial floor scrubber which is perfect for locations that have a large area of space that needs to be cleaned quickly and efficiently.
- Battery powered disc style scrubber. Durable and heavy duty, with polyethylene corrosion resistant tanks and an 11 gauge steel frame.
- Has spray jets for cylindrical scrub deck, ensure uniform solution distribution on floor.

Nobles & Tennant Speed Scrub Rider 32"

- Reduce water consumption with ec-H2O NanoClean™ technologies.
- Efficient squeegee design gives complete solution recovery, even on 180 degree turns.
- Maintains sparkling floors and remove the guess work from brush maintenance with a built in brush wear indicator.

Minute Man Kleen Sweep 40 Rider

- Standard 24 volt high capacity battery pack gives up to four hours of run time.
- Designed for heavy duty commercial use.
- Able to sweep about 60,000 square feet an hour.
- Self-adjusting main broom.
- Fine dust control system provides 99% efficiency.

Floor Machines

Nobles Low Speed Floor Machine

- Durable, corrosion-proof polyethylene construction offers years of dependable use and will reduce maintenance costs.
- comes with a 50-foot power cord.
- Twist grip operation with safety lock.
- Motor is a heavy duty 66-frame and is rated at 1.5 HP, 175 RPM.

Carpet Extractors

KleenRite Sphere

- has a convenient lift out waste bucket that doubles as your vacuum tank.
- Internal components utilize high pressure and high temperature rated solution hoses with brass fittings and a plug-in wiring system for easy replacement.
- Comes with a 15" hose set.

Burnishers

Nobles & Tennant High Speed Burnisher

- Maintains high indoor air quality and reduces airborne dust during cleaning with standard dust control.
- Powerful 2,000 rpm pad rotation for excellent gloss results.
- 15-45 lbs. / 7-20 kg variable pressure to give floors a smooth, even finish.

Honda 21" Propane Burnisher

- Pads are mounted to flexible pad drivers which prevents burn spots.
- Body design allows easy access to both open and hard to reach areas.
- Ability to cover 25,000 square feet per hour.
- Low operating noise levels provide safe operating conditions with fewer disruptions to the working environment.

ICS Equipment List and Quantity

QTY	BRAND	MODEL	APPLICABLE SPECS	USE
42	Minute Man Nobles & tenant Clarke	Walk Behind Auto Floor Scrubber 32"	Electric	Scrubber
7	Nobles & Tennant	Speed Scrub Rider 32"	Electric	Riding Scrubber
5	Minute Man	Kleen Sweep 40 Rider	Electric	Riding Sweeper
6	Nobles and Tenant		Electric	Carpet Extractor
20	Nobles and Tenant	Wet/Dry Extractor	Electric	Wet/Dry Extractor
7	Pathfinder	1800 watt Hetater 300 psi pump	Electric	Carpet Extractor
10	Kleenrite	The Sphere	Electric	Carpet Extractor
7	Janilink	JL Series	Electric	Carpet Extractor
6	Pex	200	Electric	Handheld Upholstry Extractor
29	Nobles	Floor machine "Low"	Electric	Scrubber
7	NorthStar	200 Gallon Tank, 160 cc Honda GX160 Engine	Gas	Truck Mounted Pressure Washer
14	DeWalt & Honda	4000 psi or more	Gas	Commercial Pressure Washer
5	JL	Premium I 20"	Electric	Burnisher (High speed)
36	Nobles	Floor machine "High"	Electric	Burnisher
26	Honda	21" Propane Burnisher	Gas	Burnisher
194	Proteam Super Coach Vac	HEPA Backpack Vacuum	Electric	Vacuum
72	Sanitare	Upright Vacuum		Vacuum
250+				Mops/Buckets
350+		44 gallons		Trash Barrels
350+				Caddy Bags
420+				Wet floor signs
150+				Janitor Carts
50+	Rubbermaid	Dayporter		Cleaning Cart
95+				Cube Trucks

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Green Chemical List

MANUFACTURER	CATEGORY
Earth Force	Floor Stripper
Earth Force	Disinfectant/Deodorizer/Cleaner (Impact 256)
Dura Bright	Ultra Bond Floor Finish
IDP Labs	Fiber Clean Carpet Shampoo/Extraction
IDP Labs	All Gone Carper Spotter
Aero Mighty Mike	Green Degreaser/Cleaner
Earth Force	Glass Cleaner
Champion Sprayon	Furniture Polish
Green Solutions	Carpet Cleaner
Bio-Renewables	Glass Cleaner
Tribase	Multi-Purpose Cleaner

SAMPLE

Intercontinental Commercial Services, Inc.

Complete Facility Services
912 Hurricane Shoals Road, NE, Lawrenceville, GA 30043
Office (678)530-0401 Fax (678)530-0402

Cleaning Frequency Specifications

SERVICES REQUIRED		FREQUENCY			
AREA/ITEM	WORK DESCRIPTION	DAILY	WEEKLY	MONTHLY	ANNUALLY
TERMINAL BUILDING					
Carpets	Vacuum				
Hard Floors	Sweep, Wet Mop, Sanitize, Spot clean				
Floors	Clean and Mop Spills				
Lobbies and Concourse	Monitor Trash				
Trash & Recycling	Empty				
Water Fountains	Clean, Sanitize, Polish				
Public Seating	Arrange, vacuum, Clean				
Transparent Surfaces (Windows, glass,	Clean				
Stairs and Gates	Vacuum				
Charging Stations	Wipe,				
Chairs, Desks, Tables	Dust, Damp Wipe As Needed				
Upholstered Furniture	Vacuum				
Upholstered Furniture	Spot Clan as Needed				
Phones, Clocks, Pictures	Dust, Damp Wipe As Needed				
Waste Cans	Empty, Line				
Light Switches, Handles	Clean, Polish				
DOORS-WALLS-PARTITIONS					
Entrance Metal and Glass Doors	Clean				
Interior Glass	Clean				
Ledges, Window Sills	Dust				
Doors, Frames, Walls	Spot Clean As Needed				
Baseboards	Dust, Spot Clean				
Kick plates, Thresholds	Clean, polish				
Mats	Vacuum, Rotate				
Elevator Doors	Spot Clean As Needed				
BREAK AREAS					
Floors	Sweep, Dust Mop, Damp Mop, Sanitize				
Trash Containers	Empty, Clean, Sanitize, Line				
Sinks	Clean, Sanitize, Polish				
Counters	Damp Clean, Sanitize, Polish				
FLOORS					
Carpet	Vacuum				
Carpet	Spot Clean				
Carpet	Shampoo				
Resilient	Sweep, Damp Mop As Needed				
Resilient	Buff				
Resilient	Strip and Refinish				
MISCELLANEOUS					
Stairs and Landings	Sweep, Damp Mop As Needed				
Drinking Fountains	Clean, Polish, Sanitize				
Vending Machines	Damp Wipe As Needed				
Lights	Dust				
Vents, Fans, Blinds	Dust, Damp Clean, Vacuum				
Janitors Storage	Clean, Organize, Restock				
Elevator Doors	Clean, Polish, Sanitize				
Stoop (Door to Stairs)	Sweep				

Notes:

SAMPLE

Intercontinental Commercial Services, Inc.

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Quality Inspection Report

Date: _____ **Location:** _____

Inspected By: _____

TASK	BELOW	AVERAGE	ABOVE	COMMENTS
GENERAL CLEANING				
- Dusting (High/Low)				
- Walls/Partitions/Blinds				
- Elevator				
- Stairwells				
- Janitor Closet				
- Trash Removal				
- Water Fountains				
- Doors				
- Glass Cleaning				
- Metal Polishing				
- Edge/Corner				
COMMON AREAS				
- Dusting (High/Low)				
- Walls/Partitions/Blinds				
- Elevator/Elevator Tracks				
- Stairwells				
- Water Fountains				
- Doors				
- Interior Glass Cleaning				
- Metal Polishing				
- Edge/Corner				
FLOOR				
- Stripping and Waxing				
- Vacuuming				
- Buffing				
- Carpet Shampoo				
- Carpet Extraction				
RESTROOM				
- Floors				
- Toilets				
- Urinals				
- Sinks/Countertops				
- Toilet Stalls				
- Door Frames				
- Garbage Cans				
- Partitions/Walls				
- Dispensers				
- Dusting (Vents/Ledges)				
- Glass Cleaning				
- Mirrors				
- Locker Tops				

Areas to be Corrected:

Action for Correction:
ICS Supervisor:

Date of Completion:
Facility Manager:

Tab 6: Company Principles

Management Structure
Resumes
Training and Hiring Programs
Job Descriptions
Staffing Plan
ICS Uniform

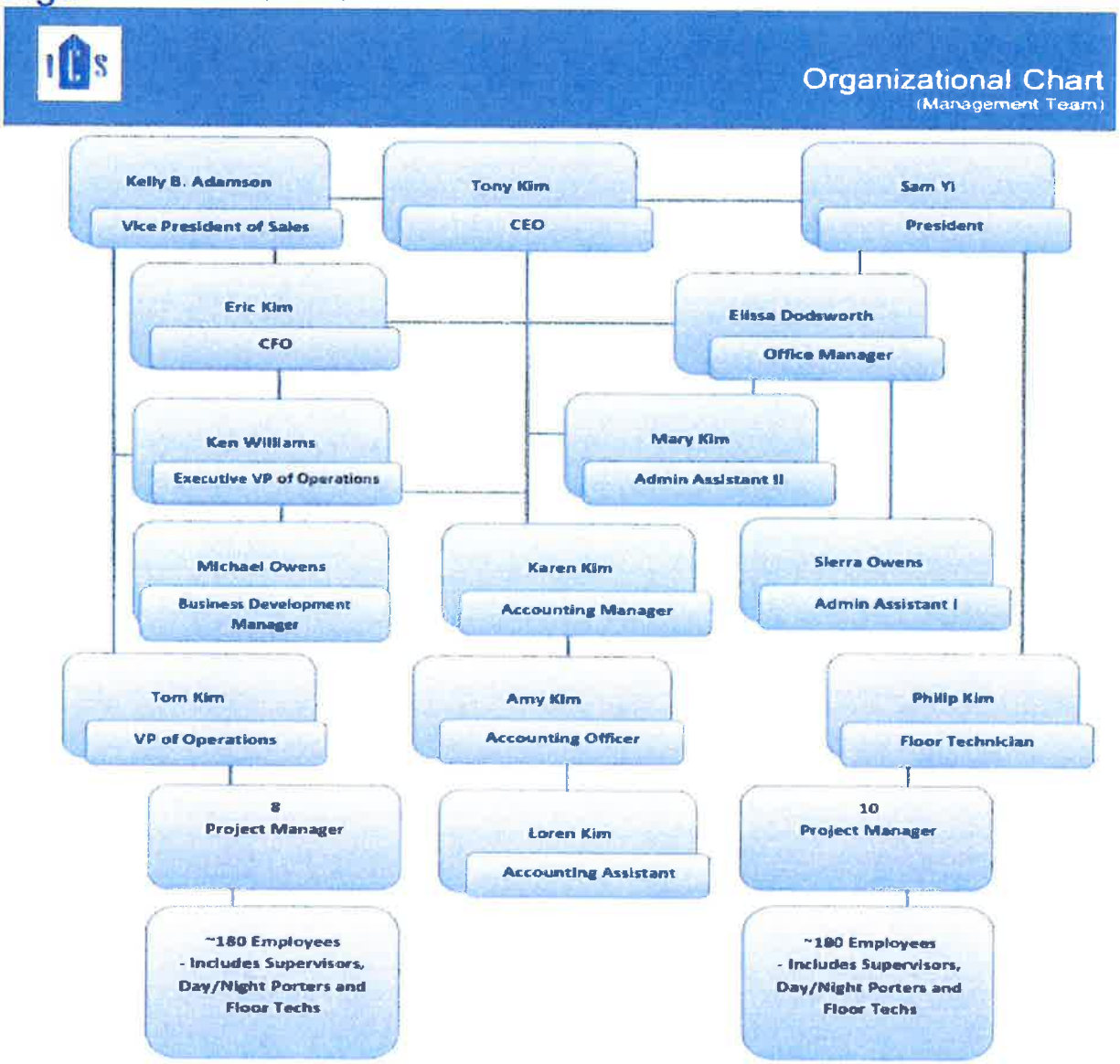
Intercontinental Commercial Services, Inc.

Complete Facility Services
912 Hurricane Shoals Road, NE, Lawrenceville, GA 30043
Office (678)530-0401 Fax (678)530-0402

Management Structure

ICS, incorporated in 2005, is owned and led by current CAO and founder Tony Kim. All Senior Executives of **ICS** are former leaders of companies that specialized in property management, hospitality services, and/or janitorial services, the vast majority of whom have 20+ years of experience in the industry.

Organizational Chart:



ICS's personnel are indicative of the capability to deliver quality service to customers.

Management/Organizational Structure of Firm

Tony Kim – Chief Administrative Officer
(Responsible for making final approvals)
1110 Satellite Blvd., NW, Suite 403
Suwanee, GA 30024
Office: 678-530-0401
Fax: 678-530-0402
Email: icstonykim@yahoo.com

Sam Yi – President
(Responsible for day-to-day operations)

Kelly B. Adamson – Vice President of Sales
(Assists President and manages Project Managers)

Karen Kim – Accounting Manager
(Authorizes accounts payables/receivables and manages payroll)

Ken Williams – Vice President of Operations
(Responsible for managing the daily operations of the Company)

Tom Kim – Operations Manager
(Responsible for managing the daily operations of the Company)

LaShonda Williams – Senior Project Manager
(Responsible for inspections and resolving issues)

Eric Kim –Project Manager
(Responsible for inspections and resolving issues)

Elissa Dodsworth – Office Manager
(Oversees account services, monitors the performance of subordinates and coordinates the activities being carried out from and to the departments)

Mary Kim – Admin Assistant
(Monitors the performance of subordinates and coordinates the activities being carried out from and to the departments)

Project Staffing:

Tony Kim – Chief Administrative Officer
Mr. Kim is the CAO and founder of **ICS**. He has over 20 years of experience in the industry. He has proven his ability to perform as a primary contractor and sub-contractor by the number of satisfied clients. Tony graduated from Georgia State University in Business and is certified in Stone, Granite, and Marble Floor Restoration. His previous and current janitorial services contract include City of Smyrna, Cobb County, Georgia Building Authority (GBA), Clayton County Water Authority, etc. All of the mentioned are still on-going since 2001. The square footage ranges from 50,000 Ft.^{2} to over 1.3 million Ft.^{2}. Tony started as a CEO at International Contracting Services from 1992 to 2004 and decided to start new with Intercontinental Commercial Services, Inc. in 2005 and has experienced tremendous growth since then. Tony is responsible for making all final approvals and ensuring that the facilities are well maintained and consistent with the mission, vision, and values of the organization.

Kelly B. Adamson – Vice President of Sales
Mr. Kelly Adamson brings extensive training in sales management and the janitorial industry to **ICS**. After graduating from DeKalb South Community College in 1977, Mr. Adamson attended Mercer University in Atlanta, GA, with more than 25 years of experience in the janitorial industry. Mr. Adamson has provided outstanding customer service and public relations work to some of Atlanta's most well-known properties. He started his own Company from 1989 to 2008 and joined **ICS** shortly after in 2009. Mr. Adamson is well-versed in sales, selling and maintaining over 10 million square feet in the Atlanta area. He also provides immediate and constant attention to all accounts. Mr. Adamson now oversees the sales department of **ICS, Inc**. and manages the Project Managers. His marketing skills and attention to detail are unparalleled in the market. Some of the contracts he is currently overseeing include Athens Technical College, Atlanta Technical College, Grand Hyatt Atlanta Hotel, Four Seasons Atlanta Hotel.

Ken Williams – Vice President of Operations/Operations Manager
Mr. Williams will lead the transition and oversee that all contract requirements will be followed and performed to contract standards. He graduated from Lamar University with a degree in Business Administration and a minor in Criminal Justice. Ken is also certified in CIMS and has extensive training in all fields of facilities management. He started with our company, **ICS** last year in 2016, and already showing great leadership. Previously, Ken has worked in many roles for Diversified Maintenance and the most recent position being the Assistant Division Manager (Aug 2015~Nov. 2016), Senior Area Manager/Operations Manager (2002~2015), and Project Manager (1997-2002). Due to his vast experience and knowledge in building maintenance, he has proven to be an extremely valuable asset. He has supervised and managed over 200 employees and is always in communication with employees and clients.

Previous and current contracts include Georgia Building Authority (GBA), Federal Aviation Administration (FAA), government facilities in DeKalb County, government facilities in Fulton County, City of Milton, and the Georgia Department of Transportation (GDOT) which are all comparable in size to the facilities in the proposal.

Tom Kim – Operations Manager
Mr. Tom Kim will oversee and manage the daily operations of the Company. He will be resolving all client issues that may arise and monitor project managers and supervisors. He graduated from Kennesaw State University and has over 20 years of experience in providing top quality janitorial service. He has built great relationships with many clients. His vast knowledge in all floor care is also a valuable asset to the Company. His previous and current contracts include Cobb County Property Management, City of Roswell, Atlanta Public Schools, Georgia Building Authority, City of Stockbridge, City of Milton, City of Covington, GDOT – Rest areas, etc.

Team Leaders
The team leaders will oversee the shift crew and will also coordinate all reports and work with the custodial supervisor and will implement the cleaning routine plan which will be created following the specifications. They will implement the QA cleaning routine and will assist the level 3 cleaning.

ICS *will interview all current employees and only hire those who meet our standards.*
ICS *will conduct a background check, issue new badges and uniforms. These background checks can be provided upon request. Training will begin immediately for new employees.*
ICS *also has part-time employees who can fill in during the transition process.*

Project Coordination Structure

If **ICS** is awarded this contract, the primary contact for contract negotiation would be the Vice President of Sales, Kelly B. Adamson, who can be reached at 770-455-6081.

TONY KIM

912 Hurricane Shoals Road NE, Lawrenceville, GA 30043
Tel: (678) 530-0401 • icstonykim@yahoo.com

Summary of Qualifications

Bilingual leader with 30+ years of industry experience. Adept at managing all phases of project life cycle, from needs assessment through implementation. Results-oriented and decisive with proven success in new market identification and strategic planning. Track record of increasing sales while spearheading operational improvements to drive productivity and reduce costs.

Professional Experience

Intercontinental Commercial Services, Inc. - Suwanee, GA
Chief Administrative Officer, 2005 - Current

- Lead operations and strategic direction with full responsibility for bottom-line factors, including long-range planning and project management.
- Direct two Vice Presidents, COO, CFO, and four District Managers.
- Work closely with all branches of management to ensure all client needs are met by implementing periodic assessments and program evaluation, including administering the firm's quality control programs.
- Identify and resolve operational, management, and technical problems and rapidly implement appropriate solutions.
- Lead management team in identifying and correcting critical problems.
- Reduce and streamline overhead expenses, strengthen gross margins.
- Overhauled and improved operating processes and systems.

International Contracting Services, Inc. - Atlanta, GA
Chief Executive Officer, 1992 - 2004

- Implemented planning of economic operations and coordinated customer service needs.
- Created and maintained weekly, monthly, quarterly, and annual status and inspection reports.
- Worked closely with company managers and clients to ensure complete customer satisfaction.
- Developed and assigned cleaning schedules and confirmed that all schedules are followed.
- Monitored employee productivity and optimized procedures to reduce expenditure.
- Oversaw development and launch of dozens additional janitorial services contracts.

Education

Georgia State University
B.A. in Business Administration
1988 to 1992

Sam Yi

Email: ics.emails@gmail.com • Tel: 678-530-0401
912 Hurricane Shoals Road NE, Lawrenceville, GA 30043

CORE QUALIFICATIONS

- Remarkable leadership and motivational skills
- Excellent ability to quickly close deals with an emphasis on profitability
- Impressive communication abilities
- Efficient and highly productive in developing accurate business models.
- Substantial ability to allocate business resources and delegate responsibilities.

EXPERIENCE

Intercontinental Commercial Services, Inc. - Suwanee, GA
President 2005 – Present

- Determined and implemented the company vision and developed objectives accordingly.
- Oversee the company's operations activities, including program start-up, staff recruiting, training, and project management support.
- Evaluate operating procedures and determine methods to improve efficiency.
- Identify and appraise potential new opportunities and develop business strategies.
- Analyze techniques to increase profits while minimizing staff reductions.
- Review financial report budget estimates and profitability reports.
- Develop quarterly and annual business plans and evaluate cost projections.
- Develop and implement community involvement projects.
- Maintain awareness of market factors and competitor activities.

Watch and Jewelry Store - Atlanta, GA
Manager 1993 – 2004

- Recruit, hire, train, evaluate and counsel store employees.
- Develop and implement employee performance evaluations and improvement plans.
- Effectively manage employee turnover. Provide a positive working environment and handle employee issues appropriately and in a timely manner.
- Utilize labor management tools, including effective scheduling, to maximize productivity, profitability, and margins.
- Communicate, execute, and manage marketing and merchandising programs.
- Ensure employee awareness of safety and emergency procedures.

EDUCATION

Georgia Institute of Technology
B.A. in Business Administration
1988 - 1992

Ken Williams

912 Hurricane Shoals Road, NE, Lawrenceville, GA 30043
404-281-3628 ♦ kenw6565@gmail.com

EDUCATIONAL ACHIEVEMENTS & CERTIFICATIONS & SKILLS

Lamar University (1983 -1986) Major: Business Administration Minor: Criminal Justice
VIC International Corporation – Restoration and Maintenance procedures and processes for natural stone and ceramic tile. CIMS Certified. Excellent written and verbal communication skills. Expertise in industrial, medical, education, and government facility cleaning

EXPERIENCE

Intercontinental Commercial Services, Inc. - Suwanee, GA
Operations Manager, (January 2017 to current)

- Ensure that the facilities are well maintained consistent with the mission, vision and values of the organization.
- Focus mainly on the firm's operations activities, including program start-up, staff recruiting, training, and project management support.
- Work closely with clients to ensure that all needs, periodic assessments, and program evaluation, including administering the firm's quality control programs.
- Provide on-going quality assurance inspections to ensure customer service efficiency.
- Provide janitorial services, painting, roofing and minor renovations.

Diversified Maintenance - Rite Way Service, LLC – Environmental Service Systems, LLC
Assistant Division Manager (August 2015 – November 2016)

- Develop financial plans for the division.
- Work with division manager in setting operational sales goals and develop/implement service agreements
- Review monthly financial reports and conduct monthly meetings with management team
- Complete performance & incentive reviews for managers
- Assists with preparing the budget and managing the division within the approved budget
- Manage customer billing processes and invoices

Rite Way Service
Senior Area Manager/Operations Manager (November 2002)

- Work with the Account Planning team to develop and support effective Account Planning SOPs
- Extensive field training to ensure correct understanding of engagement in day to day operations
- Control supplies, equipment, and personnel necessary to meet customer specification
- Maintain account budgets and oversee the startup process for new accounts
- Conduct safety inspections to ensure all OSHA regulations are met

Area Manager (2000)
Project Manager (1997)

Eric Kim

Email: ics.emails@gmail.com • Tel: 678-530-0401
Address: 912 Hurricane Shoals Road, NE Lawrenceville, GA 30043

QUALIFICATIONS

• Dedicated, loyal, customer oriented, and highly motivated.
• Strong knowledge of practices and principles of employee supervision, including work assignment, planning, review, and training staff in work procedures.
• Wide knowledge of techniques, procedures, policies, materials, equipment, and supplies related to operation, construction, repair and maintenance of facilities and infrastructure found in municipal setting.
• Twenty-three years of extensive operations management experience.
• Contributed to company growth by executing business strategies using strong decision-making abilities.

EXPERIENCE

Intercontinental Commercial Services, Inc., Suwanee, GA
Project Manager 2005 - Current

• Interact daily with President and CEO to develop long-range forecasts and maintain long-range financial plans.
• Supervise and increase effectiveness and efficiency of operational systems and processes.
• Develop and implement organizational strategies and policies.
• Develop and manage annual budgets and program budgets and organize fiscal documents.
• Supervise overall financial system, HR management, IT system, and business controls.
• Prepare monthly activity reports, fulfill tax related requirements and generate year-end reports.
• Supervise and coach office managers on a daily basis.
• Supervise the maintenance of organizational database and administration files.

International Contracting Services, Atlanta, GA
Project Manager 1993 - 2004

• Performed as a liaison responsible for maintaining direct contact with Property Management.
• Ensured all client needs and concerns were addressed.
• Trained new employees to ensure compliance with requirements and contract specifications.
• Assigned cleaning schedules and ensured that all schedules are followed.
• Identified inefficiencies and made recommendations for process improvements.
• Ordered and maintained materials and supplies.
• Assisted in developing budgets and monitored expenditures.

EDUCATION

Georgia Institute of Technology - Bachelor's in Architecture - 1989 – 1992

KELLY B. ADAMSON

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Tel: 678-530-0401

QUALIFICATIONS:

- Over twenty-five years of industry experience
- Exceptional ability to identify, execute, and execute priorities
- Decisive and efficient team-oriented approach
- Excellent written and verbal communication

EXPERIENCE:

Intercontinental Commercial Services, Inc. - Suwanee, GA
Vice President of Sales and Marketing, *2009 to Current*

- Develop expansion and sales strategies to increase company gross margins.
- Oversee sales growth, in addition to policy and procedure implementation.
- Manage key account relationships and large-scale projects.
- Enhance client trust and confidence, assisting in revamping operations procedures to promote contact and follow-up.
- Maintain uncompromising focus on customer service to ensure long-term relationships.
- Coordinate with Operations Team on all contracts to ensure strengthened communication channels and efficient company processes.

Pinnacle Building Services, Inc. - Decatur, GA
President and CEO, 1989 to 2008

- Provided janitorial services for over fifty large accounts.
- Customers included: Jones Lang LaSalle, Trammell Crow, North Western, Bronnen and Goddard, etc.
- Maintained and purchased equipment, supplies and existing inventories.
- Provided payroll for over one hundred and twenty full-time employees.
- Excelled at customer relationships.
- Train new hires and managed existing hires and accounts

EDUCATION:

- **Mercer Atlanta University**
  BA in Business Administration
  1979 to 1982

- **DeKalb Community College**
  Associate's Degree in Political Science
  1975 to 1977

TOM S. KIM

912 Hurricane Shoals Road NE Lawrenceville, GA 30043
Email: tomyumkim@yahoo.com Tel: (678) 530-0401

Summary of Qualifications

- Over 20 years of experience in providing Janitorial Services and training and managing personnel.
- Ability to multi-task and perform everyday duties while directing staff personnel and interacting with upper management or building management.
- Exceptional communication skills, both verbally and in writing.
- Strip & waxing VCT, marble polishing/sealing, pressure washing, upholstery cleaning, operating & repairing janitorial equipment.
- Strong organizational and multitasking skills.

Experience

Senior Project Manager 2005 to Current
Intercontinental Commercial Services, Inc. – Suwanee, GA

- Communicate with team members to complete tasks according to scope of work.
- Specified schedule to ensure compliance with requirements and contract specifications.
- Properly maintaining the janitorial equipment and inventory control of supplies.
- Training new employees in the proper use of janitorial equipment, products, chemicals, and techniques.
- Previous/current janitorial services contracts include Home Depot Corporate Offices, City of Smyrna, City of Roswell, APG Real Estate Services, LLC, King Industrial Realty, Inc., Cassidy Midwest, Inc. (KSU), Buckeye Tower, and etc.

Project Manager
International Contracting Services, Inc. - Atlanta, GA 1994 to 2004

- Communicated with Property Management to ensure accountability and excellent customer service.
- Manage cleaning and maintenance supplies in a cost-effective manner.
- Schedule work duties and investigated complaints regarding services and took corrective/preventive actions in timely manner.
- Ensure quality standards and specifications are met by performing daily inspections and retraining/assisting personnel.
- Previous/currently on-going janitorial contracts include Georgia Public Broadcasting, Georgia Building Authority (Team South, Twin Tower, and Agricultural Building), Bellsouth Midtown Atlanta, and etc.

Education:

- **Kennesaw State University** 1989 to 1993
  B.A. in Business Administration

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Staffing Method

ICS will perform a clean method assessment to determine the best method and equipment to use and perform at each property. This assessment will also find what the most significant problems are for the building's staff and occupants. Each building is unique in size, population, hours of operation and traffic use. **ICS** will use each characteristic to determine the best training and staffing ratio for each property. Based on the specifications of the **City of Stockbridge**, we will determine the best and least disruptive day porter cleaning routines.

Our management team is trained to determine difficulty and time estimating of job descriptions in all contracts. This step defines the job to be done and its priority. Our management team will develop a crew who will be able to fulfill all contract obligations to its best performance by assigning specific job duties to each team member.

We at **ICS** use our very own staffing method to determine the necessary amount of staff. It is this system that allows us to cut wasted hours which keeps our performance at a higher and more affordable standard. We can determine what are the maximum number of employees needed to perform the specifications found in your bid documents and use our methods to eliminate any waste we find. This method keeps our employees at a maximum performance with less fatigue. We have found that certain activities tire out employees more and if performed first would affect their overall performance but if it is limited towards the end of their shift then they will perform at full strength for the majority of their shift. The layout of a building will also determine how many different cleaners will be assigned and based on that number the routine for each employee will be created.

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Motivate Employees to a Good Start

Remember how uneasy you were the last time you stepped into a new job? Remember the impressions you had about what it was going to be like? First impressions, regardless of their reliability, tend to be lasting. Any new worker is likely to be ill, at ease, somewhat confused, or even scared.

In this frame of mind, the employee's first experience, if properly planned, can give a real sense of belonging to a worthwhile organization. These initial experiences can give the basis for the sense of security.

The orientation of new employees is shared task of management, supervision, and employees. Management gives general information at the time of hiring and following-up orientation several weeks later. The immediate supervisor representing the Company provides the rest of the information the employee needs. It will include the following: showing a genuine interest in the individual, introducing the person to the fellow employees, explaining rules, regulations, and the nature of duties, and supervising the employee for the productive work as quickly as possible.

Good orientation bears positive results by motivating new employees to take their places as full, effective, and productive members of the team.

** We compensate our employees well and this is another very good way to ensure quality control and it also helps to increase loyalty.

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Evaluation Criteria

Employees are evaluated on 10 competencies including general and job specific.

General Competencies	
Quality of Work	Shows how well the employee knows the duties of the position and how to perform the duties accurately. Include orderliness of work methods, energy and industriousness shown by the employee, and the overall acceptable quality of completed work.
Quantity of Work	Established by the supervisor according to the necessary and reasonable amount of work required for the job and position.
Dependability	Indicates the ability of the supervisor to rely on the employee with confidence and trust.
Interpersonal Relations (Communications)	Describes the employee's work relationship with other employees, supervisors, administrators, and the general public, including parents, community members, and students. Includes telephone, electronic, or verbal communication.
Initiative	Indicates the ability or instinct of the employee to follow through on a plan or task (Begins or assumes tasks that need to be completed without being directed).
Attendance	Indicates the ability of the employee to be at his/her assigned place of work at the prescribed time and for the duration expected (includes absences, tardiness, extended lunches, and other reasons for not being at the assigned place of work)

Job Specific Competencies	
Technical Skill	Indicates the employee's skills and competencies that relate to the performance of the duties, responsibilities, and tasks assigned.
Professional Knowledge	Relates to the employee's familiarity, awareness, or comprehension acquired through experience, study, or affiliation with organizations in the specific field of endeavor.
Problem Solving Ability	Indicates the ability of the employee to successfully solve problems that may arise within their area(s) of responsibility.
Policies, Laws, and Safety	Determines the employee's ability to adhere to procedures, policies, laws, guidelines, and safety standards established by standard operating procedures, job standards, the district, local, state, Policies, Laws, and Safety or federal laws.

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Training

At **ICS**, we comply with all applicable local, state, and federal laws, and all **Georgia Occupational Safety and EPA regulations**, including such established procedures for handling the cleanup of blood borne materials and cleaning industry management standards.

ICS recognizes that our employees are our greatest asset, and that training creates an effective, productive, and professional employee. We realize that training gives our team a key competitive advantage.

Training support covers the following topics:

- Carpet Care
- Industrial Cleaners
- Washroom Care
- Employee Safety
- Blood-borne Pathogen
- Office Cleaning
- Floor Waxing
- Hazardous Chemicals
- First Aid/CPR
- Hazardous Materials Handling

Video-Janitorial Employee Safety Program (DVD):

- Drug & Alcohol Use
- Building Security & Safety
- Hazard Communication

The senior janitorial staff must have proper knowledge of general cleaning and maintenance services. They must be properly trained to learn about advanced janitorial equipment/janitorial supply; and must be able to handle even the most difficult cleaning jobs. **ICS**'s senior team is comprised of the most professional leaders in the industry. The management team has combined years of janitorial experience. All senior leaders are required to obtain the following management courses:

- Event Management
- Employee Scheduling
- Quality Inspections
- Client Relations
- Employee Training and Development

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Training Program for Quality Assurance Staff

A fundamental part of external quality assurance procedures is peer review. The connection between the quality of the procedure and the quality of the team member is apparent; no matter how competently the quality standards, frameworks and procedures are composed. This is why the training for Quality Assurance Staff is so comprehensive.

ICS's Training Program for Quality Assurance Staff members have been developed with focus on:

- Identifying weaknesses in training, supervision, personnel, and resources
- Ensuring compliance with safety regulations and safe work habits
- Verifying proper cleaning methods and equipment are used.
- Conduct inspections and evaluate client feedback.

The requirement for all Quality Assurance Staff members is to successfully complete the Training for Custodial Staff and the Training Program for Supervisors. **ICS** believes this step ensures the Quality Assurance Staff are knowledgeable regarding the training methods and expectations of all positions they are overseeing. By completing the Training Program for Janitorial Staff, the Quality Assurance Trainees are taught the proper methods and safe work practices that should be used by staff members during their assessment.

Once the Trainee has successfully completed the Training for Custodial Staff, they begin the Training Program for Supervisors. During this course, the Quality Assurance Trainees are given the same skill sets as our supervisors. The Training Program for Supervisors place focus on managerial skills and effective supervision. By completing this training program, the Quality Assurance Trainees are given knowledge that allows for proper determination of deficiencies in supervision.

Quality Assurance Training will focus on reviewing the specifications and how to familiarize oneself with the expectations of the contract. Quality Assurance Staff members will be educated on how to detect Key Indicators of Quality Issues:

Key Indicators:

- Monthly Complaints/Repeats
- On-Time Work Order Completion Rate
- Work Loss Cases
- Quarterly Safety Reports

Once the Quality Assurance Trainees have completed their classroom training, they are paired with a Senior Quality Assurance Staff member during their first month. Under the direct supervision of the Senior Quality Assurance Staff member, the newly appointed Quality Assurance Staff member learns the hands-on aspect of their jobs. During this one-month period, the new Quality Assurance Staff members put their training to work by instituting the methods and concepts from the Training Program. This step has proven to be paramount in the success of newly appointed Quality Assurance Staff.

Training Program for Custodial Staff

Even though the skills and motivation of our supervisors are vital, the work cannot be completed without a stable and qualified workforce. The employees will accomplish this task by fulfilling a training program to improve skills and by attending the facility orientation during their first month at the site. We will conduct this process through a core group of highly skilled hourly-workers and motivated supervisory staff. This group will implement the ongoing program of employee development to ensure continued satisfaction of the facility management and clients. It will also encourage the capable and deserving workers to be promoted to supervisory ranks.

Because **ICS'** operations are so comprehensive, we shall maintain the extensive labor force of highly qualified cleaners. Therefore, there is a continual need to train new janitorial personnel and to keep existing employees up to date on the improved methods, procedures, products, and equipment. We are fully committed to maintaining and enhancing the proficiency of all our staff members and requiring our cleaners to participate actively in the training courses covering technical aspects related to their areas of responsibility.

The training programs are developed for our custodial labor force, including the job instruction, audiovisual programs, and group discussions. Our program provides the trainee with hands on experience and all training is mandatory for continued employment.

Under the close direction of a supervisor, training time usually consists of 15% explanation, 25% demonstration, and 60% practice. Although this distribution will vary according to a specific job and skill level, the most emphasis is placed on practice, since the individual learns best by performing a specific task repeatedly.

Experience has shown that the most effective location for skill training is at the job site. Accordingly, your facility will be used for training. By conducting sessions on site, our training team has ready access to practical examples and to the familiar setting to reinforce the concepts and techniques discussed. Another important advantage of the on-site training is that it minimizes the disruption of work since participants are not required to leave the premises.

Responsibility for training the hourly workforce rests with the corporate management officers who will lead our training team. We will assist other key staff members in related training activities and will supervise the entire effort, coordinating corporate support and monitoring the effectiveness of training methods and aids. They will hold a

progress meeting each month with the training team to assess coordination with all training participants to ensure consistency in performance and progress standards.

Supervisors are responsible for monitoring the training program in their respective areas in order to ensure effectiveness and that training is proceeding as scheduled. They will approve all work assignments given to new hourly employees during, and immediately after, the completion of orientation. Furthermore, supervisors will be responsible for orienting new hourly people for skills training; introducing them to other employees; and showing them examples of properly cleaned sections. Supervisors also orient new employees to "patterning" plan work routines and use checklists in evaluating staff development. Finally, they are responsible for checking on those hourly employees in training to clarify expectations.

The orientation of hourly employees is scheduled to take about 25 days. Once the employee has demonstrated proficiency, he or she will only receive follow-up training at quarterly intervals. If an hourly employee were selected to move up to a supervisor position, he or she would then receive the initial supervisor training. If he or she is assigned to perform a new job, he or she receives several days of skill training. Only those not performing up to standard, assuming deficient skills are identified as the problem, will receive follow-up skill instruction on another than quarterly basis.

As stated previously, orientation begins with an introduction to **ICS** and customer regulations and procedures. Hourly workers are also given safety training. Additionally, instruction is provided on security practices, time clock procedures, attendance, work schedule, teamwork, and customer relations.

We use specifically developed, self-instructional courses covering various aspects of janitorial and related custodial services. These courses are arranged to make subjects understandable and important information easy to remember. The material is presented in a concise and logical manner. The language is simple, and the courses are aimed at trainees who are not necessarily book oriented. The Technical Publishing Company (TCP) has developed the following customized courses in conjunction with corporate training specialists:

- Carpet and Fabric Upholstery Care
- Floor Care
- Powered Equipment
- Rest Room Care
- Cleaning Chemicals
- Clean Room

An audiovisual series for custodians will also be offered. These programs have proven to be most effective in the introduction of new employees to technical procedure and have also been extremely helpful in reinforcing the knowledge of experienced cleaners. All the films run about 20 to 30 minutes in length.

These subjects include, but are not limited to:

- ***Ground Rules for Professional Custodians*** - reinforcing the creation of a professional attitude in all janitorial workers to instill pride in workmanship and total awareness of international quality requirements. The "do's" and "don'ts" in such areas as personal conduct, security, cleaning techniques, customer relations, and work patterns are fully emphasized.

- ***Basic Office Cleaning*** - detailing the systematic steps **ICS** applies to daily office cleaning covering desk servicing, trash removal, general dusting, floor care, and clean room cleaning.

- ***Basic Rest Room Cleaning*** - depicting our customized seven-step method of cleaning restrooms. Proper procedures for cleaning, disinfecting, and servicing fixtures and accessory items found in all restrooms are covered in detail.

- ***Daily Floor Maintenance*** - covering basic procedures to care for both carpet and tile floor surfaces using such techniques as dust mopping, spray buffing, wet and damp mopping, and vacuuming.

Special training is also available to serve each of our accounts with unique cleaning requirements. The use and handling of hazardous materials and solvents, including compliance with applicable environmental statues, is but one example. Extensive information and study guides are furnished to our custodians for the care of clean rooms including the use of clean room garments; special supplies and materials; segregation; and special handling of associated equipment according to the clean room classification. Aseptic infectious cleaning techniques and procedures for health care and medical facilities are also available.

Periodically, small groups of custodial personnel will assemble with their supervisor to discuss technical topics. During this meeting, supervisors can disseminate information regarding the latest improvements in cleaning techniques, products, and equipment. Workers are encouraged to present their ideas to improve methods associated with their areas of responsibility. This stimulation of ideas can frequently yield economy and enhance results and performance that ultimately contribute to greater employee satisfaction and profitability/cost effectiveness. Aside from the tangible benefits derived from improved methods, the personal satisfaction that our employees achieve from seeing their ideas implemented is also rewarding and a strong source of job motivation.

In addition to skill instruction, a primary objective of our training effort is to instill a professional attitude in the hourly cleaning staff. This entails pride in workmanship and a keen awareness of **ICS** quality standards. We also emphasize proper personal conduct, site security, customer orientation, and interaction as well as efficient work patterns.

Finally, our safety and accident prevention plans have been designed to ensure compliance with federal, state and local safety and health regulations/laws. We believe that only the highest standards of efficiency and performance are attained through safe work standards.

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Training Program for Supervisors

Unlike manufactured items, services cannot be produced under controlled conditions or stored in inventory. Services are "produced" at the point of delivery, so they must be done right the first time. Excellence begins with our primary resource people. The catalyst, which builds real service talent from an employee's basic motivation and desire to succeed, is training. The best training programs are based on proven methods, tailored by experts to respond to actual site conditions and customer needs.

An important factor in the successful performance of any services function is adequate and qualified supervision. **ICS** conducts extensive training programs for new supervisors to ensure that they thoroughly understand the job functions of the employees who will be responsible to them, and to indoctrinate them in our unique policies and procedures.

All new supervisors are required to spend a minimum of one month on night operations performing the same duties as those assigned to the hourly workforce. An experienced manager who makes sure the new supervisor becomes fully versed in **ICS**'s methods and procedures monitors their performance. Supervisors are required to learn how to perform a diverse range of services including floor care, general office cleaning, lavatory cleaning, and other specialized tasks, which may be specific to their assignment.

During this period, we make every effort to introduce the new supervisor to different types of buildings with diversified office layouts and population densities, and which offer a variety of furnishings such as floor and wall coverings. In this manner, supervisor trainees are exposed to the majority of the condition, which may warrant their special consideration and attention in the future.

All new supervisors receive specific instructions regarding **ICS**'s payroll and personnel procedures. Prior to receiving a permanent assignment, the supervisor trainee works with the experienced night manager to gain practical on the job experience. In the beginning, the trainee is given only simple supervisory tasks to perform under the guidance of his supervisor. However, as the trainee's knowledge and confidence level increases, broader and more responsibility is given as a full pledged supervisor. Placement in a permanent supervisory position is the final phase of training, and this phase is monitored rather closely until management is confident that the new supervisor is able to function well within the **ICS** tradition.

ICS also conducts training sessions for established supervisors in order to provide them with updated information regarding housekeeping practices and techniques, and to inform them of the best methods for controlling job-related costs. Refresher courses utilizing existing procedures are also available for supervisors who encounter problems within their area of responsibility. Orientation for management and supervisory staff incorporates introductions to **ICS** and the client. Program elements include attainment of stated goals and objectives, organizational mission, community role, specific business objectives, performance evaluation, and an overview of the project's objectives and operational approach. Once this introductory phase is completed, management and supervisory personnel will concentrate on developing and refining management techniques and related skills. More specifically, we devote attention to developing proper attitude towards workers, management by objectives, motivation techniques, equal opportunity, perception, and group dynamics. We also focus on instructing the staff in work techniques, problem solving, personnel policy, managing conflict, **ICS** administrative systems and forms, communication, and time management.

During orientation, manager and supervisors receive training that encompasses the following subject areas:

- Principles of Management
- Effective Supervision
- The Supervisor and His Job
- Basics of Supervision

Despite over ten years of experience in the field of contract maintenance, performance still depends, chiefly, on the qualifications of those directly in charge. Excellent qualifications are sometimes brought to **ICS** by those hired. More typically, inherent talent is shaped and refined by a training program designed to develop problem solving skills, employee motivation and technical proficiency.

Successful performance of any service function relies on the ability of a supervisor's effectiveness to direct and motivate his/her staff. As such, it is our policy to cultivate our supervisors' management skills and technical knowledge. Supervisory trainees view a four-program audio-visual series intended for custodians covering:

- Ground Rules for Professional Custodians
- Basic Office Room Cleaning
- Basic Rest Room Cleaning
- Clean Room Cleaning
- Daily Floor Maintenance

To supplement their managerial skills, supervisors are also required to view two other films:

- ***BASIC SUPERVISION*** - Outlines, in detail, the duties and responsibilities of the unit manager and the importance of the first level supervisor and his/her role in the **ICS** management structure. Areas such as job specifications, tenant interface, complaint handling, building security, development of employee discipline, rules and regulations enforcement, care and inspections, enforcement of safe work practices, and administrative responsibilities are fully covered.

- ***MOTIVATION OF JANITORIAL PERSONNEL*** - is designed to reduce unnecessary employee turnover as the cost arising from administrative and training expenses associated with hiring unskilled and semi-skilled custodial personnel. This film stresses the need for supervisors to be more conscious and to convey a sense of acceptance, belonging and esteem to all subordinates.

Supervisors designated for initial instructions are trained for a more extended period than the personnel they, in turn, will train. Additional time is needed because the first group must receive instruction in training methods and techniques, in addition to skills and management training. Follow-up and advanced training are essential to improve and maintain management skills because advanced techniques are often built on prerequisite knowledge and expertise.

Job Descriptions

JOB TITLE:	**Trash Person**
REPORT TO:	Supervisor
ACCOUNTABILITY:	Responsible for picking up all accumulated trash and placing it in designated area. Keep service elevator, dock, and trash-holding area clean.

1. ROUTINE DAILY TASKS

A. Report to work on time.
B. Your appearance is important. Make sure you are dressed properly.
C. Check with your supervisor for any special instructions.
D. Pick up keys that may be required. Also, get a trash cart ready for trash collection.
E. Police outside perimeter of building, sidewalks, parking lot, etc.
F. Perform any other tasks assigned by supervisor.
G. Start trash collection, starting at the top floor and working down.
H. Remove all collected trash to dumpster/trash compactor for disposal.
I. When all trash has been removed:

- Clean around trash disposal area,
- Clean loading dock area,
- Thoroughly clean service elevator to include walls, floor, tracks, etc.

J. Make note of any mechanical or electrical problems found during your shift.
K. Clean and return trash cart to storage area.
L. Return keys and any notes to supervisor and sign or clock out.

2. PERIODIC TASKS

A. Hose downloading dock.
B. Wash out trash cart.
C. Wash down walls in service elevator.
D. Perform any other task that may be assigned by the supervisor.

JOB TITLE: **Restroom Cleaner**
REPORT TO: Supervisor
ACCOUNTABILITY: Responsible for cleaning and sanitation tasks in all restrooms assigned to by your supervisor.

1. ROUTINE-DAILY TASKS

A. Report to work on time.
B. Your appearance is important. Make sure you are dressed properly.
C. Ask your supervisor if there are any special instructions and/or precaution related to your area.
D. Gather all supplies, keys, cart, and chemicals. Proceed to your area of responsibility.
E. Place the "Restroom Closed" sign at entrance door or on door of restroom being cleaned.
F. Put on gloves, goggles, etc. as needed.
G. Re-stock and/or fill all paper and soap dispensers. Check their operations; make certain that they are operating properly.
H. Begin cleaning from high to low:

- Dust ceiling vents, tops of mirrors, partition tops, top of dispensers, etc.
- Empty and damp clean cigarette and trash receptacles, to include sanitary napkin container.
- Clean and dry polish mirrors and other glass.
- Wash all sinks - faucets, pipes, and then basin (inside and out); dry thoroughly.
- Clean toilets and urinals, making sure to clean inside and out. Clean all metal fixtures and pipes. Be sure to dry thoroughly.
- Wipe down all walls, partitions, and doors with a damp cloth.
- Sweep/dry mops the floor. Sweep from back to front. If there is anything stuck on the floor, scrape it off.
- Using a germicidal detergent mop, from back to front, soaking around the area. Rinse and mop dry.
- Vacuum carpeted areas.

I. Return equipment to storage area, wash out mop and hang to dry. Wash out mop bucket and turn bottom side up.
J. List any mechanical or electrical problems found while cleaning.
K. Re-stock cart with cleaning chemicals and paper supplies.
L. Close closet and lock door.
M. Turn in keys and notes to supervisor, and sign or clock out.

2. PERIODIC TASKS

A. Machine scrub restroom floors / Steam clean.
B. Clean and polish vertical surfaces.
C. Vacuum louvers and grills, and damp clean.
D. Dust overhead light fixtures.

E. Damp clean ceiling vents.
F. Perform other tasks as assigned by supervisor.

JOB TITLE: **General Cleaner**
REPORT TO: Supervisor
ACCOUNTABILITY: Responsible for security and all general cleaning duties in your designated area. Those duties are listed herein, and your area supervisor may assign additional ones.

1. ROUTINE DAILY TASKS

A. Report to work on time.
B. Your appearance is important. Make sure you are dressed properly.
C. Ask your supervisor if there are any special instructions and/or precautions related to your area of assignment.
D. Prepare yourself for your work by checking the supplies on your cart, getting keys, security pass, etc., from your supervisor.
E. Get your service cart and proceed to your assigned floor.
F. Upon arrival to the assigned floor, proceed to the area farthest from the freight elevator and begin working.
G. Work in a logical and efficient pattern, moving through your area in a left to right motion. Clean those items nearest you first; then proceed clockwise around the area, checking off each of the below-listed tasks as you complete them.
N. Empty ashtrays and clean with a damp cloth, using the proper cleaning solution.
O. Empty wastebaskets and other trash receptacles into your service cart and damp wipe and/or replace plastic liner when required.
P. Pick up trash that may not have been put in wastebasket.
Q. Place the items of value and objects too large or heavy in a safe place not to be picked up by the vacuum. Place an item of value on the nearest table or desktop, or if very valuable, turn it in to the supervisor.
R. Dust all horizontal surfaces. Spot clean where needed. Work from left to right to avoid redistributing dust. Use dry cloth on wood and damp cloth on plastic or metal surfaces. Dust under edges of heavy items, around paper.
S. (NEVER DISCARD ANY PAPERS), clean telephones, dust desks, chairs, windowsills/ledges, bookshelves, filing cabinets, walls, frames, etc., up to six feet from floor.
T. Damp wipe light switches/plates, glass table/desktops, mirrors, and partitions.
U. Make notes on any mechanical and/or electrical malfunctions.
V. Make notes on any item broken or damaged prior to and during your shift.
W. Upon completion of all cleaning tasks, remove cart, supplies, and trash from office area into the corridor or hallway.
X. Vacuum and/or dry mop by overlapping passes and working in pattern toward the exit door and into the hallway.
Y. Collect all equipment, supplies, and trash, and proceed to the next area.
Z. Take trash to service elevator as required.

AA. Once all suites, offices, etc., have been cleaned, start cleaning hallways, corridors, lobby areas. Start at the farthest point from the elevator. Clean all water coolers, ashtrays, furniture, and fixtures. Then vacuum and dust.
BB. Take special care to turn off all lights and lock all outer access doors.
CC. Upon completion of all tasks, return all equipment to the storage area.

DD. Refill all supplies, wipe down equipment, empty vacuum bag, and tidy up closet and lock door.
EE. Turn in all keys, security passes, and notes, to supervisor, and sign or clock out.

2. PERIODIC TASKS

A. Pile lift carpet by raking as required.
B. Dust or damp wipe cabinet tops about six (6) feet from floor.
C. Dust Venetian blinds, picture frames, and other wall decor.
D. Perform other periodic duties as required or directed by the supervisor.

JOB TITLE:	**Floor Technician**
REPORTS TO:	Supervisor / Project Manager
ACCOUNTABILITY:	Responsible for maintenance of all hard surfaces and carpeted floors. Duties include stripping and refinishing, shampooing, scrubbing, buffing, sweeping, mopping, etc.

1. ROUTINE DAILY TASKS

A. Report to work on time.
B. Check with the supervisor for any special instructions.
C. Make arrangements with supervisor and/or general cleaner to gain access to area(s) requiring floor maintenance.
D. Gather all equipment, chemicals, tools, safety signs, and tape needed to perform the tasks.
E. Use only the service elevator for transportation to the floor requiring maintenance.
F. Once on the desired floor, meet with the supervisor or general cleaner for entrance to tenant space.
G. Take all equipment, chemicals, tools, etc., inside and lock the door.
H. After performing the required task, remove all equipment, chemicals, tools, etc., outside of tenant space.
I. Make notes of items broken before start of shift and during shift. Also, make note of items needing special attention, equipment failure, mechanical or electrical problems.
J. Check to be sure all furnishings have been replaced properly, and the area is clean and neat.
K. Turn off all lights and secure the office by locking the door.
L. Inform the general cleaner and supervisor that the task has been completed.
M. Return all equipment to the storage area, using the service elevator. Clean mops and hang them to dry. Clean buckets and turn bottoms up. Mop up any spills.
N. Turn in notes to your supervisor and sign or clock out.

2. PERIODIC TASKS

A. Strip and refinish tile flooring in tenant space as required by Service Schedule.
B. Spray buff as required in tenant space, lobbies, corridors, etc.
C. Provide initial floor maintenance prior to the move-in of new tenant.

D. Machine scrub restrooms as required by schedule.
E. Perform any other tasks as assigned by supervisor.

JOB TITLE: **Supervisor (Working)**
REPORTS TO: Supervisor (Non-Working) Or Project Manager (On-Site or Office HQ)

1. ROUTINE DAILY TASKS

A. Report to work prior to start of the shift to prepare workload for personnel.
B. Direct the daily activities of the day/night personnel.
C. Communicate with Director of Purchasing and client management for special requests and/or problems.
D. Coordinate any special projects to be performed by day/night personnel.
E. Inspect day/night personnel's duties.
F. Ensure day/night personnel have proper quantity of supplies, tools, and equipment necessary to perform daily tasks.
G. Keep equipment in good condition.
H. Follow up on special projects and emergencies.
I. Perform any other duties as required by the Director of Purchasing.
J. Leave notes for day/night shift, if required.

2. PERIODIC TASKS

A. Execute periodic schedule assisting in actual work to be done.
B. Schedule/train personnel on regular basis.
C. Perform any other tasks required by the Director of Purchasing and/or the client's management.

JOB TITLE: **Supervisor (Non-Working)**
(Position trained, but not always assigned)
REPORTS TO: Director of Purchasing
(On-Site or Office Headquarters)
ACCOUNTABILITY: Accountable for day/night personnel development, their work and safety habits, their quality and quantity of work. He is also held accountable for the completion of contract specified work.

1. ROUTINE DAILY TASKS

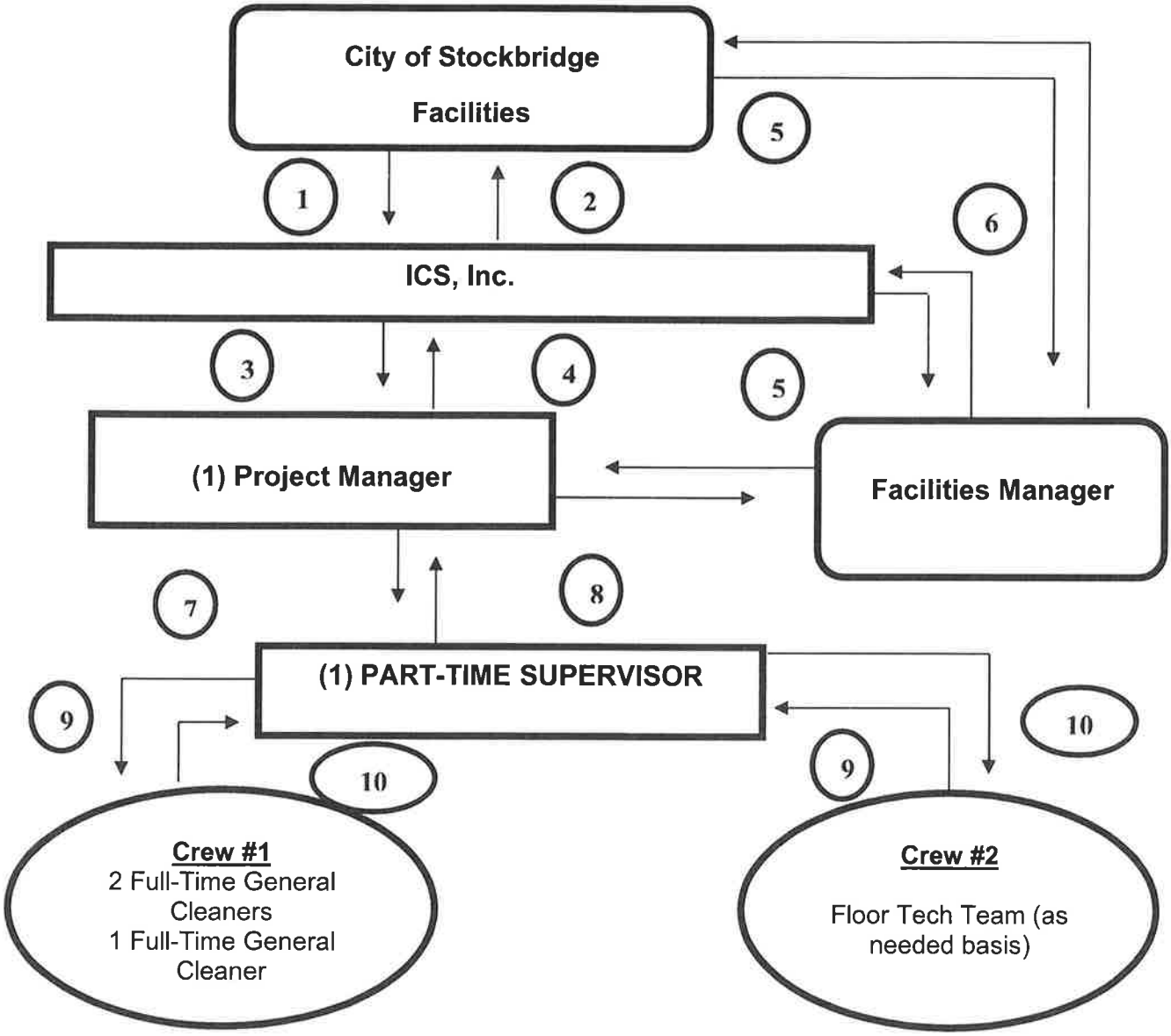
A. Report to work prior to start of the shift to prepare workload for personnel.
B. Direct the daily activities of the night/day personnel.
C. Communicate with Director of Purchasing and client management for special requests and/or problems.
D. Coordinate any special projects to be performed by day/night personnel.
E. Inspect day/night personnel's duties.
F. Ensure day/night personnel have proper quantity of supplies, tools, and equipment necessary to perform daily tasks.

G. Keep equipment in good condition.
H. Follow up on special projects and emergencies.
I. Perform any other duties as required by the Director of Purchasing.
J. Leave notes for day/night shift, if required.

2. PERIODIC TASKS

A. Schedule/plan special projects.
B. Schedule/train personnel on regular basis.
C. Inventory and re-order supplies.
D. Perform all administrative requirements for the day/night staff.
E. Perform any other tasks required by the Director of Purchasing and/or the Client's management.

Staffing Plan and Communication Diagram for Proposed Site



Details on Communication in Staffing Plan and Quality Control Diagram

1. Direct/Inform special tasks and special notice
2. Report feedback on special tasks and special notice
3. Quality control feedback and unannounced inspection feedback
4. Daily inspection report
   Monthly report
   Monthly schedule
   Emergency report
5. Report/Respond cleaning request
6. Request detail or special cleaning
7. Direct clients request
   QC feed back
8. Submit inspection report
   Client's request
   Daily and Weekly Schedule
   Employee rating
9. Daily task schedule
   Client's requests,
   Feedback on employee rating
   Inspection feedback training
10. Report lost and found
    Report on suspicious person
    Emergency report
    Report on daily cleaning
    Weekly attendance schedule
    Carry out daily task

Intercontinental Commercial Services, Inc.

Complete Facility Services
912 Hurricane Shoals Road, NE, Lawrenceville, GA 30043
Office (678)530-0401 Fax (678)530-0402

ICS Uniforms

ICS staff members will be appropriately dressed for work at the beginning of a work shift, wearing a uniform for a uniform-designated job title, wearing safety shoes or slip-resistant shoes, and an ID badge. Any accessories worn with uniforms must be discreet, conservative, and in keeping with the professional image of the department. For a job title that does not require wearing a uniform, employees must dress in personal attire appropriate for the position.

Supervisor

ICS staff will be inspected by the on-site supervisor every day to ensure a clean, professional, uniformed team that will be on site at the property. This uniform also easily distinguishes employees of **ICS** from employees of the property.

ICS staff will be issued an ID Badge that will contain a clear full-face image of the employee, first and last name and position/title.

Employee

ID Badge

Tab 7: Required and Relevant Forms

Exhibit A: Contractor Affidavit and Agreement
Exhibit C: Affidavit of Non-Debarred Status
Exhibit F: Non-Collusion Bidding Certificate
Exhibit G: Ineligibility Certificate
Exhibit H: City of Stockbridge Conflict of Interest and Prohibition Against Contingent Fees Certification
Exhibit I: Proposal Submittal Letter
Exhibit J: Private Employer Affidavit of Compliance Pursuant to O.C.G.A.
Appendix C: Cost Proposal
Signed Addendums
Drug-Free Workplace Policy
Criminal Background Check Policy
Equal Employment Policy
Certificate of Insurance
Business License
Minority Certificate

EXHIBIT A

COUNTY OF HENRY

STATE OF GEORGIA

CONTRACTOR AFFIDAVIT AND AGREEMENT

COMES NOW before me, the undersigned officer duly authorized to administer oaths, the undersigned Contractor, who, after being duly sworn, states as follows:

1.

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91 and Georgia Department of Labor Rule 300-10-1-.02, stating affirmatively that the individual, firm, or corporation which is contracting with the City of Stockbridge, Georgia, has registered with and is participating in a federal work authorization program* in accordance with the applicability provisions and deadlines established in O.C.G.A. § 13-10-91 and Georgia Department of Labor Rule 300-10-1-.02.

2.

The undersigned Contractor further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to the contract with the City of Stockbridge, Georgia, of which this affidavit is a part, the undersigned Contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. § 13-10-91 and Georgia Department of Labor Rule 300-10-1-.02 through the subcontractor's execution of the subcontractor affidavit required by the Georgia Department of Labor Rule 300-10-1-.08 or a substantially similar subcontractor affidavit. A sample of a subcontractor affidavit is attached hereto as Attachment 1. The undersigned contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the City of Stockbridge, Georgia, at the time the subcontractor(s) is retained to perform such service.

206424

EEV / Basic Pilot Program User Identification Number

FURTHER AFFIANT SAYETH NOT.

* Any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any other equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603. As of the effective date of O.C.G.A. § 13-10-91, the applicable federal work authorization program is the "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).

Kelly B Adam

BY: Authorized Officer or Agent

05/17/2024
Date

ICS, Inc.
Contractor Name

Vice President of Sales
Title of Authorized Officer or Agent of Contractor

Kelly Adamson
Printed Name of Authorized Officer or Agent

Sworn to and subscribed before me
This 20th day of May, 2024

Notary Public

My commission expires: 01/25/2026

Marian Kim
NOTARY PUBLIC
Gwinnett County
State of Georgia
My Comm. Expires January 25, 2026

EXHIBIT C

AFFIDAVIT OF NON-DEBARRED STATUS

The Proposer certifies that neither it nor its subcontractors is presently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from doing business with any government agency. Any such exclusion may cause prohibition of your firm from participating in any procurement by the City of Stockbridge.

If the Bidder is unable to certify to any of the statements in this certification, such Proposer or subcontractor shall attach an explanation to this Proposal.

INSTRUCTIONS FOR CERTIFICATION

By signing and submitting this certification, the Proposer is providing the certification set out below:

> The certification in this clause is a material representation of fact upon which reliance will be placed. If it is later determined that the prospective Contractor knowingly rendered a false certifications. The Purchasing Agent may pursue all available remedies, including suspension and/or debarment, for withdrawal of award or termination of a contract.
>
> The prospective Contractor shall provide immediate written notice to the Purchasing Agent if at any time the Proposer learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
>
> The Proposer shall be under a continuing duty immediately inform the Purchasing Agent in writing of any changes, if as a result of such changes, the Proposer certification regarding debarment is affected.

Failure to fully and truthfully provide the information required, may result in the disqualification of your Proposal from consideration or termination of the Contract, once awarded. This document must be completed and included as part of the Contract along with other required documents.

Under penalty of perjury, I declare that I have examined this certification and all attachments hereto if applicable, to the best of my knowledge and belief, and all statements contained hereto are true, correct, and complete.

On this 17th day of May, 2024.

Intercontinental Commercial Services, Inc. 05/17/2024
(Legal Name of Proposer) (Date)

Kelly B. Adler 05/17/2024
(Signature of Authorized Representative) (Date)

Vice President of Sales
(Title)

Sworn to and subscribed before me

This 20th day of May, 2024.

Notary Public

Marian Kim
NOTARY PUBLIC
Gwinnett County
State of Georgia
My Comm. Expires January 25, 2026

My commission expires: 01/25/2026

EXHIBIT F

NON-COLLUSION BIDDING CERTIFICATE

This form must be signed and returned with Proposal or Proposal may be deemed non-responsive.

By submission of this certificate, each Proposer and each person signing on behalf of any Proposer certifies under penalty of perjury, that to the best of its knowledge and belief:

1. The cost of prices to be negotiated shall have been arrived at independently without collusion, consultation, communication, or agreement, for any purpose of restricting competition as to any matter relating to such costs or prices with any other Proposer or with any competitor.

2. Unless otherwise required by law, the cost or prices to be negotiated have not been knowingly disclosed by the firm prior to the opening of price negotiations, directly or indirectly to any other Proposer or to any competitor, and ,

3. No attempt has been made or will be made by the Proposer to induce any person, partnership, or corporation to submit or not submit a Statement or Qualifications for the purpose or restricting competition.

Kelly K. Adam

Signature of Authorized Agent

Kelly Adamson- Vice President of Sales

Name / Title of Authorized Agent

05/17/2024

Date

EXHIBIT G

INELIGIBILITY CERTIFICATE

This form must be signed and returned with Proposal or Proposal may be deemed non-responsive.

I hereby certify that I am a principal and duly authorized agent of

Intercontinental Commercial Services, Inc. (ICS, Inc.), and it is also whose address is

912 Hurricane Shoals Rd. NE Lawrenceville, Georgia 30043,

certifies that the Contractor, nor any of its Sub-Contractors to be used in performing this Contract, are listed on the list of Ineligible Contractors maintained by the Comptroller General of the United States.

Kelly B. Adam

Signature of Authorized Agent

Kelly Adamson- Vice President of Sales

Name / Title of Authorized Agent

05/17/2024

Date

EXHIBIT H

CITY OF STOCKBRIDGE CONFLICT OF INTEREST AND PROHIBITION AGAINST CONTINGENT FEES CERTIFICATION

This form must be signed and returned with Proposal or Proposal may be deemed non-responsive.

I hereby certify that I am a principal and duly authorized agent of

ICS, Inc., and it is also whose address is

912 Hurricane Shoals Rd. NE Lawrenceville, Georgia 30043,

certifies that to the best of its knowledge there are no circumstances which shall cause a Conflict of Interest in performing service for the City of Stockbridge.

Kelly B. Adam

Signature of Authorized Agent

Kelly Adamson- Vice President of Sales

Name / Title of Authorized Agent

05/17/2024

Date

EXHIBIT I

PROPOSAL SUBMITTAL LETTER

This form must be signed and returned with Proposal or Proposal may be deemed non-responsive.

The undersigned, Intercontinental Commercial Services, Inc. (ICS, Inc.), hereby submits its Proposal to furnish all labor, materials, equipment, delivered by the undersigned, to the City of Stockbridge, Georgia.

The undersigned acknowledges and agrees that the Proposal submitted by the undersigned shall be binding upon the undersigned and that if the City of Stockbridge, Georgia awards the Contract to the undersigned, the Proposal made by the undersigned and delivered to the City of Stockbridge, Georgia herewith, together with such award, will constitute a legal, valid and binding Contract between the undersigned and the City of Stockbridge, Georgia. The Contract created pursuant to the previous sentence shall incorporate the terms and conditions of the proposal including, but not limited to, the proposed Scope of Work, Solicitation instructions and Conditions, the Contract Provisions, and the Contractor's Cost Proposal, all as described in the proposal.

IN WITNESS WHEREOF, the undersigned has duly executed and delivered this Proposal Submittal Letter this 23rd day of May, 2024.

Kelly B. Adm

By

Vice President of Sales

Title

Sworn to and subscribed before me the 20th day of May, 2024.

Notary Public

My Commission Expires:

Marian Kim
NOTARY PUBLIC
Gwinnett County
State of Georgia
My Comm. Expires January 25, 2026

01/25/2026

Date:

EXHIBIT J

PRIVATE EMPLOYER AFFIDAVIT OF COMPLIANCE PURSUANT TO O.C.G.A. § 36-60-6(d)

By executing this affidavit, the undersigned private employer verifies its compliance with **O.C.G.A. § 36-60-6(d),** stating affirmatively that the individual, firm, or corporation employs more than ten (10) employees and has registered with and utilizes the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established on **O.C.G.A. § 13-10-90.** Furthermore, the undersigned private employer hereby attests that its federal work authorization user identification number and date of authorization are as follows:

206424
Federal Work Authorization User Identification Number

04/15/2009
Date of Authorization

ICS, Inc.
Name of Private Employer

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

Executed on May 17th, 2024 in Lawrenceville, GA
City State

Signature of Authorized Officer or Agent

Kelly Adamson
Printed Name of Officer or Agent

VP of Sales
Title of Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
20th DAY OF May, 2024

Notary Public
My Commission Expires:
01/25/2026

Marian Kim
NOTARY PUBLIC
Gwinnett County
State of Georgia
My Comm. Expires January 25, 2026

Stockbridge

Where Community Connects

PROCUREMENT DIVISION

4640 N. Henry Boulevard, Stockbridge, GA 30281

ADDENDUM NO. 1

SOLICITATION NO.: REQUEST FOR PROPOSALS (RFP) NO. 2024-0005

SOLICITATION TITLE: CITY OF STOCKBRIDGE JANITORIAL MAINTENANCE SERVICES

ATTENTION ALL POTENTIAL BIDDERS:

[X] **MUST ADDENDUM. READ CAREFULLY AND FOLLOW ALL INSTRUCTIONS.** This addendum forms a part of the contract documents, modifies the original bidding documents and shall be as binding as if contained therein.

[ ] Return Addendum with Bid Submittal. Failure to do so may subject the Bidder to disqualification.

[ ] Return Completed Revised Bid Pricing Sheets with Bid Submittal.

TO ALL PROSPECTIVE BIDDERS, PLEASE NOTE THE FOLLOWING CHANGES AND CLARIFICATIONS:

Words in ~~strikethrough~~ type are deletions from existing text. Words in **bold, underlined** type are additions to existing text.

1. RFP Due Date has not changed. The RFP Due Date is 3:00 p.m. EDT on Thursday, May 23, 2024 at 3:00 PM EDT.
2. The deadline for questions has not changed. The deadline for questions is Friday, May 10, 2024 at 12:00 PM Noon EDT.
3. **A Mandatory Site Visit is Scheduled for Monday May 6, 2024, at 11:00AM EDT. This is the ONLY site visit scheduled for this solicitation.**

Janitorial Maintenance Services Site Visit Details:

On Monday, May 6, 2024, beginning at 11:00AM EDT, a tour of all nine (9) City Buildings requiring Janitorial Maintenance Servicing will be visited. A Sign-in Sheet will be provided for signature of each company representative attending. Each location is listed below to include the approximate time that the building will be visited. All interested proposers **must be in attendance** in order to continue in the solicitation process for Request For Proposals (RFP) 2024-0005, City of Stockbridge Janitorial Maintenance Services. Proposals received from those who are not in attendance will not be accepted. Locations are as follows:

Stockbridge
Where Community Connects

PROCUREMENT DIVISION

4640 N. Henry Boulevard, Stockbridge, GA 30281

SITE VISIT LOCATIONS:

Building	Address	Time of Visit
City Hall	4640 North Henry Boulevard	11:00-11:30AM
Municipal Court	4602 North Henry Boulevard	11:40-12:10PM
Police Department	4545 North Henry Boulevard	12:15-12:45PM
Main Street Office	130 Berry Street	12:50-1:20PM
Merle Manders Conference Center Admin.	111 Davis Road	1:25-1:55PM
Merle Manders Conference Ctr.	111 Davis Road	2:00-2:30PM
Public Works Administration	321 Taylor Drive	2:35-3:05PM
Public Works Maintenance Shop	351 Taylor Drive	3:10-3:35PM
Wastewater Treatment Plant (WWTP)	100 Stapleton Drive	3:40-4:10PM

ALL ATTENDEES MUST MEET AT THE CITY HALL BUILDING, TRAVELING COLLECTIVELY TO EACH SITE.

THIS IS A MANDATORY SITE VISIT. COMPANIES SUBMITTING A BID BUT DID NOT ATTEND THE MANDATORY SITE VISIT WILL NOT BE RECEIVED NOR CONSIDERED.

The City of Stockbridge website is the official location for the posting of all solicitation addenda and contract award results. It is the obligation of each Prospective Provider to frequently monitor the City's website in order to obtain complete and timely information. The City's website is located at https://www.cityofstockbridge.com/default.aspx and Georgia Procurement Registry website https://ssl.doas.state.ga.us/PRSapp/PR_index.jsp . All other terms, conditions, and specifications of the solicitation remain unchanged.

Intercontinental Commercial Services, Inc. (ICS, Inc.)
Name of Company / Firm / Organization

Kelly Adamson- VP of Sales
Printed Name of Authorized Rep. / Title

Kelly B. Adamson 05/02/2024
Signature of Authorized Representative / Date

Stockbridge
Where Community Connects

PROCUREMENT DIVISION

4640 N. Henry Boulevard, Stockbridge, GA 30281

ADDENDUM NO. 2

Solicitation No.: Request For Proposals (RFP) No. 2024-0005

Solicitation Title: City of Stockbridge Janitorial Maintenance Services

ATTENTION ALL POTENTIAL BIDDERS:

[X] **MUST ADDENDUM. READ CAREFULLY AND FOLLOW ALL INSTRUCTIONS.**

This addendum forms a part of the contract documents, modifies the original bidding documents and shall be as binding as if contained therein.

[ ] Return Addendum with Bid Submittal. Failure to do so may subject the Bidder to disqualification.

[ ] Return Completed Revised Bid Pricing Sheets with Bid Submittal.

TO ALL PROSPECTIVE BIDDERS, PLEASE NOTE THE FOLLOWING CHANGES AND CLARIFICATIONS:

Words in strikethrough type are deletions from existing text. Words in **bold, underlined** type are additions to existing text.

1. RFP Due Date has not changed. The RFP Due Date is 3:00 p.m. EDT on Thursday, May 23, 2024 at 3:00 PM EDT.

2. The deadline for questions has not changed. The deadline for questions is Friday, May 10, 2024 at 12:00 PM Noon EDT.

QUESTIONS AND ANSWERS:

1. Hi, would you send me the pre-bid meeting invite for today's call?
   A: The Non-Mandatory Pre-Bid Conference link is listed in the RFP. Please visit the Georgia Procurement Registry at https://ssl.doas.state.ga.us/gpr/eventDetails?eSourceNumber=PE-67552-NONST-2024-000000007&sourceSystemType=gpr20.

2. Do you want us to price the bid on having 2 full-time workers at each location?
   A: Please refer to the specifications outlined in the RFP.

3. Could you give me more details on how many hours a week and how many people you need each week?
   A: Please refer to the specifications outlined in the RFP.

4. Would you kindly confirm if this is an entirely new effort or is there an incumbent currently providing these services? If so, would you please provide the incumbent contract details?
   A: These services are currently being provided by Building Maintenance Services. To obtain a copy of the current contract an open record request must be submitted to https://stockbridgega.justfoia.com/publicportal/home/newrequest.

5. What will be the contract value for this opportunity?
   A: The budget for this opportunity is currently undetermined.

6. Would you please provide set-aside?
   A: The City does not provide set-aside.

7. What is the current pricing offered by the existing supplier?
   A: To obtain a copy of the current contract an open record request must be submitted to the City at:
   https://stockbridgega.justfoia.com/publicportal/home/newrequest.

8. Will there be multiple companies awarded the contract, or will it be a single provider for all locations?
   A: The City will be awarding the contract to a single vendor.

9. What is the total number of employees who frequent the buildings?
   A: Please refer to the specifications outlined in the RFP.

10. What is the average quantity of consumable supplies (such as hand soap, toilet paper, and others?

    A: That would have to be determined by your staff person that's on site. I would suggest you have extras on site to refill if there was an emergency.

11. What is the estimated number of janitorial services personnel you would like to have?
    A: That would depend on the Contractor.
    City Hall = 2
    Police = 1 or 2
    Merle Manders Conference Center = 2 or 3 depending on the events
    Other facilities = 1

12. How many janitorial services personnel do you currently have?
    Please refer to question 11.

13. What is the total sq ft of carpet and tile that required to be clean or buffed?
    A: That number varies depending on the facility.

14. Is a separate invoice needed for events after hours at the Merle Conference Center?
    A: No, it's an event facility that closes at 12:00 am. That should be factored into your price.

15. Could you please provide the current compensation being allocated to the contracted party responsible for fulfilling janitorial services for the City of Stockbridge?
    A: Please see question #5.

16. Please provide the current incumbent and award amount for the Janitorial Services for the city. Also, please let me know if the scope of work is the same.
    A: Please see questions #4 and #5.

17. What is the frequency needed for the cleaning?
    A: Please refer to the specifications outlined in the RFP.

18. What do you need cleaned every day?
    A: Please refer to the specifications outlined in the RFP.

19. What are the requirements for the background results from background checks? Length of conviction? Types of convictions not accepted? How long ago it was?
    A: City Hall background checks would be the same as your company's. Police and Municipal Courts do another extensive background check for their facilities and that description is in the RFP.

20. What hours are cleaning allowed to be done?
    A: Please refer to the specifications outlined in the RFP.

21. How do you pay out for the contract?
    A: The City currently pays in the form of a check with NET 30 terms from the date approved by the Department Head.

22. Invoice Submission: What are the preferred practices or formats for submitting invoices for routine and periodic services? Should invoices be broken down by service type per site and an overall total, or should individual invoices be submitted per site?

    A:
    - **Invoices should be submitted on a monthly basis at the first of each month for for services rendered the previous month.**
    - **Invoices should be sent to AP@stockbridgega.org**
    - **Invoices should be submitted on a monthly basis at the first of each month for services rendered the previous month.**
    - **One invoice can be submitted monthly which should include a line item and amount for each of the City Facilities.**

23. Quote/Invoicing Templates: Are there any particular or preferred quote or invoicing templates your department requires?
    A: No

24. Are you able to share who currently owns the contract and what it was awarded for?
    A: Please see questions #4 and #5.

25. Did the current contractor have a year-over-year renewal that has come to an end?
    A: The current contract terms will end in July 2024.

26. Quality Control Program: Could you elaborate on the criteria used by the City to evaluate the quality of janitorial services?
    Facility Maintenance is scheduled to do a walkthrough of all facilities every morning to assure all services are met before each building opens.

27. Emergency Cleanup and Call-Outs: What are the expectations for contractor response times and preparedness in emergencies?
    A: Please refer to the specifications outlined in the RFP.

The City of Stockbridge website is the official location for the posting of all solicitation addenda and contract award results. It is the obligation of each Prospective Provider to frequently monitor the City's website AND the State of Georgia Department of Administrative Services website https://ssl.doas.state.ga.us/gpr/index, in order to obtain complete and timely information. All other terms, conditions, and specifications of the solicitation remain unchanged.

Intercontinental Commercial Services, Inc. (ICS, Inc.)
Name of Company / Firm / Organization

Kelly Adamson- VP of Sales
Printed Name of Authorized Rep. / Title

Kelly L Adam 05/17/2024
Signature of Authorized Representative / Date

Intercontinental Commercial Services, Inc.

Complete Facility Services
912 Hurricane Shoals Road, NE, Lawrenceville, GA 30043
Office (678)530-0401 Fax (678)530-0402

Drug-Free Workplace Certificate

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

1. A drug-free workplace will be provided for the contractor's employees during the performance of the contract; and
2. Each contractor who hires a subcontractor to work in a drug-free workplace shall secure from that subcontractor the following written certification: "As part of the subcontracting agreement with (contractor's name), (subcontractor's name) certifies to the contractor that a drug-free workplace will be provided for the subcontractor's employees during the performance of this contract pursuant to O.C.G.A Section 50-24-3(b)(7)."

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

Contractor: **ICS, Inc.**

By: Kelly B. Adam

Name Printed: Kelly Adamson

Title: Vice President of Sales

Date: 05/20/2024

Intercontinental Commercial Services, Inc.

Complete Facility Services
912 Hurricane Shoals Road, NE, Lawrenceville, GA 30043
Office (678)530-0401 Fax (678)530-0402

Criminal Background Check Policy

It is the policy of **ICS, Inc.,** as part of its hiring procedures, to conduct background checks on finalist(s) for all positions within the company. These checks will be job-related, consistent with business necessity and conducted pursuant to all applicable laws, rules, policies and procedures. Background checks may include, but are not limited to, an analysis of public and private documents; contact with former employers; verification with educational institutions or licensing/credentialing boards; information from background check providers; contact with professional references; and other pertinent information and resources.

Employment offers will generally be made after successful completion of applicable national criminal background check(s) with tolerating up to only minor traffic violations. However, any offers of employment made prior to completion of the background check(s) shall be contingent upon successful completion of the background check(s). Finalist(s) may be rejected if they provide inaccurate, untruthful information, don't fully participate in a required background check, or do not sign or complete a required form.

Kelly B. Adamson VP of Sales
Authorized Person Signature and Title

Kelly Adamson 05/20/2024
Printed Name of Authorized Person Date

Intercontinental Commercial Services, Inc.

Complete Facility Services
912 Hurricane Shoals Road, NE, Lawrenceville, GA 30043
Office (678)530-0401 Fax (678)530-0402

Equal Employment Policy

Intercontinental Commercial Services, Inc. (ICS, Inc.) does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services.

ICS is committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

Kelly B Adamson VP of Sales
Authorized Signature Title

Date: 05/20/2024

PRINT AUTHORIZED NAME HERE:

Kelly Adamson

Intercontinental Commercial Services, Inc.

Complete Facility Services
912 Hurricane Shoals Road, NE, Lawrenceville, GA 30043
Office (678)530-0401 Fax (678)530-0402

Equal Opportunity and Affirmative Action Policy Statement

Policy Statement and Purpose:

Intercontinental Commercial Services, Inc. (ICS, Inc.) is an Equal Opportunity Employer and maintains a work environment in which all employees are treated with respect. **ICS, Inc.** has implemented policies and procedures as part of its longstanding commitment to compliance with all applicable equal opportunity and affirmative action requirements. The purpose of these policies is to communicate the requirement for all employees to interact in a professional manner and contribute to a work environment that reflects the spirit of equal employment opportunity free from prohibited conduct. These policies also establish our reporting procedures and processes for responding to claims of inappropriate behavior so that issues can be identified and remedied internally, promptly, thoroughly, and effectively.

Application:

These policies apply to all U.S. based employees of **ICS, Inc.**, and its subsidiaries. Additionally, these policies apply whenever and wherever an **ICS, Inc.** employee is performing a function of his or her job, including all locations, customer worksites, and **ICS, Inc.** sponsored or customer-sponsored business and social functions.

The employment aspects of these policies require that employment decisions be based only on valid job requirements, and extend to all terms, conditions, and privileges of employment including, but not limited to, recruitment, selection, compensation, benefits, training, promotion, and disciplinary actions. Any employee who is found to have discriminated against another individual will be subject to corrective action, up to and including termination.

Equal Opportunity Policy:

ICS, Inc. is committed to maintaining a work environment free from all forms of unlawful discrimination and harassment. It is **ICS's** policy to prohibit discrimination and harassment against any applicant, employee, vendor, contractor, customer, or client on the basis of race, color, religion, sex, national origin, age, disability, pregnancy, veteran status, genetic information, citizenship status, marital status, sexual orientation, gender identity and/or expression, or any other reason prohibited by law. **ICS, Inc.** also

prohibits retaliation against any individual who has complained of harassing or discriminatory conduct or participated in a Company or agency investigation into such complaints.

Affirmative Action Policy:

ICS, Inc. is committed to taking positive steps to implement the Equal Employment Opportunity Policy. It is the Company's policy to take affirmative action to employ, advance in employment, and otherwise treat qualified minorities, women, protected veterans, and individuals with disabilities without regard to their race/ethnicity, sex, veteran status, or physical or mental disability. **ICS, Inc.** will also provide reasonable accommodation to the known physical or mental limitations of an otherwise qualified employee or applicant for employment, unless the accommodation would impose undue hardship on the operation of the Company's business.

The Company's Affirmative Action Policy prohibits employees and applicants from being subjected to harassment, intimidation, threats, coercion, or discrimination because they have engaged in or may engage in (1) filing a complaint; (2) assisting or participating in an investigation, compliance review, hearing, or any other activity related to the administration of Section 503, Section 4212, or any other Federal, state or local law requiring equal opportunity for disabled persons or protected veterans; (3) opposing any act or practice made unlawful by Section 503 or Section 4212 and their implementing regulations, or any other Federal, State or local law requiring equal opportunity for disabled persons or protected veterans; or (4) exercising any other right protected by Section 503 or Section 4212 or their implementing regulations.

Workplace Harassment, Including Sexual Harassment:

A key component of **ICS's** commitment to equal opportunity is zero tolerance for workplace harassment based on, or because of, an individual's race, color, religion, creed, sex, national origin, age, disability, pregnancy, veteran status, citizenship status, marital status, sexual orientation, gender identity and/or expression, or any other reason prohibited by law. Such harassment, whether committed by **ICS, Inc.** personnel or by clients, customers, vendors, or other individuals doing business with **ICS, Inc.**, will not be tolerated.

Harassment can be any single incident or pattern of behavior where the effect, intentional or unintentional, creates a hostile, offensive, or intimidating work environment based upon any of the above classifications. Harassing behaviors can include unwelcome comments that are gender-based, sexual, or ethnic in nature; religious slurs; racial insults; unwanted touching or sexual advances or requests; age-based remarks; jokes, epithets, inappropriate or derogatory comments, emails, voice mails, or written or pictorial material that makes fun of or insults an individual or a group based upon a protected classification; or similar inappropriate remarks or behavior. Harassment may also include inappropriate comments or conduct between or among individuals in the same protected classification.

Sexual harassment is a form of workplace harassment that is prohibited by **ICS's** policy. Both quid pro quo ("this for that") and hostile work environment harassment are prohibited under the Company's Equal Opportunity Policy.

- Quid pro quo harassment may occur when someone in a position of authority or influence asks for or requests some romantic or sexual conduct from someone else, and in exchange, offers some 3 benefits to the other person's employment if the request is accepted, or threatens some detriment to the other person's employment if the request is rejected.

- Hostile work environment harassment may occur when an individual engages in unwelcome visual, verbal, or physical conduct based on or because of sex (or any other characteristic covered by **ICS's** policy), and where this conduct is either so severe or pervasive that it unreasonably interferes with an employee's work performance or creates a hostile, intimidating, or offensive work environment.

Any employee who is found to have engaged in such harassment will be subject to corrective action, up to and including termination.

Obligations of Company Personnel:

All managers of **ICS, Inc.** are responsible for communicating **ICS's** policies; establishing equal opportunity and affirmative action as an integral part of their personnel decisions; encouraging employees to bring their concerns forward; preventing harassment, discrimination, or retaliation; and reporting any potential discrimination, harassment, or retaliation of which they are aware to Human Resources or Employee Relations for appropriate investigation and handling.

Since all of **ICS, Inc.** personnel have an obligation to contribute to a discrimination- and harassment-free workplace, all employees are strongly encouraged to report any violation of **ICS's** Equal Opportunity and Affirmative Action Policies using one of **ICS, Inc.** reporting avenues identified below.

If you believe that you have been subjected to behavior that violates **ICS, Inc.** Equal Opportunity Policy, you are encouraged to tell the offender that his or her behavior is offensive and should be stopped. If such a direct approach does not work or is impractical under the circumstances, or if you have reason to believe that another employee of **ICS, Inc**. has been subjected to or has engaged in behavior that may violate this policy, you should report suspected violations of Company policy or the law to any of the following:

- Your manager or next-level manager
- Your Human Resources or Employee Relations Representative

Every employee is encouraged to come forward without fear of reprisal, as **ICS, Inc.** Equal Opportunity and Affirmative Action Policies prohibit any and all forms of retaliation against anyone who in good faith complains that these policies are not being followed, or who otherwise participates in a Company or agency investigation into such complaints, even if sufficient evidence is not found to substantiate the complaint. If you believe that you have been or may be subjected to retaliation, your complaint should be made using one of the Company reporting avenues.

After receiving a complaint involving a violation of **ICS, Inc.** Equal Opportunity or Affirmative Action Policy, **ICS, Inc.** will conduct a prompt, thorough, and impartial investigation and take remedial action as appropriate. Complaints and investigations will be handled in the most confidential way possible, although no one can guarantee complete confidentiality in these situations. If **ICS, Inc.** determines that an employee has violated the Company's Equal Opportunity or Affirmative Action Policies, appropriate corrective action will be taken, up to and including termination of employment. No one, regardless of position or length of service, is exempt from these policies.

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 10/24/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER

Hanc Corporation dba Ace Insurance
11539 Park Woods Circle Suite 303
ALPHARETTA, GA 30005

CONTACT NAME: B. Denise Han
PHONE (A/C, No, Ext): (770)710-0238 FAX (A/C, No):
E-MAIL ADDRESS: dhan@ hancgroup.com

INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A :	Ohio Security Insurance Company	24082
INSURER B :	The Ohio Casualty Insurance Company	
INSURER C :	Ohio Security Insurance Company	
INSURER D :		
INSURER E :		
INSURER F :		

INSURED

INTERCONTINENTAL COMMERCIAL SERVICE INC
DBA ICS INC
912 HURRICANE SHOALS RD NE
LAWRENCEVILLE, GA 30043

COVERAGES CERTIFICATE NUMBER: 00000516-4181817 REVISION NUMBER: 2

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE / OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY / PRO-JECT / LOC OTHER:	Y		BKS62849335	11/01/2023	11/01/2024	EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 500,000
							MED EXP (Any one person)	$ 15,000
							PERSONAL & ADV INJURY	$ 1,000,000
							GENERAL AGGREGATE	$ 2,000,000
							PRODUCTS - COMP/OP AGG	$ 2,000,000
								$
A	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY / X SCHEDULED AUTOS X HIRED AUTOS ONLY / X NON-OWNED AUTOS ONLY			BAS62849335	11/01/2023	11/01/2024	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
B	X UMBRELLA LIAB / X OCCUR EXCESS LIAB / CLAIMS-MADE DED / RETENTION $			USO (23) 62 84 93 35	11/01/2023	11/01/2024	EACH OCCURRENCE	$ 5,000,000
							AGGREGATE	$ 5,000,000
								$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N: N (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		XWS (23) 62 84 93 35	11/01/2023	11/01/2024	X PER STATUTE / OTH-ER	
							E.L. EACH ACCIDENT	$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000
A	Building			BKS62849335	11/01/2023	11/01/2024		1,743,000
A	Business Personal Pr			BKS62849335	11/01/2023	11/01/2024		848,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

Insured Copy
Intercontinental Commercial Service Inc.
912 Hurricane Shoals Road
LAWRENCEVILLE, GA 30043

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

(BYH)

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Only valid at this location and when location conforms to Gwinnett County Ordinance

Gwinnett County Licensing and Revenue
446 W. Crogan Street, Suite 300, Lawrenceville, GA 30046

DISPLAY THIS CERTIFICATE AT BUSINESS LOCATION FOR PUBLIC VIEW

Date Issued:	January 24, 2024	**Certificate Number:**	2024141582
Expires:	March 31, 2025	**Fee:**	$1,472.50
Business Name:	INTERCONTINENTAL COMMERCIAL SERVICES INC		
Description:	Janitorial Services		

2024
Not Transferable

Business Location
912 HURRICANE SHOALS RD
LAWRENCEVILLE GA 30043

MAIL TO:
INTERCONTINENTAL COMMERCIAL SERVICES INC
C/O TONY KIM
912 HURRICANE SHOALS RD NE
LAWRENCEVILLE GA 30043-4822

Only valid at this location and when location conforms to Gwinnett County Ordinance

Gwinnett County Licensing and Revenue
446 W. Crogan Street, Suite 300, Lawrenceville, GA 30046

DISPLAY THIS CERTIFICATE AT BUSINESS LOCATION FOR PUBLIC VIEW

Date Issued:	March 6, 2023	**Certificate Number:**	2023141582
Expires:	March 31, 2024	**Fee:**	$1,588.50

Business Name: INTERCONTINENTAL COMMERCIAL SERVICES INC
Description: Janitorial Services

2023
Not Transferable

Business Location
912 HURRICANE SHOALS RD
LAWRENCEVILLE GA 30043

MAIL TO:
INTERCONTINENTAL COMMERCIAL SERVICES INC
C/O TONY KIM
912 HURRICANE SHOALS RD NE
LAWRENCEVILLE GA 30043-4822

Gwinnett County Licensing and Revenue

446 W. Crogan Street
Lawrenceville, GA 30046

2022
NOT TRANSFERABLE

DISPLAY THIS CERTIFICATE AT BUSINESS LOCATION FOR PUBLIC VIEW

Date Issued: **January 26, 2022**
Expires: **March 31, 2023**
Certificate Number: **2022141582**
Fee: **$1,329.50**

Business Name: **INTERCONTINENTAL COMMERCIAL SERVICES INC**
Description: **Janitorial Services**

MAIL TO:
INTERCONTINENTAL COMMERCIAL SERVICES INC
C/O TONY KIM
912 HURRICANE SHOALS RD NE
LAWRENCEVILLE GA 30043-4822

Business Location
912 HURRICANE SHOALS RD
LAWRENCEVILLE GA 30043

Only valid at this location and when location conforms to Gwinnett County Ordinance

Gwinnett County Licensing and Revenue

446 W. Crogan Street - Suite 125
Lawrenceville, GA 30046

2021
NOT TRANSFERABLE

DISPLAY THIS CERTIFICATE AT BUSINESS LOCATION FOR PUBLIC VIEW

Date Issued: **February 16, 2021**
Expires: **March 31, 2022**
Certificate Number: **2021141582**
Fee: **$1,102.95**

Business Name: **INTERCONTINENTAL COMMERCIAL SERVICES INC**
Description: **Janitorial Services**

MAIL TO:
INTERCONTINENTAL COMMERCIAL SERVICES INC
C/O TONY KIM
912 HURRICANE SHOALS RD NE
LAWRENCEVILLE GA 30043-4822

Business Location
912 HURRICANE SHOALS RD
LAWRENCEVILLE GA 30043

Only valid at this location and when location conforms to Gwinnett County Ordinance

Gwinnett County Licensing and Revenue

446 W. Crogan Street - Suite 125
Lawrenceville, GA 30046

2020
NOT TRANSFERABLE

DISPLAY THIS CERTIFICATE AT BUSINESS LOCATION FOR PUBLIC VIEW

Date Issued:	February 28, 2020	Certificate Number:	2020141582
Expires:	March 31, 2021	Fee:	$442.55

Business Name: INTERCONTINENTAL COMMERCIAL SERVICES INC
Description: Janitorial Services

MAIL TO:
INTERCONTINENTAL COMMERCIAL SERVICES INC
C/O TONY KIM
912 HURRICANE SHOALS RD
LAWRENCEVILLE GA 30043

Business Location
912 HURRICANE SHOALS RD
LAWRENCEVILLE GA 30043

Only valid at this location and when location conforms to Gwinnett County Ordinance

Gwinnett County Licensing and Revenue

446 W. Crogan Street - Suite 125
Lawrenceville, GA 30046

2019
NOT TRANSFERABLE

DISPLAY THIS CERTIFICATE AT BUSINESS LOCATION FOR PUBLIC VIEW

Date Issued:	March 15, 2019	Certificate Number:	2019141582
Expires:	March 31, 2020	Fee:	$419.95

Business Name: INTERCONTINENTAL COMMERCIAL SERVICE
Description: Janitorial Services

MAIL TO:
INTERCONTINENTAL COMMERCIAL SERVICE
C/O TONY KIM
1110 SATELLITE BLVD NW STE 403
SUWANEE GA 30024-4688

Business Location
1110 SATELLITE BLVD NW
ATTN: TONY KIM SUITE 403
SUWANEE GA 30024-4686

Only valid at this location and when location conforms to Gwinnett County Ordinance

Gwinnett County Licensing and Revenue

446 W. Crogan Street - Suite 125
Lawrenceville, GA 30046

2018
NOT TRANSFERABLE

DISPLAY THIS CERTIFICATE AT BUSINESS LOCATION FOR PUBLIC VIEW

Date Issued:	**March 12, 2018**	Certificate Number:	**2018141582**
Expires:	**March 31, 2019**	Fee:	**$373.13**

Business Name: **INTERCONTINENTAL COMMERCIAL SERVICE**
Description: **Janitorial Services**

MAIL TO:
INTERCONTINENTAL COMMERCIAL SERVICE
C/O TONY KIM
1110 SATELLITE BLVD NW STE 403
SUWANEE GA 30024-4688

Business Location
1110 SATELLITE BLVD NW
ATTN: TONY KIM SUITE 403
SUWANEE GA 30024-4686

Only valid at this location and when location conforms to Gwinnett County Ordinance

Gwinnett County Licensing and Revenue

446 W. Crogan Street - Suite 125
Lawrenceville, GA 30046

2017
NOT TRANSFERABLE

DISPLAY THIS CERTIFICATE AT BUSINESS LOCATION FOR PUBLIC VIEW

Date Issued:	**April 10, 2017**	Certificate Number:	**2017141582**
Expires:	**March 31, 2018**	Fee:	**$314.00**

Business Name: **INTERCONTINENTAL COMMERCIAL SERVICE**
Description: **Janitorial Services**

MAIL TO:
INTERCONTINENTAL COMMERCIAL SERVICE
C/O TONY KIM
1110 SATELLITE BLVD NW STE 403
SUWANEE GA 30024-4688

Business Location
1110 SATELLITE BLVD NW
ATTN: TONY KIM SUITE 403
SUWANEE GA 30024-4686

Only valid at this location and when location conforms to Gwinnett County Ordinance

Gwinnett County Licensing and Revenue

446 W. Crogan Street - Suite 125
Lawrenceville, GA 30046

2016
Not Transferable

DISPLAY THIS CERTIFICATE AT BUSINESS LOCATION FOR PUBLIC VIEW

Date Issued:	**March 4, 2016**	Certificate Number:	**2016004986**
Expires:	**March 31, 2017**	Fee Paid:	**$ 306.50**

Business Name: **INTERCONTINENTAL COMMERCIAL SERVICE**
Description: **GENERAL CONTRACTOR**

MAIL TO:
TONY KIM
1110 SATELLITE BLVD NW
SUITE 403

Business Location
1110 SATELLITE BLVD NW
ATTN: TONY KIM SUITE 403
SUWANEE GA 30024-4686

Gwinnett County Licensing and Revenue

2015

446 W. Crogan Street - Suite 125
Lawrenceville, GA 30046

Not Transferable

DISPLAY THIS CERTIFICATE AT BUSINESS LOCATION FOR PUBLIC VIEW

Date Issued:	**February 2, 2015**	Certificate Number:	**2015001170**
Expires:	**March 31, 2016**	Fee Paid:	**$ 262.00**

Business Name: **INTERCONTINENTAL COMMERCIAL SERVICE**
Description: **GENERAL CONTRACTOR**

MAIL TO:
TONY KIM
1110 SATELLITE BLVD NW
SUITE 403
SUWANEE, GA 30024-4686

Business Location
1110 SATELLITE BLVD NW
ATTN: TONY KIM SUITE 403
SUWANEE, GA 30024-4686

Only valid at this location and when location conforms to Gwinnett County Ordinance

Gwinnett County Licensing and Revenue

2014

446 W. Crogan Street - Suite 125
Lawrenceville, GA 30046

Not Transferable

DISPLAY THIS CERTIFICATE AT BUSINESS LOCATION FOR PUBLIC VIEW

Date Issued:	**January 30, 2014**	Certificate Number:	**2014000866**
Expires:	**March 31, 2015**	Fee Paid:	**$ 252.25**

Business Name: **INTERCONTINENTAL COMMERCIAL SERVICE**
Description: **GENERAL CONTRACTOR**

MAIL TO:
TONY KIM
1110 SATELLITE BLVD NW
SUITE 403
SUWANEE, GA 30024-4686

Business Location
1110 SATELLITE BLVD NW
SUWANEE, GA 30024-4686

Gwinnett County Licensing and Revenue

2013

446 W. Crogan Street - Suite 125
Lawrenceville, GA 30046

Not Transferable

DISPLAY THIS CERTIFICATE AT BUSINESS LOCATION FOR PUBLIC VIEW

Date Issued:	**February 18, 2013**	Certificate Number:	**2013003301**
Expires:	**March 31, 2014**	Fee Paid:	**$ 255.50**

Business Name: **INTERCONTINENTAL COMMERCIAL SERVICE**
Description: **GENERAL CONTRACTOR**

MAIL TO:
TONY KIM
1110 SATELLITE BLVD NW
SUITE 403
SUWANEE, GA 30024-4686

Business Location
1110 SATELLITE BLVD NW
SUWANEE, GA 30024-4686

Only valid at this location and when location conforms to Gwinnett County Ordinance

THIS CERTIFIES THAT

Intercontinental Commercial Services, Inc.

dba ICS, Inc.

NMSDC
National Minority Supplier Development Council

* Nationally certified by the: **GEORGIA MINORITY SUPPLIER DEVELOPMENT COUNCIL**

*NAICS Code(s): 561720; 238320; 238160; 236220

* Description of their product/services as defined by the North American Industry Classification System (NAICS)

02/05/2024

Issued Date

AT01116

Certificate Number

03/31/2025

Expiration Date

Ying McGuire
NMSDC CEO and President

Stacey Key, President and CEO

By using your password (NMSDC issued only), authorized users may log into NMSDC Central to view the entire profile: http://nmsdc.org

Certify, Develop, Connect, Advocate.

* MBEs certified by an Affiliate of the National Minority Supplier Development Council, Inc.®

The ICS Difference

Commercial - Industrial - Hospitality

ICS, Inc. (ICS) has been offering their customers quality service for the best price since the early 1980's. In the first five years of operation, ICS has enjoyed rapid growth and a stellar reputation due to their dedication and quality services. Today, ICS is one of the most innovative contracting service companies that offers commercial and industrial painting, as well as janitorial services, in the industry.

Unlike other traditional contracting companies, ICS is unique in the way that we guarantee quality performance and customer satisfaction. We institute a comprehensive system of inspections with our clients. As part of this process, the Crew Chief utilizes ICS's proven productivity standards, which produce the level of performance you expect and is the best approach for achieving this level in a cost-effective manner.

One of the main goals is for our staff members to keep your facility looking and running it's best inside and out. ICS has always placed a high value on professionalism and has developed a training program which ensures that each and every staff member conducts themselves in the utmost professional manner. All of the staff teams consist of long-term employees who are well versed in ICS's manner of performance. Our outstanding staff workers have defined who we are as a company.

We take pride in the fact that ICS has maintained strong relationships with many of our customers for a long period of time, and we believe this shows that our customers are receiving the satisfaction of having quality services at competitive prices. We attribute much of our success to our supervisory staff, along with their ability to recruit, train, and maintain specialized labor forces throughout North America.

Every property/facility manager is concerned with quality control. ICS has a full time site supervisor who inspects the sites on a regular basis to ensure that all the services prescribed by ICS's procedures are followed. The site supervisor is available 24 hours a day to respond if the customer is not completely satisfied with the finished results. Additionally, by utilizing only top quality products, we are able to guarantee durability and longevity of our services.

Our Training

We provide our employees with the necessary training and tools to be a cut above the rest in the industry. Our training includes explanation, demonstration and hands on experience.

Our site managers and supervisors also receive special training in the areas of:

- *Principles of Management*
- *Basics of Supervision*
- *Effective Supervision*
- *Motivation of Personnel*

Green Building Service

ICS recognizes the importance of promoting a healthier environment both inside and outside your facility. Therefore, we use only environmentally friendly cleaning products and methods.

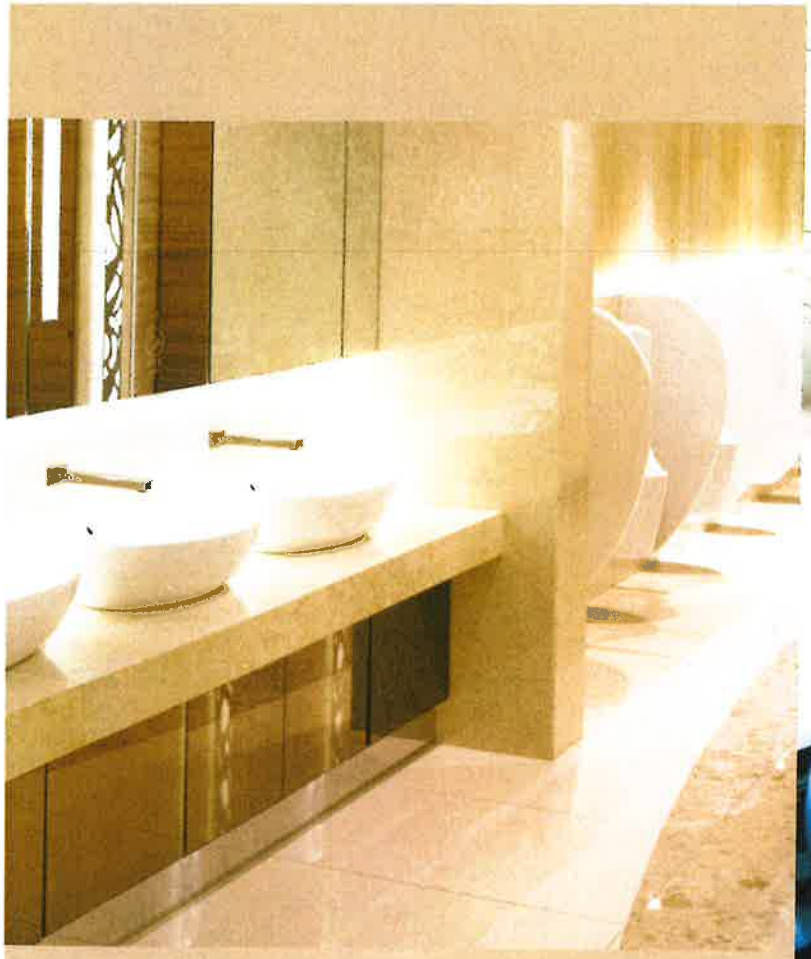
Our professionally trained staff uses only Green Seal Certified products and offers the most innovative green cleaning technologies, as specified by Leadership in Energy and Environmental Design(LEED®).

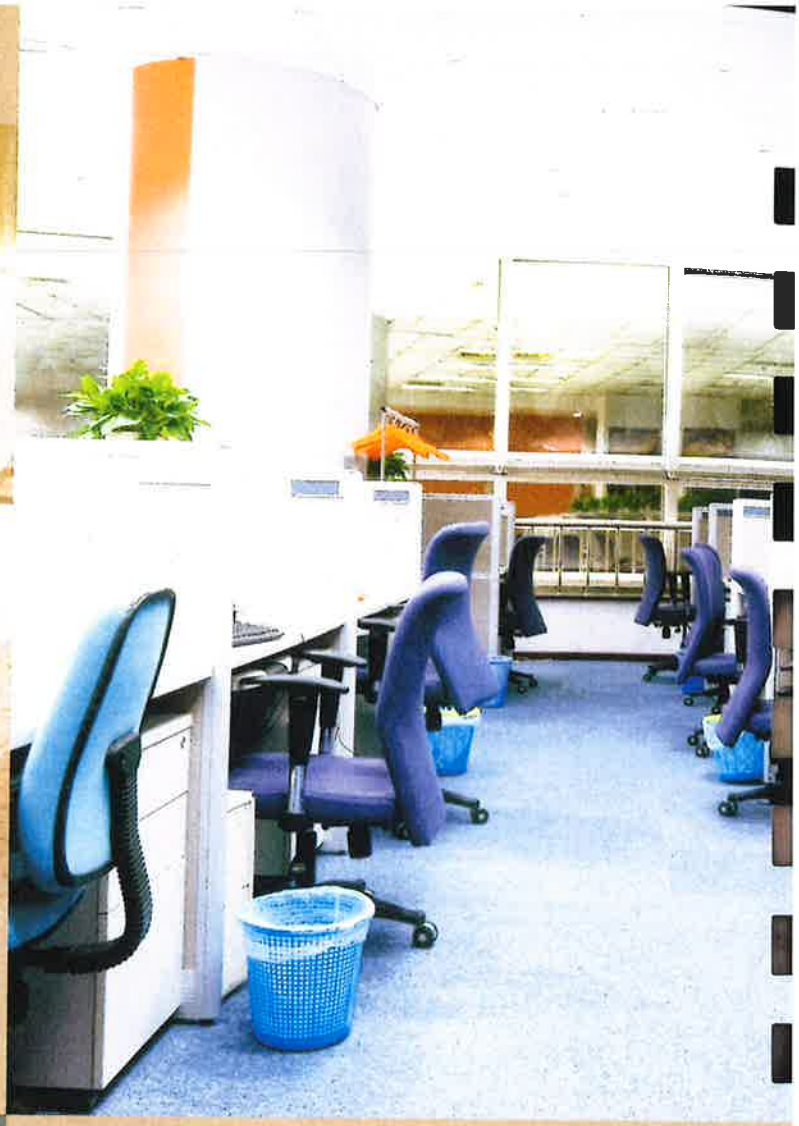
For more information or for your free consultation, contact us today!

Insurance

ICS maintains commercial general liability insurance in the amount of $2,000,000 and can obtain insurance coverage as needed. Additionally, all employees are fully insured with general liability insurance, worker's compensation insurance, and are bonded.

It is clear that ICS is the right and smart choice for all commercial and industrial painting assignments as well as janitorial services. Contact us today to see for yourself what ICS is all about.





CAUTION
WET
FLOOR

ICS Janitorial and Staffing Services

Commercial - Industrial - Hospitality

ICS's cleaning professionals are uniformed for easy identification, trained in Health and Environmental Safety, and screened prior to employment.

Janitorial Services Available

- **Office Cleaning:** Detailed Daily, Weekly, Quarterly Services.
- **Restroom Cleaning:** Deep cleaning, disinfecting and deodorizing.
- **Floor Cleaning:** We service hard wood, ceramic, concrete, stone, and computer room flooring. Grout cleaning and VCT floor stripping & waxing.
- **Glass Cleaning:** Clean all exterior glass surfaces including, glass doors, dust tops, partition glass and main window.
- **Carpet Cleaning:** Vacuuming and spot removal using the latest shampooing techniques including steam cleaning and extraction. We also clean upholstery.
- **Kitchen Cleaning:** Cleaning of lunchrooms, cafeterias, break rooms, convention centers, club houses, hotel, and county clubs.
- **Pressure Washing:** Parking decks, parking lots, driveways, walkways and building exteriors.
- **Construction Clean-Up:** Clean floors and carpets. Wash windows, fixtures, and lighting. We will do what it takes to have the building in move-in condition.
- **Stone Care:** We preserve and restore all types of stone surfaces such as: Quarry Tile, Terrazzo, Slate, Marble, Brick, Granite, Limestone, Mexican Tile, etc.

Hospitality

We here at ICS, are the main full service outsourcing company that exclusively provides for and services the hospitality industry. Our entire management team is derived from many years of collective experience in the hospitality industry. We focus on satisfying customers by providing them with outstanding services. We strive to achieve excellence in every one of our accounts and have a long-standing history of doing so. Customer satisfaction is our number one priority and exceptional service is our guarantee.

Quality friendly service & Customer satisfaction

Keep us in mind for your next bid opening

References are available upon request.
Please call us today for your estimate.

We warranty all work

ICS Painting & Roofing

Commercial - Industrial - Hospitality

ICS has earned the reputation of being one of the best contractors in the business for painting and roofing. This is due to the quality of work performed by our skillful painters and roofers, along with utilizing top of the line materials.

Painting Services Available:

- Pressure Washing
- Interior / Exterior
- Specialty Coatings
- Tank Coatings
- Repaint Work
- Stucco Repair
- Epoxy Floor Coating
- Mildew Protection Added
- 2 Year Paint & Labor Warranty
- Free Estimate

Training of Staff:

- Ground Rules for Professional Painters
- Painting Chemicals
- Power Equipment
- Wall Maintenance

Commercial Roofing Services

- Architectural Shingle Steep Slope
- Specialty Tile, Slate, & Composite Products
- Standing Seam Metal Roofing
- Architectural Sheet Metal Copings
- Architectural Sheet Metal Cladding Systems
- Insulative Sloping & Re-sloping of Flat Roofs
- Gutter, Leaderhead, & Rainwater Management Systems
- Fully Warranted Low Slope Single-Ply Membrane Systems
- Garden Roof Assemblies
- Maintenance & Service Programs
- Extended 100% Labor & Materials
- Rigid Insulation Systems

Quality friendly service & Customer satisfaction

Keep us in mind for your next bid opening

References are available upon request.
Please call us today for your estimate.

Commercial | Industrial | Hospitality

ICS, Inc.

Complete Facility Services

p. 770.455.6081
f. 678.530.0402

www.icscontractors.net

Intercontinental Commercial Services, Inc. (ICS)
Cost Proposal

ICS

COST PROPOSAL EXHIBIT

Instructions: The successful Contractor is required to furnish all labor, travel, resources, materials, equipment, and services required to satisfactorily complete the installation and set-up of all items as stated below. All costs listed below are inclusive. The City will not be responsible for charges that are not included on this Bid Pricing Form. Please do not make modifications to this form as any change may render Contractor's Bid nonresponsive. Please complete the form in its entirety. The City has several buildings and locations requiring janitorial services. Please provide an estimate of the approximate monthly cost, noting the total square footage for each site. All square footages are approximate; refer to the scope of services for Work Schedule Details and the attached floor plans.

Item No.	Building	Square Footage	Monthly Service Cost	No. of Months	Per square footage x Monthly Serv. Cost X No. of Months = Annual Service Cost
1	City Hall Offices 5 Days per Week 4640 North Henry BLVD	28,000	$ 2,675.00	12	$ 32,100.00
2	Municipal Court Building 2 Days per Week 4602 North Henry BLVD	9,900	$ 900.00	12	$ 10,800.00
3	Merle Manders Conference Center Administrative Building 2 Days per Week 111 Davis Road	1,500	$ 425.00	12	$ 5,100.00
4	Merle Manders Conference CTR 7 Days per Week 111 Davis Road	19,200	$ 2,250.00	12	$ 27,000.00
5	Main Street Office 2 Days per Week 130 Berry ST	3,600	$ 650.00	12	$ 7,800.00
6	Public Works Maintenance Shop 2 Days per Week 351 Taylor DR	25,300	$ 975.00	12	$ 11,700.00
7	WWTP 2 Days per Week 100 Stapleton DR	2,700	$ 650.00	12	$ 7,800.00
8	Public Works Administrative Building 2 Days per Week 321 Taylor DR	12,500	$ 1,250.00	12	$ 15,000.00
9	Police Department 5 Days per Week 4545 North Henry BLVD	19,800	$ 2,150.00	12	$ 25,800.00
Overall Annual Contract Cost Includes Items			$ 143,100.00		

Total points awarded for price will be determined by applying the following formula:
(Lowest Overall Annual Contract Cost /Proposer's Price) x 30 = Price Score

Please note that prices may be negotiated in the best interest of the City after the scoring is completed

Cost = 30 points

APPENDIX C

COST PROPOSAL

Total Contract Value for ALL Requirements including G & A $__143,100.00 annually___

*G&A = **all** General and Administrative Costs, Profits, Travel, per Diem, and **ALL** costs associated with this Contract.

Where there is a reference in the RFP to deliverables, submission requirements or other response and contract performance discussions, said discussion may not be all inclusive or all requirements in the RFB/RFP. It is incumbent upon the Contractor to read this entire RFB carefully and respond to, and price, all requirements and ensure **"Total Contract Value for ALL Requirements** "above includes **all requirements**.

UNSCHEDULED WORK

The Contractor shall provide a price for hourly labor costs to perform miscellaneous unscheduled work.

Price per Hour: $ 18.50

CLEAN, STRIP & WAX/POLISH FLOORS

The Contractor shall provide a price per square foot to perform clean, strip and wax/polish of hard surfaced floor finishing in accordance with the Janitorial Performance Standards.

Price per Square Foot: $ 0.35

SHAMPOO/EXTRACT CARPET

The Contractor shall provide a price per square foot to perform carpet shampooing in accordance with Janitorial Performance Standards.

Price per Square Foot: $ 0.10

EXTERIOR WINDOWS

The Contractor shall provide a unit price (each) for the thorough cleaning of exterior glass/windows to include screens, adjacent trim and sills.

Price per Unit (Each): $ 10.00

INTERIOR WINDOWS

The Contractor shall provide a unit price (each) for the thorough cleaning of interior glass/window, include blinds, adjacent trim and sills.

Price per Unit (Each): $ 7.00

SHAMPOO CHAIRS

The Contractor shall provide a price per chair to perform shampooing in accordance with Janitorial Performance Standards.

Price per Chair: $ 6.00

ICS

COST PROPOSAL EXHIBIT

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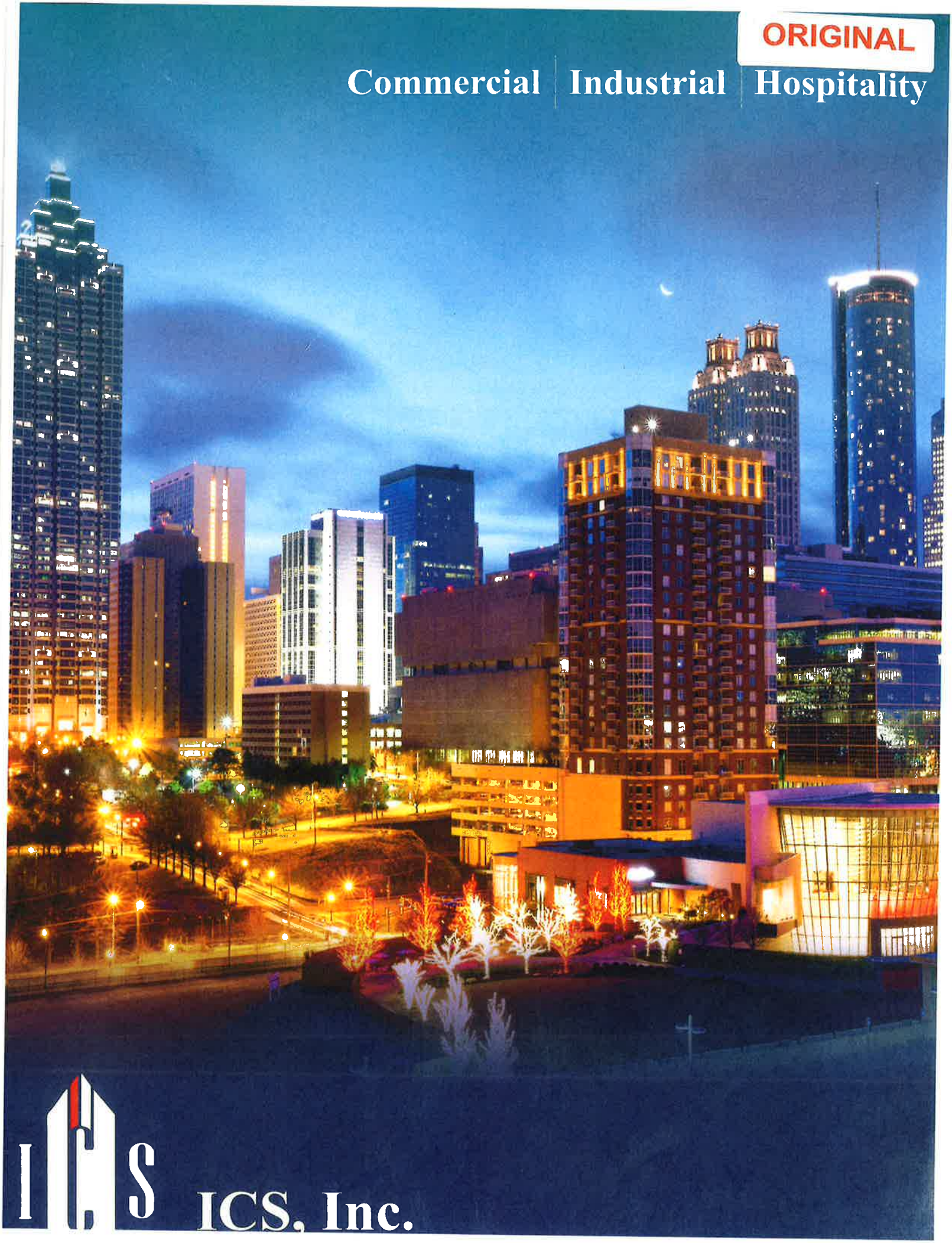
ORIGINAL

Commercial | Industrial | Hospitality



ICS, Inc.

ORIGINAL

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Tab 1

Cover Letter

Intercontinental Commercial Services, Inc.

Complete Facility Services
912 Hurricane Shoals Road, NE, Lawrenceville, GA 30043
Office (678)530-0401 Fax (678)530-0402

May 23, 2024

Request for Proposals (RFP) No. 2024-0005
Janitorial Maintenance Services
City of Stockbridge, City Hall
Procurement Division
4640 N. Henry Blvd. Stockbridge, GA 30281

Dear Procurement Department,

Thank you for permitting **Intercontinental Commercial Services, Inc. (ICS)** to submit this proposal to provide **Janitorial Services** for the selected **City of Stockbridge** facilities.

In preparing our proposal, we have inspected your facilities, reviewed your specifications, and examined your requirements. **ICS's** management developed our staffing plan by utilizing **ICS**'s proven productivity standards coupled with careful consideration of the level of performance you expect. Our plan is the best approach for achieving this level in a cost-effective manner.

ICS recognizes the importance of promoting a healthier environment both inside and outside of your facility. Therefore, we use only environmentally friendly cleaning products and methods. Our professionally trained staff uses only Green Seal Certified products and offer the most innovative green cleaning technologies, as specified by Leadership in Energy and Environmental Design (LEED®).

We have included in our proposal a dedicated Project Manager and a Site Supervisor who will be exclusively assigned to your facilities, 12 hours a day and 5 days a week, and on call on Saturdays and Sundays. Our Project Manager and Site Supervisor will have close communication on a daily basis with your Facility Manager and we are confident that this will ensure continuity and consistency of services provided by our janitorial staff.

Our staff will wear uniforms for a professional appearance and easy identification and be well trained in cleaning procedures which exceed the expectations of the industry standards. They also report directly to the shift supervisor. It is our policy to train all our employees at the hiring stage, whether they come to us with years of cleaning experience or are just beginners in the field. This is to guarantee that our clients will always have a well-trained technician at their facility to perform the work tasks.

Further, in our training, we stress the need for honesty, professional courtesy, security consciousness, and caution. We never use hazardous chemicals and always provide MSDS sheets for all chemicals.

ICS is a corporation, federal tax identification number 26-0114692, headquartered in Lawrenceville, GA, just outside of Atlanta, and is currently licensed to operate in Georgia, South Carolina, Florida, Louisiana, and Tennessee. Additional state licenses can be obtained within 10 days, if necessary.

ICS does not and will not discriminate in any form or manner against our employees. To ensure security, our policy requires a criminal background check on all employees.

ICS's commitment to the highest quality standards requires very important actions. We will mainly concern ourselves with establishing work performance and quality control; to reach above industry standards, and then maintain that quality.

ICS is proud to say that we have never failed to complete work that was awarded to our company, nor defaulted on a contract.

While we are in business to make a profit, we stay in business by maintaining a good reputation and by providing the highest quality over our competitors using innovative and improved cleaning methods and state of the art equipment.

Thank you again and we look forward to a favorable response.

Sincerely,

Kelly B. Adamson
Authorized Representative
Vice President of Sales
912 Hurricane Shoals Road, NE.
Lawrenceville, GA 30043
Email: ics.emails@gmail.com
Telephone: 678-530-0401

Tab 2: Executive Summary

Project Management
Operation Plan
Start-Up Phase
ICS Implementation Strategies and Timeline
ICS 5-Point Transition System

Intercontinental Commercial Services, Inc.

Complete Facility Services
912 Hurricane Shoals Road, NE, Lawrenceville, GA 30043
Office (678)530-0401 Fax (678)530-0402

Project Management

Intercontinental Commercial Services, Inc. (ICS) operations and management staff will work closely with for the **City of Stockbridge** Facilities Managers to outline your requirements in detail. Supervisory support staff will be available in the building during the weekend as well as on Monday morning to render additional assistance to the hourly workforce.

Prior to the commencement of the initial cleaning, we will review all aspects of the job with for the **City of Stockbridge** Facilities Managers, to avoid problems when the work is performed.

ICS will conduct a joint inspection with for the **City of Stockbridge** Facilities Managers to review those areas that require special attention. We will also note if any furniture or fixtures have been damaged. Our management team will work with for the **City of Stockbridge** Facilities Managers to prepare a schedule for the ideal time when cleaning should begin in each of the areas.

One of our Site Supervisors will arrive at the facilities prior to the commencement of the daily work to review any possible last-minute change that may have occurred to the schedule. All cleaned areas will be thoroughly inspected immediately upon completion by our Site Supervisor to ensure quality control. **ICS** will make every effort to comply with your requests for additional services in an expeditious manner.

Operation Plan

ICS will assign an experienced manager who, with assistance from our staff support supervisors, will be responsible for sectioning the building. He will also coordinate the training and orientation of the on-site staff that will be instructed in **ICS**'s methods of operation.

Your building will be divided into work sections based on work-time standards to accommodate the daily workload and to develop a schedule for periodic or project work. Only trained members of the work force will be assigned to each section of the building.

Intercontinental Commercial Services, Inc.

Complete Facility Services
912 Hurricane Shoals Road, NE, Lawrenceville, GA 30043
Office (678)530-0401 Fax (678)530-0402

Start-up Phase

To ensure a trouble-free start-up, **ICS**'s management team works closely with for the **City of Stockbridge** Property Managers to review special requirements, security procedures, and other guidelines. This also helps us to effectively schedule periodic cleaning tasks. **ICS**'s management will routinely visit the jobsite during the first two weeks to ensure a trouble-free start-up.

Equipment

Our service workers are provided with well-maintained, commercial grade vacuums/equipment, and the most effective cleaning tools. We are innovative and use state-of-the-art equipment. Presently, we have added to our equipment the "Euro Steam 2100" steam machine. This machine's cleaning capabilities are revolutionizing the cleaning industry. Metro Atlanta Rapid Transit Authority, MARTA, to aid in their deep cleaning at Five Points station, is presently using it.

Flexible Proposal

While examining our proposal, please note that this specification is simply our recommendation for effectively maintaining the building over time. This proposal is easily modifiable to reflect the concerns of for the **City of Stockbridge** if at any time you feel that our proposed plan requires updating, we will be more than ready to accommodate your changing needs.

Scheduling Periodic Tasks

After the first eight weeks of cleaning, we will provide you with a detailed schedule of periodic cleaning tasks. This helps you to verify the quality of our work and the effectiveness of our plan. In addition, it provides our service staff with a detailed and standardized maintenance plan. The periodic schedules will be posted in the janitorial closet. We can provide Color-coded floor plans to help identify "hotspots."

Quality Assurance

ICS's management is committed to raising the quality of the cleaning standard at your location. We continually work towards the goals of zero defects and 100% customer satisfaction. An **ICS's** Corporate Manager will visit the property 2 to 3 times per month without prior announcement to ensure quality and promote a positive working relationship with for the **City of Stockbridge** Property Managers. A communications logbook will be stored on site for written requests and used by for the **City of Stockbridge** Property Managers and the lead cleaning supervisor. A list of management/emergency contacts is available (24 hrs. telephone access) to ensure safety and responsiveness. Our goals are accomplished through an approach centering on teamwork and close communication with the for the **City of Stockbridge** Property Managers.

ICS Implementation Strategies and Timeline

Stages of transition from the current operation to **ICS** operation management are as follows:

Week 1 Day 1: Acceptance of proposal and operation service for the **City of Stockbridge**. Upon notice of award of contract, the Project Manager will create a client file that contains specific client expectations and other information necessary to the **City of Stockbridge.**

Week 1 Day 2: The Project Manager assigns the Custodial Supervisors, who will work with them to plan and set training times and dates. The Project Manager will also create a plan to improve all areas of concern by developing an Improvement plan which will be approved by the Facilities Director. The Project Manager will meet with the **City of Stockbridge** to see if the custodial plan for each building is acceptable or needs to be changed or improved. The timeline for the phase in will be approved by both **ICS** and the **City of Stockbridge.**

Week 1 Day 1-3: Transition Management personnel arrive to begin the process for establishing cleaning procedures and safety plan for all employees. Place ad with area Newspapers, organizations to look for quality employees.

ICS Operations Team determines problem areas and concerns for each building to ease transition and recruitment begins for required staffing needs. The interview process begins with current contract employees, and we initiate background checks on potential transitional employees and new recruits.

Week 1 Day 4: Place orders for equipment, supplies, etc. Update meetings with facilities and Dept. Chairs and organize transitional personnel and new recruits, make tentative building assignments. Management Team meets to finalize start-up plan; building/personnel assignments finalized.

Week 1 Day 5: Initial clean-up schedule and project work plan, which consists of our 5-point system, approved by the **City of Stockbridge.**

Week 2 Day 6: Training for Supervisors begins and all equipment, supplies, uniforms are stored and inventoried.

Week 2 Day 7-10: All personnel hired. Managers and supervisory team meet with staff to discuss initial clean-up. **ICS** Orientation and initial training (safety guidelines, OSHA, quality control, corporate policies) given for existing and new employees for each shift and the **City of Stockbridge** building.

Project Commences Begin delivery of supplies and equipment to designated buildings.

Week 1 Day 1: Inspection system implemented, initial clean-up begins, and project work plan is implemented. The Project Manager meets daily with Facilities and key staff personnel to discuss progress, solutions and divide the facilities service requirements into reasonable and consistent areas of performance stations.

Week 2: Our management will continue to monitor all aspects of the transition from another contractor's staff to **ICS** cleaning to see how we can improve services and train employees according to what is best for all of the **City of Stockbridge** facilities.

ICS's 5-Point Transition Program

ICS's 5-point transition program enables us to satisfy our clients' expectations in the most productive and cost-effective manner possible. We do this by involving our cleaning crews in the process, measuring quality, and communicating results. Our program improves our crew's efforts and returns increased value to our customers. We do this in Five Steps:

Classification:

Our management team is trained to determine difficulty and time estimating of job descriptions in all contracts, which we call ***Classification.*** This first step defines the job to be done and its priority. Our management team will develop a crew who will be able to fulfill all contract obligations to its best performance by assigning specific job duties to each team member. Each duty is assigned an **ICS** Level which determines the difficulty of each task.

Since the majority of our budget is employee payroll, we at **ICS** use our very own Level Cleaning to determine the necessary amount of staff to determine the price we submit. It is this system that allows us to cut wasted hours which keeps our performance at a higher and more affordable standard. We can determine what are the maximum number of employees needed to perform the specifications found in the bid documents and then use our level cleaning methods to eliminate any waste we find. This method keeps our employees at a maximum performance with less fatigue. We have found that certain activities tire our employees more and if performed first would affect their overall performance but if it is limited towards the end of their shift then they will perform at full strength the majority of their 8-hour shift. The layout of a building will also determine how many different level cleaners will be assigned and based on that number the routine for each employee will be created.

At **ICS** we have developed our own training method and classification to evaluate the process that screens our employees' strengths and experience to determine what they can do best. This process streamlines our cleaning procedures and incorporates safety guidelines to give our employees a safe and hassle-free work environment. We have developed three levels and further train each employee based on their job strengths. Each employee is screened and assigned a level to maximize our clients' objectives. Each person is trained and cross-trained to perform another person's duties based on our contingency plan.

Level 1: Specializes in floor specifications such as sweeping and mopping all non-carpeted floors and vacuuming all carpeted floors. This team is trained in all safety

guidelines such as Wet Sign positioning and mopping procedures to prevent slip accidents.

Level 2: Specializes in restroom and lounge cleaning. This team is composed of the employees who are given the best evaluations. We take pride in our restroom and lounge program. Employees who reach this level understand and perform our techniques to maintain the sanitization and cleanliness in a timely manner that will not only meet our client's expectations but our objectives as well.

Level 3: Specializes in trash removal, high and low dusting, and glass cleaning. The employee who is given this level of experience is selected on several requirements such as the ability to lift over 50 pounds daily and work on a ladder. This group is selected and trained to prevent job injuries thus lowering our liability. Not every employee reaches this level due to health conditions and or other reasons.

One person will be assigned the duty of Team Leader with the responsibility of overseeing their groups' performance. In certain buildings, Level 1 duties will be performed by Level 3. At the end of each day the day leader will submit the groups' report for the day.

Preparation:

The Second Step is ***Preparation***, which defines the actions to accomplish the work, the resources necessary, the quality, precautions, and the environmental standards. In this step, our team determines what tools are necessary to allow our crew to safely perform at its best. We train our employees to determine any and all job hazards, equipment maintenance duties, proper safety guidelines through our safety manual, and OSHA regulations, etc.

Intercontinental Commercial Services, Inc. will perform a clean method assessment to determine the best method and equipment to use and perform at each property. This assessment will also find what the most significant problems are for the building's staff and occupants. Each building is unique in size, population, hours of operation and traffic use. **ICS** will use each characteristic to determine the best training and staff ratio for each property.

The Project Manager will assign one or more staff members to assist in the assessment process. The individuals chosen will be the current staff with the most knowledge about EACH of the building's history and cleaning methods. **ICS** will interview janitorial staff, and discuss current levels of staff training, current training policy and ask if additional training is needed.

The following information will be used to determine our work schedule, employee classification and team cleaning assignments for our:

Preventive Assurance Maintenance Program (quality control system).

- Checklist manuals
- Current class schedules
- Energy-efficient operating strategies
- Current run-hour schedules (time-of-day, holiday, lighting, etc.)
- The most comfort problems or trouble spots in the building

- Adequacy of building documentation
- Match of cleaning staff skills to building expectations
- Which events or activities influence how the building is cleaned and maintained.
- Organizational policies and procedures that impact cleaning and maintaining of the building.

Scheduling:

Scheduling determines the timing of the work consistent with the work priority and the accessibility of resources. Our formula to determine the time needed to accomplish our clients' expectations is based on the size of the building, number of client employees, complexity of job which is based on the Classification step and the number of restrooms.

ICS utilizes a Senior Management team to oversee the transition period which consists of experienced and qualified personnel, including both owners, who will always have a comprehensive understanding of the needs of your facilities. This transition period will be about 30 days which will allow the smoothest change possible. Once we are notified of the award of contract, we will interview potential employees, transfer new equipment, order supplies, and train new employees. Our Transition Philosophy is a system of continuous Quality Improvement that assures our clients an easy transition and a commitment of the highest priority.

Owners and project managers make sure that all aspects of the transition period are executed to ensure a professional and high-quality job. The Project Manager will be assisted by the QA Supervisors to ensure that the techniques and methods of **ICS** are properly followed and established.

Our relationship will be supported by our efforts to evaluate service through contact with client staff and representatives. **ICS** will evaluate every building to determine cleaning procedures and safety plans. All aspects to improve the current service will be found in this transition period.

Execution:

Work is performed, inspected, and approved in the ***Execution*** function. This includes work preparation actions such as the collection of advice for further actions and/or changes in the work plan. Supervisory inspection of the work is vital in this function. The Team Leaders must check on their team, the custodial supervisor inspects the team leader, and the project manager inspects the custodial supervisor which keeps all the client's expectations in line with our performance.

Each month once all information is gathered a close out meeting will be held with those directly responsible for working on the monthly assessment along with any individuals that may be responsible for carrying out or influencing the next steps for improving the building's performance. This meeting is valuable for implementing a detailed work schedule. It also provides an important opportunity to recognize individual successes, celebrate the overall success of the project, and discuss the next steps.

ICS charts all Preventive Maintenance and Custodial Programs over a 52-week period to ensure a balanced annual workload. Our planning considers the operating environment of individual equipment items in developing custodial guides based on national standards, best industry practices, and as appropriate, to clearly define the

maintenance tasks for each equipment class. We schedule periodic custodial cleaning and tasks on an annual basis using the same techniques used to schedule the quality control system program. All schedules are implemented in the Quality Assurance logbook.

Our Project managers and Quality Control supervisors will identify the availability of the on-site workforce to implement corrective actions to be scheduled to prevent excessive wear and tear. In addition to daily observations of the interior conditions, on-site management schedules, formal inspections of the building on a semi-annual basis to determine requirements for particular work to prevent deterioration or other damage from the natural aging process. You see some wear and tear throughout parts of the campus.

The **ICS** on-site staff responds to service calls through the workday and to emergency callbacks during other than normal working hours.

Intercontinental Commercial Services, Inc. Managers will use their experience to establish a qualified team by using their knowledge of techniques necessary to identify quality people. Our Management Team will ensure expected levels of cleanliness, which are achieved by monitoring daily cleaning activities through our quality control reporting process and through use of our quality control programs.

Through experience, communication, and the development of a working alliance between **ICS** and the **City of Stockbridge**, we will be able to provide services that no other company can provide, by being a company with employees and equipment already on hand as required in the bid specifications.

The crucial knowledge of the needs of the **City of Stockbridge** matched with the experience of **Intercontinental Commercial Services, Inc**. in the janitorial and facilities maintenance industry will provide for a successful implementation of higher standards for our client's image at a better price.

Evaluation is a quality control function and compares the plan with the actual work execution and the quality of the product or results. **ICS** measures benchmarks and compares with the Custodial Program's goals and objectives. This step determines if changes have to be made, improved, or kept the same. This step will determine if products or routines are sufficient for the job or if new products or chemicals need to be changed.

Steps takin to correct nonconformance issues from previous contractor:

Walk Downs: ICS determines, collects, and analyzes all data to evaluate and determine where improvements can be made. This is where our quality control system is coordinated and developed to take action to eliminate the detected nonconformance. Preventive action is necessary to prevent potential problems and reoccurrence.

Records: ICS keeps all records of the nature of the nonconformance, and any subsequent action taken shall be maintained and recorded, to demonstrate conformance to the requirements and subject to re-verification.

The quality control system is necessary to the effects of all potential problems. The following is a documented procedure that defines our quality control system. **It**

regularly identifies additional areas of improvement and reassesses goals and objectives.

- Determine the potential non-conformance and their causes.
- Evaluate the need for action to prevent occurrence of non-conformances.
- Determine and implement the action needed.
- Record the results of the action taken and
- Review the preventive action taken to improve our quality control system.

At **ICS**, we take pride in our job and have developed this 5-point system to maintain your image and ours. Our 5-point system was developed to track the quality of work of every client, whether big or small.

Tab 3: Company History

Company Profile

Intercontinental Commercial Services, Inc.

Complete Facility Services
912 Hurricane Shoals Road, NE, Lawrenceville, GA 30043
Office (678)530-0401 Fax (678)530-0402

Company Profile

Intercontinental Commercial Services, Inc. (ICS) was founded in 1984 and has built a reputation for offering our clients top quality services at the best prices for over 30 years. In the first five years of operation, **ICS** experienced tremendous success and rapid growth due to their unwavering dedication to providing consistent quality services. Continuing to build upon our initial successes, today **ICS** is one of the most innovative contracting service companies that offer commercial janitorial services in the industry.

ICS currently serves over 95 accounts throughout the southeastern United States ranging from municipalities including The City of Smyrna, The City of Marietta, and Cobb County, Georgia, luxury hotels such as the historic Roosevelt Hotel in New Orleans, educational institutions such as Atlanta Technical College, and large government buildings operated by the Georgia Building Authority. **ICS** also provides full-service painting and pressure washing services and has been contracted annually by prestigious institutions such as Georgia Institute of Technology to conduct large projects including painting of the GT dorms and pressure washing of dozens of GT's parking garages.

ICS' commitment to our customers and to our employees is what has allowed our company to flourish. We believe that the two are intertwined and inseparable in building a successful and consistent business. Offering competitive wages, benefits, and career advancement opportunities to our staff allows us to retain top-tier talent. Retaining top-tier talent allows us to give the best, most consistent, professional services to our clients. **ICS** understands and is appreciative of the fact that our success is due to the hard work and talent that our staff provides, and we do everything we can to support them in achieving their goals.

ICS prioritizes professionalism, ethics, and building a sense of community. We have developed a training program which ensures that each and every staff member will conduct themselves in the utmost professional manner and facilitate communication between all branches of operations. We take pride in the fact that **ICS** has maintained strong relationships with many of our customers for long periods of time, and we believe this is evidence of our customers' satisfaction with receiving quality services at competitive prices. We attribute our success to our employees' hard work and dedication, along with our supervisory staff's ability to recruit, train, and maintain specialized labor forces.

Tab 4 : Experience

Experience with Similar Projects
References

Intercontinental Commercial Services, Inc.

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Office (678)530-0401 Fax (678)530-0402

Experience with Similar Projects

ICS has been providing janitorial services for over 25 years to facilities that are comparable to for the **City of Stockbridge**. The large majority of our contracts are still on-going, and we believe this is due to the excellent service and competitive prices we offer. The services that we have provided have helped our clients represent their facilities in excellent conditions and due to our outstanding management, staffing plans and dedication to customer satisfaction we are able to continue doing business with our clients while maintaining an excellent business relationship.

For example:

ICS is currently servicing Cobb County Property Management; we have been contracted from 2009 to currently on-going which includes the service of 15 public libraries: Acworth, East Marietta, Gritters, Kemp Memorial, Kennesaw, Lewis Ray, East Cobb, Mountain View, Powder Springs, Sibley, South Cobb Regional, Stratton, Sweetwater, Vining's, and West Cobb Regional Libraries. **ICS** has also been awarded the janitorial contract for 6 Cobb County Police Precincts as well as a training center.

Cobb & Douglas Public Health has also awarded **ICS** 9 individual health centers for the janitorial contract which include: Acworth Public Health, Marietta Public Health, Douglasville Public Health, Douglasville Healthy Behaviors, East Cobb Public Health, Cobb Environmental Health, Smyrna Public Health, South Cobb Public Health & Cobb and Douglas Public Health WIC Building.

ICS has been awarded many janitorial contracts from DFCS.

ICS is providing custodial services for the Georgia Building Authority. This contract consists of both day porter services and night cleaning services. **ICS** received new contracts with the Clayton County Water Authority, City of Milton, City of Covington, Glynn County, GDOT – Rest Areas for Janitorial Services. **ICS** also provides custodial services for the Westin Hotel and Sheraton Hotel located in Birmingham, AL and provided janitorial services for the Augusta Regional Airport.

To list few of the many large contracts: Daniel Corporation, which is about 765,000 square feet, Twin Tower & Agriculture Buildings which is over 1,000,000 square feet, Carter USA & Management which is over 365,000 square feet, Home Depot Corporate Office which over 2,000,000 square feet and Shorenstein Realty & Management which is over 500,000 square feet.

ICS is the current janitorial services provider for Atlanta Technical College, Atlanta Metropolitan State College, Charles Drew Charter School, University of South Carolina, Dalton State College, and Columbus State University.

These are just a few examples **ICS** offers as proof of our ability to perform to governmental standards of cleanliness for a diverse range of clients operating in different fields. The common factor in all the above experiences is that our performance levels met or exceeded the high levels of expectations of our clients. To meet their standards, we provide a project management team who ensure quality control and effective staffing plans.

Janitorial References

Firm Name: Skyland Trail
Business Address: 1961 N. Druid Hills Rd, Atlanta, GA
Contact Person: Jeff Stiegman **Telephone:** (404) 392-5779
Email: jstiegman@skylandtrail.org
Approximate Annual Value: $130,000.00 **From:** 2004 **To:** On-going

Firm Name: Georgia Building Authority
Business Address: 1 Martin Luther King Jr. Dr., Atlanta. GA 30334
Contact Person: Vallira Ipaye **Telephone:** (404) 657-3938
Email: vallira.ipaye@gba.ga.gov
Approximate Annual Value: $900,000.00 **From:** 2015 **To:** On-going

Firm Name: Cobb County Property Management
Business Address: 1150 Powder Springs St., Suite 200, Marietta, GA 30064
Contact Person: Larry Haney **Telephone:** (770) 528-2100
Email: Larry.Haney@cobbcounty.org
Approximate Annual Value: $950,000.00 **From:** 1998 **To:** On-going

Firm Name: FAA
Business Address: 1701 Columbia Avenue, College Park, GA 30337
Contact Person: Ron Wilkerson **Telephone:** (404) 305-9177
Email: ron.wilkerson@colliers.com
Approximate Annual Value: $400,00.00 **From:** 2020 **To:** On-going

Firm Name: GA Southwestern State University
Business Address: 800 Georgia Southwestern State University Drive, Americus, GA
Contact Person: Jenn Smith **Telephone:** (229) 931-2302
Email: jenn.smith@gsw.edu
Approximate Annual Value: $450,000.00 **From:** 2020 **To:** On-going

ICS has provided daily services to all of our clients. Most of our contracts consist of 5 days a week service. **ICS** is highly capable of providing daily services if needed.

Tab 5: Capabilities

Suitability
Quality Control
Equipment List
Green Chemical List

Intercontinental Commercial Services, Inc.

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Office (678)530-0401 Fax (678)530-0402

Suitability

ICS would be an excellent choice as the contractor to provide the janitorial services outlined on this project for the **City of Stockbridge** due to our extensive experience in the custodial industry and familiarity with the expected levels of cleaning. **ICS** has maintained excellent standing business relationships with many of our clients due to our dedication to customer service and quality of workmanship.

Unlike other traditional contracting companies, **ICS** is unique in the way that we guarantee quality performance and customer satisfaction. We will institute a comprehensive system of inspection with our clients. As part of this process, the Crew Chief will utilize **ICS's** proven productivity standards, which will produce the level of performance you would expect and the best approach for achieving this level in a cost-effective manner.

ICS has always placed a high value on professionalism and thus has developed a training program which ensures that each and every staff member will conduct themselves in the utmost professional manner. Our goal is to keep your facility looking and running at its best- inside and out.

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A Summary of the Quality Control

We will have a Project Manager, who will be responsible 12 hours a day 5 days a week, and on call on Saturdays and Sundays. His duties will include making certain that all tasks requested have been performed, whether personally or through a trustworthy supervisor.

One of our Site Supervisors will arrive at the building one hour before the commencement of the initial cleaning to review any possible last-minute change that may have occurred to the schedule. All cleaned areas will be thoroughly inspected immediately upon completion by our Site Supervisor and the **City of Stockbridge** Facilities Managers if they are available. **ICS** will make every effort to comply with your requests. for additional services in an expeditious manner.

Further, we will use visual aids to instruct our on-site supervisors, as well as onsite training. We will utilize a formalized cleaning schedule to document and monitor all periodic or project type work. Where feasible, activities such as floor waxing, spray buffing, high dusting, and the damp wiping of walls and partitions will be accomplished on a crew basis. Each work crew will consist of specially trained cleaners who will be monitored by a supervisor.

To ensure quality performance and customer satisfaction, we will institute a comprehensive system of inspections. It will be the responsibility of our Crew Chief to visually inspect one or more work sections each day. As part of this process, the Crew Chief will utilize our rating system to record and interpret observations. A report will be prepared and submitted for review to our corporate managers, Chief Administrative Officer, President, Marketing Director, and Operations President.

An **ICS** Facility Manager will make regular visits to the building to conduct unannounced, random inspections for the purpose of cross checking the daily reports. Rating reports will also be submitted to the Corporate Managers who will then compare this documentation with the supervisor's reports for quality. We will then dispatch technical specialists from our operations department who will institute whatever steps necessary to remedy all service deficiencies.

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Internal Quality Control

Each day prior to the start of work, an assigned supervisor will meet with the technicians to go over the previous night's work performance. Any deficiencies will be dealt with and corrected right away.

At the daily meeting of on-site Project Manager and Supervisor, the Supervisor will advise the Project Manager of the ratings that each cleaning team received on their work performance. Each week the team with the highest rating will be rewarded based on their performance. At the end of each year, bonuses will also be given for good performance. In the same spirit, any team member who continuously performs poorly will be first warned, then given a written warning, then finally terminated.

At the start of work each day, the supervisor will check uniforms and badges, log sheets, cleanliness of equipment, and inform workers of any changes in work schedule or specific areas of concern.

Any deficiencies in the work performance will be corrected within the next shift. All deficiencies along with the name of the technician, who caused the deficiency, will be reported to the president of operations. Also, all corrected deficiencies will be reported to include the technician's name, date, and time of correction.

External Quality Control

There will be a corporate walk through, which will be an unannounced inspection by **ICS**'s management team. The inspection was designed to evaluate the Project Manager and more importantly, to keep the building in a clean state of acceptance. Since this inspection is very important to the Project Manager, our company is quite certain that he/she will do his/her best to keep the building clean and in good shape.

Also, he/she will make regular, unannounced thorough site inspections with for the **City of Stockbridge** Facilities Managers. The walk-through will be at the convenience of for the **City of Stockbridge** Facilities Managers.

If there are deficiencies found in the cleaning performance and/or any other concerns from for the **City of Stockbridge** Facilities Managers or clients during the walk-through, it will be passed onto the supervisor and technicians immediately.

Quality Assurance Plan

Process for Handling Employee Disputes:

Step 1 – Discussion with Supervisor.

The first step in the dispute process is a discussion between the employee and supervisor. This in-person conversation should include a review of the facts and any relevant policies or documents. If the discussion does not result in a satisfactory resolution, the employee may contact the main office.

ICS will investigate in-house and will interview all parties involved. **ICS** will come to a resolution as quickly as possible for all disputes.

Management Changes:

We at **ICS** pride ourselves in our employees and understand that there will be circumstances beyond their control which will cause them to miss work. Or in other instances, promotions and management level employees who seek other opportunities. It is for that reason that we created job schedules and job duties that will allow us to cross train employees. All upper management level employees are able to fill the duties of lower management duties without any issues.

Emergency Response:

The **ICS** on-site staff responds to service calls through the workday and to emergency callbacks during other than normal working hours. **ICS** will have a project manager that is on call 12 hours a day, 5 days a week and on call Saturdays and Sundays in the event there are any concerns or requests. By having a Project Manager that is readily available, for the **City of Stockbridge** will benefit from quick and precise information and resolution of any concerns. All emailed requests/concerns will be responded to within 2 hours and will be resolved within 24 hours, unless there are extenuating circumstances which delay the resolution process.

ICS maintains three warehouses fully equipped with all necessary tools and supplies in case of any unforeseen maintenance-related events. **ICS** staff members are also provided with fully equipped vans and other modes of transportation for a swift organization of staff in the event of an emergency special request. All management level employees have cellphones with internet connection that are supported with our 24-hour answering service to respond to emergencies. Management level employees are able to immediately respond to all emails or phone calls in the event of emergencies. After initial contact requesting emergency services, the Project Manager, with assistance from **ICS's** corporate offices, will mobilize a team for the emergency along with any equipment and manpower resources required.

Customer Service – Addressing Questions or Complaints:

The idea of the customer service plan is to ensure positive relations through efficient and effective rectifying of problems in a timely manner.

As soon as **ICS, Inc.** starts working on a building, the company will provide a contact list, which will have our on-site Supervisor's name and telephone number, in case someone in the facility wants to call him/her regarding the cleaning. The Supervisor will respond to phone calls immediately, and suitable action will be followed immediately.

If our technicians find any damage or items needing repairs, they will report it to our supervisor and he/she will report it to for the **City of Stockbridge** Facilities Managers, and company headquarters. In such manner, customers, for the **City of Stockbridge**, and corporate office will receive valuable information, which will save time and money.

All customer complaints/requests will be recorded in the supervisor's complaint/request logbook, and we will follow up on that request in a very timely manner.

Security and Loss Prevention Control and Safety:

ICS is very security-conscious and is aware of the potential concerns in a labor-intensive industry. Good people are the key to success. We focus on finding the right people, rewarding them for performance, and providing them with the support they need to succeed. Our screening process is extensive and incorporates the following initiatives:

- A well-defined recruiting process.
- Interviews with **ICS** Human Resources and business representatives
- Mandatory background investigations at no cost to for the **City of Stockbridge.**
- In-depth skills evaluation

ICS will train all employees according to the security requirements of the client.
ICS will provide a list of all employees hired by name, social security number, Date of birth, sex, race, and address to each location.

All job applicants are required to submit with their application a release of information form. This release enables **ICS** to utilize an approved investigation service that deals with new employee background checks and verification of job application information.

ICS Prevention Policies:

- ✓ Everyone enters and leaves the building through one designated door.
- ✓ No one takes packages, large purses, or overcoats to work areas.
- ✓ Workers will be checked on a random basis at least twice a week.
- ✓ No one removes anything from the building except trash, which will be assigned to only one person per shift.
- ✓ Nothing is removed from the trash except items that you suspect were thrown out by mistake.
- ✓ All employees must stay in their designated area.
- ✓ No unauthorized visitors which are grounds for immediate dismissal.
- ✓ Anything suspicious must be reported to the Job Manager immediately.

Employee dishonesty is kept to a minimum by enforcing the company's and your building policies.

ICS is an equal opportunity employer and makes all employment decisions without regard to race, religion, color, national origin, age, marital status, gender, sexual orientation, disability, family leave status or ancestry. In addition, we seek to hire and employ qualified minorities, women, veterans, and individuals with disabilities through positive recruitment efforts.

All **ICS** employees will be uniformed.

Procedures for Replacing Local Personnel:

It is the policy of **ICS**, as part of its hiring procedures, to conduct background checks on finalist(s) for all positions within the Company. These checks will be job-related, consistent with business necessity and conducted pursuant to all applicable laws, rules, policies, and procedures. Background checks may include, but are not limited to, an analysis of public and private documents; contact with former employers; verification with educational institutions or licensing/credentialing boards; information from background check providers; contact with professional references; and other pertinent information and resources.

In the initial stage of recruitment, employment eligibility verification (I-9 Form), an E-verification and background check via a government agency is conducted. Upon satisfactory verification of the initial stage, a personal interview will be conducted with the applicant by the site supervisor and a human resources representative from our corporate office. This step in our hiring process allows our company to determine a suitable property for the successful hire to begin work at. During this interview process, qualifications and skill sets will be discussed and assessed. Upon selection, employees will begin the **ICS** employee training program.

Inventory Management/Control Program

One very important aspect that **ICS** pays attention is to relate to the inventory management best practices, which can help **ICS** and our clients become more productive and efficient than before, gravitate toward stock control, quality control and cycle counting.

A company that lacks control over inventory may be caught short of stock, leading to lost sales opportunities and disappointed customers. On the other hand, you may end up with an overabundance of certain items, which inflates storage costs and dampens profitability.

- Stock Control
  Maintaining stocks as low as possible can help minimize superfluous costs associated with holding high stock levels. This leads to a cash flow increase, which is very important for overall **ICS** and our client's business operation.

- Quality Control
  Inventory management best practices link to quality control. ICS's employees will be provided with checklists and/or computing systems that can assist them in following proper procedures when checking the goods they receive. All goods

must be examined for signs of damage, including leaks, tears, or broken seals; discrepancies in descriptions – product colors, styles, and sizes must be identical to purchase orders; and prices and terms of sale.

- Cycle Counting
  Some of the most popular inventory management best practices relate to the implementation of a cycle counting program. Before implementing this program, a manager should consider several aspects, such as counting frequency, counting strategy, and persons in charge.

Effective inventory management is the result of outstanding inventory control and inventory management. **ICS** has distinguished the important difference between inventory control and inventory management.

Inventory control is managing the inventory that is already in your warehouse, stockroom, or store.

That is:

- Knowing what products are "out there" and how much you have of each item
- Knowing exactly where each piece of each product is located in your warehouse
- Ensuring that all inventory remains in salable or usable condition
- Storing products to minimize the cost of filling customer orders

On the other hand, inventory management is determining when to order products, how much to order, and the most effective source of supply for each item in each warehouse. **ICS**'s inventory management includes all our clients' accounts activities of forecasting and replenishment.

ICS ensures that our clients have the right quantity of the right item in the right location at the right time.

Occasional Requests

All floor cleaning requests should be sent to our main office via email or to the Supervisor. All emails are answered within the hour and all requests are scheduled promptly. The Supervisor will follow up with a day that best suits the client for any floorwork that needs to be done.

All occasional requests regarding set up for special functions should be requested to the Project Manager or Supervisor on duty at least three (3) days in advance. Any other requests for truck deliveries (supplies) should be requested to the Day porter. They will be on hand to help with any requests during their shift.

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Problem Solving Steps

ICS Staff members are all trained in the proper steps to problem resolution during their training programs. This diagnostic tool is taught, so employees can determine where the problems occur and how to correct and prevent the same problems from re-occurring.

Step 1: Understand

ICS staff members will assess and identify the problem. Correctly identifying the problem will allow for proper solutions to the problem to be formed.

Step 2: Plan

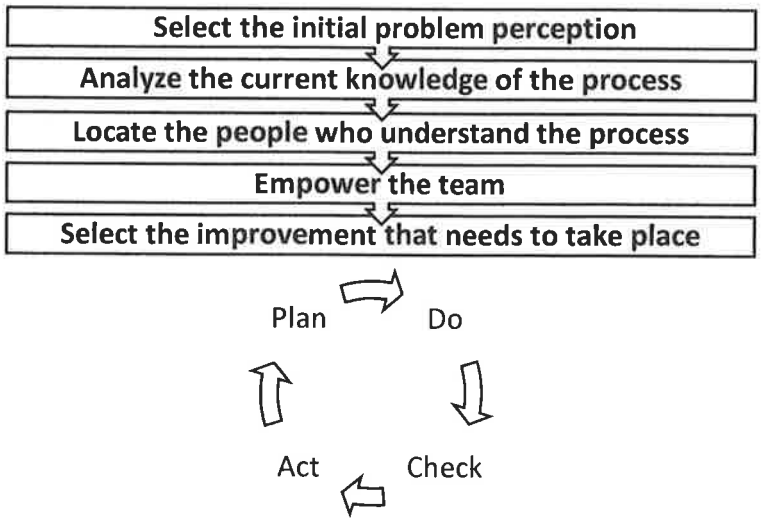
Employees will develop a solution for the problem by looking for a pattern or examining related problems and determining if he same technique can be applied.

Step 3: Implement

Implement the new solution. Employees will put their solution into effect.

Step 4: Check

Verify of the problem has been resolved. Employees will check if the original problem has been solved. If the problem has not been resolved, return to step 1 and reassess the issue.



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Equipment Specifications

Auto Scrubbers

Minuteman 2832 Walk Behind Auto Scrubber 32"

- A large industrial floor scrubber which is perfect for locations that have a large area of space that needs to be cleaned quickly and efficiently.
- Battery powered disc style scrubber. Durable and heavy duty, with polyethylene corrosion resistant tanks and an 11 gauge steel frame.
- Has spray jets for cylindrical scrub deck, ensure uniform solution distribution on floor.

Nobles & Tennant Speed Scrub Rider 32"

- Reduce water consumption with ec-H2O NanoClean™ technologies.
- Efficient squeegee design gives complete solution recovery, even on 180 degree turns.
- Maintains sparkling floors and remove the guess work from brush maintenance with a built in brush wear indicator.

Minute Man Kleen Sweep 40 Rider

- Standard 24 volt high capacity battery pack gives up to four hours of run time.
- Designed for heavy duty commercial use.
- Able to sweep about 60,000 square feet an hour.
- Self-adjusting main broom.
- Fine dust control system provides 99% efficiency.

Floor Machines

Nobles Low Speed Floor Machine

- Durable, corrosion-proof polyethylene construction offers years of dependable use and will reduce maintenance costs.
- comes with a 50-foot power cord.
- Twist grip operation with safety lock.
- Motor is a heavy duty 66-frame and is rated at 1.5 HP, 175 RPM.

Carpet Extractors

KleenRite Sphere

- has a convenient lift out waste bucket that doubles as your vacuum tank.
- Internal components utilize high pressure and high temperature rated solution hoses with brass fittings and a plug-in wiring system for easy replacement.
- Comes with a 15" hose set.

Burnishers

Nobles & Tennant High Speed Burnisher

- Maintains high indoor air quality and reduces airborne dust during cleaning with standard dust control.
- Powerful 2,000 rpm pad rotation for excellent gloss results.
- 15-45 lbs. / 7-20 kg variable pressure to give floors a smooth, even finish.

Honda 21" Propane Burnisher

- Pads are mounted to flexible pad drivers which prevents burn spots.
- Body design allows easy access to both open and hard to reach areas.
- Ability to cover 25,000 square feet per hour.
- Low operating noise levels provide safe operating conditions with fewer disruptions to the working environment.

ICS Equipment List and Quantity

QTY	BRAND	MODEL	APPLICABLE SPECS	USE
42	Minute Man Nobles & tenant Clarke	Walk Behind Auto Floor Scrubber 32"	Electric	Scrubber
7	Nobles & Tennant	Speed Scrub Rider 32"	Electric	Riding Scrubber
5	Minute Man	Kleen Sweep 40 Rider	Electric	Riding Sweeper
6	Nobles and Tenant		Electric	Carpet Extractor
20	Nobles and Tenant	Wet/Dry Extractor	Electric	Wet/Dry Extractor
7	Pathfinder	1800 watt Hetater 300 psi pump	Electric	Carpet Extractor
10	Kleenrite	The Sphere	Electric	Carpet Extractor
7	Janilink	JL Series	Electric	Carpet Extractor
6	Pex	200	Electric	Handheld Upholstry Extractor
29	Nobles	Floor machine "Low"	Electric	Scrubber
7	NorthStar	200 Gallon Tank, 160 cc Honda GX160 Engine	Gas	Truck Mounted Pressure Washer
14	DeWalt & Honda	4000 psi or more	Gas	Commercial Pressure Washer
5	JL	Premium I 20"	Electric	Burnisher (High speed)
36	Nobles	Floor machine "High"	Electric	Burnisher
26	Honda	21" Propane Burnisher	Gas	Burnisher
194	Proteam Super Coach Vac	HEPA Backpack Vacuum	Electric	Vacuum
72	Sanitare	Upright Vacuum		Vacuum
250+				Mops/Buckets
350+		44 gallons		Trash Barrels
350+				Caddy Bags
420+				Wet floor signs
150+				Janitor Carts
50+	Rubbermaid	Dayporter		Cleaning Cart
95+				Cube Trucks

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Green Chemical List

MANUFACTURER	CATEGORY
Earth Force	Floor Stripper
Earth Force	Disinfectant/Deodorizer/Cleaner (Impact 256)
Dura Bright	Ultra Bond Floor Finish
IDP Labs	Fiber Clean Carpet Shampoo/Extraction
IDP Labs	All Gone Carper Spotter
Aero Mighty Mike	Green Degreaser/Cleaner
Earth Force	Glass Cleaner
Champion Sprayon	Furniture Polish
Green Solutions	Carpet Cleaner
Bio-Renewables	Glass Cleaner
Tribase	Multi-Purpose Cleaner

SAMPLE

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Cleaning Frequency Specifications

SERVICES REQUIRED		FREQUENCY			
AREA/ITEM	WORK DESCRIPTION	DAILY	WEEKLY	MONTHLY	ANNUALLY
TERMINAL BUILDING					
Carpets	Vacuum				
Hard Floors	Sweep, Wet Mop, Sanitize, Spot clean				
Floors	Clean and Mop Spills				
Lobbies and Concourse	Monitor Trash				
Trash & Recycling	Empty				
Water Fountains	Clean, Sanitize, Polish				
Public Seating	Arrange, vacuum, Clean				
Transparent Surfaces (Windows, glass,	Clean				
Stairs and Gates	Vacuum				
Charging Stations	Wipe,				
Chairs, Desks, Tables	Dust, Damp Wipe As Needed				
Upholstered Furniture	Vacuum				
Upholstered Furniture	Spot Clan as Needed				
Phones, Clocks, Pictures	Dust, Damp Wipe As Needed				
Waste Cans	Empty, Line				
Light Switches, Handles	Clean, Polish				
DOORS-WALLS-PARTITIONS					
Entrance Metal and Glass Doors	Clean				
Interior Glass	Clean				
Ledges, Window Sills	Dust				
Doors, Frames, Walls	Spot Clean As Needed				
Baseboards	Dust, Spot Clean				
Kick plates, Thresholds	Clean, polish				
Mats	Vacuum, Rotate				
Elevator Doors	Spot Clean As Needed				
BREAK AREAS					
Floors	Sweep, Dust Mop, Damp Mop, Sanitize				
Trash Containers	Empty, Clean, Sanitize, Line				
Sinks	Clean, Sanitize, Polish				
Counters	Damp Clean, Sanitize, Polish				
FLOORS					
Carpet	Vacuum				
Carpet	Spot Clean				
Carpet	Shampoo				
Resilient	Sweep, Damp Mop As Needed				
Resilient	Buff				
Resilient	Strip and Refinish				
MISCELLANEOUS					
Stairs and Landings	Sweep, Damp Mop As Needed				
Drinking Fountains	Clean, Polish, Sanitize				
Vending Machines	Damp Wipe As Needed				
Lights	Dust				
Vents, Fans, Blinds	Dust, Damp Clean, Vacuum				
Janitors Storage	Clean, Organize, Restock				
Elevator Doors	Clean, Polish, Sanitize				
Stoop (Door to Stairs)	Sweep				

Notes:

SAMPLE

Intercontinental Commercial Services, Inc.

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Quality Inspection Report

Date: _____ **Location:** _____

Inspected By: _____

TASK	BELOW	AVERAGE	ABOVE	COMMENTS
GENERAL CLEANING				
- Dusting (High/Low)				
- Walls/Partitions/Blinds				
- Elevator				
- Stairwells				
- Janitor Closet				
- Trash Removal				
- Water Fountains				
- Doors				
- Glass Cleaning				
- Metal Polishing				
- Edge/Corner				
COMMON AREAS				
- Dusting (High/Low)				
- Walls/Partitions/Blinds				
- Elevator/Elevator Tracks				
- Stairwells				
- Water Fountains				
- Doors				
- Interior Glass Cleaning				
- Metal Polishing				
- Edge/Corner				
FLOOR				
- Stripping and Waxing				
- Vacuuming				
- Buffing				
- Carpet Shampoo				
- Carpet Extraction				
RESTROOM				
- Floors				
- Toilets				
- Urinals				
- Sinks/Countertops				
- Toilet Stalls				
- Door Frames				
- Garbage Cans				
- Partitions/Walls				
- Dispensers				
- Dusting (Vents/Ledges)				
- Glass Cleaning				
- Mirrors				
- Locker Tops				

Areas to be Corrected:

Action for Correction:
ICS Supervisor:

Date of Completion:
Facility Manager:

Tab 6: Company Principles

Management Structure
Resumes
Training and Hiring Programs
Job Descriptions
Staffing Plan
ICS Uniform

Intercontinental Commercial Services, Inc.

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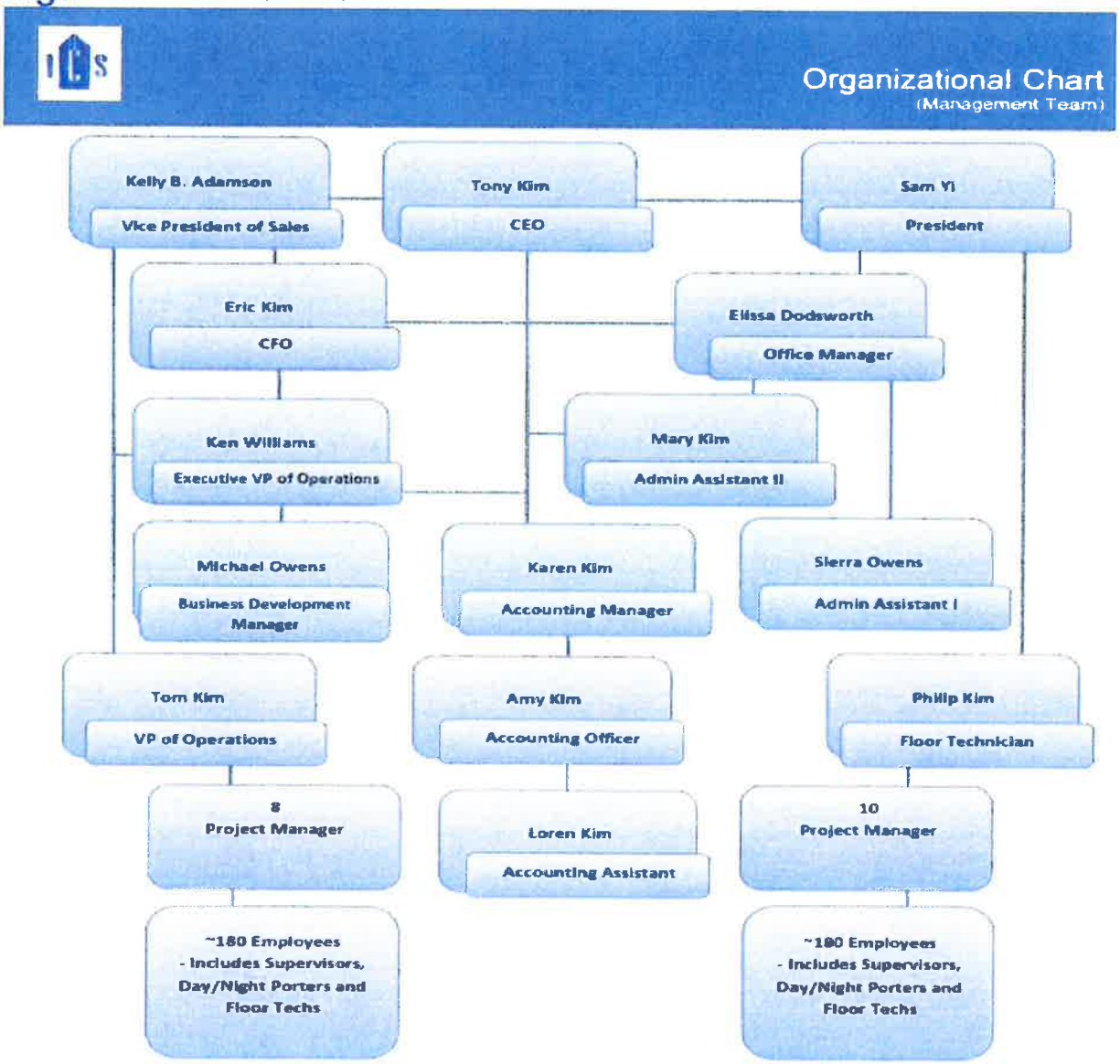
Management Structure

ICS, incorporated in 2005, is owned and led by current CAO and founder Tony Kim. All Senior Executives of **ICS** are former leaders of companies that specialized in property management, hospitality services, and/or janitorial services, the vast majority of whom have 20+ years of experience in the industry.

Organizational Chart:



ICS's personnel are indicative of the capability to deliver quality service to customers.

Management/Organizational Structure of Firm

Tony Kim – Chief Administrative Officer
(Responsible for making final approvals)
1110 Satellite Blvd., NW, Suite 403
Suwanee, GA 30024
Office: 678-530-0401
Fax: 678-530-0402
Email: icstonykim@yahoo.com

Sam Yi – President
(Responsible for day-to-day operations)

Kelly B. Adamson – Vice President of Sales
(Assists President and manages Project Managers)

Karen Kim – Accounting Manager
(Authorizes accounts payables/receivables and manages payroll)

Ken Williams – Vice President of Operations
(Responsible for managing the daily operations of the Company)

Tom Kim – Operations Manager
(Responsible for managing the daily operations of the Company)

LaShonda Williams – Senior Project Manager
(Responsible for inspections and resolving issues)

Eric Kim –Project Manager
(Responsible for inspections and resolving issues)

Elissa Dodsworth – Office Manager
(Oversees account services, monitors the performance of subordinates and coordinates the activities being carried out from and to the departments)

Mary Kim – Admin Assistant
(Monitors the performance of subordinates and coordinates the activities being carried out from and to the departments)

Project Staffing:

Tony Kim – Chief Administrative Officer
Mr. Kim is the CAO and founder of **ICS**. He has over 20 years of experience in the industry. He has proven his ability to perform as a primary contractor and sub-contractor by the number of satisfied clients. Tony graduated from Georgia State University in Business and is certified in Stone, Granite, and Marble Floor Restoration. His previous and current janitorial services contract include City of Smyrna, Cobb County, Georgia Building Authority (GBA), Clayton County Water Authority, etc. All of the mentioned are still on-going since 2001. The square footage ranges from 50,000 Ft.^{2} to over 1.3 million Ft.^{2}. Tony started as a CEO at International Contracting Services from 1992 to 2004 and decided to start new with Intercontinental Commercial Services, Inc. in 2005 and has experienced tremendous growth since then. Tony is responsible for making all final approvals and ensuring that the facilities are well maintained and consistent with the mission, vision, and values of the organization.

Kelly B. Adamson – Vice President of Sales
Mr. Kelly Adamson brings extensive training in sales management and the janitorial industry to **ICS**. After graduating from DeKalb South Community College in 1977, Mr. Adamson attended Mercer University in Atlanta, GA, with more than 25 years of experience in the janitorial industry. Mr. Adamson has provided outstanding customer service and public relations work to some of Atlanta's most well-known properties. He started his own Company from 1989 to 2008 and joined **ICS** shortly after in 2009. Mr. Adamson is well-versed in sales, selling and maintaining over 10 million square feet in the Atlanta area. He also provides immediate and constant attention to all accounts. Mr. Adamson now oversees the sales department of **ICS, Inc**. and manages the Project Managers. His marketing skills and attention to detail are unparalleled in the market. Some of the contracts he is currently overseeing include Athens Technical College, Atlanta Technical College, Grand Hyatt Atlanta Hotel, Four Seasons Atlanta Hotel.

Ken Williams – Vice President of Operations/Operations Manager
Mr. Williams will lead the transition and oversee that all contract requirements will be followed and performed to contract standards. He graduated from Lamar University with a degree in Business Administration and a minor in Criminal Justice. Ken is also certified in CIMS and has extensive training in all fields of facilities management. He started with our company, **ICS** last year in 2016, and already showing great leadership. Previously, Ken has worked in many roles for Diversified Maintenance and the most recent position being the Assistant Division Manager (Aug 2015~Nov. 2016), Senior Area Manager/Operations Manager (2002~2015), and Project Manager (1997-2002). Due to his vast experience and knowledge in building maintenance, he has proven to be an extremely valuable asset. He has supervised and managed over 200 employees and is always in communication with employees and clients.

Previous and current contracts include Georgia Building Authority (GBA), Federal Aviation Administration (FAA), government facilities in DeKalb County, government facilities in Fulton County, City of Milton, and the Georgia Department of Transportation (GDOT) which are all comparable in size to the facilities in the proposal.

Tom Kim – Operations Manager
Mr. Tom Kim will oversee and manage the daily operations of the Company. He will be resolving all client issues that may arise and monitor project managers and supervisors. He graduated from Kennesaw State University and has over 20 years of experience in providing top quality janitorial service. He has built great relationships with many clients. His vast knowledge in all floor care is also a valuable asset to the Company. His previous and current contracts include Cobb County Property Management, City of Roswell, Atlanta Public Schools, Georgia Building Authority, City of Stockbridge, City of Milton, City of Covington, GDOT – Rest areas, etc.

Team Leaders
The team leaders will oversee the shift crew and will also coordinate all reports and work with the custodial supervisor and will implement the cleaning routine plan which will be created following the specifications. They will implement the QA cleaning routine and will assist the level 3 cleaning.

ICS *will interview all current employees and only hire those who meet our standards.*
ICS *will conduct a background check, issue new badges and uniforms. These background checks can be provided upon request. Training will begin immediately for new employees.*
ICS *also has part-time employees who can fill in during the transition process.*

Project Coordination Structure

If **ICS** is awarded this contract, the primary contact for contract negotiation would be the Vice President of Sales, Kelly B. Adamson, who can be reached at 770-455-6081.

TONY KIM

912 Hurricane Shoals Road NE, Lawrenceville, GA 30043
Tel: (678) 530-0401 • icstonykim@yahoo.com

Summary of Qualifications

Bilingual leader with 30+ years of industry experience. Adept at managing all phases of project life cycle, from needs assessment through implementation. Results-oriented and decisive with proven success in new market identification and strategic planning. Track record of increasing sales while spearheading operational improvements to drive productivity and reduce costs.

Professional Experience

Intercontinental Commercial Services, Inc. - Suwanee, GA
Chief Administrative Officer, 2005 - Current

- Lead operations and strategic direction with full responsibility for bottom-line factors, including long-range planning and project management.
- Direct two Vice Presidents, COO, CFO, and four District Managers.
- Work closely with all branches of management to ensure all client needs are met by implementing periodic assessments and program evaluation, including administering the firm's quality control programs.
- Identify and resolve operational, management, and technical problems and rapidly implement appropriate solutions.
- Lead management team in identifying and correcting critical problems.
- Reduce and streamline overhead expenses, strengthen gross margins.
- Overhauled and improved operating processes and systems.

International Contracting Services, Inc. - Atlanta, GA
Chief Executive Officer, 1992 - 2004

- Implemented planning of economic operations and coordinated customer service needs.
- Created and maintained weekly, monthly, quarterly, and annual status and inspection reports.
- Worked closely with company managers and clients to ensure complete customer satisfaction.
- Developed and assigned cleaning schedules and confirmed that all schedules are followed.
- Monitored employee productivity and optimized procedures to reduce expenditure.
- Oversaw development and launch of dozens additional janitorial services contracts.

Education

Georgia State University
B.A. in Business Administration
1988 to 1992

Sam Yi

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CORE QUALIFICATIONS

- Remarkable leadership and motivational skills
- Excellent ability to quickly close deals with an emphasis on profitability
- Impressive communication abilities
- Efficient and highly productive in developing accurate business models.
- Substantial ability to allocate business resources and delegate responsibilities.

EXPERIENCE

Intercontinental Commercial Services, Inc. - Suwanee, GA
President 2005 – Present

- Determined and implemented the company vision and developed objectives accordingly.
- Oversee the company's operations activities, including program start-up, staff recruiting, training, and project management support.
- Evaluate operating procedures and determine methods to improve efficiency.
- Identify and appraise potential new opportunities and develop business strategies.
- Analyze techniques to increase profits while minimizing staff reductions.
- Review financial report budget estimates and profitability reports.
- Develop quarterly and annual business plans and evaluate cost projections.
- Develop and implement community involvement projects.
- Maintain awareness of market factors and competitor activities.

Watch and Jewelry Store - Atlanta, GA
Manager 1993 – 2004

- Recruit, hire, train, evaluate and counsel store employees.
- Develop and implement employee performance evaluations and improvement plans.
- Effectively manage employee turnover. Provide a positive working environment and handle employee issues appropriately and in a timely manner.
- Utilize labor management tools, including effective scheduling, to maximize productivity, profitability, and margins.
- Communicate, execute, and manage marketing and merchandising programs.
- Ensure employee awareness of safety and emergency procedures.

EDUCATION

Georgia Institute of Technology
B.A. in Business Administration
1988 - 1992

Ken Williams

912 Hurricane Shoals Road, NE, Lawrenceville, GA 30043
404-281-3628 ♦ kenw6565@gmail.com

EDUCATIONAL ACHIEVEMENTS & CERTIFICATIONS & SKILLS

Lamar University (1983 -1986) Major: Business Administration Minor: Criminal Justice
VIC International Corporation – Restoration and Maintenance procedures and processes for natural stone and ceramic tile. CIMS Certified. Excellent written and verbal communication skills. Expertise in industrial, medical, education, and government facility cleaning

EXPERIENCE

Intercontinental Commercial Services, Inc. - Suwanee, GA
Operations Manager, (January 2017 to current)

- Ensure that the facilities are well maintained consistent with the mission, vision and values of the organization.
- Focus mainly on the firm's operations activities, including program start-up, staff recruiting, training, and project management support.
- Work closely with clients to ensure that all needs, periodic assessments, and program evaluation, including administering the firm's quality control programs.
- Provide on-going quality assurance inspections to ensure customer service efficiency.
- Provide janitorial services, painting, roofing and minor renovations.

Diversified Maintenance - Rite Way Service, LLC – Environmental Service Systems, LLC
Assistant Division Manager (August 2015 – November 2016)

- Develop financial plans for the division.
- Work with division manager in setting operational sales goals and develop/implement service agreements
- Review monthly financial reports and conduct monthly meetings with management team
- Complete performance & incentive reviews for managers
- Assists with preparing the budget and managing the division within the approved budget
- Manage customer billing processes and invoices

Rite Way Service
Senior Area Manager/Operations Manager (November 2002)

- Work with the Account Planning team to develop and support effective Account Planning SOPs
- Extensive field training to ensure correct understanding of engagement in day to day operations
- Control supplies, equipment, and personnel necessary to meet customer specification
- Maintain account budgets and oversee the startup process for new accounts
- Conduct safety inspections to ensure all OSHA regulations are met

Area Manager (2000)
Project Manager (1997)

Eric Kim

Email: ics.emails@gmail.com • Tel: 678-530-0401
Address: 912 Hurricane Shoals Road, NE Lawrenceville, GA 30043

QUALIFICATIONS

• Dedicated, loyal, customer oriented, and highly motivated.
• Strong knowledge of practices and principles of employee supervision, including work assignment, planning, review, and training staff in work procedures.
• Wide knowledge of techniques, procedures, policies, materials, equipment, and supplies related to operation, construction, repair and maintenance of facilities and infrastructure found in municipal setting.
• Twenty-three years of extensive operations management experience.
• Contributed to company growth by executing business strategies using strong decision-making abilities.

EXPERIENCE

Intercontinental Commercial Services, Inc., Suwanee, GA
Project Manager 2005 - Current

• Interact daily with President and CEO to develop long-range forecasts and maintain long-range financial plans.
• Supervise and increase effectiveness and efficiency of operational systems and processes.
• Develop and implement organizational strategies and policies.
• Develop and manage annual budgets and program budgets and organize fiscal documents.
• Supervise overall financial system, HR management, IT system, and business controls.
• Prepare monthly activity reports, fulfill tax related requirements and generate year-end reports.
• Supervise and coach office managers on a daily basis.
• Supervise the maintenance of organizational database and administration files.

International Contracting Services, Atlanta, GA
Project Manager 1993 - 2004

• Performed as a liaison responsible for maintaining direct contact with Property Management.
• Ensured all client needs and concerns were addressed.
• Trained new employees to ensure compliance with requirements and contract specifications.
• Assigned cleaning schedules and ensured that all schedules are followed.
• Identified inefficiencies and made recommendations for process improvements.
• Ordered and maintained materials and supplies.
• Assisted in developing budgets and monitored expenditures.

EDUCATION

Georgia Institute of Technology - Bachelor's in Architecture - 1989 – 1992

KELLY B. ADAMSON

912 Hurricane Shoals Road NE Lawrenceville, GA 30043
Email: ics.emails@gmail.com
Tel: 678-530-0401

QUALIFICATIONS:

- Over twenty-five years of industry experience
- Exceptional ability to identify, execute, and execute priorities
- Decisive and efficient team-oriented approach
- Excellent written and verbal communication

EXPERIENCE:

Intercontinental Commercial Services, Inc. - Suwanee, GA
Vice President of Sales and Marketing, *2009 to Current*

- Develop expansion and sales strategies to increase company gross margins.
- Oversee sales growth, in addition to policy and procedure implementation.
- Manage key account relationships and large-scale projects.
- Enhance client trust and confidence, assisting in revamping operations procedures to promote contact and follow-up.
- Maintain uncompromising focus on customer service to ensure long-term relationships.
- Coordinate with Operations Team on all contracts to ensure strengthened communication channels and efficient company processes.

Pinnacle Building Services, Inc. - Decatur, GA
President and CEO, 1989 to 2008

- Provided janitorial services for over fifty large accounts.
- Customers included: Jones Lang LaSalle, Trammell Crow, North Western, Bronnen and Goddard, etc.
- Maintained and purchased equipment, supplies and existing inventories.
- Provided payroll for over one hundred and twenty full-time employees.
- Excelled at customer relationships.
- Train new hires and managed existing hires and accounts

EDUCATION:

- **Mercer Atlanta University**
  BA in Business Administration
  1979 to 1982

- **DeKalb Community College**
  Associate's Degree in Political Science
  1975 to 1977

TOM S. KIM

912 Hurricane Shoals Road NE Lawrenceville, GA 30043
Email: tomyumkim@yahoo.com Tel: (678) 530-0401

Summary of Qualifications

- Over 20 years of experience in providing Janitorial Services and training and managing personnel.
- Ability to multi-task and perform everyday duties while directing staff personnel and interacting with upper management or building management.
- Exceptional communication skills, both verbally and in writing.
- Strip & waxing VCT, marble polishing/sealing, pressure washing, upholstery cleaning, operating & repairing janitorial equipment.
- Strong organizational and multitasking skills.

Experience

Senior Project Manager 2005 to Current
Intercontinental Commercial Services, Inc. – Suwanee, GA

- Communicate with team members to complete tasks according to scope of work.
- Specified schedule to ensure compliance with requirements and contract specifications.
- Properly maintaining the janitorial equipment and inventory control of supplies.
- Training new employees in the proper use of janitorial equipment, products, chemicals, and techniques.
- Previous/current janitorial services contracts include Home Depot Corporate Offices, City of Smyrna, City of Roswell, APG Real Estate Services, LLC, King Industrial Realty, Inc., Cassidy Midwest, Inc. (KSU), Buckeye Tower, and etc.

Project Manager
International Contracting Services, Inc. - Atlanta, GA 1994 to 2004

- Communicated with Property Management to ensure accountability and excellent customer service.
- Manage cleaning and maintenance supplies in a cost-effective manner.
- Schedule work duties and investigated complaints regarding services and took corrective/preventive actions in timely manner.
- Ensure quality standards and specifications are met by performing daily inspections and retraining/assisting personnel.
- Previous/currently on-going janitorial contracts include Georgia Public Broadcasting, Georgia Building Authority (Team South, Twin Tower, and Agricultural Building), Bellsouth Midtown Atlanta, and etc.

Education:

- **Kennesaw State University** 1989 to 1993
  B.A. in Business Administration

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Staffing Method

ICS will perform a clean method assessment to determine the best method and equipment to use and perform at each property. This assessment will also find what the most significant problems are for the building's staff and occupants. Each building is unique in size, population, hours of operation and traffic use. **ICS** will use each characteristic to determine the best training and staffing ratio for each property. Based on the specifications of the **City of Stockbridge**, we will determine the best and least disruptive day porter cleaning routines.

Our management team is trained to determine difficulty and time estimating of job descriptions in all contracts. This step defines the job to be done and its priority. Our management team will develop a crew who will be able to fulfill all contract obligations to its best performance by assigning specific job duties to each team member.

We at **ICS** use our very own staffing method to determine the necessary amount of staff. It is this system that allows us to cut wasted hours which keeps our performance at a higher and more affordable standard. We can determine what are the maximum number of employees needed to perform the specifications found in your bid documents and use our methods to eliminate any waste we find. This method keeps our employees at a maximum performance with less fatigue. We have found that certain activities tire out employees more and if performed first would affect their overall performance but if it is limited towards the end of their shift then they will perform at full strength for the majority of their shift. The layout of a building will also determine how many different cleaners will be assigned and based on that number the routine for each employee will be created.

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Motivate Employees to a Good Start

Remember how uneasy you were the last time you stepped into a new job? Remember the impressions you had about what it was going to be like? First impressions, regardless of their reliability, tend to be lasting. Any new worker is likely to be ill, at ease, somewhat confused, or even scared.

In this frame of mind, the employee's first experience, if properly planned, can give a real sense of belonging to a worthwhile organization. These initial experiences can give the basis for the sense of security.

The orientation of new employees is shared task of management, supervision, and employees. Management gives general information at the time of hiring and following-up orientation several weeks later. The immediate supervisor representing the Company provides the rest of the information the employee needs. It will include the following: showing a genuine interest in the individual, introducing the person to the fellow employees, explaining rules, regulations, and the nature of duties, and supervising the employee for the productive work as quickly as possible.

Good orientation bears positive results by motivating new employees to take their places as full, effective, and productive members of the team.

** We compensate our employees well and this is another very good way to ensure quality control and it also helps to increase loyalty.

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Evaluation Criteria

Employees are evaluated on 10 competencies including general and job specific.

General Competencies	
Quality of Work	Shows how well the employee knows the duties of the position and how to perform the duties accurately. Include orderliness of work methods, energy and industriousness shown by the employee, and the overall acceptable quality of completed work.
Quantity of Work	Established by the supervisor according to the necessary and reasonable amount of work required for the job and position.
Dependability	Indicates the ability of the supervisor to rely on the employee with confidence and trust.
Interpersonal Relations (Communications)	Describes the employee's work relationship with other employees, supervisors, administrators, and the general public, including parents, community members, and students. Includes telephone, electronic, or verbal communication.
Initiative	Indicates the ability or instinct of the employee to follow through on a plan or task (Begins or assumes tasks that need to be completed without being directed).
Attendance	Indicates the ability of the employee to be at his/her assigned place of work at the prescribed time and for the duration expected (includes absences, tardiness, extended lunches, and other reasons for not being at the assigned place of work)

Job Specific Competencies	
Technical Skill	Indicates the employee's skills and competencies that relate to the performance of the duties, responsibilities, and tasks assigned.
Professional Knowledge	Relates to the employee's familiarity, awareness, or comprehension acquired through experience, study, or affiliation with organizations in the specific field of endeavor.
Problem Solving Ability	Indicates the ability of the employee to successfully solve problems that may arise within their area(s) of responsibility.
Policies, Laws, and Safety	Determines the employee's ability to adhere to procedures, policies, laws, guidelines, and safety standards established by standard operating procedures, job standards, the district, local, state, Policies, Laws, and Safety or federal laws.

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Training

At **ICS**, we comply with all applicable local, state, and federal laws, and all **Georgia Occupational Safety and EPA regulations**, including such established procedures for handling the cleanup of blood borne materials and cleaning industry management standards.

ICS recognizes that our employees are our greatest asset, and that training creates an effective, productive, and professional employee. We realize that training gives our team a key competitive advantage.

Training support covers the following topics:

- Carpet Care
- Industrial Cleaners
- Washroom Care
- Employee Safety
- Blood-borne Pathogen
- Office Cleaning
- Floor Waxing
- Hazardous Chemicals
- First Aid/CPR
- Hazardous Materials Handling

Video-Janitorial Employee Safety Program (DVD):

- Drug & Alcohol Use
- Building Security & Safety
- Hazard Communication

The senior janitorial staff must have proper knowledge of general cleaning and maintenance services. They must be properly trained to learn about advanced janitorial equipment/janitorial supply; and must be able to handle even the most difficult cleaning jobs. **ICS**'s senior team is comprised of the most professional leaders in the industry. The management team has combined years of janitorial experience. All senior leaders are required to obtain the following management courses:

- Event Management
- Employee Scheduling
- Quality Inspections
- Client Relations
- Employee Training and Development

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Training Program for Quality Assurance Staff

A fundamental part of external quality assurance procedures is peer review. The connection between the quality of the procedure and the quality of the team member is apparent; no matter how competently the quality standards, frameworks and procedures are composed. This is why the training for Quality Assurance Staff is so comprehensive.

ICS's Training Program for Quality Assurance Staff members have been developed with focus on:

- Identifying weaknesses in training, supervision, personnel, and resources
- Ensuring compliance with safety regulations and safe work habits
- Verifying proper cleaning methods and equipment are used.
- Conduct inspections and evaluate client feedback.

The requirement for all Quality Assurance Staff members is to successfully complete the Training for Custodial Staff and the Training Program for Supervisors. **ICS** believes this step ensures the Quality Assurance Staff are knowledgeable regarding the training methods and expectations of all positions they are overseeing. By completing the Training Program for Janitorial Staff, the Quality Assurance Trainees are taught the proper methods and safe work practices that should be used by staff members during their assessment.

Once the Trainee has successfully completed the Training for Custodial Staff, they begin the Training Program for Supervisors. During this course, the Quality Assurance Trainees are given the same skill sets as our supervisors. The Training Program for Supervisors place focus on managerial skills and effective supervision. By completing this training program, the Quality Assurance Trainees are given knowledge that allows for proper determination of deficiencies in supervision.

Quality Assurance Training will focus on reviewing the specifications and how to familiarize oneself with the expectations of the contract. Quality Assurance Staff members will be educated on how to detect Key Indicators of Quality Issues:

Key Indicators:

- Monthly Complaints/Repeats
- On-Time Work Order Completion Rate
- Work Loss Cases
- Quarterly Safety Reports

Once the Quality Assurance Trainees have completed their classroom training, they are paired with a Senior Quality Assurance Staff member during their first month. Under the direct supervision of the Senior Quality Assurance Staff member, the newly appointed Quality Assurance Staff member learns the hands-on aspect of their jobs. During this one-month period, the new Quality Assurance Staff members put their training to work by instituting the methods and concepts from the Training Program. This step has proven to be paramount in the success of newly appointed Quality Assurance Staff.

Training Program for Custodial Staff

Even though the skills and motivation of our supervisors are vital, the work cannot be completed without a stable and qualified workforce. The employees will accomplish this task by fulfilling a training program to improve skills and by attending the facility orientation during their first month at the site. We will conduct this process through a core group of highly skilled hourly-workers and motivated supervisory staff. This group will implement the ongoing program of employee development to ensure continued satisfaction of the facility management and clients. It will also encourage the capable and deserving workers to be promoted to supervisory ranks.

Because **ICS'** operations are so comprehensive, we shall maintain the extensive labor force of highly qualified cleaners. Therefore, there is a continual need to train new janitorial personnel and to keep existing employees up to date on the improved methods, procedures, products, and equipment. We are fully committed to maintaining and enhancing the proficiency of all our staff members and requiring our cleaners to participate actively in the training courses covering technical aspects related to their areas of responsibility.

The training programs are developed for our custodial labor force, including the job instruction, audiovisual programs, and group discussions. Our program provides the trainee with hands on experience and all training is mandatory for continued employment.

Under the close direction of a supervisor, training time usually consists of 15% explanation, 25% demonstration, and 60% practice. Although this distribution will vary according to a specific job and skill level, the most emphasis is placed on practice, since the individual learns best by performing a specific task repeatedly.

Experience has shown that the most effective location for skill training is at the job site. Accordingly, your facility will be used for training. By conducting sessions on site, our training team has ready access to practical examples and to the familiar setting to reinforce the concepts and techniques discussed. Another important advantage of the on-site training is that it minimizes the disruption of work since participants are not required to leave the premises.

Responsibility for training the hourly workforce rests with the corporate management officers who will lead our training team. We will assist other key staff members in related training activities and will supervise the entire effort, coordinating corporate support and monitoring the effectiveness of training methods and aids. They will hold a

progress meeting each month with the training team to assess coordination with all training participants to ensure consistency in performance and progress standards.

Supervisors are responsible for monitoring the training program in their respective areas in order to ensure effectiveness and that training is proceeding as scheduled. They will approve all work assignments given to new hourly employees during, and immediately after, the completion of orientation. Furthermore, supervisors will be responsible for orienting new hourly people for skills training; introducing them to other employees; and showing them examples of properly cleaned sections. Supervisors also orient new employees to "patterning" plan work routines and use checklists in evaluating staff development. Finally, they are responsible for checking on those hourly employees in training to clarify expectations.

The orientation of hourly employees is scheduled to take about 25 days. Once the employee has demonstrated proficiency, he or she will only receive follow-up training at quarterly intervals. If an hourly employee were selected to move up to a supervisor position, he or she would then receive the initial supervisor training. If he or she is assigned to perform a new job, he or she receives several days of skill training. Only those not performing up to standard, assuming deficient skills are identified as the problem, will receive follow-up skill instruction on another than quarterly basis.

As stated previously, orientation begins with an introduction to **ICS** and customer regulations and procedures. Hourly workers are also given safety training. Additionally, instruction is provided on security practices, time clock procedures, attendance, work schedule, teamwork, and customer relations.

We use specifically developed, self-instructional courses covering various aspects of janitorial and related custodial services. These courses are arranged to make subjects understandable and important information easy to remember. The material is presented in a concise and logical manner. The language is simple, and the courses are aimed at trainees who are not necessarily book oriented. The Technical Publishing Company (TCP) has developed the following customized courses in conjunction with corporate training specialists:

- Carpet and Fabric Upholstery Care
- Floor Care
- Powered Equipment
- Rest Room Care
- Cleaning Chemicals
- Clean Room

An audiovisual series for custodians will also be offered. These programs have proven to be most effective in the introduction of new employees to technical procedure and have also been extremely helpful in reinforcing the knowledge of experienced cleaners. All the films run about 20 to 30 minutes in length.

These subjects include, but are not limited to:

- ***Ground Rules for Professional Custodians*** - reinforcing the creation of a professional attitude in all janitorial workers to instill pride in workmanship and total awareness of international quality requirements. The "do's" and "don'ts" in such areas as personal conduct, security, cleaning techniques, customer relations, and work patterns are fully emphasized.

- ***Basic Office Cleaning*** - detailing the systematic steps **ICS** applies to daily office cleaning covering desk servicing, trash removal, general dusting, floor care, and clean room cleaning.

- ***Basic Rest Room Cleaning*** - depicting our customized seven-step method of cleaning restrooms. Proper procedures for cleaning, disinfecting, and servicing fixtures and accessory items found in all restrooms are covered in detail.

- ***Daily Floor Maintenance*** - covering basic procedures to care for both carpet and tile floor surfaces using such techniques as dust mopping, spray buffing, wet and damp mopping, and vacuuming.

Special training is also available to serve each of our accounts with unique cleaning requirements. The use and handling of hazardous materials and solvents, including compliance with applicable environmental statues, is but one example. Extensive information and study guides are furnished to our custodians for the care of clean rooms including the use of clean room garments; special supplies and materials; segregation; and special handling of associated equipment according to the clean room classification. Aseptic infectious cleaning techniques and procedures for health care and medical facilities are also available.

Periodically, small groups of custodial personnel will assemble with their supervisor to discuss technical topics. During this meeting, supervisors can disseminate information regarding the latest improvements in cleaning techniques, products, and equipment. Workers are encouraged to present their ideas to improve methods associated with their areas of responsibility. This stimulation of ideas can frequently yield economy and enhance results and performance that ultimately contribute to greater employee satisfaction and profitability/cost effectiveness. Aside from the tangible benefits derived from improved methods, the personal satisfaction that our employees achieve from seeing their ideas implemented is also rewarding and a strong source of job motivation.

In addition to skill instruction, a primary objective of our training effort is to instill a professional attitude in the hourly cleaning staff. This entails pride in workmanship and a keen awareness of **ICS** quality standards. We also emphasize proper personal conduct, site security, customer orientation, and interaction as well as efficient work patterns.

Finally, our safety and accident prevention plans have been designed to ensure compliance with federal, state and local safety and health regulations/laws. We believe that only the highest standards of efficiency and performance are attained through safe work standards.

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Training Program for Supervisors

Unlike manufactured items, services cannot be produced under controlled conditions or stored in inventory. Services are "produced" at the point of delivery, so they must be done right the first time. Excellence begins with our primary resource people. The catalyst, which builds real service talent from an employee's basic motivation and desire to succeed, is training. The best training programs are based on proven methods, tailored by experts to respond to actual site conditions and customer needs.

An important factor in the successful performance of any services function is adequate and qualified supervision. **ICS** conducts extensive training programs for new supervisors to ensure that they thoroughly understand the job functions of the employees who will be responsible to them, and to indoctrinate them in our unique policies and procedures.

All new supervisors are required to spend a minimum of one month on night operations performing the same duties as those assigned to the hourly workforce. An experienced manager who makes sure the new supervisor becomes fully versed in **ICS**'s methods and procedures monitors their performance. Supervisors are required to learn how to perform a diverse range of services including floor care, general office cleaning, lavatory cleaning, and other specialized tasks, which may be specific to their assignment.

During this period, we make every effort to introduce the new supervisor to different types of buildings with diversified office layouts and population densities, and which offer a variety of furnishings such as floor and wall coverings. In this manner, supervisor trainees are exposed to the majority of the condition, which may warrant their special consideration and attention in the future.

All new supervisors receive specific instructions regarding **ICS**'s payroll and personnel procedures. Prior to receiving a permanent assignment, the supervisor trainee works with the experienced night manager to gain practical on the job experience. In the beginning, the trainee is given only simple supervisory tasks to perform under the guidance of his supervisor. However, as the trainee's knowledge and confidence level increases, broader and more responsibility is given as a full pledged supervisor. Placement in a permanent supervisory position is the final phase of training, and this phase is monitored rather closely until management is confident that the new supervisor is able to function well within the **ICS** tradition.

ICS also conducts training sessions for established supervisors in order to provide them with updated information regarding housekeeping practices and techniques, and to inform them of the best methods for controlling job-related costs. Refresher courses utilizing existing procedures are also available for supervisors who encounter problems within their area of responsibility. Orientation for management and supervisory staff incorporates introductions to **ICS** and the client. Program elements include attainment of stated goals and objectives, organizational mission, community role, specific business objectives, performance evaluation, and an overview of the project's objectives and operational approach. Once this introductory phase is completed, management and supervisory personnel will concentrate on developing and refining management techniques and related skills. More specifically, we devote attention to developing proper attitude towards workers, management by objectives, motivation techniques, equal opportunity, perception, and group dynamics. We also focus on instructing the staff in work techniques, problem solving, personnel policy, managing conflict, **ICS** administrative systems and forms, communication, and time management.

During orientation, manager and supervisors receive training that encompasses the following subject areas:

- Principles of Management
- Effective Supervision
- The Supervisor and His Job
- Basics of Supervision

Despite over ten years of experience in the field of contract maintenance, performance still depends, chiefly, on the qualifications of those directly in charge. Excellent qualifications are sometimes brought to **ICS** by those hired. More typically, inherent talent is shaped and refined by a training program designed to develop problem solving skills, employee motivation and technical proficiency.

Successful performance of any service function relies on the ability of a supervisor's effectiveness to direct and motivate his/her staff. As such, it is our policy to cultivate our supervisors' management skills and technical knowledge. Supervisory trainees view a four-program audio-visual series intended for custodians covering:

- Ground Rules for Professional Custodians
- Basic Office Room Cleaning
- Basic Rest Room Cleaning
- Clean Room Cleaning
- Daily Floor Maintenance

To supplement their managerial skills, supervisors are also required to view two other films:

- ***BASIC SUPERVISION*** - Outlines, in detail, the duties and responsibilities of the unit manager and the importance of the first level supervisor and his/her role in the **ICS** management structure. Areas such as job specifications, tenant interface, complaint handling, building security, development of employee discipline, rules and regulations enforcement, care and inspections, enforcement of safe work practices, and administrative responsibilities are fully covered.

- ***MOTIVATION OF JANITORIAL PERSONNEL*** - is designed to reduce unnecessary employee turnover as the cost arising from administrative and training expenses associated with hiring unskilled and semi-skilled custodial personnel. This film stresses the need for supervisors to be more conscious and to convey a sense of acceptance, belonging and esteem to all subordinates.

Supervisors designated for initial instructions are trained for a more extended period than the personnel they, in turn, will train. Additional time is needed because the first group must receive instruction in training methods and techniques, in addition to skills and management training. Follow-up and advanced training are essential to improve and maintain management skills because advanced techniques are often built on prerequisite knowledge and expertise.

Job Descriptions

JOB TITLE:	**Trash Person**
REPORT TO:	Supervisor
ACCOUNTABILITY:	Responsible for picking up all accumulated trash and placing it in designated area. Keep service elevator, dock, and trash-holding area clean.

1. ROUTINE DAILY TASKS

A. Report to work on time.
B. Your appearance is important. Make sure you are dressed properly.
C. Check with your supervisor for any special instructions.
D. Pick up keys that may be required. Also, get a trash cart ready for trash collection.
E. Police outside perimeter of building, sidewalks, parking lot, etc.
F. Perform any other tasks assigned by supervisor.
G. Start trash collection, starting at the top floor and working down.
H. Remove all collected trash to dumpster/trash compactor for disposal.
I. When all trash has been removed:

- Clean around trash disposal area,
- Clean loading dock area,
- Thoroughly clean service elevator to include walls, floor, tracks, etc.

J. Make note of any mechanical or electrical problems found during your shift.
K. Clean and return trash cart to storage area.
L. Return keys and any notes to supervisor and sign or clock out.

2. PERIODIC TASKS

A. Hose downloading dock.
B. Wash out trash cart.
C. Wash down walls in service elevator.
D. Perform any other task that may be assigned by the supervisor.

JOB TITLE: **Restroom Cleaner**
REPORT TO: Supervisor
ACCOUNTABILITY: Responsible for cleaning and sanitation tasks in all restrooms assigned to by your supervisor.

1. ROUTINE-DAILY TASKS

A. Report to work on time.
B. Your appearance is important. Make sure you are dressed properly.
C. Ask your supervisor if there are any special instructions and/or precaution related to your area.
D. Gather all supplies, keys, cart, and chemicals. Proceed to your area of responsibility.
E. Place the "Restroom Closed" sign at entrance door or on door of restroom being cleaned.
F. Put on gloves, goggles, etc. as needed.
G. Re-stock and/or fill all paper and soap dispensers. Check their operations; make certain that they are operating properly.
H. Begin cleaning from high to low:

- Dust ceiling vents, tops of mirrors, partition tops, top of dispensers, etc.
- Empty and damp clean cigarette and trash receptacles, to include sanitary napkin container.
- Clean and dry polish mirrors and other glass.
- Wash all sinks - faucets, pipes, and then basin (inside and out); dry thoroughly.
- Clean toilets and urinals, making sure to clean inside and out. Clean all metal fixtures and pipes. Be sure to dry thoroughly.
- Wipe down all walls, partitions, and doors with a damp cloth.
- Sweep/dry mops the floor. Sweep from back to front. If there is anything stuck on the floor, scrape it off.
- Using a germicidal detergent mop, from back to front, soaking around the area. Rinse and mop dry.
- Vacuum carpeted areas.

I. Return equipment to storage area, wash out mop and hang to dry. Wash out mop bucket and turn bottom side up.
J. List any mechanical or electrical problems found while cleaning.
K. Re-stock cart with cleaning chemicals and paper supplies.
L. Close closet and lock door.
M. Turn in keys and notes to supervisor, and sign or clock out.

2. PERIODIC TASKS

A. Machine scrub restroom floors / Steam clean.
B. Clean and polish vertical surfaces.
C. Vacuum louvers and grills, and damp clean.
D. Dust overhead light fixtures.

E. Damp clean ceiling vents.
F. Perform other tasks as assigned by supervisor.

JOB TITLE: **General Cleaner**
REPORT TO: Supervisor
ACCOUNTABILITY: Responsible for security and all general cleaning duties in your designated area. Those duties are listed herein, and your area supervisor may assign additional ones.

1. ROUTINE DAILY TASKS

A. Report to work on time.
B. Your appearance is important. Make sure you are dressed properly.
C. Ask your supervisor if there are any special instructions and/or precautions related to your area of assignment.
D. Prepare yourself for your work by checking the supplies on your cart, getting keys, security pass, etc., from your supervisor.
E. Get your service cart and proceed to your assigned floor.
F. Upon arrival to the assigned floor, proceed to the area farthest from the freight elevator and begin working.
G. Work in a logical and efficient pattern, moving through your area in a left to right motion. Clean those items nearest you first; then proceed clockwise around the area, checking off each of the below-listed tasks as you complete them.
N. Empty ashtrays and clean with a damp cloth, using the proper cleaning solution.
O. Empty wastebaskets and other trash receptacles into your service cart and damp wipe and/or replace plastic liner when required.
P. Pick up trash that may not have been put in wastebasket.
Q. Place the items of value and objects too large or heavy in a safe place not to be picked up by the vacuum. Place an item of value on the nearest table or desktop, or if very valuable, turn it in to the supervisor.
R. Dust all horizontal surfaces. Spot clean where needed. Work from left to right to avoid redistributing dust. Use dry cloth on wood and damp cloth on plastic or metal surfaces. Dust under edges of heavy items, around paper.
S. (NEVER DISCARD ANY PAPERS), clean telephones, dust desks, chairs, windowsills/ledges, bookshelves, filing cabinets, walls, frames, etc., up to six feet from floor.
T. Damp wipe light switches/plates, glass table/desktops, mirrors, and partitions.
U. Make notes on any mechanical and/or electrical malfunctions.
V. Make notes on any item broken or damaged prior to and during your shift.
W. Upon completion of all cleaning tasks, remove cart, supplies, and trash from office area into the corridor or hallway.
X. Vacuum and/or dry mop by overlapping passes and working in pattern toward the exit door and into the hallway.
Y. Collect all equipment, supplies, and trash, and proceed to the next area.
Z. Take trash to service elevator as required.

AA. Once all suites, offices, etc., have been cleaned, start cleaning hallways, corridors, lobby areas. Start at the farthest point from the elevator. Clean all water coolers, ashtrays, furniture, and fixtures. Then vacuum and dust.
BB. Take special care to turn off all lights and lock all outer access doors.
CC. Upon completion of all tasks, return all equipment to the storage area.

DD. Refill all supplies, wipe down equipment, empty vacuum bag, and tidy up closet and lock door.
EE. Turn in all keys, security passes, and notes, to supervisor, and sign or clock out.

2. PERIODIC TASKS

A. Pile lift carpet by raking as required.
B. Dust or damp wipe cabinet tops about six (6) feet from floor.
C. Dust Venetian blinds, picture frames, and other wall decor.
D. Perform other periodic duties as required or directed by the supervisor.

JOB TITLE:	**Floor Technician**
REPORTS TO:	Supervisor / Project Manager
ACCOUNTABILITY:	Responsible for maintenance of all hard surfaces and carpeted floors. Duties include stripping and refinishing, shampooing, scrubbing, buffing, sweeping, mopping, etc.

1. ROUTINE DAILY TASKS

A. Report to work on time.
B. Check with the supervisor for any special instructions.
C. Make arrangements with supervisor and/or general cleaner to gain access to area(s) requiring floor maintenance.
D. Gather all equipment, chemicals, tools, safety signs, and tape needed to perform the tasks.
E. Use only the service elevator for transportation to the floor requiring maintenance.
F. Once on the desired floor, meet with the supervisor or general cleaner for entrance to tenant space.
G. Take all equipment, chemicals, tools, etc., inside and lock the door.
H. After performing the required task, remove all equipment, chemicals, tools, etc., outside of tenant space.
I. Make notes of items broken before start of shift and during shift. Also, make note of items needing special attention, equipment failure, mechanical or electrical problems.
J. Check to be sure all furnishings have been replaced properly, and the area is clean and neat.
K. Turn off all lights and secure the office by locking the door.
L. Inform the general cleaner and supervisor that the task has been completed.
M. Return all equipment to the storage area, using the service elevator. Clean mops and hang them to dry. Clean buckets and turn bottoms up. Mop up any spills.
N. Turn in notes to your supervisor and sign or clock out.

2. PERIODIC TASKS

A. Strip and refinish tile flooring in tenant space as required by Service Schedule.
B. Spray buff as required in tenant space, lobbies, corridors, etc.
C. Provide initial floor maintenance prior to the move-in of new tenant.

D. Machine scrub restrooms as required by schedule.
E. Perform any other tasks as assigned by supervisor.

JOB TITLE: **Supervisor (Working)**
REPORTS TO: Supervisor (Non-Working) Or Project Manager (On-Site or Office HQ)

1. ROUTINE DAILY TASKS

A. Report to work prior to start of the shift to prepare workload for personnel.
B. Direct the daily activities of the day/night personnel.
C. Communicate with Director of Purchasing and client management for special requests and/or problems.
D. Coordinate any special projects to be performed by day/night personnel.
E. Inspect day/night personnel's duties.
F. Ensure day/night personnel have proper quantity of supplies, tools, and equipment necessary to perform daily tasks.
G. Keep equipment in good condition.
H. Follow up on special projects and emergencies.
I. Perform any other duties as required by the Director of Purchasing.
J. Leave notes for day/night shift, if required.

2. PERIODIC TASKS

A. Execute periodic schedule assisting in actual work to be done.
B. Schedule/train personnel on regular basis.
C. Perform any other tasks required by the Director of Purchasing and/or the client's management.

JOB TITLE: **Supervisor (Non-Working)**
(Position trained, but not always assigned)
REPORTS TO: Director of Purchasing
(On-Site or Office Headquarters)
ACCOUNTABILITY: Accountable for day/night personnel development, their work and safety habits, their quality and quantity of work. He is also held accountable for the completion of contract specified work.

1. ROUTINE DAILY TASKS

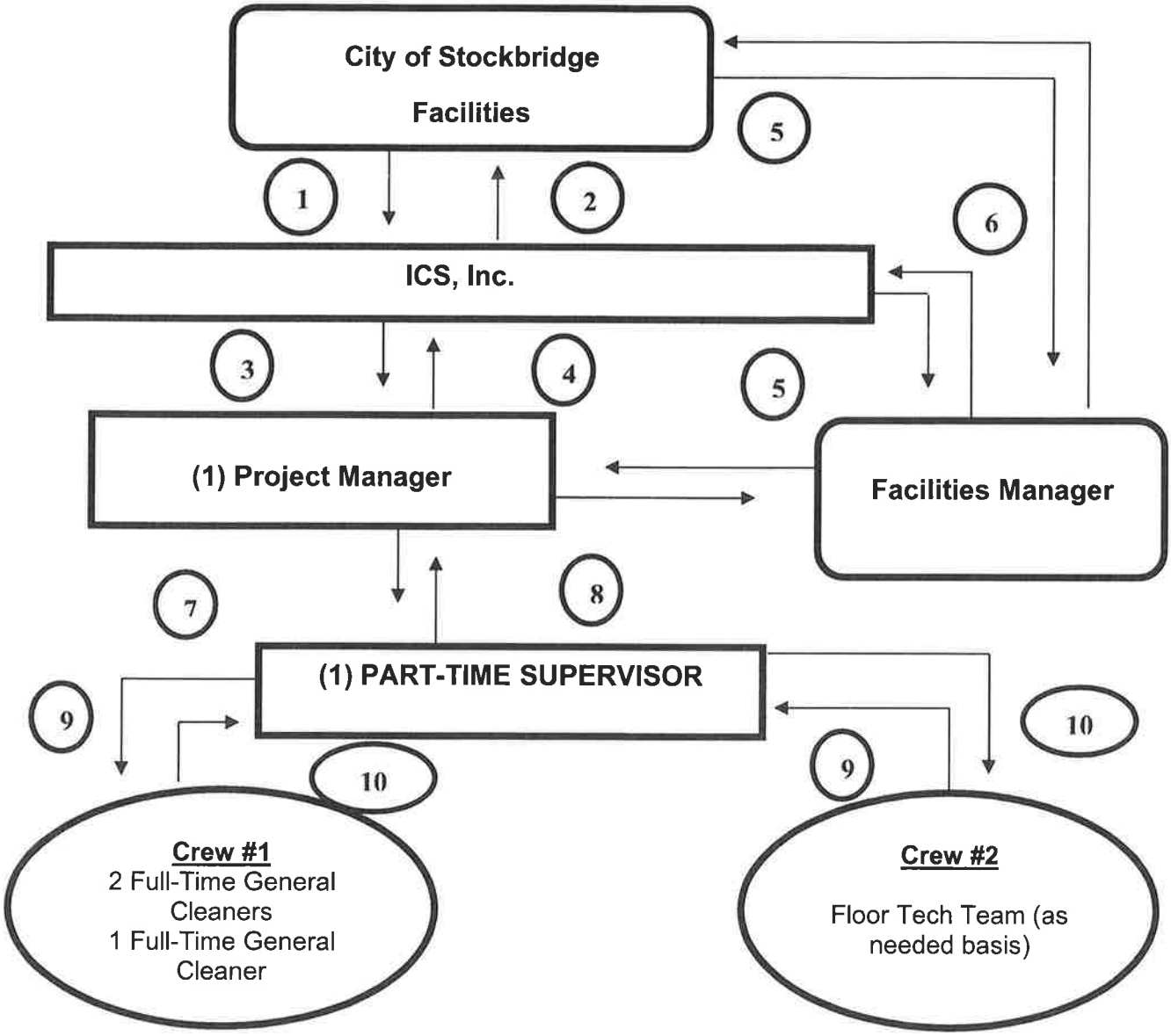
A. Report to work prior to start of the shift to prepare workload for personnel.
B. Direct the daily activities of the night/day personnel.
C. Communicate with Director of Purchasing and client management for special requests and/or problems.
D. Coordinate any special projects to be performed by day/night personnel.
E. Inspect day/night personnel's duties.
F. Ensure day/night personnel have proper quantity of supplies, tools, and equipment necessary to perform daily tasks.

G. Keep equipment in good condition.
H. Follow up on special projects and emergencies.
I. Perform any other duties as required by the Director of Purchasing.
J. Leave notes for day/night shift, if required.

2. PERIODIC TASKS

A. Schedule/plan special projects.
B. Schedule/train personnel on regular basis.
C. Inventory and re-order supplies.
D. Perform all administrative requirements for the day/night staff.
E. Perform any other tasks required by the Director of Purchasing and/or the Client's management.

Staffing Plan and Communication Diagram for Proposed Site



Details on Communication in Staffing Plan and Quality Control Diagram

1. Direct/Inform special tasks and special notice
2. Report feedback on special tasks and special notice
3. Quality control feedback and unannounced inspection feedback
4. Daily inspection report
   Monthly report
   Monthly schedule
   Emergency report
5. Report/Respond cleaning request
6. Request detail or special cleaning
7. Direct clients request
   QC feed back
8. Submit inspection report
   Client's request
   Daily and Weekly Schedule
   Employee rating
9. Daily task schedule
   Client's requests,
   Feedback on employee rating
   Inspection feedback training
10. Report lost and found
    Report on suspicious person
    Emergency report
    Report on daily cleaning
    Weekly attendance schedule
    Carry out daily task

Intercontinental Commercial Services, Inc.

Complete Facility Services
912 Hurricane Shoals Road, NE, Lawrenceville, GA 30043
Office (678)530-0401 Fax (678)530-0402

ICS Uniforms

ICS staff members will be appropriately dressed for work at the beginning of a work shift, wearing a uniform for a uniform-designated job title, wearing safety shoes or slip-resistant shoes, and an ID badge. Any accessories worn with uniforms must be discreet, conservative, and in keeping with the professional image of the department. For a job title that does not require wearing a uniform, employees must dress in personal attire appropriate for the position.

Supervisor

ICS staff will be inspected by the on-site supervisor every day to ensure a clean, professional, uniformed team that will be on site at the property. This uniform also easily distinguishes employees of **ICS** from employees of the property.

ICS staff will be issued an ID Badge that will contain a clear full-face image of the employee, first and last name and position/title.

Employee

ID Badge

Tab 7: Required and Relevant Forms

Exhibit A: Contractor Affidavit and Agreement
Exhibit C: Affidavit of Non-Debarred Status
Exhibit F: Non-Collusion Bidding Certificate
Exhibit G: Ineligibility Certificate
Exhibit H: City of Stockbridge Conflict of Interest and Prohibition Against Contingent Fees Certification
Exhibit I: Proposal Submittal Letter
Exhibit J: Private Employer Affidavit of Compliance Pursuant to O.C.G.A.
Appendix C: Cost Proposal
Signed Addendums
Drug-Free Workplace Policy
Criminal Background Check Policy
Equal Employment Policy
Certificate of Insurance
Business License
Minority Certificate

EXHIBIT A

COUNTY OF HENRY

STATE OF GEORGIA

CONTRACTOR AFFIDAVIT AND AGREEMENT

COMES NOW before me, the undersigned officer duly authorized to administer oaths, the undersigned Contractor, who, after being duly sworn, states as follows:

1.

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91 and Georgia Department of Labor Rule 300-10-1-.02, stating affirmatively that the individual, firm, or corporation which is contracting with the City of Stockbridge, Georgia, has registered with and is participating in a federal work authorization program* in accordance with the applicability provisions and deadlines established in O.C.G.A. § 13-10-91 and Georgia Department of Labor Rule 300-10-1-.02.

2.

The undersigned Contractor further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to the contract with the City of Stockbridge, Georgia, of which this affidavit is a part, the undersigned Contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. § 13-10-91 and Georgia Department of Labor Rule 300-10-1-.02 through the subcontractor's execution of the subcontractor affidavit required by the Georgia Department of Labor Rule 300-10-1-.08 or a substantially similar subcontractor affidavit. A sample of a subcontractor affidavit is attached hereto as Attachment 1. The undersigned contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the City of Stockbridge, Georgia, at the time the subcontractor(s) is retained to perform such service.

206424

EEV / Basic Pilot Program User Identification Number

FURTHER AFFIANT SAYETH NOT.

* Any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any other equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603. As of the effective date of O.C.G.A. § 13-10-91, the applicable federal work authorization program is the "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).

Kelly B Adam

BY: Authorized Officer or Agent

05/17/2024
Date

ICS, Inc.
Contractor Name

Vice President of Sales
Title of Authorized Officer or Agent of Contractor

Kelly Adamson
Printed Name of Authorized Officer or Agent

Sworn to and subscribed before me
This 20th day of May, 2024

Notary Public

My commission expires: 01/25/2026

Marian Kim
NOTARY PUBLIC
Gwinnett County
State of Georgia
My Comm. Expires January 25, 2026

EXHIBIT C

AFFIDAVIT OF NON-DEBARRED STATUS

The Proposer certifies that neither it nor its subcontractors is presently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from doing business with any government agency. Any such exclusion may cause prohibition of your firm from participating in any procurement by the City of Stockbridge.

If the Bidder is unable to certify to any of the statements in this certification, such Proposer or subcontractor shall attach an explanation to this Proposal.

INSTRUCTIONS FOR CERTIFICATION

By signing and submitting this certification, the Proposer is providing the certification set out below:

> The certification in this clause is a material representation of fact upon which reliance will be placed. If it is later determined that the prospective Contractor knowingly rendered a false certifications. The Purchasing Agent may pursue all available remedies, including suspension and/or debarment, for withdrawal of award or termination of a contract.
>
> The prospective Contractor shall provide immediate written notice to the Purchasing Agent if at any time the Proposer learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
>
> The Proposer shall be under a continuing duty immediately inform the Purchasing Agent in writing of any changes, if as a result of such changes, the Proposer certification regarding debarment is affected.

Failure to fully and truthfully provide the information required, may result in the disqualification of your Proposal from consideration or termination of the Contract, once awarded. This document must be completed and included as part of the Contract along with other required documents.

Under penalty of perjury, I declare that I have examined this certification and all attachments hereto if applicable, to the best of my knowledge and belief, and all statements contained hereto are true, correct, and complete.

On this 17th day of May, 2024.

Intercontinental Commercial Services, Inc. 05/17/2024
(Legal Name of Proposer) (Date)

Kelly B. Adler 05/17/2024
(Signature of Authorized Representative) (Date)

Vice President of Sales
(Title)

Sworn to and subscribed before me

This 20th day of May, 2024.

Notary Public

Marian Kim
NOTARY PUBLIC
Gwinnett County
State of Georgia
My Comm. Expires January 25, 2026

My commission expires: 01/25/2026

EXHIBIT F

NON-COLLUSION BIDDING CERTIFICATE

This form must be signed and returned with Proposal or Proposal may be deemed non-responsive.

By submission of this certificate, each Proposer and each person signing on behalf of any Proposer certifies under penalty of perjury, that to the best of its knowledge and belief:

1. The cost of prices to be negotiated shall have been arrived at independently without collusion, consultation, communication, or agreement, for any purpose of restricting competition as to any matter relating to such costs or prices with any other Proposer or with any competitor.

2. Unless otherwise required by law, the cost or prices to be negotiated have not been knowingly disclosed by the firm prior to the opening of price negotiations, directly or indirectly to any other Proposer or to any competitor, and ,

3. No attempt has been made or will be made by the Proposer to induce any person, partnership, or corporation to submit or not submit a Statement or Qualifications for the purpose or restricting competition.

Kelly K. Adam

Signature of Authorized Agent

Kelly Adamson- Vice President of Sales

Name / Title of Authorized Agent

05/17/2024

Date

EXHIBIT G

INELIGIBILITY CERTIFICATE

This form must be signed and returned with Proposal or Proposal may be deemed non-responsive.

I hereby certify that I am a principal and duly authorized agent of

Intercontinental Commercial Services, Inc. (ICS, Inc.), and it is also whose address is

912 Hurricane Shoals Rd. NE Lawrenceville, Georgia 30043,

certifies that the Contractor, nor any of its Sub-Contractors to be used in performing this Contract, are listed on the list of Ineligible Contractors maintained by the Comptroller General of the United States.

Kelly B. Adam

Signature of Authorized Agent

Kelly Adamson- Vice President of Sales

Name / Title of Authorized Agent

05/17/2024

Date

EXHIBIT H

CITY OF STOCKBRIDGE CONFLICT OF INTEREST AND PROHIBITION AGAINST CONTINGENT FEES CERTIFICATION

This form must be signed and returned with Proposal or Proposal may be deemed non-responsive.

I hereby certify that I am a principal and duly authorized agent of

ICS, Inc., and it is also whose address is

912 Hurricane Shoals Rd. NE Lawrenceville, Georgia 30043,

certifies that to the best of its knowledge there are no circumstances which shall cause a Conflict of Interest in performing service for the City of Stockbridge.

Kelly B. Adam

Signature of Authorized Agent

Kelly Adamson- Vice President of Sales

Name / Title of Authorized Agent

05/17/2024

Date

EXHIBIT I

PROPOSAL SUBMITTAL LETTER

This form must be signed and returned with Proposal or Proposal may be deemed non-responsive.

The undersigned, Intercontinental Commercial Services, Inc. (ICS, Inc.), hereby submits its Proposal to furnish all labor, materials, equipment, delivered by the undersigned, to the City of Stockbridge, Georgia.

The undersigned acknowledges and agrees that the Proposal submitted by the undersigned shall be binding upon the undersigned and that if the City of Stockbridge, Georgia awards the Contract to the undersigned, the Proposal made by the undersigned and delivered to the City of Stockbridge, Georgia herewith, together with such award, will constitute a legal, valid and binding Contract between the undersigned and the City of Stockbridge, Georgia. The Contract created pursuant to the previous sentence shall incorporate the terms and conditions of the proposal including, but not limited to, the proposed Scope of Work, Solicitation instructions and Conditions, the Contract Provisions, and the Contractor's Cost Proposal, all as described in the proposal.

IN WITNESS WHEREOF, the undersigned has duly executed and delivered this Proposal Submittal Letter this 23rd day of May, 2024.

Kelly B. Adm

By

Vice President of Sales

Title

Sworn to and subscribed before me the 20th day of May, 2024.

Notary Public

My Commission Expires:

Marian Kim
NOTARY PUBLIC
Gwinnett County
State of Georgia
My Comm. Expires January 25, 2026

01/25/2026

Date:

EXHIBIT J

PRIVATE EMPLOYER AFFIDAVIT OF COMPLIANCE PURSUANT TO O.C.G.A. § 36-60-6(d)

By executing this affidavit, the undersigned private employer verifies its compliance with **O.C.G.A. § 36-60-6(d),** stating affirmatively that the individual, firm, or corporation employs more than ten (10) employees and has registered with and utilizes the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established on **O.C.G.A. § 13-10-90.** Furthermore, the undersigned private employer hereby attests that its federal work authorization user identification number and date of authorization are as follows:

206424
Federal Work Authorization User Identification Number

04/15/2009
Date of Authorization

ICS, Inc.
Name of Private Employer

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

Executed on May 17th, 2024 in Lawrenceville, GA
City State

Signature of Authorized Officer or Agent

Kelly Adamson
Printed Name of Officer or Agent

VP of Sales
Title of Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
20th DAY OF May, 2024

Notary Public
My Commission Expires:
01/25/2026

Marian Kim
NOTARY PUBLIC
Gwinnett County
State of Georgia
My Comm. Expires January 25, 2026

Stockbridge

Where Community Connects

PROCUREMENT DIVISION

4640 N. Henry Boulevard, Stockbridge, GA 30281

ADDENDUM NO. 1

SOLICITATION NO.: REQUEST FOR PROPOSALS (RFP) NO. 2024-0005

SOLICITATION TITLE: CITY OF STOCKBRIDGE JANITORIAL MAINTENANCE SERVICES

ATTENTION ALL POTENTIAL BIDDERS:

[X] **MUST ADDENDUM. READ CAREFULLY AND FOLLOW ALL INSTRUCTIONS.** This addendum forms a part of the contract documents, modifies the original bidding documents and shall be as binding as if contained therein.

[ ] Return Addendum with Bid Submittal. Failure to do so may subject the Bidder to disqualification.

[ ] Return Completed Revised Bid Pricing Sheets with Bid Submittal.

TO ALL PROSPECTIVE BIDDERS, PLEASE NOTE THE FOLLOWING CHANGES AND CLARIFICATIONS:

Words in ~~strikethrough~~ type are deletions from existing text. Words in **bold, underlined** type are additions to existing text.

1. RFP Due Date has not changed. The RFP Due Date is 3:00 p.m. EDT on Thursday, May 23, 2024 at 3:00 PM EDT.
2. The deadline for questions has not changed. The deadline for questions is Friday, May 10, 2024 at 12:00 PM Noon EDT.
3. **A Mandatory Site Visit is Scheduled for Monday May 6, 2024, at 11:00AM EDT. This is the ONLY site visit scheduled for this solicitation.**

Janitorial Maintenance Services Site Visit Details:

On Monday, May 6, 2024, beginning at 11:00AM EDT, a tour of all nine (9) City Buildings requiring Janitorial Maintenance Servicing will be visited. A Sign-in Sheet will be provided for signature of each company representative attending. Each location is listed below to include the approximate time that the building will be visited. All interested proposers **must be in attendance** in order to continue in the solicitation process for Request For Proposals (RFP) 2024-0005, City of Stockbridge Janitorial Maintenance Services. Proposals received from those who are not in attendance will not be accepted. Locations are as follows:

Stockbridge
Where Community Connects

PROCUREMENT DIVISION

4640 N. Henry Boulevard, Stockbridge, GA 30281

SITE VISIT LOCATIONS:

Building	Address	Time of Visit
City Hall	4640 North Henry Boulevard	11:00-11:30AM
Municipal Court	4602 North Henry Boulevard	11:40-12:10PM
Police Department	4545 North Henry Boulevard	12:15-12:45PM
Main Street Office	130 Berry Street	12:50-1:20PM
Merle Manders Conference Center Admin.	111 Davis Road	1:25-1:55PM
Merle Manders Conference Ctr.	111 Davis Road	2:00-2:30PM
Public Works Administration	321 Taylor Drive	2:35-3:05PM
Public Works Maintenance Shop	351 Taylor Drive	3:10-3:35PM
Wastewater Treatment Plant (WWTP)	100 Stapleton Drive	3:40-4:10PM

ALL ATTENDEES MUST MEET AT THE CITY HALL BUILDING, TRAVELING COLLECTIVELY TO EACH SITE.

THIS IS A MANDATORY SITE VISIT. COMPANIES SUBMITTING A BID BUT DID NOT ATTEND THE MANDATORY SITE VISIT WILL NOT BE RECEIVED NOR CONSIDERED.

The City of Stockbridge website is the official location for the posting of all solicitation addenda and contract award results. It is the obligation of each Prospective Provider to frequently monitor the City's website in order to obtain complete and timely information. The City's website is located at https://www.cityofstockbridge.com/default.aspx and Georgia Procurement Registry website https://ssl.doas.state.ga.us/PRSapp/PR_index.jsp . All other terms, conditions, and specifications of the solicitation remain unchanged.

Intercontinental Commercial Services, Inc. (ICS, Inc.)
Name of Company / Firm / Organization

Kelly Adamson- VP of Sales
Printed Name of Authorized Rep. / Title

Kelly B. Adamson 05/02/2024
Signature of Authorized Representative / Date

Stockbridge
Where Community Connects

PROCUREMENT DIVISION

4640 N. Henry Boulevard, Stockbridge, GA 30281

ADDENDUM NO. 2

Solicitation No.: Request For Proposals (RFP) No. 2024-0005

Solicitation Title: City of Stockbridge Janitorial Maintenance Services

ATTENTION ALL POTENTIAL BIDDERS:

[X] **MUST ADDENDUM. READ CAREFULLY AND FOLLOW ALL INSTRUCTIONS.**

This addendum forms a part of the contract documents, modifies the original bidding documents and shall be as binding as if contained therein.

[ ] Return Addendum with Bid Submittal. Failure to do so may subject the Bidder to disqualification.

[ ] Return Completed Revised Bid Pricing Sheets with Bid Submittal.

TO ALL PROSPECTIVE BIDDERS, PLEASE NOTE THE FOLLOWING CHANGES AND CLARIFICATIONS:

Words in strikethrough type are deletions from existing text. Words in **bold, underlined** type are additions to existing text.

1. RFP Due Date has not changed. The RFP Due Date is 3:00 p.m. EDT on Thursday, May 23, 2024 at 3:00 PM EDT.

2. The deadline for questions has not changed. The deadline for questions is Friday, May 10, 2024 at 12:00 PM Noon EDT.

QUESTIONS AND ANSWERS:

1. Hi, would you send me the pre-bid meeting invite for today's call?
   A: The Non-Mandatory Pre-Bid Conference link is listed in the RFP. Please visit the Georgia Procurement Registry at https://ssl.doas.state.ga.us/gpr/eventDetails?eSourceNumber=PE-67552-NONST-2024-000000007&sourceSystemType=gpr20.

2. Do you want us to price the bid on having 2 full-time workers at each location?
   A: Please refer to the specifications outlined in the RFP.

3. Could you give me more details on how many hours a week and how many people you need each week?
   A: Please refer to the specifications outlined in the RFP.

4. Would you kindly confirm if this is an entirely new effort or is there an incumbent currently providing these services? If so, would you please provide the incumbent contract details?
   A: These services are currently being provided by Building Maintenance Services. To obtain a copy of the current contract an open record request must be submitted to https://stockbridgega.justfoia.com/publicportal/home/newrequest.

5. What will be the contract value for this opportunity?
   A: The budget for this opportunity is currently undetermined.

6. Would you please provide set-aside?
   A: The City does not provide set-aside.

7. What is the current pricing offered by the existing supplier?
   A: To obtain a copy of the current contract an open record request must be submitted to the City at:
   https://stockbridgega.justfoia.com/publicportal/home/newrequest.

8. Will there be multiple companies awarded the contract, or will it be a single provider for all locations?
   A: The City will be awarding the contract to a single vendor.

9. What is the total number of employees who frequent the buildings?
   A: Please refer to the specifications outlined in the RFP.

10. What is the average quantity of consumable supplies (such as hand soap, toilet paper, and others?

    A: That would have to be determined by your staff person that's on site. I would suggest you have extras on site to refill if there was an emergency.

11. What is the estimated number of janitorial services personnel you would like to have?
    A: That would depend on the Contractor.
    City Hall = 2
    Police = 1 or 2
    Merle Manders Conference Center = 2 or 3 depending on the events
    Other facilities = 1

12. How many janitorial services personnel do you currently have?
    Please refer to question 11.

13. What is the total sq ft of carpet and tile that required to be clean or buffed?
    A: That number varies depending on the facility.

14. Is a separate invoice needed for events after hours at the Merle Conference Center?
    A: No, it's an event facility that closes at 12:00 am. That should be factored into your price.

15. Could you please provide the current compensation being allocated to the contracted party responsible for fulfilling janitorial services for the City of Stockbridge?
    A: Please see question #5.

16. Please provide the current incumbent and award amount for the Janitorial Services for the city. Also, please let me know if the scope of work is the same.
    A: Please see questions #4 and #5.

17. What is the frequency needed for the cleaning?
    A: Please refer to the specifications outlined in the RFP.

18. What do you need cleaned every day?
    A: Please refer to the specifications outlined in the RFP.

19. What are the requirements for the background results from background checks? Length of conviction? Types of convictions not accepted? How long ago it was?
    A: City Hall background checks would be the same as your company's. Police and Municipal Courts do another extensive background check for their facilities and that description is in the RFP.

20. What hours are cleaning allowed to be done?
    A: Please refer to the specifications outlined in the RFP.

21. How do you pay out for the contract?
    A: The City currently pays in the form of a check with NET 30 terms from the date approved by the Department Head.

22. Invoice Submission: What are the preferred practices or formats for submitting invoices for routine and periodic services? Should invoices be broken down by service type per site and an overall total, or should individual invoices be submitted per site?

    A:
    - **Invoices should be submitted on a monthly basis at the first of each month for for services rendered the previous month.**
    - **Invoices should be sent to AP@stockbridgega.org**
    - **Invoices should be submitted on a monthly basis at the first of each month for services rendered the previous month.**
    - **One invoice can be submitted monthly which should include a line item and amount for each of the City Facilities.**

23. Quote/Invoicing Templates: Are there any particular or preferred quote or invoicing templates your department requires?
    A: No

24. Are you able to share who currently owns the contract and what it was awarded for?
    A: Please see questions #4 and #5.

25. Did the current contractor have a year-over-year renewal that has come to an end?
    A: The current contract terms will end in July 2024.

26. Quality Control Program: Could you elaborate on the criteria used by the City to evaluate the quality of janitorial services?
    Facility Maintenance is scheduled to do a walkthrough of all facilities every morning to assure all services are met before each building opens.

27. Emergency Cleanup and Call-Outs: What are the expectations for contractor response times and preparedness in emergencies?
    A: Please refer to the specifications outlined in the RFP.

The City of Stockbridge website is the official location for the posting of all solicitation addenda and contract award results. It is the obligation of each Prospective Provider to frequently monitor the City's website AND the State of Georgia Department of Administrative Services website https://ssl.doas.state.ga.us/gpr/index, in order to obtain complete and timely information. All other terms, conditions, and specifications of the solicitation remain unchanged.

Intercontinental Commercial Services, Inc. (ICS, Inc.)
Name of Company / Firm / Organization

Kelly Adamson- VP of Sales
Printed Name of Authorized Rep. / Title

Kelly L Adam 05/17/2024
Signature of Authorized Representative / Date

Intercontinental Commercial Services, Inc.

Complete Facility Services
912 Hurricane Shoals Road, NE, Lawrenceville, GA 30043
Office (678)530-0401 Fax (678)530-0402

Drug-Free Workplace Certificate

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

1. A drug-free workplace will be provided for the contractor's employees during the performance of the contract; and
2. Each contractor who hires a subcontractor to work in a drug-free workplace shall secure from that subcontractor the following written certification: "As part of the subcontracting agreement with (contractor's name), (subcontractor's name) certifies to the contractor that a drug-free workplace will be provided for the subcontractor's employees during the performance of this contract pursuant to O.C.G.A Section 50-24-3(b)(7)."

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

Contractor: **ICS, Inc.**

By: Kelly B. Adam

Name Printed: Kelly Adamson

Title: Vice President of Sales

Date: 05/20/2024

Intercontinental Commercial Services, Inc.

Complete Facility Services
912 Hurricane Shoals Road, NE, Lawrenceville, GA 30043
Office (678)530-0401 Fax (678)530-0402

Criminal Background Check Policy

It is the policy of **ICS, Inc.,** as part of its hiring procedures, to conduct background checks on finalist(s) for all positions within the company. These checks will be job-related, consistent with business necessity and conducted pursuant to all applicable laws, rules, policies and procedures. Background checks may include, but are not limited to, an analysis of public and private documents; contact with former employers; verification with educational institutions or licensing/credentialing boards; information from background check providers; contact with professional references; and other pertinent information and resources.

Employment offers will generally be made after successful completion of applicable national criminal background check(s) with tolerating up to only minor traffic violations. However, any offers of employment made prior to completion of the background check(s) shall be contingent upon successful completion of the background check(s). Finalist(s) may be rejected if they provide inaccurate, untruthful information, don't fully participate in a required background check, or do not sign or complete a required form.

Kelly B. Adamson VP of Sales
Authorized Person Signature and Title

Kelly Adamson 05/20/2024
Printed Name of Authorized Person Date

Intercontinental Commercial Services, Inc.

Complete Facility Services
912 Hurricane Shoals Road, NE, Lawrenceville, GA 30043
Office (678)530-0401 Fax (678)530-0402

Equal Employment Policy

Intercontinental Commercial Services, Inc. (ICS, Inc.) does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services.

ICS is committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

Kelly B Adamson VP of Sales
Authorized Signature Title

Date: 05/20/2024

PRINT AUTHORIZED NAME HERE:

Kelly Adamson

Intercontinental Commercial Services, Inc.

Complete Facility Services
912 Hurricane Shoals Road, NE, Lawrenceville, GA 30043
Office (678)530-0401 Fax (678)530-0402

Equal Opportunity and Affirmative Action Policy Statement

Policy Statement and Purpose:

Intercontinental Commercial Services, Inc. (ICS, Inc.) is an Equal Opportunity Employer and maintains a work environment in which all employees are treated with respect. **ICS, Inc.** has implemented policies and procedures as part of its longstanding commitment to compliance with all applicable equal opportunity and affirmative action requirements. The purpose of these policies is to communicate the requirement for all employees to interact in a professional manner and contribute to a work environment that reflects the spirit of equal employment opportunity free from prohibited conduct. These policies also establish our reporting procedures and processes for responding to claims of inappropriate behavior so that issues can be identified and remedied internally, promptly, thoroughly, and effectively.

Application:

These policies apply to all U.S. based employees of **ICS, Inc.**, and its subsidiaries. Additionally, these policies apply whenever and wherever an **ICS, Inc.** employee is performing a function of his or her job, including all locations, customer worksites, and **ICS, Inc.** sponsored or customer-sponsored business and social functions.

The employment aspects of these policies require that employment decisions be based only on valid job requirements, and extend to all terms, conditions, and privileges of employment including, but not limited to, recruitment, selection, compensation, benefits, training, promotion, and disciplinary actions. Any employee who is found to have discriminated against another individual will be subject to corrective action, up to and including termination.

Equal Opportunity Policy:

ICS, Inc. is committed to maintaining a work environment free from all forms of unlawful discrimination and harassment. It is **ICS's** policy to prohibit discrimination and harassment against any applicant, employee, vendor, contractor, customer, or client on the basis of race, color, religion, sex, national origin, age, disability, pregnancy, veteran status, genetic information, citizenship status, marital status, sexual orientation, gender identity and/or expression, or any other reason prohibited by law. **ICS, Inc.** also

prohibits retaliation against any individual who has complained of harassing or discriminatory conduct or participated in a Company or agency investigation into such complaints.

Affirmative Action Policy:

ICS, Inc. is committed to taking positive steps to implement the Equal Employment Opportunity Policy. It is the Company's policy to take affirmative action to employ, advance in employment, and otherwise treat qualified minorities, women, protected veterans, and individuals with disabilities without regard to their race/ethnicity, sex, veteran status, or physical or mental disability. **ICS, Inc.** will also provide reasonable accommodation to the known physical or mental limitations of an otherwise qualified employee or applicant for employment, unless the accommodation would impose undue hardship on the operation of the Company's business.

The Company's Affirmative Action Policy prohibits employees and applicants from being subjected to harassment, intimidation, threats, coercion, or discrimination because they have engaged in or may engage in (1) filing a complaint; (2) assisting or participating in an investigation, compliance review, hearing, or any other activity related to the administration of Section 503, Section 4212, or any other Federal, state or local law requiring equal opportunity for disabled persons or protected veterans; (3) opposing any act or practice made unlawful by Section 503 or Section 4212 and their implementing regulations, or any other Federal, State or local law requiring equal opportunity for disabled persons or protected veterans; or (4) exercising any other right protected by Section 503 or Section 4212 or their implementing regulations.

Workplace Harassment, Including Sexual Harassment:

A key component of **ICS's** commitment to equal opportunity is zero tolerance for workplace harassment based on, or because of, an individual's race, color, religion, creed, sex, national origin, age, disability, pregnancy, veteran status, citizenship status, marital status, sexual orientation, gender identity and/or expression, or any other reason prohibited by law. Such harassment, whether committed by **ICS, Inc.** personnel or by clients, customers, vendors, or other individuals doing business with **ICS, Inc.**, will not be tolerated.

Harassment can be any single incident or pattern of behavior where the effect, intentional or unintentional, creates a hostile, offensive, or intimidating work environment based upon any of the above classifications. Harassing behaviors can include unwelcome comments that are gender-based, sexual, or ethnic in nature; religious slurs; racial insults; unwanted touching or sexual advances or requests; age-based remarks; jokes, epithets, inappropriate or derogatory comments, emails, voice mails, or written or pictorial material that makes fun of or insults an individual or a group based upon a protected classification; or similar inappropriate remarks or behavior. Harassment may also include inappropriate comments or conduct between or among individuals in the same protected classification.

Sexual harassment is a form of workplace harassment that is prohibited by **ICS's** policy. Both quid pro quo ("this for that") and hostile work environment harassment are prohibited under the Company's Equal Opportunity Policy.

- Quid pro quo harassment may occur when someone in a position of authority or influence asks for or requests some romantic or sexual conduct from someone else, and in exchange, offers some 3 benefits to the other person's employment if the request is accepted, or threatens some detriment to the other person's employment if the request is rejected.

- Hostile work environment harassment may occur when an individual engages in unwelcome visual, verbal, or physical conduct based on or because of sex (or any other characteristic covered by **ICS's** policy), and where this conduct is either so severe or pervasive that it unreasonably interferes with an employee's work performance or creates a hostile, intimidating, or offensive work environment.

Any employee who is found to have engaged in such harassment will be subject to corrective action, up to and including termination.

Obligations of Company Personnel:

All managers of **ICS, Inc.** are responsible for communicating **ICS's** policies; establishing equal opportunity and affirmative action as an integral part of their personnel decisions; encouraging employees to bring their concerns forward; preventing harassment, discrimination, or retaliation; and reporting any potential discrimination, harassment, or retaliation of which they are aware to Human Resources or Employee Relations for appropriate investigation and handling.

Since all of **ICS, Inc.** personnel have an obligation to contribute to a discrimination- and harassment-free workplace, all employees are strongly encouraged to report any violation of **ICS's** Equal Opportunity and Affirmative Action Policies using one of **ICS, Inc.** reporting avenues identified below.

If you believe that you have been subjected to behavior that violates **ICS, Inc.** Equal Opportunity Policy, you are encouraged to tell the offender that his or her behavior is offensive and should be stopped. If such a direct approach does not work or is impractical under the circumstances, or if you have reason to believe that another employee of **ICS, Inc**. has been subjected to or has engaged in behavior that may violate this policy, you should report suspected violations of Company policy or the law to any of the following:

- Your manager or next-level manager
- Your Human Resources or Employee Relations Representative

Every employee is encouraged to come forward without fear of reprisal, as **ICS, Inc.** Equal Opportunity and Affirmative Action Policies prohibit any and all forms of retaliation against anyone who in good faith complains that these policies are not being followed, or who otherwise participates in a Company or agency investigation into such complaints, even if sufficient evidence is not found to substantiate the complaint. If you believe that you have been or may be subjected to retaliation, your complaint should be made using one of the Company reporting avenues.

After receiving a complaint involving a violation of **ICS, Inc.** Equal Opportunity or Affirmative Action Policy, **ICS, Inc.** will conduct a prompt, thorough, and impartial investigation and take remedial action as appropriate. Complaints and investigations will be handled in the most confidential way possible, although no one can guarantee complete confidentiality in these situations. If **ICS, Inc.** determines that an employee has violated the Company's Equal Opportunity or Affirmative Action Policies, appropriate corrective action will be taken, up to and including termination of employment. No one, regardless of position or length of service, is exempt from these policies.

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 10/24/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER

Hanc Corporation dba Ace Insurance
11539 Park Woods Circle Suite 303
ALPHARETTA, GA 30005

CONTACT NAME: B. Denise Han
PHONE (A/C, No, Ext): (770)710-0238 FAX (A/C, No):
E-MAIL ADDRESS: dhan@ hancgroup.com

INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A :	Ohio Security Insurance Company	24082
INSURER B :	The Ohio Casualty Insurance Company	
INSURER C :	Ohio Security Insurance Company	
INSURER D :		
INSURER E :		
INSURER F :		

INSURED

INTERCONTINENTAL COMMERCIAL SERVICE INC
DBA ICS INC
912 HURRICANE SHOALS RD NE
LAWRENCEVILLE, GA 30043

COVERAGES CERTIFICATE NUMBER: 00000516-4181817 REVISION NUMBER: 2

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE / OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY / PRO-JECT / LOC OTHER:	Y		BKS62849335	11/01/2023	11/01/2024	EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 500,000
							MED EXP (Any one person)	$ 15,000
							PERSONAL & ADV INJURY	$ 1,000,000
							GENERAL AGGREGATE	$ 2,000,000
							PRODUCTS - COMP/OP AGG	$ 2,000,000
								$
A	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY / X SCHEDULED AUTOS X HIRED AUTOS ONLY / X NON-OWNED AUTOS ONLY			BAS62849335	11/01/2023	11/01/2024	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
B	X UMBRELLA LIAB / X OCCUR EXCESS LIAB / CLAIMS-MADE DED / RETENTION $			USO (23) 62 84 93 35	11/01/2023	11/01/2024	EACH OCCURRENCE	$ 5,000,000
							AGGREGATE	$ 5,000,000
								$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N: N (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		XWS (23) 62 84 93 35	11/01/2023	11/01/2024	X PER STATUTE / OTH-ER	
							E.L. EACH ACCIDENT	$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000
A	Building			BKS62849335	11/01/2023	11/01/2024		1,743,000
A	Business Personal Pr			BKS62849335	11/01/2023	11/01/2024		848,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

Insured Copy
Intercontinental Commercial Service Inc.
912 Hurricane Shoals Road
LAWRENCEVILLE, GA 30043

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

(BYH)

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Only valid at this location and when location conforms to Gwinnett County Ordinance

Gwinnett County Licensing and Revenue
446 W. Crogan Street, Suite 300, Lawrenceville, GA 30046

DISPLAY THIS CERTIFICATE AT BUSINESS LOCATION FOR PUBLIC VIEW

Date Issued:	January 24, 2024	**Certificate Number:**	2024141582
Expires:	March 31, 2025	**Fee:**	$1,472.50
Business Name:	INTERCONTINENTAL COMMERCIAL SERVICES INC		
Description:	Janitorial Services		

2024
Not Transferable

Business Location
912 HURRICANE SHOALS RD
LAWRENCEVILLE GA 30043

MAIL TO:
INTERCONTINENTAL COMMERCIAL SERVICES INC
C/O TONY KIM
912 HURRICANE SHOALS RD NE
LAWRENCEVILLE GA 30043-4822

Only valid at this location and when location conforms to Gwinnett County Ordinance

Gwinnett County Licensing and Revenue
446 W. Crogan Street, Suite 300, Lawrenceville, GA 30046

DISPLAY THIS CERTIFICATE AT BUSINESS LOCATION FOR PUBLIC VIEW

Date Issued:	March 6, 2023	**Certificate Number:**	2023141582
Expires:	March 31, 2024	**Fee:**	$1,588.50

Business Name: INTERCONTINENTAL COMMERCIAL SERVICES INC
Description: Janitorial Services

2023
Not Transferable

Business Location
912 HURRICANE SHOALS RD
LAWRENCEVILLE GA 30043

MAIL TO:
INTERCONTINENTAL COMMERCIAL SERVICES INC
C/O TONY KIM
912 HURRICANE SHOALS RD NE
LAWRENCEVILLE GA 30043-4822

Gwinnett County Licensing and Revenue

446 W. Crogan Street
Lawrenceville, GA 30046

2022
NOT TRANSFERABLE

DISPLAY THIS CERTIFICATE AT BUSINESS LOCATION FOR PUBLIC VIEW

Date Issued: **January 26, 2022**
Expires: **March 31, 2023**
Certificate Number: **2022141582**
Fee: **$1,329.50**

Business Name: **INTERCONTINENTAL COMMERCIAL SERVICES INC**
Description: **Janitorial Services**

MAIL TO:
INTERCONTINENTAL COMMERCIAL SERVICES INC
C/O TONY KIM
912 HURRICANE SHOALS RD NE
LAWRENCEVILLE GA 30043-4822

Business Location
912 HURRICANE SHOALS RD
LAWRENCEVILLE GA 30043

Only valid at this location and when location conforms to Gwinnett County Ordinance

Gwinnett County Licensing and Revenue

446 W. Crogan Street - Suite 125
Lawrenceville, GA 30046

2021
NOT TRANSFERABLE

DISPLAY THIS CERTIFICATE AT BUSINESS LOCATION FOR PUBLIC VIEW

Date Issued: **February 16, 2021**
Expires: **March 31, 2022**
Certificate Number: **2021141582**
Fee: **$1,102.95**

Business Name: **INTERCONTINENTAL COMMERCIAL SERVICES INC**
Description: **Janitorial Services**

MAIL TO:
INTERCONTINENTAL COMMERCIAL SERVICES INC
C/O TONY KIM
912 HURRICANE SHOALS RD NE
LAWRENCEVILLE GA 30043-4822

Business Location
912 HURRICANE SHOALS RD
LAWRENCEVILLE GA 30043

Only valid at this location and when location conforms to Gwinnett County Ordinance

Gwinnett County Licensing and Revenue

446 W. Crogan Street - Suite 125
Lawrenceville, GA 30046

2020
NOT TRANSFERABLE

DISPLAY THIS CERTIFICATE AT BUSINESS LOCATION FOR PUBLIC VIEW

Date Issued:	February 28, 2020	Certificate Number:	2020141582
Expires:	March 31, 2021	Fee:	$442.55

Business Name: INTERCONTINENTAL COMMERCIAL SERVICES INC
Description: Janitorial Services

MAIL TO:
INTERCONTINENTAL COMMERCIAL SERVICES INC
C/O TONY KIM
912 HURRICANE SHOALS RD
LAWRENCEVILLE GA 30043

Business Location
912 HURRICANE SHOALS RD
LAWRENCEVILLE GA 30043

Only valid at this location and when location conforms to Gwinnett County Ordinance

Gwinnett County Licensing and Revenue

446 W. Crogan Street - Suite 125
Lawrenceville, GA 30046

2019
NOT TRANSFERABLE

DISPLAY THIS CERTIFICATE AT BUSINESS LOCATION FOR PUBLIC VIEW

Date Issued:	March 15, 2019	Certificate Number:	2019141582
Expires:	March 31, 2020	Fee:	$419.95

Business Name: INTERCONTINENTAL COMMERCIAL SERVICE
Description: Janitorial Services

MAIL TO:
INTERCONTINENTAL COMMERCIAL SERVICE
C/O TONY KIM
1110 SATELLITE BLVD NW STE 403
SUWANEE GA 30024-4688

Business Location
1110 SATELLITE BLVD NW
ATTN: TONY KIM SUITE 403
SUWANEE GA 30024-4686

Only valid at this location and when location conforms to Gwinnett County Ordinance

Gwinnett County Licensing and Revenue

446 W. Crogan Street - Suite 125
Lawrenceville, GA 30046

2018
NOT TRANSFERABLE

DISPLAY THIS CERTIFICATE AT BUSINESS LOCATION FOR PUBLIC VIEW

Date Issued:	**March 12, 2018**	Certificate Number:	**2018141582**
Expires:	**March 31, 2019**	Fee:	**$373.13**

Business Name: **INTERCONTINENTAL COMMERCIAL SERVICE**
Description: **Janitorial Services**

MAIL TO:
INTERCONTINENTAL COMMERCIAL SERVICE
C/O TONY KIM
1110 SATELLITE BLVD NW STE 403
SUWANEE GA 30024-4688

Business Location
1110 SATELLITE BLVD NW
ATTN: TONY KIM SUITE 403
SUWANEE GA 30024-4686

Only valid at this location and when location conforms to Gwinnett County Ordinance

Gwinnett County Licensing and Revenue

446 W. Crogan Street - Suite 125
Lawrenceville, GA 30046

2017
NOT TRANSFERABLE

DISPLAY THIS CERTIFICATE AT BUSINESS LOCATION FOR PUBLIC VIEW

Date Issued:	**April 10, 2017**	Certificate Number:	**2017141582**
Expires:	**March 31, 2018**	Fee:	**$314.00**

Business Name: **INTERCONTINENTAL COMMERCIAL SERVICE**
Description: **Janitorial Services**

MAIL TO:
INTERCONTINENTAL COMMERCIAL SERVICE
C/O TONY KIM
1110 SATELLITE BLVD NW STE 403
SUWANEE GA 30024-4688

Business Location
1110 SATELLITE BLVD NW
ATTN: TONY KIM SUITE 403
SUWANEE GA 30024-4686

Only valid at this location and when location conforms to Gwinnett County Ordinance

Gwinnett County Licensing and Revenue

446 W. Crogan Street - Suite 125
Lawrenceville, GA 30046

2016
Not Transferable

DISPLAY THIS CERTIFICATE AT BUSINESS LOCATION FOR PUBLIC VIEW

Date Issued:	**March 4, 2016**	Certificate Number:	**2016004986**
Expires:	**March 31, 2017**	Fee Paid:	**$ 306.50**

Business Name: **INTERCONTINENTAL COMMERCIAL SERVICE**
Description: **GENERAL CONTRACTOR**

MAIL TO:
TONY KIM
1110 SATELLITE BLVD NW
SUITE 403

Business Location
1110 SATELLITE BLVD NW
ATTN: TONY KIM SUITE 403
SUWANEE GA 30024-4686

Gwinnett County Licensing and Revenue

2015

446 W. Crogan Street - Suite 125
Lawrenceville, GA 30046

Not Transferable

DISPLAY THIS CERTIFICATE AT BUSINESS LOCATION FOR PUBLIC VIEW

Date Issued:	**February 2, 2015**	Certificate Number:	**2015001170**
Expires:	**March 31, 2016**	Fee Paid:	**$ 262.00**

Business Name: **INTERCONTINENTAL COMMERCIAL SERVICE**
Description: **GENERAL CONTRACTOR**

MAIL TO:
TONY KIM
1110 SATELLITE BLVD NW
SUITE 403
SUWANEE, GA 30024-4686

Business Location
1110 SATELLITE BLVD NW
ATTN: TONY KIM SUITE 403
SUWANEE, GA 30024-4686

Only valid at this location and when location conforms to Gwinnett County Ordinance

Gwinnett County Licensing and Revenue

2014

446 W. Crogan Street - Suite 125
Lawrenceville, GA 30046

Not Transferable

DISPLAY THIS CERTIFICATE AT BUSINESS LOCATION FOR PUBLIC VIEW

Date Issued:	**January 30, 2014**	Certificate Number:	**2014000866**
Expires:	**March 31, 2015**	Fee Paid:	**$ 252.25**

Business Name: **INTERCONTINENTAL COMMERCIAL SERVICE**
Description: **GENERAL CONTRACTOR**

MAIL TO:
TONY KIM
1110 SATELLITE BLVD NW
SUITE 403
SUWANEE, GA 30024-4686

Business Location
1110 SATELLITE BLVD NW
SUWANEE, GA 30024-4686

Gwinnett County Licensing and Revenue

2013

446 W. Crogan Street - Suite 125
Lawrenceville, GA 30046

Not Transferable

DISPLAY THIS CERTIFICATE AT BUSINESS LOCATION FOR PUBLIC VIEW

Date Issued:	**February 18, 2013**	Certificate Number:	**2013003301**
Expires:	**March 31, 2014**	Fee Paid:	**$ 255.50**

Business Name: **INTERCONTINENTAL COMMERCIAL SERVICE**
Description: **GENERAL CONTRACTOR**

MAIL TO:
TONY KIM
1110 SATELLITE BLVD NW
SUITE 403
SUWANEE, GA 30024-4686

Business Location
1110 SATELLITE BLVD NW
SUWANEE, GA 30024-4686

Only valid at this location and when location conforms to Gwinnett County Ordinance

THIS CERTIFIES THAT

Intercontinental Commercial Services, Inc.

dba ICS, Inc.

NMSDC
National Minority Supplier Development Council

* Nationally certified by the: **GEORGIA MINORITY SUPPLIER DEVELOPMENT COUNCIL**

*NAICS Code(s): 561720; 238320; 238160; 236220

* Description of their product/services as defined by the North American Industry Classification System (NAICS)

02/05/2024

Issued Date

AT01116

Certificate Number

03/31/2025

Expiration Date

Ying McGuire
NMSDC CEO and President

Stacey Key, President and CEO

By using your password (NMSDC issued only), authorized users may log into NMSDC Central to view the entire profile: http://nmsdc.org

Certify, Develop, Connect, Advocate.

* MBEs certified by an Affiliate of the National Minority Supplier Development Council, Inc.®

The ICS Difference

Commercial - Industrial - Hospitality

ICS, Inc. (ICS) has been offering their customers quality service for the best price since the early 1980's. In the first five years of operation, ICS has enjoyed rapid growth and a stellar reputation due to their dedication and quality services. Today, ICS is one of the most innovative contracting service companies that offers commercial and industrial painting, as well as janitorial services, in the industry.

Unlike other traditional contracting companies, ICS is unique in the way that we guarantee quality performance and customer satisfaction. We institute a comprehensive system of inspections with our clients. As part of this process, the Crew Chief utilizes ICS's proven productivity standards, which produce the level of performance you expect and is the best approach for achieving this level in a cost-effective manner.

One of the main goals is for our staff members to keep your facility looking and running it's best inside and out. ICS has always placed a high value on professionalism and has developed a training program which ensures that each and every staff member conducts themselves in the utmost professional manner. All of the staff teams consist of long-term employees who are well versed in ICS's manner of performance. Our outstanding staff workers have defined who we are as a company.

We take pride in the fact that ICS has maintained strong relationships with many of our customers for a long period of time, and we believe this shows that our customers are receiving the satisfaction of having quality services at competitive prices. We attribute much of our success to our supervisory staff, along with their ability to recruit, train, and maintain specialized labor forces throughout North America.

Every property/facility manager is concerned with quality control. ICS has a full time site supervisor who inspects the sites on a regular basis to ensure that all the services prescribed by ICS's procedures are followed. The site supervisor is available 24 hours a day to respond if the customer is not completely satisfied with the finished results. Additionally, by utilizing only top quality products, we are able to guarantee durability and longevity of our services.

Our Training

We provide our employees with the necessary training and tools to be a cut above the rest in the industry. Our training includes explanation, demonstration and hands on experience.

Our site managers and supervisors also receive special training in the areas of:

- *Principles of Management*
- *Basics of Supervision*
- *Effective Supervision*
- *Motivation of Personnel*

Green Building Service

ICS recognizes the importance of promoting a healthier environment both inside and outside your facility. Therefore, we use only environmentally friendly cleaning products and methods.

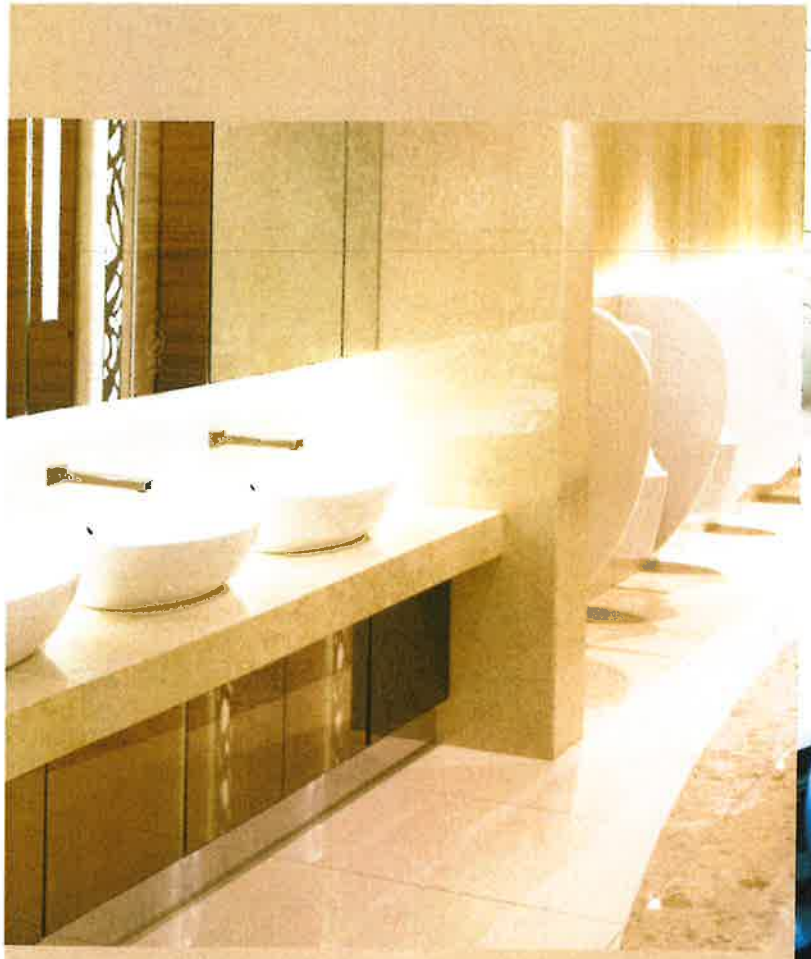
Our professionally trained staff uses only Green Seal Certified products and offers the most innovative green cleaning technologies, as specified by Leadership in Energy and Environmental Design(LEED®).

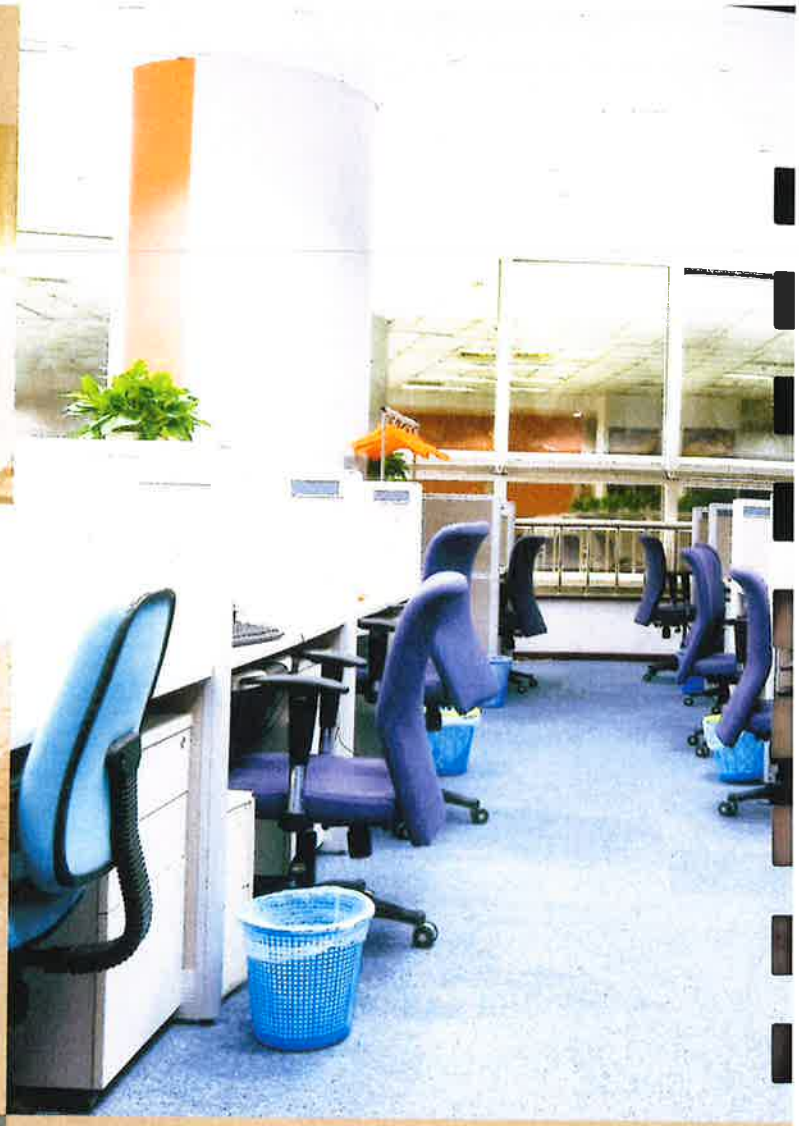
For more information or for your free consultation, contact us today!

Insurance

ICS maintains commercial general liability insurance in the amount of $2,000,000 and can obtain insurance coverage as needed. Additionally, all employees are fully insured with general liability insurance, worker's compensation insurance, and are bonded.

It is clear that ICS is the right and smart choice for all commercial and industrial painting assignments as well as janitorial services. Contact us today to see for yourself what ICS is all about.





CAUTION
WET
FLOOR

ICS Janitorial and Staffing Services

Commercial - Industrial - Hospitality

ICS's cleaning professionals are uniformed for easy identification, trained in Health and Environmental Safety, and screened prior to employment.

Janitorial Services Available

- **Office Cleaning:** Detailed Daily, Weekly, Quarterly Services.
- **Restroom Cleaning:** Deep cleaning, disinfecting and deodorizing.
- **Floor Cleaning:** We service hard wood, ceramic, concrete, stone, and computer room flooring. Grout cleaning and VCT floor stripping & waxing.
- **Glass Cleaning:** Clean all exterior glass surfaces including, glass doors, dust tops, partition glass and main window.
- **Carpet Cleaning:** Vacuuming and spot removal using the latest shampooing techniques including steam cleaning and extraction. We also clean upholstery.
- **Kitchen Cleaning:** Cleaning of lunchrooms, cafeterias, break rooms, convention centers, club houses, hotel, and county clubs.
- **Pressure Washing:** Parking decks, parking lots, driveways, walkways and building exteriors.
- **Construction Clean-Up:** Clean floors and carpets. Wash windows, fixtures, and lighting. We will do what it takes to have the building in move-in condition.
- **Stone Care:** We preserve and restore all types of stone surfaces such as: Quarry Tile, Terrazzo, Slate, Marble, Brick, Granite, Limestone, Mexican Tile, etc.

Hospitality

We here at ICS, are the main full service outsourcing company that exclusively provides for and services the hospitality industry. Our entire management team is derived from many years of collective experience in the hospitality industry. We focus on satisfying customers by providing them with outstanding services. We strive to achieve excellence in every one of our accounts and have a long-standing history of doing so. Customer satisfaction is our number one priority and exceptional service is our guarantee.

Quality friendly service & Customer satisfaction

Keep us in mind for your next bid opening

References are available upon request.
Please call us today for your estimate.

We warranty all work

ICS Painting & Roofing

Commercial - Industrial - Hospitality

ICS has earned the reputation of being one of the best contractors in the business for painting and roofing. This is due to the quality of work performed by our skillful painters and roofers, along with utilizing top of the line materials.

Painting Services Available:

- Pressure Washing
- Interior / Exterior
- Specialty Coatings
- Tank Coatings
- Repaint Work
- Stucco Repair
- Epoxy Floor Coating
- Mildew Protection Added
- 2 Year Paint & Labor Warranty
- Free Estimate

Training of Staff:

- Ground Rules for Professional Painters
- Painting Chemicals
- Power Equipment
- Wall Maintenance

Commercial Roofing Services

- Architectural Shingle Steep Slope
- Specialty Tile, Slate, & Composite Products
- Standing Seam Metal Roofing
- Architectural Sheet Metal Copings
- Architectural Sheet Metal Cladding Systems
- Insulative Sloping & Re-sloping of Flat Roofs
- Gutter, Leaderhead, & Rainwater Management Systems
- Fully Warranted Low Slope Single-Ply Membrane Systems
- Garden Roof Assemblies
- Maintenance & Service Programs
- Extended 100% Labor & Materials
- Rigid Insulation Systems

Quality friendly service & Customer satisfaction

Keep us in mind for your next bid opening

References are available upon request.
Please call us today for your estimate.

Commercial | Industrial | Hospitality

ICS, Inc.

Complete Facility Services

p. 770.455.6081
f. 678.530.0402

www.icscontractors.net

City of Stockbridge

REQUEST FOR PROPOSALS (RFP) No. 2024-0005

For
(Janitorial Maintenance Services)

On behalf of
(The Public Works Department)

RFP DUE DATE AND TIME
Thursday, May 23, 2024 @ 3:00 p.m.

RFP ADVERTISEMNT ISSUED:
WEDNESDAY, APRIL 24, 2024

PRE-PROPOSAL CONFERENCE DATE AND LOCATION:
Thursday, May 2, 2024, 10:00 AM EDT
Virtual via Cisco WebEx
https://cityofstockbridgega.webex.com/wbxmjs/joinservice/sites/cityofstockbridgega/meeting/download/2ec278de5de24ac58d938065dfbee358

PURCHASING CONTACT
Wanda J. Cooley at (770) 389-7900, ext. 176
E-MAIL: ProcurementDivision@stockbridgega.org

LOCATION
City of Stockbridge
Department of Procurement
4640 North Henry Boulevard
Stockbridge, GA 30281

ADVERTISEMENT FOR REQUEST FOR PROPOSALS
RFP No. 2024-0005

All proposals are due to the Division of Contracts & Procurement on or before **Thursday, May 23, 2024 at 3:00 p.m**., legal prevailing time. Proposal submissions are due by **3:00 p.m., Thursday, May 23, 2024**.

Proposals submitted after the proposal close date will not be accepted.

To ensure proper and timely submission, please adhere to the event dates outlined below. Any proposals received after this appointed schedule will be considered late. The proposal due date can be changed **only by addendum**.

A NON-MANDATORY PRE-PROPOSAL CONFERENCE will be held for this solicitation. The City of Stockbridge will have a proposal conference **on Thursday, May 2, 2024 at 10:00 a.m.,** EDT (Eastern Daylight Time) virtually, via Cisco WebEx. Prospective contractors are encouraged to attend. **THE DEADLINE FOR QUESTIONS** is **Friday, May 10, 2024, and received no later than 12:00 Noon**. All questions MUST BE IN WRITING and directed to ProcurementDivision@cityofstockbridge-ga.gov. All accepted questions will be answered via an addendum and posted to DOAS (Department of Administrative Services), and Georgia Local Government Access Marketplace websites.

Feel free to contact the Procurement Officer for this solicitation at (770) 389-7700, ext. 176, or by email addressed to ProcurementDivision@Stockbridgega.org. Please note that the response(s) made by the City will be provided in writing to all Proposers by addendum. **No verbal responses shall be authoritative**.

EVENT	DATE
Request For Proposals Issued to Public	Wednesday, April 24, 2024
Non-Mandatory Pre-Proposal Conference via **Cisco Webex**.	Thursday, May 2, 2024, 10:00 a.m. EDT
Last Day for Questions to be Submitted	Friday, May 10, 2024, Noon, EDT
Public Bid Opening - RFP Submission Deadline	Thursday, May 23, 2024, 3:00 p.m. EDT

City of Stockbridge
Department of Finance
Division of Contracts & Procurement

REQUEST FOR PROPOSAL SPECIFICATIONS

RFP 2024-0005 – Janitorial Maintenance Services

1. DESCRIPTION

The City of Stockbridge Department of Procurement is soliciting Proposals from qualified bidders/vendors to assist the city with the preparation of a **Janitorial Maintenance Solicitation for the Department of Public Works.**

Background

The City of Stockbridge is in the northern part of Henry County, Georgia which was founded May 15, 1821. Henry County has an area of approximately 331 square miles located in the Piedmont Section of northern Georgia and is surrounded by the counties of Butts, Clayton, DeKalb, Newton, Rockdale, and Spalding Counties. Stockbridge, Georgia, is just minutes south of Atlanta, which is a straight drive down Interstate 75-South. The city is populated with approximately 30,000 residents.

The City of Stockbridge has a relaxed atmosphere, with all the amenities of a major metropolitan area with an attractive lifestyle, and business opportunities. Stockbridge is a highly attractive place to live, work, and play.

Stockbridge City Council (City) is the governing authority of the City of Stockbridge. The affairs of the City are conducted by a Mayor and five (5) members of the City Council. This elected body is responsible for the active coordination of community resources, to meet community needs.

The City Manager, who is appointed by the Mayor and City Council, oversees the day-to-day operations of the City, ensuring the efficient delivery of City Services. All activities and functions of the City are administered by the City Manager under the jurisdiction of the Mayor and City Council as outlined in State and Local Laws.

2. CONTACT PERSON

Please contact our Procurement Specialist, Wanda Cooley, via email at procurementdivision@cityofstockbridgega.org with any procedural or technical questions relating to this Request for Proposals. All questions should be submitted in writing to the Purchasing contact person and submitted via email at procurementdivision@cityofstockbridgega.org. All inquiries must contain the request for proposal number (**RFP No. 2024-0005**) and title (**Janitorial Maintenance Services**) in the subject line of the email. No phone calls will be accepted. Any responses made by the City will be provided in writing to all Proposers by addendum. No verbal responses shall be authoritative.

3. TERM OF AGREEMENT

The contract is intended as a work-for-hire contract and intended for one (1) base year with four (4) one (1) year renewable options.

4. SCOPE OF WORK

DETAILED SCOPE OF SERVICES

The scope of work of this contract will include complete janitorial services for the City of Stockbridge, which are listed within this proposal, from a certified, bonded Contractor. Additionally, the City will need a Contractor that can perform daily wipe downs and disinfecting services to combat COVID-19.

The City currently has nine (**9**) locations that require janitorial services. The total square footage to be serviced is approximately one hundred twenty-two thousand five hundred (122,500) square feet. This number is subject to change and the City reserves the right to either add or delete locations, square footage and/or frequency of service(s). The successful Contractor will be required to provide quality service with minimal service call backs.

Personnel

- *Project Manager*. The Contractor shall provide a Project Manager, along with an alternate Project Manager, who shall be responsible for the performance of the work. The names of these persons shall be designated in writing to the City.

  The Project Manager shall be available during the hours from 8:00 A.M. - 5:00 P.M. to meet with the City's representative to discuss problem areas. The Project Manager shall also be available by telephone after hours to respond to defective performances and respond within twenty-four (**24**) hours regarding all other inquiries during regular business hours. The Contractor shall provide management services, including but not limited to employee supervision, work scheduling, supplies control, quality control, and management availability. The Project Manager and alternate must be able to fluently read, write, speak, and understand English.

Supervision. The Contractor shall provide employee supervision during all cleaning hours to assure that cleaning tasks are performed to the standards set forth herein. The Contractor shall provide the City with the Supervisor's cell phone number in the event of performance issues or other problems during the work shift and must respond to a call within thirty (**30**) minutes. The Supervisor must be able to read, write, speak, and understand English.

- *Employees*. The Contractor's personnel shall present a neat appearance and wear work uniforms bearing the name of the company and the employee's name. Personnel not so attired shall not be permitted to work under this contract until properly uniformed. The Contractor shall not employ any person who is an employee of the City if the employment of that person would create a conflict of interest. No unauthorized person or persons not employees of the Contractor (i.e., spouse, children, brother, sister, friends, etc.) shall be allowed on City premises during the performance of services under this contract.

- *The Contractor shall ensure that all its employees abide by the following rules:*

  - Contractor's employees shall be of good integrity and character.
  - Contractor's employees shall not disturb any papers, boxes, personal items, or other materials except that in trash receptacles or designated areas for trash or unless such material is properly identified as trash.
  - Contractor's employees shall report any property loss or damage to their Supervisor immediately. The Supervisor shall report such loss or damage within twenty-four (**24**) hours to the City or its representative in writing, specifying the location and extent of the loss or damage. Failure to report such loss or damage, as required, may be construed as default of the contract.
  - Contractor's employees shall not open drawers or file cabinets. Telephones may be used only in emergency situations.
  - Contractor's employees shall not leave keys in the doors. Exterior doors shall not be propped open. The Contractor shall not admit anyone into any building or office who is not a designated employee of the Contractor. All doors that were unlocked upon entry will be immediately re-locked. Doors will be re-locked upon exiting.
  - Contractor's employees shall not move or use copy machines or other office machines unless specifically requested by the City or its representative.
  - Contractor's employees shall not engage in idle or unnecessary conversation with City employees, other employees of the Contractor, or visitors to the building.

  - Contractor's employees shall not remove any article or materials from the premises, whatever its value. This is to include the contents of any item in trash containers in or around the premises. Trash items are to be placed in dumpsters or trash cans designated for that purpose.
  - Contractor's employees shall abide by the rules and regulations set forth by the City, which affect the performance of the work.

- Each employee shall have at least six (**6**) months to one year of experience as a janitorial employee. Supervisory employees shall have at least one year of experience as a cleaning Supervisor.
- Contractor's employees shall only eat or drink in designated break areas. No smoking in any of the City's facilities.
- The Contractor shall immediately remove from the job and replace any employee who fails to abide by these, or other rules established by the City or who the City otherwise determines to be unacceptable.

- *Personnel*. Personnel are required to undergo an extensive background check in order to work in City Buildings. The Contractor shall provide a current background check on each individual that will be working in the buildings no later than five (**5**) working days prior to the individual beginning work. The background check will be reviewed and approved by the City before any Contractor employee may begin work. The Contractor is responsible for any costs associated with this action. If the individual has not been a resident in Georgia for twelve (**12**) months, then a check should be done from their previous residence. The City reserves the right to reject any proposed custodial personnel based on background check information.

Quality Control

1. The Contractor shall establish a complete quality control program to assure the requirements of the contract are provided as specified. One copy of the Contractor's basic quality control program shall be provided to the City prior to the start of services under the contract. An updated copy must be provided to the City as changes occur. The program will include, but not be limited to the following:

    - An inspection system that assures the satisfactory execution of all the services specified and all of the conditions stipulated in this document.
    - A method of identifying deficiencies in the quality of services performed before the level of performance is deemed unacceptable.
    - A file of all inspections conducted by the Contractor and the corrective action taken. This documentation shall be made available to the City upon request at any time during the life of the contract.
    - At least once each month at each facility, the Contractor will meet with the City's representative to inspect the facility using a quality control evaluation form.

Physical Security

The Contractor shall take every precaution to protect all public and private property during the performance of this contract. Any damages caused by the Contractor's personnel or equipment will promptly be repaired by the Contractor to the condition existing before the damage or be replaced, as determined by the City. All costs for such repairs or replacements shall be the sole responsibility of the Contractor. The City reserves the right to select or approve the person/company doing the repair and the materials used.

The Contractor shall be responsible for securing all areas where services are performed by closing and locking all windows, doors, and gates and by extinguishing all lights, except those lights designated to be left on.

Key Control. The Contractor shall establish and implement methods of ensuring that all keys and security codes issued to the Contractor are not lost or misplaced and are not used by unauthorized persons. The Contractor shall not duplicate any keys issued by the City. The Contractor shall develop key control procedures that will be included in the Contractor's Quality Control Plan. The Contractor shall promptly report lost key(s) to the City.

The City may require the Contractor to replace, re-key, or reimburse the City for replacement of locks or re-keying as a result of the Contractor losing keys. In the event a master key is lost or duplicated, all locks and keys for that system shall be replaced by the City and the total cost deducted from the Contractor's monthly payment.

Energy Saving Practices

The Contractor shall instruct employees in energy saving practices, including:

- Lights shall be used only in areas where and when work is actually being performed. Lights shall be controlled by using switches and not circuit breakers.
- Mechanical equipment controls for heating, ventilation, and air conditioning systems shall not be adjusted by the Contractor's employees.
- Water faucets or valves shall be turned off after the required usage has been accomplished.

Lost and Found Property

The Contractor shall ensure that all items of possible personal or monetary value found by the Contractor's employees are turned in to the City's representative.

Equipment and Supplies

The Contractor shall provide all equipment and cleaning supplies necessary to accomplish the janitorial services required by this contract.

- ***Equipment***. The Contractor shall use equipment and supplies that are of the quality, size, and durability normally used in the industry for the performance of similar janitorial services. The City's representative will review and approve this list prior to commencing services. All equipment and supplies shall be equal to or exceed those listed below and shall be of adequate quantities to provide readily available stock to perform the required service. The City's representative may periodically inspect the Contractor's equipment to ensure its serviceability, safety, and performance. Items determined not in compliance will be removed and replaced with suitable equipment by the Contractor.
- ***Carpet Cleaner/Equipment***. Shall be used as recommended by the carpet manufacturer.
- ***Disinfectants***. Quaternary type or Hydrogen Peroxide based cleaners shall be used for sinks and general bathroom cleaning.

- ***Extension Cords***. Commercial, heavy duty, three-way conductor (with ground) flexible cord suited for use in wet areas shall be used.
- ***Floor finishes***. Commercial quality metal – interlock floor finish shall be used when refinishing hard floors. Sealers and floor finishes are to be approved by the City prior to application.

Supplies

- *Cleaning Supplies*. The Contractor shall provide all cleaning supplies necessary to accomplish the required services. These cleaning supplies shall conform to contract requirement and industry standards for the type of cleaning being accomplished. All containers including secondary containers (spray bottles) shall be labeled.
- *Restroom Supplies*. The Contractor shall provide paper hand towels, toilet paper, toilet seat covers, and hand soap as required. Quality of paper products are to be approved by the City and must be made of one-hundred (**100%**) percent recycled materials.
- *Trash Can Liners*. The Contractor shall provide plastic trash can liners for use in all restrooms and other areas receiving basic cleaning services. The liners shall be sized to adequately fit the trash cans.

Storage Areas

- Storage facilities will be provided at no cost to the Contractor within the buildings being serviced to store equipment and supplies, pending availability. The Contractor shall store in these areas only equipment/supplies used for this contract. The Contractor shall be responsible for maintaining these areas in a clean, orderly manner. No combustibles, flammables, corrosives, or explosives shall be stored in these areas.
- *SDS*. The Contractor shall provide Material Safety Data Sheets for all chemicals used in City buildings and facilities. The Contractor will maintain an SDS binder in each facility's custodial storage closet for products used and/or stored in that facility.

Performance Standards

The following basic cleaning services shall be provided by the Contractor for the buildings and frequencies specified in Appendix A:

- *Maintain Floors*. Floor maintenance consists of sweeping, vacuuming, and mopping. Chairs, trash receptacles, light-weight furniture and other easily-moved furnishings shall be tilted or moved to maintain floors underneath. All floors, stairways and storage areas shall be swept/mopped/vacuumed when required to maintain them in a clean appearance and condition. After mopping, the floor shall have a uniform appearance with no streaks, black marks, swirl marks, detergent residue, or evidence of remaining dirt or standing water. Floor sweeping is required prior to mopping. There shall be no splash marks or mop streaks on furniture, walls, baseboards, etc. or mop strands remaining in the area.

Neither wood nor carpeted floors shall be wet mopped. After vacuuming, carpeted floors shall be free of visible dust, dirt, debris, staples/paper clips with no spillages or stains.

- *Walk-Off Mats*. Carpet-type entrance mats shall be vacuumed to remove soil and grit and to restore resiliency of the carpet pile. Rubber or polyester entrance mats shall be swept, vacuumed, or hosed down outside to remove soil and grit. Soil and moisture underneath entrance mats shall be removed, and mats returned to their normal location.
- *Waste Diversion Program*. A waste diversion program will be in place during the term of this contract. All City facilities will have waste bins labeled with these two (**2**) separate waste streams: Paper Recycling, Comingle Recycling (the bins may also be labeled as "Metals, Plastics and Glass", or as "Bottles and Cans"). Some facilities may also have cardboard. The Contractor must keep these sorted waste materials separate when servicing waste bins and must place them into the appropriate bins provided by the City's contract waste hauler.
    - Paper recycling bins and paper shredders need to be emptied throughout facilities and need to go into the paper recycling cart.
    - Comingle recycle bins (bins labeled as "Metals, Plastics and Glass" or "Bottles and Cans") need to be emptied throughout facilities and need to go into the "Glass, Plastic and Metals" recycling cart.
    - Trash cans shall be emptied, and the contents disposed in the City's dumpster located at each facility.
    - Cardboard boxes shall be broken down and placed next to waste hauler's carts or into the cardboard recycling bin (if present).
- *Low Dusting*. Low dusting is the removal of all dust, lint, litter, and dry soil from the horizontal surfaces of desks, chairs, file cabinets, bookshelves, tables, and other types of office furniture and equipment and from horizontal ledges, window sills, hand rails, etc. to a line seven (**7**) feet above floor level.
- *Glass*. Includes spot cleaning all glass desk tops, walls, partitions, interior office windows, interior and exterior door glass, display cases, directory boards, draft shields on windows, mirrors and adjacent trim. After glass cleaning, there shall be no traces of fingerprints and smudges.
- *Drinking Fountains*. Disinfect all porcelain and polished metal surfaces, including the orifices and drain. After cleaning, the entire drinking fountain shall be free from streaks, stains, spots, smudges, scale, and other obvious soil.
- *Spot Cleaning*. Remove smudges, fingerprints, marks, streaks, etc., from washable surfaces of walls, partitions, doors, furnishings, and fixtures. Germicidal detergent shall be used in restrooms, locker rooms, showers, break rooms, and drinking fountains. Brass hardware, aluminum bars, handrails, and other metal on stairs or doors, shall be polished with a polishing compound. After spot cleaning, the surface shall have a clean, uniform appearance, free of streaks, spots, and other evidence of soil.
- *Grounds Cleaning*. Landings, entrances, and interior courts shall be free of trash and refuse. Paper, empty bottles, and cans shall be removed and recycled appropriately. Remove cobwebs and dust from entryway eaves and canopies.

- *Restroom/Shower Room Cleaning*. After cleaning, the restrooms will be clean and sanitary. The following actions shall be performed as minimum to accomplish these results:·
    - Completely damp-clean and disinfect all surfaces of toilet bowls, urinals, lavatories, showers, dispensers, mirrors, chrome surfaces, and other such surfaces, using a germicidal detergent/cleaner.
    - Disinfect all surfaces of partitions, stalls, stall doors, shower walls/floors and wall areas adjacent to wall mounted lavatories, urinals, toilets, and locker room wet area mats.
    - De-scale toilet bowls and urinals. After de-scaling, the entire surface shall be free from streaks, stains, scale, scum, urine deposits, and rust stains. Re-supply restroom. Restrooms shall be stocked so that supplies do not run out prior to next servicing. Toilet paper rolls that are less than fifty (**50%**) percent full shall be removed and replaced with a full roll. Partial rolls of toilet paper shall not be left on top of the dispenser.
    - Mop floors using germicidal detergent/cleaner solution.

- *Table Cleaning*. Tables shall be damp cloth cleaned to remove dust, smudges, fingerprints, marks, streaks, etc.

Periodic Cleaning Services

Periodic cleaning services shall be provided by the Contractor in accordance with the frequencies as specified in Appendix A.

- *Floor Finishing (Waxing)*. All appropriate hard-surfaced floors shall be stripped, sealed, and waxed to maintain floors in a clean, clear glossy appearance. As a part of this practice, old wax shall be stripped from the floor surfaces, including corners and edges, to prevent wax buildup and "yellowing". In addition to the above, all floors shall be waxed/buffed in accordance with a schedule prepared by the Contractor and approved by the City. Waxing/buffing includes combination techniques of dry buffing/burnishing, spray buffing, stripping, and waxing to achieve required results. Sections and/or entire floor surfaces shall be treated to maintain standards. Floor waxing/buffing shall only be performed on previously cleaned surfaces. Upon completion of waxing/buffing, all wax, dust, or other residues shall be removed from walls, baseboards, and other furnishings. All furnishings shall be returned to proper positions.
- *Carpet Shampooing*. Carpet shampooing shall be conducted to maintain the carpets in a clean, stain-free, and non- discolored condition. A combination of techniques, including steam and wet/dry solution cleaning, may be used to achieve the required results. After shampooing, all solutions shall be vacuumed from the carpet surfaces and removed from the walls, baseboards, and furnishings. All furnishings shall be returned to their proper locations.
- *High Cleaning*. These services consist of high dusting and cleaning of ventilator registers.

- *High Dusting*. High dusting is the removal of all dust, lint, litter, spider webs, etc. from all walls, sills, ledges, furnishings, light fixtures, ceilings, etc. twelve (**12**) feet above the floor surface. Venetian blinds, where installed, are also included in high dusting.
- *Clean Ventilator Registers*. After cleaning, the registers will be clean and free of streaks and the surrounding wall and ceiling areas shall be free of dirt, dust, grime, etc.

- *Interior Glass Cleaning*. Thorough cleaning of glass desktops, walls, partitions, interior office windows, interior and exterior doors, display cases, directory boards, draft shields on windows, mirrors and adjacent trim. After glass cleaning there shall be no traces of fingerprints, film, dirt, smudges, water/cleaning residue or other foreign matter.
- *Furniture.*
  - Shampoo fabric-type chairs and sofas as required, to achieve a clean, unstained appearance.
  - Damp-wipe plastic, vinyl covered chairs and sofas as required to achieve a clean, unstained appearance.
- *Damage to City Facility*. Broken or damaged furniture, amenities, plumbing and fixtures or any other further needs of service found or discovered during the course of daily work shall be reported to the City representative during the next business day so that repairs can be made by City staff.
  - *Emergency Call-Out Situation*. In the event of extreme damage to City property, such as break-in, theft, flooding, fire damage, etc., the Contractor shall call the Henry County Police Department. Any such incidents shall be reported to the City representative during the next business day.
  - *Vandalism*. Graffiti is to be reported and removed promptly as it occurs from all building interior surfaces and exterior doors. All other acts of vandalism shall be reported to the City representative. Police reports may be required in extreme cases.

Cautions Signs

The Contractor shall display prominent caution signs when performing cleaning tasks which may cause hazardous conditions to people other than the Contractor's personnel. These signs shall always be used during normal business hours when the Contractor is creating wet or slick floors and/or working with heavy items over seven (**7**) feet above floor surfaces.

Customer Complaints

- The Contractor shall perform at a quality level that will prevent customer complaints.
- When notified of defective performance, the Contractor shall take such corrective action, within the next business day, as necessary to prevent its recurrence.

Changed Floor Surfaces and Furnishings

- *Floor Surfaces*. Differing efforts for different types of floor surfaces are assumed; however, no adjustments to the contract prices will be made for changes to floor surfaces. Should the City change the surfaces (i.e., carpet over concrete/tile, removal of carpet, etc.), the Contractor shall change the floor servicing and maintenance requirements, as necessary.
- *Furnishings*. Density and types of furnishings may be changed to complement operations; however, the Contractor shall continue to service the areas in accordance with applicable requirements at no adjustment to contract prices.

Addition/Deletion of Facilities/Items

Although this solicitation identifies specific facilities/items, it is hereby agreed and understood that any facilities/items may be added to, and any awarded facility/item may be deleted from this contract at the option of the City. When an addition to the contract is required, the successful bidder(s) under this contract and other suppliers, as deemed necessary shall be invited to submit price quotes for these new facilities/items. If this quote is comparable with market prices offered for similar facilities/items, the supplier(s) and facilities/items shall be added to the contract, if it is in the best interest of the City and an addendum and a separate purchase order or change order shall be issued by the City.

Authorization to Perform Work Outside of Specifications

A company official or authorized agent shall advise the City and/or their representative when work other than that specified within the scope of work is required, with at least two (**2**) days' notice.

No work outside the scope of work shall be conducted without prior approval of the City and/or their representative. Upon completion of work, which is performed on a daily, weekly, monthly, quarterly, semiannual, or annual basis, this information shall be recorded in the Log.

Bi-Monthly Review Meetings

At no additional expense to the City, the Contractor's owner (company president and/or owner) or other officer or individual as approved by the City and/or their representative, will be available to meet with the City and/or their representative, on a bi-monthly basis for the purpose of reviewing the performance of the contracted workforce and effecting what changes, if any, are necessary.

At no additional cost to the City, upon the need arising as determined by the City and/or their representative, the Contractor's owner or designee will be available to meet with the City and/or their representative to discuss any special problems or concerns. This individual will be available within one working day upon notification.

Minimum Work

The specification requirements cited in this RFP are a minimum and as such, are not intended to limit the successful bidder's requirements to perform all work to the best of his or her ability in an acceptable manner.

Reporting Damages Caused by the Successful Bidder

Any damage caused by the successful bidder shall be reported to the City and/or their representative either in person or in writing. Successful bidder shall be responsible for paying for any and all damages of which may be paid via a credit against monthly billing or by direct payment.

Smoking and Unsafe Acts

All City of Stockbridge facilities are nonsmoking facilities. Safety is a primary concern of the City, and as such, unsafe acts will not be tolerated. Unsafe acts, such as smoking in the facility, will be grounds for immediate termination of the contract.

Water Extraction

The successful bidder shall provide emergency/routine water extracting capability.

Responsibility for Facility Access Cards

The Contractor, upon being issued one or more access cards for their employees for the purpose of gaining access to specified areas, is responsible for the same. It will be the responsibility of the Contractor to collect the access cards from employees who are no longer assigned to work in the City of Stockbridge facilities, as listed herein, and turn them in to the City and/or their representative.

Inventory of Equipment

The Contractor shall maintain an inventory of equipment to be kept on site and submit a copy or subsequent updates of the same to the City. This inventory shall be utilized to verify equipment leaving the facilities for whatever reasons, including such times as the contract is terminated.

Storage Areas

The janitor closets or similar storage areas designated by the City which may be available and utilized by the Contractor shall be kept clean and tidy at all times. All containers are to be kept properly sealed and labeled according to existing OSHA requirements. All exposed liquids are to be discarded immediately. All cleaning materials and supplies are to be stored to minimize the possibility of spontaneous combustion.

Scavenging

Scavenging by any of the Contractor's personnel is prohibited, and the City may require the removal of any of the Contractor’s employees who scavenges.

Emergency Contact Information

The Contractor will provide the City with evening, weekend, and holiday service, as necessary, to cope with events or an emergency situation which threatens public health and safety, as determined by the City. The Contractor will provide phone numbers and e-mail addresses for twenty-four (**24**) hours, seven (**7**) days a week, communication.

Furthermore, the Contractor shall have available an individual to answer telephone communications during normal working hours (Monday thru Friday), and an answering machine for occasions that an individual is not available.

CITY HALL

Entry Ways, Lobbies, Reception Areas, Hallways, Corridors, Traffic Areas

1. All mats located at the building entrances shall be properly cleaned.

2. *Clean doors, door frames, door glass, handles on both sides* – All doors in building entries, lobbies, hallways, and corridors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all lobby glass, including doors and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door, or window to accomplish clean glass.

3. *Dust, and clean partitions, walls, baseboards, counters, tables, pictures, cabinets, banisters, handrails, and all other horizontal surfaces* – All surfaces shall be dusted and cleaned using appropriate cleaning tools and cleaning chemicals removing dust, fingerprints, spills, shoe marks, etc.

4. Vacuum and shampoo fabric-type chairs and sofas as required, to achieve a clean, unstained appearance.

5. Damp-wipe plastic, vinyl covered chairs and sofas as required to achieve a clean, unstained appearance.

6. *Clean all interior windows and window blinds* – Clean all window interior surfaces, sills and frames with appropriate cleaning tools and glass cleaning chemicals. Interior windows shall be free from dirt, smudges, fingerprints, dust, and streaks. When cleaning venetian blinds, care shall be taken to prevent damages to either the slats or the tapes that support them. Cleaned venetian blinds, especially the slats and tapes that support them, shall be free from dirt, accumulated dust, cobwebs, etc. and shall present an overall clean appearance.

7. Dust window ledges and interior mullions and moldings up to twelve (**12**) feet in height from the adjacent floor surfaces. This item also applies to accessible areas behind desks and partitions.

8. Dust all wood panel surfaces, chairs and other furniture. Arrange furniture in a neat and orderly manner.

9. Spot wash all walls and woodwork to remove scuff marks and stains.

10. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.

11. All metal kick and hand plates on doors shall be properly cleaned and polished.

12. *Empty and clean wastebaskets, central recycling bins, and trash cans, including those outside entrances, outside patios, and along building entrance walkways and replace liners* - All waste receptacles shall be emptied, interior and exterior surfaces cleaned,

and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.

13. *Vacuuming:* Vacuum all carpet, interior and exterior rugs, and walk-off mats. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Close attention shall be paid to corners, edges and areas that are inaccessible to the machine. Appropriate hand or crevice tools shall be employed to ensure that these areas are properly cleaned. Care shall be exercised to prevent hitting or otherwise damaging walls, baseboards, or furnishings with the vacuum or attachments. Bags shall be emptied or cleaned regularly. Walk-off mats shall also be vacuumed, and any furniture moved or replaced. Vacuumed carpets shall present a uniformly clean appearance both in open spaces and in inaccessible areas under and around furnishings, in corners and along edges. Carpets shall be clean, free from lint, dust balls, dirt, strings, loose carpet strands, and other debris. The carpet shall stand erect once vacuuming is completed.

14. *Spot Cleaning of Carpet:* Remove any evidence of excessive buildup of dirt, spillages, spots, smears, and stains. After removal, carpet shall show no visible signs of discoloration or fuzzing from harsh rubbings. Cleaned areas must blend with the adjacent carpeted areas. Contractor employee shall report all carpet tears, burns, and unraveling immediately.

15. *Clean Carpets by Extraction Method.* The Contractor shall thoroughly clean carpet (i.e., carpeted area) using the water extraction method. Hot water extraction at a temperature that will kill and eliminate bacteria by truck-mount is the preferred method. The Contractor shall begin cleaning operation by removing all movable furnishings from the carpeted area, placing the furnishings in an appropriate temporary location. All paper, gum, rubber bands, staples, paper clips, and other debris shall be removed from the carpeted area. The Contractor shall then use a carpet vacuum to remove surface soil and embedded grit. All spots and stains shall be treated with an approved spot cleaning solution and a soft bristle brush. Spot cleaning should continue until as much of the spot or stain as possible has been removed. Water extraction equipment shall be operated over the entire carpeted area. All instructions provided by the manufacturers of the water extraction equipment and cleaning solutions shall be followed. After allowing sufficient drying time, the Contractor shall vacuum the carpeted area following a pattern, which will give the carpet pile a uniform appearance. The Contractor shall conclude the operation by replacing furnishings in their original locations.

16. *Sweep and damp mop floors* – All tile and hard floor surfaces shall be thoroughly swept, removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Damp mop using appropriate cleaning tools and cleaning chemicals.

17. *Sweep and wet mop floor with disinfectant detergent solution* - All tile and hard floor surfaces shall be thoroughly swept removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Mop, with a clean mop, using germicidal cleaner on all hard surface floors, as required to eliminate dirt due to spillage and tracking, taking care to get into corners, along edges and beneath furniture and place appropriate Caution Wet Floor Warning signs.

18. Interior Stone Buff & Polish Floor.

19. *Clean, disinfect, and polish drinking fountains* – All drinking fountains shall be cleaned and disinfected using appropriate cleaning chemicals. All surfaces shall be free of dirt, stains, hair, food, and other debris. Surfaces shall be polished using stainless steel cleaner or other metal polish and wiped dry.

20. Remove cobwebs from all surfaces up to twelve (**12**) feet in height from the adjacent floor surfaces.

21. Remove all dust from air conditioning vents, grills, and returns up to twelve (**12**) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.

22. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.

23. Wipe down light switches and outlet covers.

24. *Sanitize phones* - Damp wipe phones with disinfectant to remove all dirt, smudges, and finger marks.

25. *Sweep outside building entryways* – Building entryways and stairs shall be swept up to a distance of twenty (**20**) feet from all sides of each entry door removing all loose dirt and debris.

26. *Empty and clean ashtrays screen all sand urns* – Ash urns and ash trays located outside building entry doors shall be cleaned and all debris removed. Sand in the urns shall be screened using appropriate tools resulting in a clean bed of sand free of tobacco products, trash, and other debris.

Stairway Cleaning

1. *Clean doors, door frames, door glass, handles on both sides* – All doors in building stairways shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all glass, including doors and windows shall be spot cleaned inside and out. All

handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door or window to accomplish clean glass.

2. Stairways and steps shall be cleaned daily and shall present a uniformly clean appearance.

3. *Sweep and damp mop stairs* – All stairs shall be thoroughly swept, removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Damp mop using appropriate cleaning tools and cleaning chemicals.

4. *Sweep and wet mop stairs with disinfectant detergent solution -* All stairs shall be thoroughly swept removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Mop, with a clean mop, using germicidal cleaner on all hard surface floors, as required to eliminate dirt due to spillage and tracking, taking care to get into corners, along edges and beneath furniture and place appropriate Caution Wet Floor Warning signs.

5. Risers and thresholds shall be cleaned on a daily basis. Attention shall be paid to inaccessible areas such as corners and edges and appropriate tools shall be employed to clean these areas. All gum, tar, grease, and other soils shall be removed. Risers and thresholds shall be free from trash, both in open areas and inaccessible areas such as corners and along edges. If finish is used on stairway risers, there shall not be a buildup of finish or accumulations of dirt in layers of finish.

6. *Handrails of stairways shall be cleaned*. Handrails shall be free from fingerprints, dirt, and smears.

7. Remove cobwebs from all surfaces up to twelve (**12**) feet in height from the adjacent floor surfaces.

8. Remove all dust from air conditioning vents, grills, and returns up to twelve (**12**) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.

9. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.

10. All metal kick and hand plates on doors shall be properly cleaned and polished.

11. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.

12. Wipe down light switches and outlet covers.

Elevators

1. *Vacuuming*: Vacuum all carpet. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Close attention shall be paid to corners, edges and areas that are inaccessible to the machine. Appropriate hand or crevice tools shall be employed to ensure that these areas are properly cleaned. Care shall be exercised to prevent hitting or otherwise damaging walls, baseboards, or furnishings with the vacuum or attachments. Bags shall be emptied or cleaned regularly. Vacuumed carpets shall present a uniformly clean appearance both in open spaces and in inaccessible areas under and around furnishings, in corners and along edges. Carpets shall be clean, free from lint, dust balls, dirt, strings, loose carpet strands, and other debris. The carpet shall stand erect once vacuuming is completed.

2. *Spot Cleaning of Carpet*: Remove any evidence of excessive buildup of dirt, spillages, spots, smears, and stains. After removal, carpet shall show no visible signs of discoloration or fuzzing from harsh rubbings. Cleaned areas must blend with the adjacent carpeted areas. Contractor employee shall report all carpet tears, burns, and unraveling immediately.

3. *Clean interior walls and surfaces* – Disinfect all buttons, handrails, emergency phone and security compartments. Remove smudges, fingerprints, spills, and other marks from walls, handrails, and doors.

4. *Polish Stainless-Steel Surfaces* – Polish all stainless steel, and other bright metal surfaces using appropriate metal cleaner/polish and wipe dry. Surfaces shall be free from dirt, smudges, stains, and fingerprints.

5. *Sweep and damp mop floors* – All tile and hard floor surfaces shall be thoroughly swept, removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Damp mop using appropriate cleaning tools and cleaning chemicals.

6. *Sweep and wet mop floor with disinfectant detergent solution* - All tile and hard floor surfaces shall be thoroughly swept removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Mop, with a clean mop, using germicidal cleaner on all hard surface floors, as required to eliminate dirt due to spillage and tracking, taking care to get into corners, along edges and beneath furniture and place appropriate Caution Wet Floor Warning signs.

7. *Clean thresholds* – Clean elevator thresholds using appropriate cleaning tools and remove all dirt and debris from door tracks and threshold surfaces.

8. Remove cobwebs from all surfaces up to twelve (**12**) feet in height from the adjacent floor surfaces.

9. Remove all dust from air conditioning vents, grills, and returns up to twelve (**12**) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.

10. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.

11. Spot wash all walls and woodwork to remove scuff marks and stains.

12. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.

Meeting and Conference Rooms

1. *Clean doors, door frames, door glass, handles on both sides* – All doors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all glass, including doors and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door, or window to accomplish clean glass.

2. *Empty, clean, and sanitize wastebaskets, and replace liners* – All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.

3. *Empty recycling receptacles.* – Recycling receptacles shall be emptied, and all materials placed in the recycling dumpster.

4. *Spot clean tabletops, office furniture, fabric, and chairs; arrange chairs in orderly fashion* – All furniture shall be spot cleaned using appropriate cleaning tools and cleaning chemicals. All visible dirt, stains, spills, and trash shall be removed from furniture surfaces. Chairs shall be arranged neatly and orderly around tables and room.

5. *Clean all interior windows and window blinds* – Clean all window interior surfaces, sills and frames with appropriate cleaning tools and glass cleaning chemicals. Interior windows shall be free from dirt, smudges, fingerprints, dust, and streaks. When cleaning venetian blinds, care shall be taken to prevent damages to either the slats or the tapes that support them. Cleaned venetian blinds, especially the slats and tapes that support them, shall be free from dirt, accumulated dust, cobwebs, etc. and shall present an overall clean appearance.

6. *Dust all desks, office furniture, computers, chairs, partitions, work counters, and picture frames with a treated dust cloth or another appropriate dusting tool.*

7. *Dust all horizontal surfaces (file cabinets, bookshelves, desks, etc.).*

8. *Sanitize phones* - Damp wipe phones with disinfectant to remove all dirt, smudges, and finger marks.

9. *Vacuuming*: Vacuum all carpet, interior and exterior rugs, and walk-off mats. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Close attention shall be paid to corners, edges and areas that are inaccessible to the machine. Appropriate hand or crevice tools shall be employed to ensure that these areas are properly cleaned. Care shall be exercised to prevent hitting or otherwise damaging walls, baseboards, or furnishings with the vacuum or attachments. Bags shall be emptied or cleaned regularly. Walk-off mats shall also be vacuumed, and any furniture moved or replaced. Vacuumed carpets shall present a uniformly clean appearance both in open spaces and in inaccessible areas under and around furnishings, in corners and along edges. Carpets shall be clean, free from lint, dust balls, dirt, strings, loose carpet strands, and other debris. The carpet shall stand erect once vacuuming is completed.

10. *Spot Cleaning of Carpet*: Remove any evidence of excessive buildup of dirt, spillages, spots, smears, and stains. After removal, carpet shall show no visible signs of discoloration or fuzzing from harsh rubbings. Cleaned areas must blend with the adjacent carpeted areas. Contractor employee shall report all carpet tears, burns, and unraveling immediately.

11. Clean all white/chalk boards areas where content is not marked as “Save”.

12. Remove cobwebs from all surfaces up to twelve (**12**) feet in height from the adjacent floor surfaces.

13. Remove all dust from air conditioning vents, grills, and returns up to twelve (**12**) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.

14. Dust window ledges and interior mullions and moldings up to twelve (**12**) feet in height from the adjacent floor surfaces. This item also applies to accessible areas behind desks and partitions.

15. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.

16. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.

17. Spot wash all walls and woodwork to remove scuff marks and stains.

18. Wipe down light switches and outlet covers.

19. All metal kick and hand plates on doors shall be properly cleaned and polished.

20. *Clean Carpets by Extraction Method*. The Contractor shall thoroughly clean carpet (i.e., carpeted area) using the water extraction method. Hot water extraction at a temperature that will kill and eliminate bacteria by truck-mount is the preferred method. The Contractor shall begin cleaning operation by removing all movable furnishings from the carpeted area, placing the furnishings in an appropriate temporary location. All paper, gum, rubber bands, staples, paper clips, and other debris shall be removed from the carpeted area. The Contractor shall then use a carpet vacuum to remove surface soil and embedded grit. All spots and stains shall be treated with an approved spot cleaning solution and a soft bristle brush. Spot cleaning should continue until as much of the spot or stain as possible has been removed. Water extraction equipment shall be operated over the entire carpeted area. All instructions provided by the manufacturers of the water extraction equipment and cleaning solutions shall be followed. After allowing sufficient drying time, the Contractor shall vacuum the carpeted area following a pattern, which will give the carpet pile a uniform appearance. The Contractor shall conclude the operation by replacing furnishings in their original locations.

File/Copy Rooms

1. *Clean doors, door frames, door glass, handles on both sides* – All doors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all glass, including doors and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door or window to accomplish clean glass.

2. *Empty, clean, and sanitize wastebaskets, and replace liners* – All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.

3. *Empty recycling receptacles* – Recycling receptacles shall be emptied, and all materials placed in the recycling dumpster.

4. *Vacuuming*: Vacuum all carpet, interior and exterior rugs, and walk-off mats. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Close attention shall be paid to corners, edges and areas that are inaccessible to the machine. Appropriate hand or crevice tools shall be employed to ensure that these areas are properly cleaned. Care shall be exercised to prevent hitting or otherwise damaging walls, baseboards, or furnishings with the vacuum or attachments. Bags shall be emptied or cleaned regularly. Walk-off mats shall also be vacuumed, and any furniture moved or replaced. Vacuumed carpets shall present a uniformly clean appearance both in open spaces and in inaccessible areas under and around furnishings, in corners and

along edges. Carpets shall be clean, free from lint, dust balls, dirt, strings, loose carpet strands, and other debris. The carpet shall stand erect once vacuuming is completed.

5. *Spot Cleaning of Carpet*: Remove any evidence of excessive buildup of dirt, spillages, spots, smears, and stains. After removal, carpet shall show no visible signs of discoloration or fuzzing from harsh rubbings. Cleaned areas must blend with the adjacent carpeted areas. Contractor employee shall report all carpet tears, burns, and unraveling immediately.

6. *Sweep and damp mop floors* – All tile and hard floor surfaces shall be thoroughly swept, removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Damp mop using appropriate cleaning tools and cleaning chemicals.

7. *Sweep and wet mop floor with disinfectant detergent solution* - All tile and hard floor surfaces shall be thoroughly swept removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Mop, with a clean mop, using germicidal cleaner on all hard surface floors, as required to eliminate dirt due to spillage and tracking, taking care to get into corners, along edges and beneath furniture and place appropriate Caution Wet Floor Warning signs.

8. *Clean tables and chairs and replace in orderly fashion* – All tables and chairs shall be cleaned using appropriate cleaning chemicals and wiped dry. Surfaces shall be free from dirt, dust, food, spills, trash, and stains. Furniture shall be placed in an orderly fashion.

9. *Clean and disinfect counter tops and fixtures* – All surfaces shall be cleaned and disinfected using appropriate cleaning chemicals. All surfaces shall be free from dirt, food, spills, trash, fingerprints, and other debris.

10. *Dust all desks, office furniture, computers, chairs, partitions, work counters, and picture frames with a treated dust cloth or another appropriate dusting tool*.

11. *Dust all horizontal surfaces (file cabinets, bookshelves, desks, etc.).*

12. Remove cobwebs from all surfaces up to twelve (**12**) feet in height from the adjacent floor surfaces.

13. Wipe down light switches and outlet covers.

14. Remove all dust from air conditioning vents, grills, and returns up to twelve (**12**) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.

15. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.

16. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.

17. Spot wash all walls and woodwork to remove scuff marks and stains.

18. All metal kick and hand plates on doors shall be properly cleaned and polished.

19. Strip and wax floor.

Breakrooms

1. *Clean doors, door frames, door glass, handles on both sides* – All doors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all glass, including doors and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door or window to accomplish clean glass.

2. *Empty, clean, and sanitize wastebaskets, and replace liners* – All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.

3. *Empty recycling receptacles* – Recycling receptacles shall be emptied, and all materials placed in the recycling dumpster.

4. *Fill, clean, and disinfect all dispensers* – All dispensers including paper towel, soap, and hand sanitizer shall be filled with an adequate supply so that the dispenser will not become empty prior to the next service day. The outside of all dispensers shall be cleaned and disinfected. Soap dispensers shall be unclogged if necessary, to make them dispense soap.

5. *Sweep and damp mop floors* – All tile and hard floor surfaces shall be thoroughly swept, removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Damp mop using appropriate cleaning tools and cleaning chemicals.

6. *Sweep and wet mop floor with disinfectant detergent solution* - All tile and hard floor surfaces shall be thoroughly swept removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Mop, with a clean mop, using germicidal cleaner on all hard surface floors, as required to eliminate dirt due to spillage and tracking, taking care to get into corners, along edges and beneath furniture and place appropriate Caution Wet Floor Warning signs.

7. *Clean tables and chairs and replace in orderly fashion* – All tables and chairs shall be cleaned using appropriate cleaning chemicals and wiped dry. Surfaces shall be free from dirt, dust, food, spills, trash, and stains. Furniture shall be placed in an orderly fashion.

8. *Clean and disinfect counter tops, sinks, exterior of appliances, and fixtures* – All surfaces shall be cleaned and disinfected using appropriate cleaning chemicals. All surfaces shall be free from dirt, food, spills, trash, fingerprints, and other debris. Any stainless-steel appliances shall be cleaned using stainless steel cleaner.

9. *Clean all interior windows and window blinds* – Clean all window interior surfaces, sills and frames with appropriate cleaning tools and glass cleaning chemicals. Interior windows shall be free from dirt, smudges, fingerprints, dust, and streaks. When cleaning venetian blinds, care shall be taken to prevent damages to either the slats or the tapes that support them. Cleaned venetian blinds, especially the slats and tapes that support them, shall be free from dirt, accumulated dust, cobwebs, etc. and shall present an overall clean appearance.

10. *Sanitize phones* - Damp wipe phones with disinfectant to remove all dirt, smudges, and finger marks.

11. Dust window ledges and interior mullions and moldings up to twelve (**12**) feet in height from the adjacent floor surfaces. This item also applies to accessible areas behind desks and partitions.

12. Remove cobwebs from all surfaces up to twelve (**12**) feet in height from the adjacent floor surfaces.

13. Wipe down light switches and outlet covers.

14. Remove all dust from air conditioning vents, grills, and returns up to twelve (**12**) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.

15. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.

16. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.

17. Spot wash all walls and woodwork to remove scuff marks and stains.

18. All metal kick and hand plates on doors shall be properly cleaned and polished.

19. Strip and wax floor.

Offices and Cubicles

1. *Clean doors, door frames, door glass, handles on both sides* – All doors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all glass, including doors, and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door or window to accomplish clean glass.

2. *Spot clean tabletops, office furniture, fabric, and chairs; arrange chairs in orderly fashion* – All furniture shall be spot cleaned using appropriate cleaning tools and cleaning chemicals. All visible dirt, stains, spills, and trash shall be removed from furniture surfaces. Chairs shall be arranged neatly and orderly around tables and desks.

3. *Empty, clean, and sanitize wastebaskets, and replace liners* – All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.

4. *Empty recycling receptacles* – Recycling receptacles shall be emptied, and all materials placed in the recycling dumpster.

5. *Vacuuming*: Vacuum all carpet, interior and exterior rugs, and walk-off mats. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Close attention shall be paid to corners, edges and areas that are inaccessible to the machine. Appropriate hand or crevice tools shall be employed to ensure that these areas are properly cleaned. Care shall be exercised to prevent hitting or otherwise damaging walls, baseboards, or furnishings with the vacuum or attachments. Bags shall be emptied or cleaned regularly. Walk-off mats shall also be vacuumed, and any furniture moved or replaced. Vacuumed carpets shall present a uniformly clean appearance both in open spaces and in inaccessible areas under and around furnishings, in corners and along edges. Carpets shall be clean, free from lint, dust balls, dirt, strings, loose carpet strands, and other debris. The carpet shall stand erect once vacuuming is completed.

6. *Spot Cleaning of Carpet*: Remove any evidence of excessive buildup of dirt, spillages, spots, smears, and stains. After removal, carpet shall show no visible signs of discoloration or fuzzing from harsh rubbings. Cleaned areas must blend with the adjacent carpeted areas. Contractor employee shall report all carpet tears, burns, and unraveling immediately.

7. *Dust and clean all desk and all tabletops (if surfaces are not cleared, only dusting is required), chairs, file cabinets, pictures, wall plaques, counter tops, bookshelves, ledges on walls, window ledges and other surface areas including fixtures and lamps using approved products and methods*.

8. *Sanitize phones* - Damp wipe phones with disinfectant to remove all dirt, smudges, and finger marks.

9. *Clean all interior windows and window blinds* – Clean all window interior surfaces, sills and frames with appropriate cleaning tools and glass cleaning chemicals. Interior windows shall be free from dirt, smudges, fingerprints, dust, and streaks. When cleaning venetian blinds, care shall be taken to prevent damages to either the slats or the tapes that support them. Cleaned venetian blinds, especially the slats and tapes that support them, shall be free from dirt, accumulated dust, cobwebs, etc. and shall present an overall clean appearance.

10. Dust window ledges and interior mullions and moldings up to twelve (**12**) feet in height from the adjacent floor surfaces. This item also applies to accessible areas behind desks and partitions.

11. Remove cobwebs from all surfaces up to twelve (**12**) feet in height from the adjacent floor surfaces.

12. Wipe down light switches and outlet covers.

13. Remove all dust from air conditioning vents, grills, and returns up to twelve (**12**) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.

14. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.

15. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.

16. Spot wash all walls and woodwork to remove scuff marks and stains.

17. All metal kick and hand plates on doors shall be properly cleaned and polished.

18. *Clean Carpets by Extraction Method*. The Contractor shall thoroughly clean carpet (i.e., carpeted area) using the water extraction method. Hot water extraction at a temperature that will kill and eliminate bacteria by truck-mount is the preferred method. The Contractor shall begin cleaning operation by removing all movable furnishings from the carpeted area, placing the furnishings in an appropriate temporary location. All paper, gum, rubber bands, staples, paper clips, and other debris shall be removed from the carpeted area. The Contractor shall then use a carpet vacuum to remove surface soil and embedded grit. All spots and stains shall be treated with an approved spot cleaning solution and a soft bristle brush. Spot cleaning should continue until as much of the spot or stain as possible has been removed. Water extraction equipment shall be operated over the entire carpeted area. All instructions provided by the manufacturers of the water extraction equipment and cleaning solutions shall be followed. After allowing sufficient drying time, the Contractor shall vacuum the

carpeted area following a pattern, which will give the carpet pile a uniform appearance. The Contractor shall conclude the operation by replacing furnishings in their original locations.

Restrooms Cleaning and Maintenance

1. *Clean doors, door frames, door glass, handles on both sides* – All doors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all glass, including doors and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door, or window to accomplish clean glass.

2. *Fill, clean, and disinfect all dispensers* – All dispensers including paper towel, toilet paper, soap, and hand sanitizer shall be filled with an adequate supply so that the dispenser will not become empty prior to the next service day. The outside of all dispensers shall be cleaned and disinfected. Soap dispensers shall be unclogged if necessary, to make them dispense soap. Partial rolls of toilet paper shall not be left on top of dispensers.

3. *Empty, clean, and sanitize wastebaskets, and replace liners* – All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.

4. *Clean and disinfect all washbasins, counters, and fixtures* – All sinks, counters and fixtures shall be cleaned and disinfected with appropriate cleaning chemicals and tools. Surfaces shall be free of stains, soap scum, water marks, hair, and other visible dirt.

5. *Clean all mirrors, chrome, stainless steel, and polish to a shine* – All mirrors shall be cleaned using glass cleaning chemicals and appropriate tools. Mirrors shall be free of streaks, spots, and other visible dirt. All chrome and stainless-steel surfaces shall be cleaned with stainless steel cleaning chemicals and wiped dry leaving a clean and polished surface.

6. *Clean and disinfect all urinals and toilets, removing stains and cleaning under rims* – Clean and disinfect all surfaces on toilets and urinals using appropriate cleaning and disinfecting chemicals. Visible dirt and stains shall be removed from all surfaces including toilet seats, fixtures, handles, outside surfaces, under rims, and under seats. If urinal screens are used, these must be removed each time the urinal is cleaned and reinserted after cleaning. Special attention shall be given to bottoms and floors on and around urinals and commodes for elimination of odors and stains and to provide a uniformly clean appearance throughout.

7. *Dust and spot clean with cleaning chemicals all partitions, walls, doors, and other surfaces* – All surfaces shall be inspected, and all visible dust, dirt, and stains shall be

removed using appropriate cleaning tools and chemicals. Door handles shall be cleaned and disinfected daily regardless if visible dirt is noticed.

8. *Sweep and wet mop floor with disinfectant detergent solution* – All floor surfaces shall be swept removing all loose dirt and stains and hair using appropriate cleaning tools. All surfaces shall be mopped, with a clean mop, using germicidal cleaner, as required to eliminate dirt due to spillage and tracking, taking care to get into corners, along edges and beneath furniture and place appropriate Caution Wet Floor Warning signs. All mop tanks, buckets, pails used to clean the restrooms must be exclusive to restroom cleaning only. Mops, mop buckets/tanks/pails and brooms used in the cleaning of restrooms and other potential areas of biohazard contamination shall be cold rinsed, disinfected, and hung up before further use. Do not reuse mop water or mop heads that have been used to mop restrooms to mop offices or hallways. Floor drains shall be cleaned, and all visible dirt, stains and hair shall be removed.

9. *Pour one gallon of fresh floor disinfectant detergent solution down each drain*- Using a one-gallon pail filled with fresh floor cleaning solution, pour solution down each drain to keep traps filled with water, and drains smelling clean.

10. *Clean and disinfect all partitions, walls, doors, and door frames* – All walls, toilet partitions, doors, and door frame surfaces shall be thoroughly cleaned and disinfected using appropriate tools and cleaning chemicals. These surfaces shall be free of dust, dirt, hair, soap scum, marks, and stains.

11. Remove all dust from air conditioning vents, grills, and returns up to twelve (**12**) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.

12. Remove cobwebs from all surfaces up to twelve (**12**) feet in height from the adjacent floor surfaces.

13. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.

14. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.

15. Wipe down light switches and outlet covers.

16. Spot wash all walls and woodwork to remove scuff marks and stains.

17. All metal kick and hand plates on doors shall be properly cleaned and polished.

18. All automatic air freshener machines are to be checked and canisters replaced when empty including replacing batteries as needed, making sure they are operational.

19. Replace urinal pads.

Council Chambers and Executive Session Conference Room

1. *Clean doors, door frames, door glass, handles on both sides* – All doors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all glass, including doors and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door or window to accomplish clean glass.

2. *Vacuuming*: Vacuum all carpet, interior and exterior rugs, and walk-off mats. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Close attention shall be paid to corners, edges and areas that are inaccessible to the machine. Appropriate hand or crevice tools shall be employed to ensure that these areas are properly cleaned. Care shall be exercised to prevent hitting or otherwise damaging walls, baseboards, or furnishings with the vacuum or attachments. Bags shall be emptied or cleaned regularly. Walk-off mats shall also be vacuumed, and any furniture moved or replaced. Vacuumed carpets shall present a uniformly clean appearance both in open spaces and in inaccessible areas under and around furnishings, in corners and along edges. Carpets shall be clean, free from lint, dust balls, dirt, strings, loose carpet strands, and other debris. The carpet shall stand erect once vacuuming is completed.

3. *Spot Cleaning of Carpet*: Remove any evidence of excessive buildup of dirt, spillages, spots, smears, and stains. After removal, carpet shall show no visible signs of discoloration or fuzzing from harsh rubbings. Cleaned areas must blend with the adjacent carpeted areas. Contractor employee shall report all carpet tears, burns, and unraveling immediately.

4. *Empty, clean, and sanitize wastebaskets, and replace liners* – All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.

5. *Empty recycling receptacles* – Recycling receptacles shall be emptied, and all materials placed in the recycling dumpster.

6. Detail and clean all millwork, audience seating, dais, countertops, and workstations in the Council Chambers (2nd Mondays before Council Meeting and the last Tuesday of the month before the Work Session). In addition to the general cleaning requirements particular attention must be paid to cleaning under non-moving benches, seating, landing, steps, dais, platforms, podium, etc... A crevice tool will be used as needed to ensure that there is no build-up of dirt or debris under benches, chairs, platform, podium, steps and/or landing. Seating pads on benches and chairs must be lifted up, any debris removed, all chairs will be cleaned or vacuumed to remove loose hair, dirt, and grime.

7. *Clean all interior windows and window blinds* – Clean all window interior surfaces, sills and frames with appropriate cleaning tools and glass cleaning chemicals. Interior windows shall be free from dirt, smudges, fingerprints, dust, and streaks. When cleaning venetian blinds, care shall be taken to prevent damages to either the slats or the tapes that support them. Cleaned venetian blinds, especially the slats and tapes that support them, shall be free from dirt, accumulated dust, cobwebs, etc. and shall present an overall clean appearance.

8. *Dust and clean all desks and all tabletops (if surfaces are not cleared, only dusting is required), chairs, file cabinets, pictures, wall plaques, counter tops, bookshelves, ledges on walls, window ledges and other surface areas including fixtures and lamps using approved products and methods.*

9. *Sanitize phones* - Damp wipe phones with disinfectant to remove all dirt, smudges, and finger marks.

10. Vacuum and shampoo fabric-type chairs and sofas as required, to achieve a clean, unstained appearance.

11. Damp-wipe plastic, vinyl covered chairs and sofas as required to achieve a clean, unstained appearance.

12. Dust window ledges and interior mullions and moldings up to twelve (**12**) feet in height from the adjacent floor surfaces. This item also applies to accessible areas behind desks and partitions.

13. Remove cobwebs from all surfaces up to twelve (**12**) feet in height from the adjacent floor surfaces.

14. Remove all dust from air conditioning vents, grills, and returns up to twelve (**12**) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.

15. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.

16. Wipe down light switches and outlet covers.

17. Spot wash all walls and woodwork to remove scuff marks and stains.

18. All metal kick and hand plates on doors shall be properly cleaned and polished.

19. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.

20. *Clean Carpets by Extraction Method.* The Contractor shall thoroughly clean carpet (i.e., carpeted area) using the water extraction method. Hot water extraction at a temperature that will kill and eliminate bacteria by truck-mount is the preferred method. The Contractor shall begin cleaning operation by removing all movable

furnishings from the carpeted area, placing the furnishings in an appropriate temporary location. All paper, gum, rubber bands, staples, paper clips, and other debris shall be removed from the carpeted area. The Contractor shall then use a carpet vacuum to remove surface soil and embedded grit. All spots and stains shall be treated with an approved spot cleaning solution and a soft bristle brush. Spot cleaning should continue until as much of the spot or stain as possible has been removed. Water extraction equipment shall be operated over the entire carpeted area. All instructions provided by the manufacturers of the water extraction equipment and cleaning solutions shall be followed. After allowing sufficient drying time, the Contractor shall vacuum the carpeted area following a pattern, which will give the carpet pile a uniform appearance. The Contractor shall conclude the operation by replacing furnishings in their original locations.

Janitorial Closets and Storage Spaces

1. Clean and organize janitorial closets and storage spaces – Closets and storage spaces used for janitorial equipment and supplies shall be kept clean and organized. Supply items shall be placed on shelves and kept off floors. Tools and equipment shall be stored in an orderly fashion allowing for unobstructed access into closets and storage spaces. No trash shall be stored in closets overnight.

As Needed Services

1. City Hall may need additional janitorial services beyond the routine service schedule on an as-needed basis. The City will provide the Contractor a schedule of janitorial service on dates and times needed by the City, based on upcoming event schedules.

Emergency Cleanup

1. The City may assign, when and where needed, cleanup duties to the Contractor when an emergency occurs. Cleaning tasks may include dusting, vacuuming, mopping, carpets extraction, window washing or other tasks as designated.

MUNICIPAL COURT BUILDING

Entry Ways, Lobbies, Reception Areas, Hallways, Corridors, Traffic Areas

1. All mats located at the building entrances shall be properly cleaned.

2. *Clean doors, door frames, door glass, handles on both sides* – All doors in building entries, lobbies, hallways, and corridors shall be cleaned using appropriate

cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all lobby glass, including doors and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door, or window to accomplish clean glass.

3. *Dust, and clean partitions, walls, baseboards, counters, tables, pictures, cabinets, banisters, handrails, and all other horizontal surfaces* – All surfaces shall be dusted and cleaned using appropriate cleaning tools and cleaning chemicals removing dust, fingerprints, spills, shoe marks, etc.

4. Vacuum and shampoo fabric-type chairs and sofas as required, to achieve a clean, unstained appearance.

5. Damp-wipe plastic, vinyl covered chairs and sofas as required to achieve a clean, unstained appearance.

6. *Clean all interior windows and window blinds* – Clean all window interior surfaces, sills and frames with appropriate cleaning tools and glass cleaning chemicals. Interior windows shall be free from dirt, smudges, fingerprints, dust, and streaks. When cleaning venetian blinds, care shall be taken to prevent damages to either the slats or the tapes that support them. Cleaned venetian blinds, especially the slats and tapes that support them, shall be free from dirt, accumulated dust, cobwebs, etc. and shall present an overall clean appearance.

7. Dust window ledges and interior mullions and moldings up to twelve (**12**) feet in height from the adjacent floor surfaces. This item also applies to accessible areas behind desks and partitions.

8. Dust all wood panel surfaces, chairs and other furniture. Arrange furniture in a neat and orderly manner.

9. Spot wash all walls and woodwork to remove scuff marks and stains.

10. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.

11. All metal kick and hand plates on doors shall be properly cleaned and polished.

12. *Empty and clean wastebaskets, central recycling bins, and trash cans, including those outside entrances, outside patios, and along building entrance walkways and replace liners* - All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.

13. *Vacuuming:* Vacuum all carpet, interior and exterior rugs, and walk-off mats. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Close attention shall be paid to corners, edges and areas that are inaccessible to the machine.

Appropriate hand or crevice tools shall be employed to ensure that these areas are properly cleaned. Care shall be exercised to prevent hitting or otherwise damaging walls, baseboards, or furnishings with the vacuum or attachments. Bags shall be emptied or cleaned regularly. Walk-off mats shall also be vacuumed, and any furniture moved or replaced. Vacuumed carpets shall present a uniformly clean appearance both in open spaces and in inaccessible areas under and around furnishings, in corners and along edges. Carpets shall be clean, free from lint, dust balls, dirt, strings, loose carpet strands, and other debris. The carpet shall stand erect once vacuuming is completed.

14. *Spot Cleaning of Carpet:* Remove any evidence of excessive buildup of dirt, spillages, spots, smears, and stains. After removal, carpet shall show no visible signs of discoloration or fuzzing from harsh rubbings. Cleaned areas must blend with the adjacent carpeted areas. Contractor employee shall report all carpet tears, burns, and unraveling immediately.

15. *Clean Carpets by Extraction Method.* The Contractor shall thoroughly clean carpet (i.e., carpeted area) using the water extraction method. Hot water extraction at a temperature that will kill and eliminate bacteria by truck-mount is the preferred method. The Contractor shall begin cleaning operation by removing all movable furnishings from the carpeted area, placing the furnishings in an appropriate temporary location. All paper, gum, rubber bands, staples, paper clips, and other debris shall be removed from the carpeted area. The Contractor shall then use a carpet vacuum to remove surface soil and embedded grit. All spots and stains shall be treated with an approved spot cleaning solution and a soft bristle brush. Spot cleaning should continue until as much of the spot or stain as possible has been removed. Water extraction equipment shall be operated over the entire carpeted area. All instructions provided by the manufacturers of the water extraction equipment and cleaning solutions shall be followed. After allowing sufficient drying time, the Contractor shall vacuum the carpeted area following a pattern, which will give the carpet pile a uniform appearance. The Contractor shall conclude the operation by replacing furnishings in their original locations.

16. *Sweep and damp mop floors* – All tile and hard floor surfaces shall be thoroughly swept, removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Damp mop using appropriate cleaning tools and cleaning chemicals.

17. *Sweep and wet mop floor with disinfectant detergent solution* - All tile and hard floor surfaces shall be thoroughly swept removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Mop, with a clean mop, using germicidal cleaner on all hard surface floors, as required to eliminate dirt due to spillage and tracking, taking care to get into corners, along edges and beneath furniture and place appropriate Caution Wet Floor Warning signs.

18. Strip and wax floor.

19. *Clean, disinfect, and polish drinking fountains* – All drinking fountains shall be cleaned and disinfected using appropriate cleaning chemicals. All surfaces shall be free of dirt, stains, hair, food, and other debris. Surfaces shall be polished using stainless steel cleaner or other metal polish and wiped dry.

20. Remove cobwebs from all surfaces up to twelve (**12**) feet in height from the adjacent floor surfaces.

21. Remove all dust from air conditioning vents, grills, and returns up to twelve (**12**) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.

22. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.

23. Wipe down light switches and outlet covers.

24. *Sanitize phones* - Damp wipe phones with disinfectant to remove all dirt, smudges, and finger marks.

25. *Sweep outside building entryways* – Building entryways and stairs shall be swept up to a distance of twenty (**20**) feet from all sides of each entry door removing all loose dirt and debris.

26. *Empty and clean ashtrays screen all sand urns* – Ash urns and ash trays located outside building entry doors shall be cleaned and all debris removed. Sand in the urns shall be screened using appropriate tools resulting in a clean bed of sand free of tobacco products, trash, and other debris.

Stairway Cleaning

1. *Clean doors, door frames, door glass, handles on both sides* – All doors in building stairways shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all glass, including doors and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door or window to accomplish clean glass.

2. Stairways and steps shall be cleaned daily and shall present a uniformly clean appearance.

3. *Sweep and damp mop stairs* – All stairs shall be thoroughly swept, removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Damp mop using appropriate cleaning tools and cleaning chemicals.

4. *Sweep and wet mop stairs with disinfectant detergent solution -* All stairs shall be thoroughly swept removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Mop, with a clean mop, using germicidal cleaner on all hard surface floors, as required to eliminate dirt due to spillage and tracking, taking care to get into corners, along edges and beneath furniture and place appropriate Caution Wet Floor Warning signs.

5. Risers and thresholds shall be cleaned on a daily basis. Attention shall be paid to inaccessible areas such as corners and edges and appropriate tools shall be employed to clean these areas. All gum, tar, grease, and other soils shall be removed. Risers and thresholds shall be free from trash, both in open areas and inaccessible areas such as corners and along edges. If finish is used on stairway risers, there shall not be a buildup of finish or accumulations of dirt in layers of finish.

6. *Handrails of stairways shall be cleaned*. Handrails shall be free from fingerprints, dirt, and smears.

7. Remove cobwebs from all surfaces up to twelve (**12**) feet in height from the adjacent floor surfaces.

8. Remove all dust from air conditioning vents, grills, and returns up to twelve (**12**) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.

9. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.

10. All metal kick and hand plates on doors shall be properly cleaned and polished.

11. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.

12. Wipe down light switches and outlet covers.

Elevators

1. *Vacuuming*: Vacuum all carpet. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Close attention shall be paid to corners, edges and areas that are inaccessible to the machine. Appropriate hand or crevice tools shall be

employed to ensure that these areas are properly cleaned. Care shall be exercised to prevent hitting or otherwise damaging walls, baseboards, or furnishings with the vacuum or attachments. Bags shall be emptied or cleaned regularly. Vacuumed carpets shall present a uniformly clean appearance both in open spaces and in inaccessible areas under and around furnishings, in corners and along edges. Carpets shall be clean, free from lint, dust balls, dirt, strings, loose carpet strands, and other debris. The carpet shall stand erect once vacuuming is completed.

2. *Spot Cleaning of Carpet*: Remove any evidence of excessive buildup of dirt, spillages, spots, smears, and stains. After removal, carpet shall show no visible signs of discoloration or fuzzing from harsh rubbings. Cleaned areas must blend with the adjacent carpeted areas. Contractor employee shall report all carpet tears, burns, and unraveling immediately.

3. *Clean interior walls and surfaces* – Disinfect all buttons, handrails, emergency phone and security compartments. Remove smudges, fingerprints, spills, and other marks from walls, handrails, and doors.

4. *Polish Stainless-Steel Surfaces* – Polish all stainless steel, and other bright metal surfaces using appropriate metal cleaner/polish and wipe dry. Surfaces shall be free from dirt, smudges, stains, and fingerprints.

5. *Sweep and damp mop floors* – All tile and hard floor surfaces shall be thoroughly swept, removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Damp mop using appropriate cleaning tools and cleaning chemicals.

6. *Sweep and wet mop floor with disinfectant detergent solution* - All tile and hard floor surfaces shall be thoroughly swept removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Mop, with a clean mop, using germicidal cleaner on all hard surface floors, as required to eliminate dirt due to spillage and tracking, taking care to get into corners, along edges and beneath furniture and place appropriate Caution Wet Floor Warning signs.

7. *Clean thresholds* – Clean elevator thresholds using appropriate cleaning tools and remove all dirt and debris from door tracks and threshold surfaces.

8. Remove cobwebs from all surfaces up to twelve (**12**) feet in height from the adjacent floor surfaces.

9. Remove all dust from air conditioning vents, grills, and returns up to twelve (**12**) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.

10. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.

11. Spot wash all walls and woodwork to remove scuff marks and stains.

12. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.

Meeting and Conference Rooms

1. *Clean doors, door frames, door glass, handles on both sides* – All doors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all glass, including doors and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door, or window to accomplish clean glass.

2. *Empty, clean, and sanitize wastebaskets, and replace liners* – All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.

3. *Empty recycling receptacles.* – Recycling receptacles shall be emptied, and all materials placed in the recycling dumpster.

4. *Spot clean tabletops, office furniture, fabric, and chairs; arrange chairs in orderly fashion* – All furniture shall be spot cleaned using appropriate cleaning tools and cleaning chemicals. All visible dirt, stains, spills, and trash shall be removed from furniture surfaces. Chairs shall be arranged neatly and orderly around tables and room.

5. *Clean all interior windows and window blinds* – Clean all window interior surfaces, sills and frames with appropriate cleaning tools and glass cleaning chemicals. Interior windows shall be free from dirt, smudges, fingerprints, dust, and streaks. When cleaning venetian blinds, care shall be taken to prevent damages to either the slats or the tapes that support them. Cleaned venetian blinds, especially the slats and tapes that support them, shall be free from dirt, accumulated dust, cobwebs, etc. and shall present an overall clean appearance.

6. *Dust all desks, office furniture, computers, chairs, partitions, work counters, and picture frames with a treated dust cloth or another appropriate dusting tool.*

7. *Dust all horizontal surfaces (file cabinets, bookshelves, desks, etc.).*

8. *Sanitize phones* - Damp wipe phones with disinfectant to remove all dirt, smudges, and finger marks.

9. *Vacuuming*: Vacuum all carpet, interior and exterior rugs, and walk-off mats. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Close attention shall be paid to corners, edges and areas that are inaccessible to the machine. Appropriate hand or crevice tools shall be employed to ensure that these areas are properly cleaned. Care shall be exercised to prevent hitting or otherwise damaging walls, baseboards, or furnishings with the vacuum or attachments. Bags shall be emptied or cleaned regularly. Walk-off mats shall also be vacuumed, and any furniture moved or replaced. Vacuumed carpets shall present a uniformly clean appearance both in open spaces and in inaccessible areas under and around furnishings, in corners and along edges. Carpets shall be clean, free from lint, dust balls, dirt, strings, loose carpet strands, and other debris. The carpet shall stand erect once vacuuming is completed.

10. *Spot Cleaning of Carpet*: Remove any evidence of excessive buildup of dirt, spillages, spots, smears, and stains. After removal, carpet shall show no visible signs of discoloration or fuzzing from harsh rubbings. Cleaned areas must blend with the adjacent carpeted areas. Contractor employee shall report all carpet tears, burns, and unraveling immediately.

11. Clean all white/chalk boards areas where content is not marked as "Save".

12. Remove cobwebs from all surfaces up to twelve (**12**) feet in height from the adjacent floor surfaces.

13. Remove all dust from air conditioning vents, grills, and returns up to twelve (**12**) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.

14. Dust window ledges and interior mullions and moldings up to twelve (**12**) feet in height from the adjacent floor surfaces. This item also applies to accessible areas behind desks and partitions.

15. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.

16. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.

17. Spot wash all walls and woodwork to remove scuff marks and stains.

18. Wipe down light switches and outlet covers.

19. All metal kick and hand plates on doors shall be properly cleaned and polished.

20. *Clean Carpets by Extraction Method*. The Contractor shall thoroughly clean carpet (i.e., carpeted area) using the water extraction method. Hot water extraction at a temperature that will kill and eliminate bacteria by truck-mount is the preferred method. The Contractor shall begin cleaning operation by removing all movable

furnishings from the carpeted area, placing the furnishings in an appropriate temporary location. All paper, gum, rubber bands, staples, paper clips, and other debris shall be removed from the carpeted area. The Contractor shall then use a carpet vacuum to remove surface soil and embedded grit. All spots and stains shall be treated with an approved spot cleaning solution and a soft bristle brush. Spot cleaning should continue until as much of the spot or stain as possible has been removed. Water extraction equipment shall be operated over the entire carpeted area. All instructions provided by the manufacturers of the water extraction equipment and cleaning solutions shall be followed. After allowing sufficient drying time, the Contractor shall vacuum the carpeted area following a pattern, which will give the carpet pile a uniform appearance. The Contractor shall conclude the operation by replacing furnishings in their original locations.

File/Copy Rooms

1. *Clean doors, door frames, door glass, handles on both sides* – All doors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all glass, including doors and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door or window to accomplish clean glass.

2. *Empty, clean, and sanitize wastebaskets, and replace liners* – All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.

3. *Empty recycling receptacles* – Recycling receptacles shall be emptied, and all materials placed in the recycling dumpster.

4. *Vacuuming*: Vacuum all carpet, interior and exterior rugs, and walk-off mats. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Close attention shall be paid to corners, edges and areas that are inaccessible to the machine. Appropriate hand or crevice tools shall be employed to ensure that these areas are properly cleaned. Care shall be exercised to prevent hitting or otherwise damaging walls, baseboards, or furnishings with the vacuum or attachments. Bags shall be emptied or cleaned regularly. Walk-off mats shall also be vacuumed, and any furniture moved or replaced. Vacuumed carpets shall present a uniformly clean appearance both in open spaces and in inaccessible areas under and around furnishings, in corners and along edges. Carpets shall be clean, free from lint, dust balls, dirt, strings, loose carpet strands, and other debris. The carpet shall stand erect once vacuuming is completed.

5. *Spot Cleaning of Carpet*: Remove any evidence of excessive buildup of dirt, spillages, spots, smears, and stains. After removal, carpet shall show no visible signs of discoloration or fuzzing from harsh rubbings. Cleaned areas must blend with the adjacent carpeted areas. Contractor employee shall report all carpet tears, burns, and unraveling immediately.

6. *Sweep and damp mop floors* – All tile and hard floor surfaces shall be thoroughly swept, removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Damp mop using appropriate cleaning tools and cleaning chemicals.

7. *Sweep and wet mop floor with disinfectant detergent solution* - All tile and hard floor surfaces shall be thoroughly swept removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Mop, with a clean mop, using germicidal cleaner on all hard surface floors, as required to eliminate dirt due to spillage and tracking, taking care to get into corners, along edges and beneath furniture and place appropriate Caution Wet Floor Warning signs.

8. *Clean tables and chairs and replace in orderly fashion* – All tables and chairs shall be cleaned using appropriate cleaning chemicals and wiped dry. Surfaces shall be free from dirt, dust, food, spills, trash, and stains. Furniture shall be placed in an orderly fashion.

9. *Clean and disinfect counter tops and fixtures* – All surfaces shall be cleaned and disinfected using appropriate cleaning chemicals. All surfaces shall be free from dirt, food, spills, trash, fingerprints, and other debris.

10. *Dust all desks, office furniture, computers, chairs, partitions, work counters, and picture frames with a treated dust cloth or another appropriate dusting tool.*

11. *Dust all horizontal surfaces (file cabinets, bookshelves, desks, etc.).*

12. Remove cobwebs from all surfaces up to twelve (**12**) feet in height from the adjacent floor surfaces.

13. Wipe down light switches and outlet covers.

14. Remove all dust from air conditioning vents, grills, and returns up to twelve (**12**) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.

15. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.

16. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.

17. Spot wash all walls and woodwork to remove scuff marks and stains.

18. All metal kick and hand plates on doors shall be properly cleaned and polished.

19. Strip and wax floor.

Breakrooms

1. *Clean doors, door frames, door glass, handles on both sides* – All doors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all glass, including doors and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door or window to accomplish clean glass.

2. *Empty, clean, and sanitize wastebaskets, and replace liners* – All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.

3. *Empty recycling receptacles* – Recycling receptacles shall be emptied, and all materials placed in the recycling dumpster.

4. *Fill, clean, and disinfect all dispensers* – All dispensers including paper towel, soap, and hand sanitizer shall be filled with an adequate supply so that the dispenser will not become empty prior to the next service day. The outside of all dispensers shall be cleaned and disinfected. Soap dispensers shall be unclogged, if necessary, to make them dispense soap.

5. *Sweep and damp mop floors* – All tile and hard floor surfaces shall be thoroughly swept, removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Damp mop using appropriate cleaning tools and cleaning chemicals.

6. *Sweep and wet mop floor with disinfectant detergent solution* - All tile and hard floor surfaces shall be thoroughly swept removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Mop, with a clean mop, using germicidal cleaner on all hard surface floors, as required to eliminate dirt due to spillage and tracking, taking care to get into corners, along edges and beneath furniture and place appropriate Caution Wet Floor Warning signs.

7. *Clean tables and chairs and replace in orderly fashion* – All tables and chairs shall be cleaned using appropriate cleaning chemicals and wiped dry. Surfaces shall be free from dirt, dust, food, spills, trash, and stains. Furniture shall be placed in an orderly fashion.

8. *Clean and disinfect counter tops, sinks, exterior of appliances, and fixtures* – All surfaces shall be cleaned and disinfected using appropriate cleaning chemicals. All surfaces shall be free from dirt, food, spills, trash, fingerprints, and other debris. Any stainless-steel appliances shall be cleaned using stainless steel cleaner.

9. *Clean all interior windows and window blinds* – Clean all window interior surfaces, sills and frames with appropriate cleaning tools and glass cleaning chemicals. Interior windows shall be free from dirt, smudges, fingerprints, dust, and streaks. When cleaning venetian blinds, care shall be taken to prevent damages to either the slats or the tapes that support them. Cleaned venetian blinds, especially the slats and tapes that support them, shall be free from dirt, accumulated dust, cobwebs, etc. and shall present an overall clean appearance.

10. *Sanitize phones* - Damp wipe phones with disinfectant to remove all dirt, smudges, and finger marks.

11. Dust window ledges and interior mullions and moldings up to twelve (**12**) feet in height from the adjacent floor surfaces. This item also applies to accessible areas behind desks and partitions.

12. Remove cobwebs from all surfaces up to twelve (**12**) feet in height from the adjacent floor surfaces.

13. Wipe down light switches and outlet covers.

14. Remove all dust from air conditioning vents, grills, and returns up to twelve (**12**) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.

15. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.

16. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.

17. Spot wash all walls and woodwork to remove scuff marks and stains.

18. All metal kick and hand plates on doors shall be properly cleaned and polished.

19. Strip and wax floor.

Offices and Cubicles

1. *Clean doors, door frames, door glass, handles on both sides* – All doors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all glass, including doors,

and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door or window to accomplish clean glass.

2. *Spot clean tabletops, office furniture, fabric, and chairs; arrange chairs in orderly fashion* – All furniture shall be spot cleaned using appropriate cleaning tools and cleaning chemicals. All visible dirt, stains, spills, and trash shall be removed from furniture surfaces. Chairs shall be arranged neatly and orderly around tables and desks.

3. *Empty, clean, and sanitize wastebaskets, and replace liners* – All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.

4. *Empty recycling receptacles* – Recycling receptacles shall be emptied, and all materials placed in the recycling dumpster.

5. *Vacuuming*: Vacuum all carpet, interior and exterior rugs, and walk-off mats. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Close attention shall be paid to corners, edges and areas that are inaccessible to the machine. Appropriate hand or crevice tools shall be employed to ensure that these areas are properly cleaned. Care shall be exercised to prevent hitting or otherwise damaging walls, baseboards, or furnishings with the vacuum or attachments. Bags shall be emptied or cleaned regularly. Walk-off mats shall also be vacuumed, and any furniture moved or replaced. Vacuumed carpets shall present a uniformly clean appearance both in open spaces and in inaccessible areas under and around furnishings, in corners and along edges. Carpets shall be clean, free from lint, dust balls, dirt, strings, loose carpet strands, and other debris. The carpet shall stand erect once vacuuming is completed.

6. *Spot Cleaning of Carpet*: Remove any evidence of excessive buildup of dirt, spillages, spots, smears, and stains. After removal, carpet shall show no visible signs of discoloration or fuzzing from harsh rubbings. Cleaned areas must blend with the adjacent carpeted areas. Contractor employee shall report all carpet tears, burns, and unraveling immediately.

7. *Dust and clean all desk and all tabletops (if surfaces are not cleared, only dusting is required), chairs, file cabinets, pictures, wall plaques, counter tops, bookshelves, ledges on walls, window ledges and other surface areas including fixtures and lamps using approved products and methods*.

8. *Sanitize phones* - Damp wipe phones with disinfectant to remove all dirt, smudges, and finger marks.

9. *Clean all interior windows and window blinds* – Clean all window interior surfaces, sills and frames with appropriate cleaning tools and glass cleaning chemicals. Interior windows shall be free from dirt, smudges, fingerprints, dust, and streaks. When

cleaning venetian blinds, care shall be taken to prevent damages to either the slats or the tapes that support them. Cleaned venetian blinds, especially the slats and tapes that support them, shall be free from dirt, accumulated dust, cobwebs, etc. and shall present an overall clean appearance.

10. Dust window ledges and interior mullions and moldings up to twelve (**12**) feet in height from the adjacent floor surfaces. This item also applies to accessible areas behind desks and partitions.

11. Remove cobwebs from all surfaces up to twelve (**12**) feet in height from the adjacent floor surfaces.

12. Wipe down light switches and outlet covers.

13. Remove all dust from air conditioning vents, grills, and returns up to twelve (**12**) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.

14. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.

15. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.

16. Spot wash all walls and woodwork to remove scuff marks and stains.

17. All metal kick and hand plates on doors shall be properly cleaned and polished.

18. *Clean Carpets by Extraction Method*. The Contractor shall thoroughly clean carpet (i.e., carpeted area) using the water extraction method. Hot water extraction at a temperature that will kill and eliminate bacteria by truck-mount is the preferred method. The Contractor shall begin cleaning operation by removing all movable furnishings from the carpeted area, placing the furnishings in an appropriate temporary location. All paper, gum, rubber bands, staples, paper clips, and other debris shall be removed from the carpeted area. The Contractor shall then use a carpet vacuum to remove surface soil and embedded grit. All spots and stains shall be treated with an approved spot cleaning solution and a soft bristle brush. Spot cleaning should continue until as much of the spot or stain as possible has been removed. Water extraction equipment shall be operated over the entire carpeted area. All instructions provided by the manufacturers of the water extraction equipment and cleaning solutions shall be followed. After allowing sufficient drying time, the Contractor shall vacuum the carpeted area following a pattern, which will give the carpet pile a uniform appearance. The Contractor shall conclude the operation by replacing furnishings in their original locations.

Restrooms Cleaning and Maintenance

1. *Clean doors, door frames, door glass, handles on both sides* – All doors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all glass, including doors and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door, or window to accomplish clean glass.

2. *Fill, clean, and disinfect all dispensers* – All dispensers including paper towel, toilet paper, soap, and hand sanitizer shall be filled with an adequate supply so that the dispenser will not become empty prior to the next service day. The outside of all dispensers shall be cleaned and disinfected. Soap dispensers shall be unclogged, if necessary, to make them dispense soap. Partial rolls of toilet paper shall not be left on top of dispensers.

3. *Empty, clean, and sanitize wastebaskets, and replace liners* – All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.

4. *Clean and disinfect all washbasins, counters, and fixtures* – All sinks, counters and fixtures shall be cleaned and disinfected with appropriate cleaning chemicals and tools. Surfaces shall be free of stains, soap scum, water marks, hair, and other visible dirt.

5. *Clean all mirrors, chrome, stainless steel, and polish to a shine* – All mirrors shall be cleaned using glass cleaning chemicals and appropriate tools. Mirrors shall be free of streaks, spots, and other visible dirt. All chrome and stainless-steel surfaces shall be cleaned with stainless steel cleaning chemicals and wiped dry leaving a clean and polished surface.

6. *Clean and disinfect all urinals and toilets, removing stains and cleaning under rims* – Clean and disinfect all surfaces on toilets and urinals using appropriate cleaning and disinfecting chemicals. Visible dirt and stains shall be removed from all surfaces including toilet seats, fixtures, handles, outside surfaces, under rims, and under seats. If urinal screens are used, these must be removed each time the urinal is cleaned and reinserted after cleaning. Special attention shall be given to bottoms and floors on and around urinals and commodes for elimination of odors and stains and to provide a uniformly clean appearance throughout.

7. *Dust and spot clean with cleaning chemicals all partitions, walls, doors, and other surfaces* – All surfaces shall be inspected, and all visible dust, dirt, and stains shall be removed using appropriate cleaning tools and chemicals. Door handles shall be cleaned and disinfected daily regardless if visible dirt is noticed.

8. *Sweep and wet mop floor with disinfectant detergent solution* – All floor surfaces shall be swept removing all loose dirt and stains and hair using appropriate cleaning tools. All

surfaces shall be mopped, with a clean mop, using germicidal cleaner, as required to eliminate dirt due to spillage and tracking, taking care to get into corners, along edges and beneath furniture and place appropriate Caution Wet Floor Warning signs. All mop tanks, buckets, pails used to clean the restrooms must be exclusive to restroom cleaning only. Mops, mop buckets/tanks/pails and brooms used in the cleaning of restrooms and other potential areas of biohazard contamination shall be cold rinsed, disinfected, and hung up before further use. Do not reuse mop water or mop heads that have been used to mop restrooms to mop offices or hallways. Floor drains shall be cleaned, and all visible dirt, stains and hair shall be removed.

9. *Pour one gallon of fresh floor disinfectant detergent solution down each drain*- Using a one-gallon pail filled with fresh floor cleaning solution, pour solution down each drain to keep traps filled with water, and drains smelling clean.

10. *Clean and disinfect all partitions, walls, doors, and door frames* – All walls, toilet partitions, doors, and door frame surfaces shall be thoroughly cleaned and disinfected using appropriate tools and cleaning chemicals. These surfaces shall be free of dust, dirt, hair, soap scum, marks, and stains.

11. Remove all dust from air conditioning vents, grills, and returns up to twelve (**12**) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.

12. Remove cobwebs from all surfaces up to twelve (**12**) feet in height from the adjacent floor surfaces.

13. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.

14. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.

15. Wipe down light switches and outlet covers.

16. Spot wash all walls and woodwork to remove scuff marks and stains.

17. All metal kick and hand plates on doors shall be properly cleaned and polished.

18. All automatic air freshener machines are to be checked and canisters replaced when empty including replacing batteries as needed, making sure they are operational.

19. Replace urinal pads.

Courtroom

1. *Clean doors, door frames, door glass, handles on both sides* – All doors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all glass,

including doors, and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door or window to accomplish clean glass.

2. *Vacuuming*: Vacuum all carpet, interior and exterior rugs, and walk-off mats. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Close attention shall be paid to corners, edges and areas that are inaccessible to the machine. Appropriate hand or crevice tools shall be employed to ensure that these areas are properly cleaned. Care shall be exercised to prevent hitting or otherwise damaging walls, baseboards, or furnishings with the vacuum or attachments. Bags shall be emptied or cleaned regularly. Walk-off mats shall also be vacuumed, and any furniture moved or replaced. Vacuumed carpets shall present a uniformly clean appearance both in open spaces and in inaccessible areas under and around furnishings, in corners and along edges. Carpets shall be clean, free from lint, dust balls, dirt, strings, loose carpet strands, and other debris. The carpet shall stand erect once vacuuming is completed.

3. *Spot Cleaning of Carpet*: Remove any evidence of excessive buildup of dirt, spillages, spots, smears, and stains. After removal, carpet shall show no visible signs of discoloration or fuzzing from harsh rubbings. Cleaned areas must blend with the adjacent carpeted areas. Contractor employee shall report all carpet tears, burns, and unraveling immediately.

4. *Spot clean tabletops, office furniture, fabric, and chairs; arrange chairs in orderly fashion* – All furniture shall be spot cleaned using appropriate cleaning tools and cleaning chemicals. All visible dirt, stains, spills, and trash shall be removed from furniture surfaces. Chairs shall be arranged neatly and orderly around tables and desks.

5. *Empty, clean, and sanitize wastebaskets, and replace liners* – All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.

6. *Empty recycling receptacles* – Recycling receptacles shall be emptied, and all materials placed in the recycling dumpster.

7. *Detail, clean and polish all millwork, pews, judge's bench, dais, countertops, and workstations*. All millwork, pews, judge's bench, dais, countertops, and workstations shall be polished with an approved cleaner. In addition to the general cleaning requirements particular attention must be paid to cleaning under non-moving benches, seating, landing, steps, dais, platforms, podium, etc... A crevice tool will be used as needed to ensure that there is no build-up of dirt or debris under benches, chairs, platform, podium, steps and/or landing. Seating pads on benches and chairs must be lifted up, any debris removed, all chairs will be cleaned or vacuumed to remove loose hair, dirt, and grime.

8. Remove cobwebs from all surfaces up to twelve (**12**) feet in height from the adjacent floor surfaces.

9. Remove all dust from air conditioning vents, grills, and returns up to twelve (**12**) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.

10. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.

11. Wipe down light switches and outlet covers.

12. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.

13. Spot wash all walls and woodwork to remove scuff marks and stains.

14. All metal kick and hand plates on doors shall be properly cleaned and polished.

15. *Clean Carpets by Extraction Method*. The Contractor shall thoroughly clean carpet (i.e., carpeted area) using the water extraction method. Hot water extraction at a temperature that will kill and eliminate bacteria by truck-mount is the preferred method. The Contractor shall begin cleaning operation by removing all movable furnishings from the carpeted area, placing the furnishings in an appropriate temporary location. All paper, gum, rubber bands, staples, paper clips, and other debris shall be removed from the carpeted area. The Contractor shall then use a carpet vacuum to remove surface soil and embedded grit. All spots and stains shall be treated with an approved spot cleaning solution and a soft bristle brush. Spot cleaning should continue until as much of the spot or stain as possible has been removed. Water extraction equipment shall be operated over the entire carpeted area. All instructions provided by the manufacturers of the water extraction equipment and cleaning solutions shall be followed. After allowing sufficient drying time, the Contractor shall vacuum the carpeted area following a pattern, which will give the carpet pile a uniform appearance. The Contractor shall conclude the operation by replacing furnishings in their original locations.

Holding Rooms

1. *Clean doors, door frames, door glass, handles on both sides* – All doors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all glass, including doors and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door or window to accomplish clean glass.

2. *Spot clean chairs; arrange chairs in orderly fashion* – All chairs shall be spot cleaned using appropriate cleaning tools and cleaning chemicals. All visible dirt, stains, spills spills, and trash shall be removed from chairs. Chairs shall be arranged neatly and orderly.

3. *Empty, clean, and sanitize wastebaskets, and replace liners* – All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.

4. Wipe down light switches and outlet covers.

5. Remove cobwebs from all surfaces up to twelve (**12**) feet in height from the adjacent floor surfaces.

6. Remove all dust from air conditioning vents, grills, and returns up to twelve (**12**) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.

7. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.

8. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.

9. Spot wash all walls and woodwork to remove scuff marks and stains.

10. All metal kick and hand plates on doors shall be properly cleaned and polished.

11. *Sweep and wet mop floor with disinfectant detergent solution* - All tile and hard floor surfaces shall be thoroughly swept removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Mop, with a clean mop, using germicidal cleaner on all hard surface floors, as required to eliminate dirt due to spillage and tracking, taking care to get into corners, along edges and beneath furniture and place appropriate Caution Wet Floor Warning signs.

Janitorial Closets and Storage Spaces

1. Clean and organize janitorial closets and storage spaces – Closets and storage spaces used for janitorial equipment and supplies shall be kept clean and organized. Supply items shall be placed on shelves and kept off floors. Tools and equipment shall be stored in an orderly fashion allowing for unobstructed access into closets and storage spaces. No trash shall be stored in closets overnight.

As Needed Services

1. The Municipal Court Building may need additional janitorial services beyond the routine service schedule on an as-needed basis. The City will provide the Contractor a schedule of janitorial service on dates and times needed by the City, based on upcoming event schedules.

Emergency Cleanup

1. The City may assign, when and where needed, cleanup duties to the Contractor when an emergency occurs. Cleaning tasks may include dusting, vacuuming, mopping, carpets extraction, window washing or other tasks as designated.

MERLE MANDERS CONFERENCE CENTER ADMINISTRATIVE BUILDING

Entry Ways, Lobbies, Reception Areas, Hallways, Corridors, Traffic Areas

1. All mats located at the building entrances shall be properly cleaned.

2. *Clean doors, door frames, door glass, handles on both sides* – All doors in building entries, lobbies, hallways, and corridors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all lobby glass, including doors and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door, or window to accomplish clean glass.

3. *Dust, and clean partitions, walls, baseboards, counters, tables, pictures, cabinets, banisters, handrails, and all other horizontal surfaces* – All surfaces shall be dusted and cleaned using appropriate cleaning tools and cleaning chemicals removing dust, fingerprints, spills, shoe marks, etc.

4. Vacuum and shampoo fabric-type chairs and sofas as required, to achieve a clean, unstained appearance.

5. Damp-wipe plastic, vinyl covered chairs and sofas as required to achieve a clean, unstained appearance.

6. *Clean all interior windows and window blinds* – Clean all window interior surfaces, sills and frames with appropriate cleaning tools and glass cleaning chemicals. Interior windows shall be free from dirt, smudges, fingerprints, dust, and streaks. When cleaning venetian blinds, care shall be taken to prevent damages to either the slats or the tapes that support them. Cleaned venetian blinds, especially the slats and tapes that support them, shall be free from dirt, accumulated dust, cobwebs, etc. and shall present an overall clean appearance.

7. Dust window ledges and interior mullions and moldings up to twelve (**12**) feet in height from the adjacent floor surfaces. This item also applies to accessible areas behind desks and partitions.

8. Dust all wood panel surfaces, chairs and other furniture. Arrange furniture in a neat and orderly manner.

9. Spot wash all walls and woodwork to remove scuff marks and stains.

10. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.

11. All metal kick and hand plates on doors shall be properly cleaned and polished.

12. *Empty and clean wastebaskets, central recycling bins, and trash cans, including those outside entrances, outside patios, and along building entrance walkways and replace liners* - All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.

13. *Vacuuming:* Vacuum all carpet, interior and exterior rugs, and walk-off mats. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Close attention shall be paid to corners, edges and areas that are inaccessible to the machine. Appropriate hand or crevice tools shall be employed to ensure that these areas are properly cleaned. Care shall be exercised to prevent hitting or otherwise damaging walls, baseboards, or furnishings with the vacuum or attachments. Bags shall be emptied or cleaned regularly. Walk-off mats shall also be vacuumed, and any furniture moved or replaced. Vacuumed carpets shall present a uniformly clean appearance both in open spaces and in inaccessible areas under and around furnishings, in corners and along edges. Carpets shall be clean, free from lint, dust balls, dirt, strings, loose carpet strands, and other debris. The carpet shall stand erect once vacuuming is completed.

14. *Spot Cleaning of Carpet:* Remove any evidence of excessive buildup of dirt, spillages, spots, smears, and stains. After removal, carpet shall show no visible signs of discoloration or fuzzing from harsh rubbings. Cleaned areas must blend with the adjacent carpeted areas. Contractor employee shall report all carpet tears, burns, and unraveling immediately.

15. *Clean Carpets by Extraction Method.* The Contractor shall thoroughly clean carpet (i.e., carpeted area) using the water extraction method. Hot water extraction at a temperature that will kill and eliminate bacteria by truck-mount is the preferred method. The Contractor shall begin cleaning operation by removing all movable furnishings from the carpeted area, placing the furnishings in an appropriate temporary location. All paper, gum, rubber bands, staples, paper clips, and other debris shall be removed from the carpeted area. The Contractor shall then use a carpet vacuum to remove surface soil and embedded grit. All spots and stains shall be treated with an

approved spot cleaning solution and a soft bristle brush. Spot cleaning should continue until as much of the spot or stain as possible has been removed. Water extraction equipment shall be operated over the entire carpeted area. All instructions provided by the manufacturers of the water extraction equipment and cleaning solutions shall be followed. After allowing sufficient drying time, the Contractor shall vacuum the carpeted area following a pattern, which will give the carpet pile a uniform appearance. The Contractor shall conclude the operation by replacing furnishings in their original locations.

16. *Sweep and damp mop floors* – All tile and hard floor surfaces shall be thoroughly swept, removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Damp mop using appropriate cleaning tools and cleaning chemicals.

17. *Sweep and wet mop floor with disinfectant detergent solution* - All tile and hard floor surfaces shall be thoroughly swept removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Mop, with a clean mop, using germicidal cleaner on all hard surface floors, as required to eliminate dirt due to spillage and tracking, taking care to get into corners, along edges and beneath furniture and place appropriate Caution Wet Floor Warning signs.

18. Strip and wax floor.

19. *Clean, disinfect, and polish drinking fountains* – All drinking fountains shall be cleaned and disinfected using appropriate cleaning chemicals. All surfaces shall be free of dirt, stains, hair, food, and other debris. Surfaces shall be polished using stainless steel cleaner or other metal polish and wiped dry.

20. Remove cobwebs from all surfaces up to twelve (**12**) feet in height from the adjacent floor surfaces.

21. Remove all dust from air conditioning vents, grills, and returns up to twelve (**12**) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.

22. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.

23. Wipe down light switches and outlet covers.

24. *Sanitize phones* - Damp wipe phones with disinfectant to remove all dirt, smudges, and finger marks.

25. *Sweep outside building entryways* – Building entryways and stairs shall be swept up to a distance of twenty (**20**) feet from all sides of each entry door removing all loose dirt and debris.

26. *Empty and clean ashtrays screen all sand urns* – Ash urns and ash trays located outside building entry doors shall be cleaned and all debris removed. Sand in the urns shall be screened using appropriate tools resulting in a clean bed of sand free of tobacco products, trash, and other debris.

Meeting and Conference Rooms

1. *Clean doors, door frames, door glass, handles on both sides* – All doors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all glass, including doors and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door, or window to accomplish clean glass.

2. *Empty, clean, and sanitize wastebaskets, and replace liners* – All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.

3. *Empty recycling receptacles.* – Recycling receptacles shall be emptied, and all materials placed in the recycling dumpster.

4. *Spot clean tabletops, office furniture, fabric, and chairs; arrange chairs in orderly fashion* – All furniture shall be spot cleaned using appropriate cleaning tools and cleaning chemicals. All visible dirt, stains, spills, and trash shall be removed from furniture surfaces. Chairs shall be arranged neatly and orderly around tables and room.

5. *Clean all interior windows and window blinds* – Clean all window interior surfaces, sills and frames with appropriate cleaning tools and glass cleaning chemicals. Interior windows shall be free from dirt, smudges, fingerprints, dust, and streaks. When cleaning venetian blinds, care shall be taken to prevent damages to either the slats or the tapes that support them. Cleaned venetian blinds, especially the slats and tapes that support them, shall be free from dirt, accumulated dust, cobwebs, etc. and shall present an overall clean appearance.

6. *Dust all desks, office furniture, computers, chairs, partitions, work counters, and picture frames with a treated dust cloth or another appropriate dusting tool.*

7. *Dust all horizontal surfaces (file cabinets, bookshelves, desks, etc.).*

8. *Sanitize phones* - Damp wipe phones with disinfectant to remove all dirt, smudges, and finger marks.

9. *Vacuuming*: Vacuum all carpet, interior and exterior rugs, and walk-off mats. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Close attention shall be paid to corners, edges and areas that are inaccessible to the machine. Appropriate hand or crevice tools shall be employed to ensure that these areas are properly cleaned. Care shall be exercised to prevent hitting or otherwise damaging walls, baseboards, or furnishings with the vacuum or attachments. Bags shall be emptied or cleaned regularly. Walk-off mats shall also be vacuumed, and any furniture moved or replaced. Vacuumed carpets shall present a uniformly clean appearance both in open spaces and in inaccessible areas under and around furnishings, in corners and along edges. Carpets shall be clean, free from lint, dust balls, dirt, strings, loose carpet strands, and other debris. The carpet shall stand erect once vacuuming is completed.

10. *Spot Cleaning of Carpet*: Remove any evidence of excessive buildup of dirt, spillages, spots, smears, and stains. After removal, carpet shall show no visible signs of discoloration or fuzzing from harsh rubbings. Cleaned areas must blend with the adjacent carpeted areas. Contractor employee shall report all carpet tears, burns, and unraveling immediately.

11. Clean all white/chalk boards areas where content is not marked as "Save".

12. Remove cobwebs from all surfaces up to twelve (**12**) feet in height from the adjacent floor surfaces.

13. Remove all dust from air conditioning vents, grills, and returns up to twelve (**12**) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.

14. Dust window ledges and interior mullions and moldings up to twelve (**12**) feet in height from the adjacent floor surfaces. This item also applies to accessible areas behind desks and partitions.

15. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.

16. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.

17. Spot wash all walls and woodwork to remove scuff marks and stains.

18. Wipe down light switches and outlet covers.

19. All metal kick and hand plates on doors shall be properly cleaned and polished.

20. *Clean Carpets by Extraction Method*. The Contractor shall thoroughly clean carpet (i.e., carpeted area) using the water extraction method. Hot water extraction at a temperature that will kill and eliminate bacteria by truck-mount is the preferred method. The Contractor shall begin cleaning operation by removing all movable

furnishings from the carpeted area, placing the furnishings in an appropriate temporary location. All paper, gum, rubber bands, staples, paper clips, and other debris shall be removed from the carpeted area. The Contractor shall then use a carpet vacuum to remove surface soil and embedded grit. All spots and stains shall be treated with an approved spot cleaning solution and a soft bristle brush. Spot cleaning should continue until as much of the spot or stain as possible has been removed. Water extraction equipment shall be operated over the entire carpeted area. All instructions provided by the manufacturers of the water extraction equipment and cleaning solutions shall be followed. After allowing sufficient drying time, the Contractor shall vacuum the carpeted area following a pattern, which will give the carpet pile a uniform appearance. The Contractor shall conclude the operation by replacing furnishings in their original locations.

File/Copy Rooms

1. *Clean doors, door frames, door glass, handles on both sides* – All doors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all glass, including doors and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door or window to accomplish clean glass.

2. *Empty, clean, and sanitize wastebaskets, and replace liners* – All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.

3. *Empty recycling receptacles* – Recycling receptacles shall be emptied, and all materials placed in the recycling dumpster.

4. *Vacuuming*: Vacuum all carpet, interior and exterior rugs, and walk-off mats. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Close attention shall be paid to corners, edges and areas that are inaccessible to the machine. Appropriate hand or crevice tools shall be employed to ensure that these areas are properly cleaned. Care shall be exercised to prevent hitting or otherwise damaging walls, baseboards, or furnishings with the vacuum or attachments. Bags shall be emptied or cleaned regularly. Walk-off mats shall also be vacuumed, and any furniture moved or replaced. Vacuumed carpets shall present a uniformly clean appearance both in open spaces and in inaccessible areas under and around furnishings, in corners and along edges. Carpets shall be clean, free from lint, dust balls, dirt, strings, loose carpet strands, and other debris. The carpet shall stand erect once vacuuming is completed.

5. *Spot Cleaning of Carpet*: Remove any evidence of excessive buildup of dirt, spillages, spots, smears, and stains. After removal, carpet shall show no visible signs of discoloration or fuzzing from harsh rubbings. Cleaned areas must blend with the

adjacent carpeted areas. Contractor employee shall report all carpet tears, burns, and unraveling immediately.

6. *Sweep and damp mop floors* – All tile and hard floor surfaces shall be thoroughly swept, removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Damp mop using appropriate cleaning tools and cleaning chemicals.

7. *Sweep and wet mop floor with disinfectant detergent solution* - All tile and hard floor surfaces shall be thoroughly swept removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Mop, with a clean mop, using germicidal cleaner on all hard surface floors, as required to eliminate dirt due to spillage and tracking, taking care to get into corners, along edges and beneath furniture and place appropriate Caution Wet Floor Warning signs.

8. *Clean tables and chairs and replace in orderly fashion* – All tables and chairs shall be cleaned using appropriate cleaning chemicals and wiped dry. Surfaces shall be free from dirt, dust, food, spills, trash, and stains. Furniture shall be placed in an orderly fashion.

9. *Clean and disinfect counter tops and fixtures* – All surfaces shall be cleaned and disinfected using appropriate cleaning chemicals. All surfaces shall be free from dirt, food, spills, trash, fingerprints, and other debris.

10. *Dust all desks, office furniture, computers, chairs, partitions, work counters, and picture frames with a treated dust cloth or another appropriate dusting tool.*

11. *Dust all horizontal surfaces (file cabinets, bookshelves, desks, etc.).*

12. Remove cobwebs from all surfaces up to twelve (**12**) feet in height from the adjacent floor surfaces.

13. Wipe down light switches and outlet covers.

14. Remove all dust from air conditioning vents, grills, and returns up to twelve (**12**) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.

15. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.

16. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.

17. Spot wash all walls and woodwork to remove scuff marks and stains.

18. All metal kick and hand plates on doors shall be properly cleaned and polished.

19. Strip and wax floor.

Breakrooms

1. *Clean doors, door frames, door glass, handles on both sides* – All doors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all glass, including doors and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door or window to accomplish clean glass.

2. *Empty, clean, and sanitize wastebaskets, and replace liners* – All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.

3. *Empty recycling receptacles* – Recycling receptacles shall be emptied, and all materials placed in the recycling dumpster.

4. *Fill, clean, and disinfect all dispensers* – All dispensers including paper towel, soap, and hand sanitizer shall be filled with an adequate supply so that the dispenser will not become empty prior to the next service day. The outside of all dispensers shall be cleaned and disinfected. Soap dispensers shall be unclogged, if necessary, to make them dispense soap.

5. *Sweep and damp mop floors* – All tile and hard floor surfaces shall be thoroughly swept, removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Damp mop using appropriate cleaning tools and cleaning chemicals.

6. *Sweep and wet mop floor with disinfectant detergent solution* - All tile and hard floor surfaces shall be thoroughly swept removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Mop, with a clean mop, using germicidal cleaner on all hard surface floors, as required to eliminate dirt due to spillage and tracking, taking care to get into corners, along edges and beneath furniture and place appropriate Caution Wet Floor Warning signs.

7. *Clean tables and chairs and replace in orderly fashion* – All tables and chairs shall be cleaned using appropriate cleaning chemicals and wiped dry. Surfaces shall be free from dirt, dust, food, spills, trash, and stains. Furniture shall be placed in an orderly fashion.

8. *Clean and disinfect counter tops, sinks, exterior of appliances, and fixtures* – All surfaces shall be cleaned and disinfected using appropriate cleaning chemicals. All surfaces shall be free from dirt, food, spills, trash, fingerprints, and other debris. Any stainless-steel appliances shall be cleaned using stainless steel cleaner.

9. *Clean all interior windows and window blinds* – Clean all window interior surfaces, sills and frames with appropriate cleaning tools and glass cleaning chemicals. Interior windows shall be free from dirt, smudges, fingerprints, dust, and streaks. When cleaning venetian blinds, care shall be taken to prevent damages to either the slats or the tapes that support them. Cleaned venetian blinds, especially the slats and tapes that support them, shall be free from dirt, accumulated dust, cobwebs, etc. and shall present an overall clean appearance.

10. *Sanitize phones* - Damp wipe phones with disinfectant to remove all dirt, smudges, and finger marks.

11. Dust window ledges and interior mullions and moldings up to twelve (**12**) feet in height from the adjacent floor surfaces. This item also applies to accessible areas behind desks and partitions.

12. Remove cobwebs from all surfaces up to twelve (**12**) feet in height from the adjacent floor surfaces.

13. Wipe down light switches and outlet covers.

14. Remove all dust from air conditioning vents, grills, and returns up to twelve (**12**) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.

15. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.

16. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.

17. Spot wash all walls and woodwork to remove scuff marks and stains.

18. All metal kick and hand plates on doors shall be properly cleaned and polished.

19. Strip and wax floor.

Offices and Cubicles

1. *Clean doors, door frames, door glass, handles on both sides* – All doors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all glass, including doors, and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door or window to accomplish clean glass.

2. *Spot clean tabletops, office furniture, fabric, and chairs; arrange chairs in orderly fashion* – All furniture shall be spot cleaned using appropriate cleaning tools and cleaning chemicals. All visible dirt, stains, spills, and trash shall be removed from furniture surfaces. Chairs shall be arranged neatly and orderly around tables and desks.

3. *Empty, clean, and sanitize wastebaskets, and replace liners* – All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.

4. *Empty recycling receptacles* – Recycling receptacles shall be emptied, and all materials placed in the recycling dumpster.

5. *Vacuuming*: Vacuum all carpet, interior and exterior rugs, and walk-off mats. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Close attention shall be paid to corners, edges and areas that are inaccessible to the machine. Appropriate hand or crevice tools shall be employed to ensure that these areas are properly cleaned. Care shall be exercised to prevent hitting or otherwise damaging walls, baseboards, or furnishings with the vacuum or attachments. Bags shall be emptied or cleaned regularly. Walk-off mats shall also be vacuumed, and any furniture moved or replaced. Vacuumed carpets shall present a uniformly clean appearance both in open spaces and in inaccessible areas under and around furnishings, in corners and along edges. Carpets shall be clean, free from lint, dust balls, dirt, strings, loose carpet strands, and other debris. The carpet shall stand erect once vacuuming is completed.

6. *Spot Cleaning of Carpet*: Remove any evidence of excessive buildup of dirt, spillages, spots, smears, and stains. After removal, carpet shall show no visible signs of discoloration or fuzzing from harsh rubbings. Cleaned areas must blend with the adjacent carpeted areas. Contractor employee shall report all carpet tears, burns, and unraveling immediately.

7. *Dust and clean all desk and all tabletops (if surfaces are not cleared, only dusting is required), chairs, file cabinets, pictures, wall plaques, counter tops, bookshelves, ledges on walls, window ledges and other surface areas including fixtures and lamps using approved products and methods*.

8. *Sanitize phones* - Damp wipe phones with disinfectant to remove all dirt, smudges, and finger marks.

9. *Clean all interior windows and window blinds* – Clean all window interior surfaces, sills and frames with appropriate cleaning tools and glass cleaning chemicals. Interior windows shall be free from dirt, smudges, fingerprints, dust, and streaks. When cleaning venetian blinds, care shall be taken to prevent damages to either the slats or the tapes that support them. Cleaned venetian blinds, especially the slats and tapes that support them, shall be free from dirt, accumulated dust, cobwebs, etc. and shall present an overall clean appearance.

10. Dust window ledges and interior mullions and moldings up to twelve (**12**) feet in height from the adjacent floor surfaces. This item also applies to accessible areas behind desks and partitions.

11. Remove cobwebs from all surfaces up to twelve (**12**) feet in height from the adjacent floor surfaces.

12. Wipe down light switches and outlet covers.

13. Remove all dust from air conditioning vents, grills, and returns up to twelve (**12**) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.

14. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.

15. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.

16. Spot wash all walls and woodwork to remove scuff marks and stains.

17. All metal kick and hand plates on doors shall be properly cleaned and polished.

18. *Clean Carpets by Extraction Method*. The Contractor shall thoroughly clean carpet (i.e., carpeted area) using the water extraction method. Hot water extraction at a temperature that will kill and eliminate bacteria by truck-mount is the preferred method. The Contractor shall begin cleaning operation by removing all movable furnishings from the carpeted area, placing the furnishings in an appropriate temporary location. All paper, gum, rubber bands, staples, paper clips, and other debris shall be removed from the carpeted area. The Contractor shall then use a carpet vacuum to remove surface soil and embedded grit. All spots and stains shall be treated with an approved spot cleaning solution and a soft bristle brush. Spot cleaning should continue until as much of the spot or stain as possible has been removed. Water extraction equipment shall be operated over the entire carpeted area. All instructions provided by the manufacturers of the water extraction equipment and cleaning solutions shall be followed. After allowing sufficient drying time, the Contractor shall vacuum the carpeted area following a pattern, which will give the carpet pile a uniform appearance. The Contractor shall conclude the operation by replacing furnishings in their original locations.

Restrooms Cleaning and Maintenance

1. *Clean doors, door frames, door glass, handles on both sides* – All doors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all glass, including doors and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door, or window to accomplish clean glass.

2. *Fill, clean, and disinfect all dispensers* – All dispensers including paper towel, toilet paper, soap, and hand sanitizer shall be filled with an adequate supply so that the dispenser will not become empty prior to the next service day. The outside of all dispensers shall be cleaned and disinfected. Soap dispensers shall be unclogged, if necessary, to make them dispense soap. Partial rolls of toilet paper shall not be left on top of dispensers.

3. *Empty, clean, and sanitize wastebaskets, and replace liners* – All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.

4. *Clean and disinfect all washbasins, counters, and fixtures* – All sinks, counters and fixtures shall be cleaned and disinfected with appropriate cleaning chemicals and tools. Surfaces shall be free of stains, soap scum, water marks, hair, and other visible dirt.

5. *Clean all mirrors, chrome, stainless steel, and polish to a shine* – All mirrors shall be cleaned using glass cleaning chemicals and appropriate tools. Mirrors shall be free of streaks, spots, and other visible dirt. All chrome and stainless-steel surfaces shall be cleaned with stainless steel cleaning chemicals and wiped dry leaving a clean and polished surface.

6. *Clean and disinfect all urinals and toilets, removing stains and cleaning under rims* – Clean and disinfect all surfaces on toilets and urinals using appropriate cleaning and disinfecting chemicals. Visible dirt and stains shall be removed from all surfaces including toilet seats, fixtures, handles, outside surfaces, under rims, and under seats. If urinal screens are used, these must be removed each time the urinal is cleaned and reinserted after cleaning. Special attention shall be given to bottoms and floors on and around urinals and commodes for elimination of odors and stains and to provide a uniformly clean appearance throughout.

7. *Dust and spot clean with cleaning chemicals all partitions, walls, doors, and other surfaces* – All surfaces shall be inspected, and all visible dust, dirt, and stains shall be removed using appropriate cleaning tools and chemicals. Door handles shall be cleaned and disinfected daily regardless if visible dirt is noticed.

8. *Sweep and wet mop floor with disinfectant detergent solution* – All floor surfaces shall be swept removing all loose dirt and stains and hair using appropriate cleaning tools. All surfaces shall be mopped, with a clean mop, using germicidal cleaner, as required to eliminate dirt due to spillage and tracking, taking care to get into corners, along edges and beneath furniture and place appropriate Caution Wet Floor Warning signs. All mop tanks, buckets, pails used to clean the restrooms must be exclusive to restroom cleaning only. Mops, mop buckets/tanks/pails and brooms used in the cleaning of restrooms and other potential areas of biohazard contamination shall be cold rinsed, disinfected, and hung up before further use. Do not reuse mop water or mop heads

that have been used to mop restrooms to mop offices or hallways. Floor drains shall be cleaned, and all visible dirt, stains and hair shall be removed.

9. *Pour one gallon of fresh floor disinfectant detergent solution down each drain*- Using a one-gallon pail filled with fresh floor cleaning solution, pour solution down each drain to keep traps filled with water, and drains smelling clean.

10. *Clean and disinfect all partitions, walls, doors, and door frames* – All walls, toilet partitions, doors, and door frame surfaces shall be thoroughly cleaned and disinfected using appropriate tools and cleaning chemicals. These surfaces shall be free of dust, dirt, hair, soap scum, marks, and stains.

11. Remove all dust from air conditioning vents, grills, and returns up to twelve (**12**) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.

12. Remove cobwebs from all surfaces up to twelve (**12**) feet in height from the adjacent floor surfaces.

13. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.

14. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.

15. Wipe down light switches and outlet covers.

16. Spot wash all walls and woodwork to remove scuff marks and stains.

17. All metal kick and hand plates on doors shall be properly cleaned and polished.

18. All automatic air freshener machines are to be checked and canisters replaced when empty including replacing batteries as needed, making sure they are operational.

19. Replace urinal pads.

Janitorial Closets and Storage Spaces

1. Clean and organize janitorial closets and storage spaces – Closets and storage spaces used for janitorial equipment and supplies shall be kept clean and organized. Supply items shall be placed on shelves and kept off floors. Tools and equipment shall be stored in an orderly fashion allowing for unobstructed access into closets and storage spaces. No trash shall be stored in closets overnight.

As Needed Services

1. The Merle Manders Administrative Building may need additional janitorial services beyond the routine service schedule on an as-needed basis. The City will provide the Contractor a schedule of janitorial service on dates and times needed by the City, based on upcoming event schedules.

Emergency Cleanup

1. The City may assign, when and where needed, cleanup duties to the Contractor when an emergency occurs. Cleaning tasks may include dusting, vacuuming, mopping, carpets extraction, window washing or other tasks as designated.

Merle Manders Conference Center

Entry Ways, Lobbies, Reception Areas, Hallways, Corridors, Traffic Areas

1. All mats located at the building entrances shall be properly cleaned.

2. *Clean doors, door frames, door glass, handles on both sides* – All doors in building entries, lobbies, hallways, and corridors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all lobby glass, including doors and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door, or window to accomplish clean glass.

3. *Dust, and clean partitions, walls, baseboards, counters, tables, pictures, cabinets, banisters, handrails, and all other horizontal surfaces* – All surfaces shall be dusted and cleaned using appropriate cleaning tools and cleaning chemicals removing dust, fingerprints, spills, shoe marks, etc.

4. Vacuum and shampoo fabric-type chairs and sofas as required, to achieve a clean, unstained appearance.

5. Damp-wipe plastic, vinyl covered chairs and sofas as required to achieve a clean, unstained appearance.

6. *Clean all interior windows and window blinds* – Clean all window interior surfaces, sills and frames with appropriate cleaning tools and glass cleaning chemicals. Interior windows shall be free from dirt, smudges, fingerprints, dust, and streaks. When cleaning venetian blinds, care shall be taken to prevent damages to either the slats or the tapes that support them. Cleaned venetian blinds, especially the slats and tapes that support them, shall be free from dirt, accumulated dust, cobwebs, etc. and shall present an overall clean appearance.

7. Dust window ledges and interior mullions and moldings up to twelve (**12**) feet in height from the adjacent floor surfaces. This item also applies to accessible areas behind desks and partitions.

8. Dust all wood panel surfaces, chairs and other furniture. Arrange furniture in a neat and orderly manner.

9. Spot wash all walls and woodwork to remove scuff marks and stains.

10. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.

11. All metal kick and hand plates on doors shall be properly cleaned and polished.

12. *Empty and clean wastebaskets, central recycling bins, and trash cans, including those outside entrances, outside patios, and along building entrance walkways and replace liners* - All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.

13. *Vacuuming:* Vacuum all carpet, interior and exterior rugs, and walk-off mats. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Close attention shall be paid to corners, edges and areas that are inaccessible to the machine. Appropriate hand or crevice tools shall be employed to ensure that these areas are properly cleaned. Care shall be exercised to prevent hitting or otherwise damaging walls, baseboards, or furnishings with the vacuum or attachments. Bags shall be emptied or cleaned regularly. Walk-off mats shall also be vacuumed, and any furniture moved or replaced. Vacuumed carpets shall present a uniformly clean appearance both in open spaces and in inaccessible areas under and around furnishings, in corners and along edges. Carpets shall be clean, free from lint, dust balls, dirt, strings, loose carpet strands, and other debris. The carpet shall stand erect once vacuuming is completed.

14. *Spot Cleaning of Carpet:* Remove any evidence of excessive buildup of dirt, spillages, spots, smears, and stains. After removal, carpet shall show no visible signs of discoloration or fuzzing from harsh rubbings. Cleaned areas must blend with the adjacent carpeted areas. Contractor employee shall report all carpet tears, burns, and unraveling immediately.

15. *Clean Carpets by Extraction Method.* The Contractor shall thoroughly clean carpet (i.e., carpeted area) using the water extraction method. Hot water extraction at a temperature that will kill and eliminate bacteria by truck-mount is the preferred method. The Contractor shall begin cleaning operation by removing all movable furnishings from the carpeted area, placing the furnishings in an appropriate temporary location. All paper, gum, rubber bands, staples, paper clips, and other debris shall be removed from the carpeted area. The Contractor shall then use a carpet vacuum to remove surface soil and embedded grit. All spots and stains shall be treated with an approved spot cleaning solution and a soft bristle brush. Spot cleaning should continue until as much of the spot or stain as possible has been removed. Water extraction equipment shall be operated over the entire carpeted area. All instructions provided by the manufacturers of the water extraction equipment and cleaning solutions shall be followed. After allowing sufficient drying time, the Contractor shall vacuum the carpeted area following a pattern, which will give the carpet pile a uniform appearance. The Contractor shall conclude the operation by replacing furnishings in their original locations.

16. *Sweep and damp mop floors* – All tile and hard floor surfaces shall be thoroughly swept, removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Damp mop using appropriate cleaning tools and cleaning chemicals.

17. *Sweep and wet mop floor with disinfectant detergent solution* - All tile and hard floor surfaces shall be thoroughly swept removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Mop, with a clean mop, using germicidal cleaner on all hard surface floors, as required to eliminate dirt due to spillage and tracking, taking care to get into corners, along edges and beneath furniture and place appropriate Caution Wet Floor Warning signs.

18. Strip and wax floor.

19. *Clean, disinfect, and polish drinking fountains* – All drinking fountains shall be cleaned and disinfected using appropriate cleaning chemicals. All surfaces shall be free of dirt, stains, hair, food, and other debris. Surfaces shall be polished using stainless steel cleaner or other metal polish and wiped dry.

20. Remove cobwebs from all surfaces up to twelve (**12**) feet in height from the adjacent floor surfaces.

21. Remove all dust from air conditioning vents, grills, and returns up to twelve (**12**) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.

22. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.

23. Wipe down light switches and outlet covers.

24. *Sanitize phones* - Damp wipe phones with disinfectant to remove all dirt, smudges, and finger marks.

25. *Sweep outside building entryways* – Building entryways and stairs shall be swept up to a distance of twenty (**20**) feet from all sides of each entry door removing all loose dirt and debris.

26. *Empty and clean ashtrays screen all sand urns* – Ash urns and ash trays located outside building entry doors shall be cleaned and all debris removed. Sand in the urns shall be screened using appropriate tools resulting in a clean bed of sand free of tobacco products, trash, and other debris.

Ballroom

1. *Clean doors, door frames, door glass, handles on both sides* – All doors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all glass, including doors, and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door or window to accomplish clean glass.

2. *Empty and clean wastebaskets, central recycling bins, and trash cans, including those outside entrances, outside patios, and along building entrance walkways and replace liners* - All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.

3. *Vacuuming*: Vacuum all carpet, interior and exterior rugs, and walk-off mats. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Close attention shall be paid to corners, edges and areas that are inaccessible to the machine. Appropriate hand or crevice tools shall be employed to ensure that these areas are properly cleaned. Care shall be exercised to prevent hitting or otherwise damaging walls, baseboards, or furnishings with the vacuum or attachments. Bags shall be emptied or cleaned regularly. Walk-off mats shall also be vacuumed, and any furniture moved or replaced. Vacuumed carpets shall present a uniformly clean appearance both in open spaces and in inaccessible areas under and around furnishings, in corners and along edges. Carpets shall be clean, free from lint, dust balls, dirt, strings, loose carpet strands, and other debris. The carpet shall stand erect once vacuuming is completed.

4. *Spot Cleaning of Carpet*: Remove any evidence of excessive buildup of dirt, spillages, spots, smears, and stains. After removal, carpet shall show no visible signs of discoloration or fuzzing from harsh rubbings. Cleaned areas must blend with the adjacent carpeted areas. Contractor employee shall report all carpet tears, burns, and unraveling immediately.

5. *Sweep and damp mop floors* – All tile and hard floor surfaces shall be thoroughly swept, removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Damp mop using appropriate cleaning tools and cleaning chemicals.

6. *Sweep and wet mop floor with disinfectant detergent solution* - All tile and hard floor surfaces shall be thoroughly swept removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Mop, with a clean mop, using germicidal cleaner on all hard surface floors, as required to eliminate dirt due to spillage and tracking, taking care to get into corners, along edges and beneath furniture and place appropriate Caution Wet Floor Warning signs.

7. Strip and wax floor.

8. Cleaning Pad. Light buffing.

9. *Clean all interior windows and window blinds* – Clean all window interior surfaces, sills and frames with appropriate cleaning tools and glass cleaning chemicals. Interior windows shall be free from dirt, smudges, fingerprints, dust, and streaks. When cleaning venetian blinds, care shall be taken to prevent damages to either the slats or the tapes that support them. Cleaned venetian blinds, especially the slats and tapes that support them, shall be free from dirt, accumulated dust, cobwebs, etc. and shall present an overall clean appearance.

10. *Dust, and clean partitions, walls, baseboards, counters, tables, pictures, cabinets, handrails, and all other horizontal surfaces* – All surfaces shall be dusted and cleaned using appropriate cleaning tools and cleaning chemicals removing dust, fingerprints, spills, shoe marks, etc.

11. *Sweep outside building entryways* – Building entryways and stairs shall be swept up to a distance of twenty (**20**) feet from all sides of each entry door removing all loose dirt and debris.

12. *Empty and clean ashtrays screen all sand urns* – Ash urns and ash trays located outside building entry doors shall be cleaned and all debris removed. Sand in the urns shall be screened using appropriate tools resulting in a clean bed of sand free of tobacco products, trash, and other debris.

13. *Clean, disinfect, and polish drinking fountains* – All drinking fountains shall be cleaned and disinfected using appropriate cleaning chemicals. All surfaces shall be free of dirt, stains, hair, food, and other debris. Surfaces shall be polished using stainless steel cleaner or other metal polish and wiped dry.

14. Dust window ledges and interior mullions and moldings up to twelve (**12**) feet in height from the adjacent floor surfaces. This item also applies to accessible areas behind desks and partitions.

15. Remove cobwebs from all surfaces up to twelve (**12**) feet in height from the adjacent floor surfaces.

16. Remove all dust from air conditioning vents, grills, and returns up to twelve (**12**) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.

17. Wipe down light switches and outlet covers.

18. Dust all wood panel surfaces, chairs and other furniture. Arrange furniture in a neat and orderly manner.

19. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.

20. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.

21. Spot wash all walls and woodwork to remove scuff marks and stains.

22. All metal kick and hand plates on doors shall be properly cleaned and polished.

23. Dust the shelves and hangers in the coat room.

24. Dust the chandeliers and sconces.

25. Dust the mantle and front and side faces of the fireplace.

Patio

1. *Clean doors, door frames, door glass, handles on both sides* – All doors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all glass, including doors, and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door or window to accomplish clean glass.

2. *Empty, clean, and sanitize trash receptacles, and replace liners* – All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.

3. Sweep entryways, and patio surfaces to clear foliage debris, trash, cigarette butts, etc. Remove matter such as gum and tar, which have adhered to the cement.

4. Clean patio tables and chairs as needed to remove dust, stains, and grime.

5. Hose down cement sidewalks, entryways, and patio areas to clean.

6. Pressure wash cement sidewalks, entryways, and patio areas to clean.

Stairway Cleaning

1. *Clean doors, door frames, door glass, handles on both sides* – All doors in building stairways shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all glass, including doors and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door or window to accomplish clean glass.

2. Stairways and steps shall be cleaned daily and shall present a uniformly clean appearance.

3. *Sweep and damp mop stairs* – All stairs shall be thoroughly swept, removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Damp mop using appropriate cleaning tools and cleaning chemicals.

4. *Sweep and wet mop stairs with disinfectant detergent solution -* All stairs shall be thoroughly swept removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Mop, with a clean mop, using germicidal cleaner on all hard surface floors, as required to eliminate dirt due to spillage and tracking, taking care to get into corners, along edges and beneath furniture and place appropriate Caution Wet Floor Warning signs.

5. Risers and thresholds shall be cleaned on a daily basis. Attention shall be paid to inaccessible areas such as corners and edges and appropriate tools shall be employed to clean these areas. All gum, tar, grease, and other soils shall be removed. Risers and thresholds shall be free from trash, both in open areas and inaccessible areas such as corners and along edges. If finish is used on stairway risers, there shall not be a buildup of finish or accumulations of dirt in layers of finish.

6. *Handrails of stairways shall be cleaned*. Handrails shall be free from fingerprints, dirt, and smears.

7. Remove cobwebs from all surfaces up to twelve (**12**) feet in height from the adjacent floor surfaces.

8. Remove all dust from air conditioning vents, grills, and returns up to twelve (**12**) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.

9. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.

10. All metal kick and hand plates on doors shall be properly cleaned and polished.

11. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.

12. Wipe down light switches and outlet covers.

Meeting and Conference Rooms

1. *Clean doors, door frames, door glass, handles on both sides* – All doors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned

using glass cleaner on interior and exterior. It is expected that all glass, including doors and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door, or window to accomplish clean glass.

2. *Empty, clean, and sanitize wastebaskets, and replace liners* – All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.

3. *Empty recycling receptacles.* – Recycling receptacles shall be emptied, and all materials placed in the recycling dumpster.

4. *Spot clean tabletops, office furniture, fabric, and chairs; arrange chairs in orderly fashion* – All furniture shall be spot cleaned using appropriate cleaning tools and cleaning chemicals. All visible dirt, stains, spills, and trash shall be removed from furniture surfaces. Chairs shall be arranged neatly and orderly around tables and room.

5. *Clean all interior windows and window blinds* – Clean all window interior surfaces, sills and frames with appropriate cleaning tools and glass cleaning chemicals. Interior windows shall be free from dirt, smudges, fingerprints, dust, and streaks. When cleaning venetian blinds, care shall be taken to prevent damages to either the slats or the tapes that support them. Cleaned venetian blinds, especially the slats and tapes that support them, shall be free from dirt, accumulated dust, cobwebs, etc. and shall present an overall clean appearance.

6. *Dust all desks, office furniture, computers, chairs, partitions, work counters, and picture frames with a treated dust cloth or another appropriate dusting tool.*

7. *Dust all horizontal surfaces (file cabinets, bookshelves, desks, etc.).*

8. *Sanitize phones* - Damp wipe phones with disinfectant to remove all dirt, smudges, and finger marks.

9. *Vacuuming*: Vacuum all carpet, interior and exterior rugs, and walk-off mats. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Close attention shall be paid to corners, edges and areas that are inaccessible to the machine. Appropriate hand or crevice tools shall be employed to ensure that these areas are properly cleaned. Care shall be exercised to prevent hitting or otherwise damaging walls, baseboards, or furnishings with the vacuum or attachments. Bags shall be emptied or cleaned regularly. Walk-off mats shall also be vacuumed, and any furniture moved or replaced. Vacuumed carpets shall present a uniformly clean appearance both in open spaces and in inaccessible areas under and around furnishings, in corners and along edges. Carpets shall be clean, free from lint, dust balls, dirt, strings, loose carpet strands, and other debris. The carpet shall stand erect once vacuuming is completed.

10. *Spot Cleaning of Carpet*: Remove any evidence of excessive buildup of dirt, spillages, spots, smears, and stains. After removal, carpet shall show no visible signs of discoloration or fuzzing from harsh rubbings. Cleaned areas must blend with the adjacent carpeted areas. Contractor employee shall report all carpet tears, burns, and unraveling immediately.

11. Clean all white/chalk boards areas where content is not marked as "Save".

12. Remove cobwebs from all surfaces up to twelve (**12**) feet in height from the adjacent floor surfaces.

13. Remove all dust from air conditioning vents, grills, and returns up to twelve (**12**) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.

14. Dust window ledges and interior mullions and moldings up to twelve (**12**) feet in height from the adjacent floor surfaces. This item also applies to accessible areas behind desks and partitions.

15. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.

16. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.

17. Spot wash all walls and woodwork to remove scuff marks and stains.

18. Wipe down light switches and outlet covers.

19. All metal kick and hand plates on doors shall be properly cleaned and polished.

20. *Clean Carpets by Extraction Method.* The Contractor shall thoroughly clean carpet (i.e., carpeted area) using the water extraction method. Hot water extraction at a temperature that will kill and eliminate bacteria by truck-mount is the preferred method. The Contractor shall begin cleaning operation by removing all movable furnishings from the carpeted area, placing the furnishings in an appropriate temporary location. All paper, gum, rubber bands, staples, paper clips, and other debris shall be removed from the carpeted area. The Contractor shall then use a carpet vacuum to remove surface soil and embedded grit. All spots and stains shall be treated with an approved spot cleaning solution and a soft bristle brush. Spot cleaning should continue until as much of the spot or stain as possible has been removed. Water extraction equipment shall be operated over the entire carpeted area. All instructions provided by the manufacturers of the water extraction equipment and cleaning solutions shall be followed. After allowing sufficient drying time, the Contractor shall vacuum the carpeted area following a pattern, which will give the carpet pile a uniform appearance. The Contractor shall conclude the operation by replacing furnishings in their original locations.

Offices and Cubicles

1. *Clean doors, door frames, door glass, handles on both sides* – All doors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all glass, including doors, and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door or window to accomplish clean glass.

2. *Spot clean tabletops, office furniture, fabric, and chairs; arrange chairs in orderly fashion* – All furniture shall be spot cleaned using appropriate cleaning tools and cleaning chemicals. All visible dirt, stains, spills, and trash shall be removed from furniture surfaces. Chairs shall be arranged neatly and orderly around tables and desks.

3. *Empty, clean, and sanitize wastebaskets, and replace liners* – All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.

4. *Empty recycling receptacles* – Recycling receptacles shall be emptied, and all materials placed in the recycling dumpster.

5. *Vacuuming*: Vacuum all carpet, interior and exterior rugs, and walk-off mats. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Close attention shall be paid to corners, edges and areas that are inaccessible to the machine. Appropriate hand or crevice tools shall be employed to ensure that these areas are properly cleaned. Care shall be exercised to prevent hitting or otherwise damaging walls, baseboards, or furnishings with the vacuum or attachments. Bags shall be emptied or cleaned regularly. Walk-off mats shall also be vacuumed, and any furniture moved or replaced. Vacuumed carpets shall present a uniformly clean appearance both in open spaces and in inaccessible areas under and around furnishings, in corners and along edges. Carpets shall be clean, free from lint, dust balls, dirt, strings, loose carpet strands, and other debris. The carpet shall stand erect once vacuuming is completed.

6. *Spot Cleaning of Carpet*: Remove any evidence of excessive buildup of dirt, spillages, spots, smears, and stains. After removal, carpet shall show no visible signs of discoloration or fuzzing from harsh rubbings. Cleaned areas must blend with the adjacent carpeted areas. Contractor employee shall report all carpet tears, burns, and unraveling immediately.

7. *Dust and clean all desk and all tabletops (if surfaces are not cleared, only dusting is required), chairs, file cabinets, pictures, wall plaques, counter tops, bookshelves, ledges on walls, window ledges and other surface areas including fixtures and lamps using approved products and methods*.

8. *Sanitize phones* - Damp wipe phones with disinfectant to remove all dirt, smudges, and finger marks.

9. *Clean all interior windows and window blinds* – Clean all window interior surfaces, sills and frames with appropriate cleaning tools and glass cleaning chemicals. Interior windows shall be free from dirt, smudges, fingerprints, dust, and streaks. When cleaning venetian blinds, care shall be taken to prevent damages to either the slats or the tapes that support them. Cleaned venetian blinds, especially the slats and tapes that support them, shall be free from dirt, accumulated dust, cobwebs, etc. and shall present an overall clean appearance.

10. Dust window ledges and interior mullions and moldings up to twelve (**12**) feet in height from the adjacent floor surfaces. This item also applies to accessible areas behind desks and partitions.

11. Remove cobwebs from all surfaces up to twelve (**12**) feet in height from the adjacent floor surfaces.

12. Wipe down light switches and outlet covers.

13. Remove all dust from air conditioning vents, grills, and returns up to twelve (**12**) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.

14. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.

15. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.

16. Spot wash all walls and woodwork to remove scuff marks and stains.

17. All metal kick and hand plates on doors shall be properly cleaned and polished.

18. *Clean Carpets by Extraction Method*. The Contractor shall thoroughly clean carpet (i.e., carpeted area) using the water extraction method. Hot water extraction at a temperature that will kill and eliminate bacteria by truck-mount is the preferred method. The Contractor shall begin cleaning operation by removing all movable furnishings from the carpeted area, placing the furnishings in an appropriate temporary location. All paper, gum, rubber bands, staples, paper clips, and other debris shall be removed from the carpeted area. The Contractor shall then use a carpet vacuum to remove surface soil and embedded grit. All spots and stains shall be treated with an approved spot cleaning solution and a soft bristle brush. Spot cleaning should continue until as much of the spot or stain as possible has been removed. Water extraction equipment shall be operated over the entire carpeted area. All instructions provided by the manufacturers of the water extraction equipment and cleaning solutions shall be followed. After allowing sufficient drying time, the Contractor shall vacuum the

carpeted area following a pattern, which will give the carpet pile a uniform appearance. The Contractor shall conclude the operation by replacing furnishings in their original locations.

Bride Room

1. *Clean doors, door frames, door glass, handles on both sides* – All doors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all glass, including doors, and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door or window to accomplish clean glass.

2. *Vacuuming*: Vacuum all carpet, interior and exterior rugs, and walk-off mats. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Close attention shall be paid to corners, edges and areas that are inaccessible to the machine. Appropriate hand or crevice tools shall be employed to ensure that these areas are properly cleaned. Care shall be exercised to prevent hitting or otherwise damaging walls, baseboards, or furnishings with the vacuum or attachments. Bags shall be emptied or cleaned regularly. Walk-off mats shall also be vacuumed, and any furniture moved or replaced. Vacuumed carpets shall present a uniformly clean appearance both in open spaces and in inaccessible areas under and around furnishings, in corners and along edges. Carpets shall be clean, free from lint, dust balls, dirt, strings, loose carpet strands, and other debris. The carpet shall stand erect once vacuuming is completed.

3. *Spot Cleaning of Carpet*: Remove any evidence of excessive buildup of dirt, spillages, spots, smears, and stains. After removal, carpet shall show no visible signs of discoloration or fuzzing from harsh rubbings. Cleaned areas must blend with the adjacent carpeted areas. Contractor employee shall report all carpet tears, burns, and unraveling immediately.

4. *Empty, clean, and sanitize wastebaskets, and replace liners* – All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.

5. *Clean all mirrors, chrome, stainless steel, and polish to a shine* – All mirrors shall be cleaned using glass cleaning chemicals and appropriate tools. Mirrors shall be free of streaks, spots, and other visible dirt. All chrome and stainless-steel surfaces shall be cleaned with stainless steel cleaning chemicals and wiped dry leaving a clean and polished surface.

6. Remove cobwebs from all surfaces up to twelve (**12**) feet in height from the adjacent floor surfaces.

7. Remove all dust from air conditioning vents, grills, and returns up to twelve (**12**) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.

8. Wipe down light switches and outlet covers.

9. Dust all wood panel surfaces, chairs and other furniture. Arrange furniture in a neat and orderly manner.

10. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.

11. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.

12. Spot wash all walls and woodwork to remove scuff marks and stains.

13. All metal kick and hand plates on doors shall be properly cleaned and polished.

14. *Clean Carpets by Extraction Method*. The Contractor shall thoroughly clean carpet (i.e., carpeted area) using the water extraction method. Hot water extraction at a temperature that will kill and eliminate bacteria by truck-mount is the preferred method. The Contractor shall begin cleaning operation by removing all movable furnishings from the carpeted area, placing the furnishings in an appropriate temporary location. All paper, gum, rubber bands, staples, paper clips, and other debris shall be removed from the carpeted area. The Contractor shall then use a carpet vacuum to remove surface soil and embedded grit. All spots and stains shall be treated with an approved spot cleaning solution and a soft bristle brush. Spot cleaning should continue until as much of the spot or stain as possible has been removed. Water extraction equipment shall be operated over the entire carpeted area. All instructions provided by the manufacturers of the water extraction equipment and cleaning solutions shall be followed. After allowing sufficient drying time, the Contractor shall vacuum the carpeted area following a pattern, which will give the carpet pile a uniform appearance. The Contractor shall conclude the operation by replacing furnishings in their original locations.

Kitchen

1. *Clean doors, door frames, door glass, handles on both sides* – All doors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all glass, including doors, and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are

to be removed during the performance of this task. If necessary, clean the entire door or window to accomplish clean glass.

2. *Empty, clean, and sanitize wastebaskets, and replace liners* – All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.

3. *Fill, clean, and disinfect all dispensers* – All dispensers including paper towel, soap, and hand sanitizer shall be filled with an adequate supply so that the dispenser will not become empty prior to the next service day. The outside of all dispensers shall be cleaned and disinfected. Soap dispensers shall be unclogged, if necessary, to make them dispense soap.

4. *Sweep and damp mop floors* – All tile and hard floor surfaces shall be thoroughly swept, removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Damp mop using appropriate cleaning tools and cleaning chemicals.

5. *Sweep and wet mop floor with disinfectant detergent solution* - All tile and hard floor surfaces shall be thoroughly swept removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Mop, with a clean mop, using germicidal cleaner on all hard surface floors, as required to eliminate dirt due to spillage and tracking, taking care to get into corners, along edges and beneath furniture and place appropriate Caution Wet Floor Warning signs.

6. *Clean and disinfect counter tops, sinks, exterior of appliances, and fixtures* – All surfaces shall be cleaned and disinfected using appropriate cleaning chemicals. All surfaces shall be free from dirt, food, spills, trash, fingerprints, and other debris. Any stainless-steel appliances shall be cleaned using stainless steel cleaner.

7. All missing, damaged appliances, or other conditions that are not the responsibility of the Contractor should be reported promptly to the City's representative.

8. *Clean all interior windows and window blinds* – Clean all window interior surfaces, sills and frames with appropriate cleaning tools and glass cleaning chemicals. Interior windows shall be free from dirt, smudges, fingerprints, dust, and streaks. When cleaning venetian blinds, care shall be taken to prevent damages to either the slats or the tapes that support them. Cleaned venetian blinds, especially the slats and tapes that support them, shall be free from dirt, accumulated dust, cobwebs, etc. and shall present an overall clean appearance.

9. Dust window ledges and interior mullions and moldings up to twelve (**12**) feet in height from the adjacent floor surfaces. This item also applies to accessible areas behind desks and partitions.

10. Remove cobwebs from all surfaces up to twelve (**12**) feet in height from the adjacent floor surfaces.

11. Wipe down light switches and outlet covers.

12. Remove all dust from air conditioning vents, grills, and returns up to twelve (**12**) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.

13. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.

14. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.

15. Spot wash all walls and woodwork to remove scuff marks and stains.

16. All metal kick and hand plates on doors shall be properly cleaned and polished.

17. *Wash Hoods, Stove Vents, Filters and Ducts*. The Contractor shall wash the hoods, stove vents, filters, and ducts to remove all dust, dirt, grease, grime, food particles, and other foreign substances. The Contractor shall use an approved germicidal disinfectant. After washing hoods, stove vents, filters, and ducts shall present a clean, bright, and shiny appearance.

18. *Pour one gallon of fresh floor disinfectant detergent solution down each drain*- Using a one-gallon pail filled with fresh floor cleaning solution, pour solution down each drain to keep traps filled with water, and drains smelling clean.

Restrooms Cleaning and Maintenance

1. *Clean doors, door frames, door glass, handles on both sides* – All doors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all glass, including doors and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door, or window to accomplish clean glass.

2. *Fill, clean, and disinfect all dispensers* – All dispensers including paper towel, toilet paper, soap, and hand sanitizer shall be filled with an adequate supply so that the dispenser will not become empty prior to the next service day. The outside of all dispensers shall be cleaned and disinfected. Soap dispensers shall be unclogged, if necessary, to make them dispense soap. Partial rolls of toilet paper shall not be left on top of dispensers.

3. *Empty, clean, and sanitize wastebaskets, and replace liners* – All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners

inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.

4. *Clean and disinfect all washbasins, counters, and fixtures* – All sinks, counters and fixtures shall be cleaned and disinfected with appropriate cleaning chemicals and tools. Surfaces shall be free of stains, soap scum, water marks, hair, and other visible dirt.

5. *Clean all mirrors, chrome, stainless steel, and polish to a shine* – All mirrors shall be cleaned using glass cleaning chemicals and appropriate tools. Mirrors shall be free of streaks, spots, and other visible dirt. All chrome and stainless-steel surfaces shall be cleaned with stainless steel cleaning chemicals and wiped dry leaving a clean and polished surface.

6. *Clean and disinfect all urinals and toilets, removing stains and cleaning under rims* – Clean and disinfect all surfaces on toilets and urinals using appropriate cleaning and disinfecting chemicals. Visible dirt and stains shall be removed from all surfaces including toilet seats, fixtures, handles, outside surfaces, under rims, and under seats. If urinal screens are used, these must be removed each time the urinal is cleaned and reinserted after cleaning. Special attention shall be given to bottoms and floors on and around urinals and commodes for elimination of odors and stains and to provide a uniformly clean appearance throughout.

7. *Dust and spot clean with cleaning chemicals all partitions, walls, doors, and other surfaces* – All surfaces shall be inspected, and all visible dust, dirt, and stains shall be removed using appropriate cleaning tools and chemicals. Door handles shall be cleaned and disinfected daily regardless if visible dirt is noticed.

8. *Sweep and wet mop floor with disinfectant detergent solution* – All floor surfaces shall be swept removing all loose dirt and stains and hair using appropriate cleaning tools. All surfaces shall be mopped, with a clean mop, using germicidal cleaner, as required to eliminate dirt due to spillage and tracking, taking care to get into corners, along edges and beneath furniture and place appropriate Caution Wet Floor Warning signs. All mop tanks, buckets, pails used to clean the restrooms must be exclusive to restroom cleaning only. Mops, mop buckets/tanks/pails and brooms used in the cleaning of restrooms and other potential areas of biohazard contamination shall be cold rinsed, disinfected, and hung up before further use. Do not reuse mop water or mop heads that have been used to mop restrooms to mop offices or hallways. Floor drains shall be cleaned, and all visible dirt, stains and hair shall be removed.

9. *Pour one gallon of fresh floor disinfectant detergent solution down each drain*- Using a one-gallon pail filled with fresh floor cleaning solution, pour solution down each drain to keep traps filled with water, and drains smelling clean.

10. *Clean and disinfect all partitions, walls, doors, and door frames* – All walls, toilet partitions, doors, and door frame surfaces shall be thoroughly cleaned and disinfected using appropriate tools and cleaning chemicals. These surfaces shall be free of dust, dirt, hair, soap scum, marks, and stains.

11. Remove all dust from air conditioning vents, grills, and returns up to twelve (**12**) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.

12. Remove cobwebs from all surfaces up to twelve (**12**) feet in height from the adjacent floor surfaces.

13. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.

14. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.

15. Wipe down light switches and outlet covers.

16. Spot wash all walls and woodwork to remove scuff marks and stains.

17. All metal kick and hand plates on doors shall be properly cleaned and polished.

18. All automatic air freshener machines are to be checked and canisters replaced when empty including replacing batteries as needed, making sure they are operational.

19. Replace urinal pads.

Janitorial Closets and Storage Spaces

1. Clean and organize janitorial closets and storage spaces – Closets and storage spaces used for janitorial equipment and supplies shall be kept clean and organized. Supply items shall be placed on shelves and kept off floors. Tools and equipment shall be stored in an orderly fashion allowing for unobstructed access into closets and storage spaces. No trash shall be stored in closets overnight.

As Needed Services

1. The Merle Manders Conference Center may need additional janitorial services beyond the routine service schedule on an as-needed basis. The City will provide the Contractor a schedule of janitorial service on dates and times needed by the City, based on upcoming event schedules.

Emergency Cleanup

1. The City may assign, when and where needed, cleanup duties to the Contractor when an emergency occurs. Cleaning tasks may include dusting, vacuuming, mopping, carpets extraction, window washing or other tasks as designated.

MAIN STREET OFFICE

Entry Ways, Lobbies, Reception Areas, Hallways, Corridors, Traffic Areas

1. All mats located at the building entrances shall be properly cleaned.

2. *Clean doors, door frames, door glass, handles on both sides* – All doors in building entries, lobbies, hallways, and corridors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all lobby glass, including doors and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door, or window to accomplish clean glass.

3. *Dust, and clean partitions, walls, baseboards, counters, tables, pictures, cabinets, banisters, handrails, and all other horizontal surfaces* – All surfaces shall be dusted and cleaned using appropriate cleaning tools and cleaning chemicals removing dust, fingerprints, spills, shoe marks, etc.

4. Vacuum and shampoo fabric-type chairs and sofas as required, to achieve a clean, unstained appearance.

5. Damp-wipe plastic, vinyl covered chairs and sofas as required to achieve a clean, unstained appearance.

6. *Clean all interior windows and window blinds* – Clean all window interior surfaces, sills and frames with appropriate cleaning tools and glass cleaning chemicals. Interior windows shall be free from dirt, smudges, fingerprints, dust, and streaks. When cleaning venetian blinds, care shall be taken to prevent damages to either the slats or the tapes that support them. Cleaned venetian blinds, especially the slats and tapes that support them, shall be free from dirt, accumulated dust, cobwebs, etc. and shall present an overall clean appearance.

7. Dust window ledges and interior mullions and moldings up to twelve (**12**) feet in height from the adjacent floor surfaces. This item also applies to accessible areas behind desks and partitions.

8. Dust all wood panel surfaces, chairs and other furniture. Arrange furniture in a neat and orderly manner.

9. Spot wash all walls and woodwork to remove scuff marks and stains.

10. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.

11. All metal kick and hand plates on doors shall be properly cleaned and polished.

12. *Empty and clean wastebaskets, central recycling bins, and trash cans, including those outside entrances, outside patios, and along building entrance walkways and replace liners* - All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.

13. *Vacuuming:* Vacuum all carpet, interior and exterior rugs, and walk-off mats. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Close attention shall be paid to corners, edges and areas that are inaccessible to the machine. Appropriate hand or crevice tools shall be employed to ensure that these areas are properly cleaned. Care shall be exercised to prevent hitting or otherwise damaging walls, baseboards, or furnishings with the vacuum or attachments. Bags shall be emptied or cleaned regularly. Walk-off mats shall also be vacuumed, and any furniture moved or replaced. Vacuumed carpets shall present a uniformly clean appearance both in open spaces and in inaccessible areas under and around furnishings, in corners and along edges. Carpets shall be clean, free from lint, dust balls, dirt, strings, loose carpet strands, and other debris. The carpet shall stand erect once vacuuming is completed.

14. *Spot Cleaning of Carpet:* Remove any evidence of excessive buildup of dirt, spillages, spots, smears, and stains. After removal, carpet shall show no visible signs of discoloration or fuzzing from harsh rubbings. Cleaned areas must blend with the adjacent carpeted areas. Contractor employee shall report all carpet tears, burns, and unraveling immediately.

15. *Sweep and damp mop floors* – All tile and hard floor surfaces shall be thoroughly swept, removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Damp mop using appropriate cleaning tools and cleaning chemicals.

16. *Sweep and wet mop floor with disinfectant detergent solution* - All tile and hard floor surfaces shall be thoroughly swept removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Mop, with a clean mop, using germicidal cleaner on all hard surface floors, as required to eliminate dirt due to spillage and tracking, taking care to get into corners, along edges and beneath furniture and place appropriate Caution Wet Floor Warning signs.

17. Buff and Polish Floors.

18. *Clean, disinfect, and polish drinking fountains* – All drinking fountains shall be cleaned and disinfected using appropriate cleaning chemicals. All surfaces shall be free of dirt, stains, hair, food, and other debris. Surfaces shall be polished using stainless steel cleaner or other metal polish and wiped dry.

19. Remove cobwebs from all surfaces up to twelve (**12**) feet in height from the adjacent floor surfaces.

20. Remove all dust from air conditioning vents, grills, and returns up to twelve (**12**) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.

21. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.

22. Wipe down light switches and outlet covers.

23. *Sanitize phones* - Damp wipe phones with disinfectant to remove all dirt, smudges, and finger marks.

24. *Sweep outside building entryways* – Building entryways and stairs shall be swept up to a distance of twenty (**20**) feet from all sides of each entry door removing all loose dirt and debris.

25. *Empty and clean ashtrays screen all sand urns* – Ash urns and ash trays located outside building entry doors shall be cleaned and all debris removed. Sand in the urns shall be screened using appropriate tools resulting in a clean bed of sand free of tobacco products, trash, and other debris.

Offices

1. *Clean doors, door frames, door glass, handles on both sides* – All doors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all glass, including doors, and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door or window to accomplish clean glass.

2. *Spot clean tabletops, office furniture, fabric, and chairs; arrange chairs in orderly fashion* – All furniture shall be spot cleaned using appropriate cleaning tools and cleaning chemicals. All visible dirt, stains, spills, and trash shall be removed from furniture surfaces. Chairs shall be arranged neatly and orderly around tables and desks.

3. *Empty, clean, and sanitize wastebaskets, and replace liners* – All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.

4. *Empty recycling receptacles* – Recycling receptacles shall be emptied, and all materials placed in the recycling dumpster.

5. *Vacuuming*: Vacuum all carpet, interior and exterior rugs, and walk-off mats. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Close attention shall be paid to corners, edges and areas that are inaccessible to the machine. Appropriate hand or crevice tools shall be employed to ensure that these areas are properly cleaned. Care shall be exercised to prevent hitting or otherwise damaging walls, baseboards, or furnishings with the vacuum or attachments. Bags shall be emptied or cleaned regularly. Walk-off mats shall also be vacuumed, and any furniture moved or replaced. Vacuumed carpets shall present a uniformly clean appearance both in open spaces and in inaccessible areas under and around furnishings, in corners and along edges. Carpets shall be clean, free from lint, dust balls, dirt, strings, loose carpet strands, and other debris. The carpet shall stand erect once vacuuming is completed.

6. *Spot Cleaning of Carpet*: Remove any evidence of excessive buildup of dirt, spillages, spots, smears, and stains. After removal, carpet shall show no visible signs of discoloration or fuzzing from harsh rubbings. Cleaned areas must blend with the adjacent carpeted areas. Contractor employee shall report all carpet tears, burns, and unraveling immediately.

7. *Dust and clean all desk and all tabletops (if surfaces are not cleared, only dusting is required), chairs, file cabinets, pictures, wall plaques, counter tops, bookshelves, ledges on walls, window ledges and other surface areas including fixtures and lamps using approved products and methods*.

8. *Sanitize phones* - Damp wipe phones with disinfectant to remove all dirt, smudges, and finger marks.

9. *Clean all interior windows and window blinds* – Clean all window interior surfaces, sills and frames with appropriate cleaning tools and glass cleaning chemicals. Interior windows shall be free from dirt, smudges, fingerprints, dust, and streaks. When cleaning venetian blinds, care shall be taken to prevent damages to either the slats or the tapes that support them. Cleaned venetian blinds, especially the slats and tapes that support them, shall be free from dirt, accumulated dust, cobwebs, etc. and shall present an overall clean appearance.

10. Dust window ledges and interior mullions and moldings up to twelve (**12**) feet in height from the adjacent floor surfaces. This item also applies to accessible areas behind desks and partitions.

11. Remove cobwebs from all surfaces up to twelve (**12**) feet in height from the adjacent floor surfaces.

12. Wipe down light switches and outlet covers.

13. Remove all dust from air conditioning vents, grills, and returns up to twelve (**12**) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be

dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.

14. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.

15. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.

16. Spot wash all walls and woodwork to remove scuff marks and stains.

17. All metal kick and hand plates on doors shall be properly cleaned and polished.

18. *Clean Carpets by Extraction Method*. The Contractor shall thoroughly clean carpet (i.e., carpeted area) using the water extraction method. Hot water extraction at a temperature that will kill and eliminate bacteria by truck-mount is the preferred method. The Contractor shall begin cleaning operation by removing all movable furnishings from the carpeted area, placing the furnishings in an appropriate temporary location. All paper, gum, rubber bands, staples, paper clips, and other debris shall be removed from the carpeted area. The Contractor shall then use a carpet vacuum to remove surface soil and embedded grit. All spots and stains shall be treated with an approved spot cleaning solution and a soft bristle brush. Spot cleaning should continue until as much of the spot or stain as possible has been removed. Water extraction equipment shall be operated over the entire carpeted area. All instructions provided by the manufacturers of the water extraction equipment and cleaning solutions shall be followed. After allowing sufficient drying time, the Contractor shall vacuum the carpeted area following a pattern, which will give the carpet pile a uniform appearance. The Contractor shall conclude the operation by replacing furnishings in their original locations.

Kitchen

1. *Clean doors, door frames, door glass, handles on both sides* – All doors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all glass, including doors, and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door or window to accomplish clean glass.

2. *Empty, clean, and sanitize wastebaskets, and replace liners* – All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.

3. *Fill, clean, and disinfect all dispensers* – All dispensers including paper towel, soap, and hand sanitizer shall be filled with an adequate supply so that the dispenser will not become

empty prior to the next service day. The outside of all dispensers shall be cleaned and disinfected. Soap dispensers shall be unclogged, if necessary, to make them dispense soap.

4. *Sweep and damp mop floors* – All tile and hard floor surfaces shall be thoroughly swept, removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Damp mop using appropriate cleaning tools and cleaning chemicals.

5. *Sweep and wet mop floor with disinfectant detergent solution* - All tile and hard floor surfaces shall be thoroughly swept removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Mop, with a clean mop, using germicidal cleaner on all hard surface floors, as required to eliminate dirt due to spillage and tracking, taking care to get into corners, along edges and beneath furniture and place appropriate Caution Wet Floor Warning signs.

6. *Clean and disinfect counter tops, sinks, exterior of appliances, and fixtures* – All surfaces shall be cleaned and disinfected using appropriate cleaning chemicals. All surfaces shall be free from dirt, food, spills, trash, fingerprints, and other debris. Any stainless-steel appliances shall be cleaned using stainless steel cleaner.

7. Two deep cleanings a month.

8. All missing, damaged appliances, or other conditions that are not the responsibility of the Contractor should be reported promptly to the City's representative.

9. *Clean all interior windows and window blinds* – Clean all window interior surfaces, sills and frames with appropriate cleaning tools and glass cleaning chemicals. Interior windows shall be free from dirt, smudges, fingerprints, dust, and streaks. When cleaning venetian blinds, care shall be taken to prevent damages to either the slats or the tapes that support them. Cleaned venetian blinds, especially the slats and tapes that support them, shall be free from dirt, accumulated dust, cobwebs, etc. and shall present an overall clean appearance.

10. Dust window ledges and interior mullions and moldings up to twelve (**12**) feet in height from the adjacent floor surfaces. This item also applies to accessible areas behind desks and partitions.

11. Remove cobwebs from all surfaces up to twelve (**12**) feet in height from the adjacent floor surfaces.

12. Wipe down light switches and outlet covers.

13. Remove all dust from air conditioning vents, grills, and returns up to twelve (**12**) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.

14. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.

15. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.

16. Spot wash all walls and woodwork to remove scuff marks and stains.

17. All metal kick and hand plates on doors shall be properly cleaned and polished.

18. *Wash Hoods, Stove Vents, Filters and Ducts*. The Contractor shall wash the hoods, stove vents, filters, and ducts to remove all dust, dirt, grease, grime, food particles, and other foreign substances. The Contractor shall use an approved germicidal disinfectant. After washing hoods, stove vents, filters, and ducts shall present a clean, bright, and shiny appearance.

19. *Pour one gallon of fresh floor disinfectant detergent solution down each drain*- Using a one-gallon pail filled with fresh floor cleaning solution, pour solution down each drain to keep traps filled with water, and drains smelling clean.

Restrooms Cleaning and Maintenance

1. *Clean doors, door frames, door glass, handles on both sides* – All doors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all glass, including doors and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door, or window to accomplish clean glass.

2. *Fill, clean, and disinfect all dispensers* – All dispensers including paper towel, toilet paper, soap, and hand sanitizer shall be filled with an adequate supply so that the dispenser will not become empty prior to the next service day. The outside of all dispensers shall be cleaned and disinfected. Soap dispensers shall be unclogged, if necessary, to make them dispense soap. Partial rolls of toilet paper shall not be left on top of dispensers.

3. *Empty, clean, and sanitize wastebaskets, and replace liners* – All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.

4. *Clean and disinfect all washbasins, counters, and fixtures* – All sinks, counters and fixtures shall be cleaned and disinfected with appropriate cleaning chemicals and tools. Surfaces shall be free of stains, soap scum, water marks, hair, and other visible dirt.

5. *Clean all mirrors, chrome, stainless steel, and polish to a shine* – All mirrors shall be cleaned using glass cleaning chemicals and appropriate tools. Mirrors shall be free of

streaks, spots, and other visible dirt. All chrome and stainless-steel surfaces shall be cleaned with stainless steel cleaning chemicals and wiped dry leaving a clean and polished surface.

6. *Clean and disinfect all urinals and toilets, removing stains and cleaning under rims* – Clean and disinfect all surfaces on toilets and urinals using appropriate cleaning and disinfecting chemicals. Visible dirt and stains shall be removed from all surfaces including toilet seats, fixtures, handles, outside surfaces, under rims, and under seats. If urinal screens are used, these must be removed each time the urinal is cleaned and reinserted after cleaning. Special attention shall be given to bottoms and floors on and around urinals and commodes for elimination of odors and stains and to provide a uniformly clean appearance throughout.

7. *Dust and spot clean with cleaning chemicals all partitions, walls, doors, and other surfaces* – All surfaces shall be inspected, and all visible dust, dirt, and stains shall be removed using appropriate cleaning tools and chemicals. Door handles shall be cleaned and disinfected daily regardless if visible dirt is noticed.

8. *Sweep and wet mop floor with disinfectant detergent solution* – All floor surfaces shall be swept removing all loose dirt and stains and hair using appropriate cleaning tools. All surfaces shall be mopped, with a clean mop, using germicidal cleaner, as required to eliminate dirt due to spillage and tracking, taking care to get into corners, along edges and beneath furniture and place appropriate Caution Wet Floor Warning signs. All mop tanks, buckets, pails used to clean the restrooms must be exclusive to restroom cleaning only. Mops, mop buckets/tanks/pails and brooms used in the cleaning of restrooms and other potential areas of biohazard contamination shall be cold rinsed, disinfected, and hung up before further use. Do not reuse mop water or mop heads that have been used to mop restrooms to mop offices or hallways. Floor drains shall be cleaned, and all visible dirt, stains and hair shall be removed.

9. *Pour one gallon of fresh floor disinfectant detergent solution down each drain*- Using a one-gallon pail filled with fresh floor cleaning solution, pour solution down each drain to keep traps filled with water, and drains smelling clean.

10. *Clean and disinfect all partitions, walls, doors, and door frames* – All walls, toilet partitions, doors, and door frame surfaces shall be thoroughly cleaned and disinfected using appropriate tools and cleaning chemicals. These surfaces shall be free of dust, dirt, hair, soap scum, marks, and stains.

11. Remove all dust from air conditioning vents, grills, and returns up to twelve (**12**) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.

12. Remove cobwebs from all surfaces up to twelve (**12**) feet in height from the adjacent floor surfaces.

13. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.

14. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.

15. Wipe down light switches and outlet covers.

16. Spot wash all walls and woodwork to remove scuff marks and stains.

17. All metal kick and hand plates on doors shall be properly cleaned and polished.

18. All automatic air freshener machines are to be checked and canisters replaced when empty including replacing batteries as needed, making sure they are operational.

19. Replace urinal pads.

Janitorial Closets and Storage Spaces

1. Clean and organize janitorial closets and storage spaces – Closets and storage spaces used for janitorial equipment and supplies shall be kept clean and organized. Supply items shall be placed on shelves and kept off floors. Wipe all tables and chairs with approved cleaner. Tools and equipment shall be stored in an orderly fashion allowing for unobstructed access into closets and storage spaces. No trash shall be stored in closets overnight.

As Needed Services

1. The Main Street Office may need additional janitorial services beyond the routine service schedule on an as-needed basis. The City will provide the Contractor a schedule of janitorial service on dates and times needed by the City, based on upcoming event schedules.

Emergency Cleanup

1. The City may assign, when and where needed, cleanup duties to the Contractor when an emergency occurs. Cleaning tasks may include dusting, vacuuming, mopping, carpets extraction, window washing or other tasks as designated.

PUBLIC WORKS MAINTENANCE SHOP

Offices and Cubicles

1. *Clean doors, door frames, door glass, handles on both sides* – All doors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all glass, including doors, and windows shall be spot cleaned inside and out. All handprints, smudges,

and soil are to be removed during the performance of this task. If necessary, clean the entire door or window to accomplish clean glass.

2. *Spot clean tabletops, office furniture, fabric, and chairs; arrange chairs in orderly fashion* – All furniture shall be spot cleaned using appropriate cleaning tools and cleaning chemicals. All visible dirt, stains, spills, and trash shall be removed from furniture surfaces. Chairs shall be arranged neatly and orderly around tables and desks.

3. *Empty, clean, and sanitize wastebaskets, and replace liners* – All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.

4. *Empty recycling receptacles* – Recycling receptacles shall be emptied, and all materials placed in the recycling dumpster.

5. *Vacuuming*: Vacuum all carpet, interior and exterior rugs, and walk-off mats. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Close attention shall be paid to corners, edges and areas that are inaccessible to the machine. Appropriate hand or crevice tools shall be employed to ensure that these areas are properly cleaned. Care shall be exercised to prevent hitting or otherwise damaging walls, baseboards, or furnishings with the vacuum or attachments. Bags shall be emptied or cleaned regularly. Walk-off mats shall also be vacuumed, and any furniture moved or replaced. Vacuumed carpets shall present a uniformly clean appearance both in open spaces and in inaccessible areas under and around furnishings, in corners and along edges. Carpets shall be clean, free from lint, dust balls, dirt, strings, loose carpet strands, and other debris. The carpet shall stand erect once vacuuming is completed.

6. *Spot Cleaning of Carpet*: Remove any evidence of excessive buildup of dirt, spillages, spots, smears, and stains. After removal, carpet shall show no visible signs of discoloration or fuzzing from harsh rubbings. Cleaned areas must blend with the adjacent carpeted areas. Contractor employee shall report all carpet tears, burns, and unraveling immediately.

7. *Dust and clean all desk and all tabletops (if surfaces are not cleared, only dusting is required), chairs, file cabinets, pictures, wall plaques, counter tops, bookshelves, ledges on walls, window ledges and other surface areas including fixtures and lamps using approved products and methods*.

8. *Sanitize phones* - Damp wipe phones with disinfectant to remove all dirt, smudges, and finger marks.

9. *Clean all interior windows and window blinds* – Clean all window interior surfaces, sills and frames with appropriate cleaning tools and glass cleaning chemicals. Interior windows shall be free from dirt, smudges, fingerprints, dust, and streaks. When cleaning venetian blinds, care shall be taken to prevent damages to either the slats or

the tapes that support them. Cleaned venetian blinds, especially the slats and tapes that support them, shall be free from dirt, accumulated dust, cobwebs, etc. and shall present an overall clean appearance.

10. Dust window ledges and interior mullions and moldings up to twelve (**12**) feet in height from the adjacent floor surfaces. This item also applies to accessible areas behind desks and partitions.

11. Remove cobwebs from all surfaces up to twelve (**12**) feet in height from the adjacent floor surfaces.

12. Wipe down light switches and outlet covers.

13. Remove all dust from air conditioning vents, grills, and returns up to twelve (**12**) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.

14. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.

15. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.

16. Spot wash all walls and woodwork to remove scuff marks and stains.

17. All metal kick and hand plates on doors shall be properly cleaned and polished.

18. *Clean Carpets by Extraction Method.* The Contractor shall thoroughly clean carpet (i.e., carpeted area) using the water extraction method. Hot water extraction at a temperature that will kill and eliminate bacteria by truck-mount is the preferred method. The Contractor shall begin cleaning operation by removing all movable furnishings from the carpeted area, placing the furnishings in an appropriate temporary location. All paper, gum, rubber bands, staples, paper clips, and other debris shall be removed from the carpeted area. The Contractor shall then use a carpet vacuum to remove surface soil and embedded grit. All spots and stains shall be treated with an approved spot cleaning solution and a soft bristle brush. Spot cleaning should continue until as much of the spot or stain as possible has been removed. Water extraction equipment shall be operated over the entire carpeted area. All instructions provided by the manufacturers of the water extraction equipment and cleaning solutions shall be followed. After allowing sufficient drying time, the Contractor shall vacuum the carpeted area following a pattern, which will give the carpet pile a uniform appearance. The Contractor shall conclude the operation by replacing furnishings in their original locations.

Breakrooms

1. *Clean doors, door frames, door glass, handles on both sides* – All doors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all glass, including doors and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door or window to accomplish clean glass.

2. *Empty, clean, and sanitize wastebaskets, and replace liners* – All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.

3. *Empty recycling receptacles* – Recycling receptacles shall be emptied, and all materials placed in the recycling dumpster.

4. *Fill, clean, and disinfect all dispensers* – All dispensers including paper towel, soap, and hand sanitizer shall be filled with an adequate supply so that the dispenser will not become empty prior to the next service day. The outside of all dispensers shall be cleaned and disinfected. Soap dispensers shall be unclogged, if necessary, to make them dispense soap.

5. *Sweep and damp mop floors* – All tile and hard floor surfaces shall be thoroughly swept, removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Damp mop using appropriate cleaning tools and cleaning chemicals.

6. *Sweep and wet mop floor with disinfectant detergent solution* - All tile and hard floor surfaces shall be thoroughly swept removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Mop, with a clean mop, using germicidal cleaner on all hard surface floors, as required to eliminate dirt due to spillage and tracking, taking care to get into corners, along edges and beneath furniture and place appropriate Caution Wet Floor Warning signs.

7. *Clean tables and chairs and replace in orderly fashion* – All tables and chairs shall be cleaned using appropriate cleaning chemicals and wiped dry. Surfaces shall be free from dirt, dust, food, spills, trash, and stains. Furniture shall be placed in an orderly fashion.

8. *Clean and disinfect counter tops, sinks, exterior of appliances, and fixtures* – All surfaces shall be cleaned and disinfected using appropriate cleaning chemicals. All surfaces shall be free from dirt, food, spills, trash, fingerprints, and other debris. Any stainless-steel appliances shall be cleaned using stainless steel cleaner.

9. *Clean all interior windows and window blinds* – Clean all window interior surfaces, sills and frames with appropriate cleaning tools and glass cleaning chemicals. Interior windows shall be free from dirt, smudges, fingerprints, dust, and streaks. When

cleaning venetian blinds, care shall be taken to prevent damages to either the slats or the tapes that support them. Cleaned venetian blinds, especially the slats and tapes that support them, shall be free from dirt, accumulated dust, cobwebs, etc. and shall present an overall clean appearance.

10. *Sanitize phones* - Damp wipe phones with disinfectant to remove all dirt, smudges, and finger marks.

11. Dust window ledges and interior mullions and moldings up to twelve (**12**) feet in height from the adjacent floor surfaces. This item also applies to accessible areas behind desks and partitions.

12. Remove cobwebs from all surfaces up to twelve (**12**) feet in height from the adjacent floor surfaces.

13. Wipe down light switches and outlet covers.

14. Remove all dust from air conditioning vents, grills, and returns up to twelve (**12**) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.

15. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.

16. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.

17. Spot wash all walls and woodwork to remove scuff marks and stains.

18. All metal kick and hand plates on doors shall be properly cleaned and polished.

19. Strip and wax floor.

Restrooms Cleaning and Maintenance

1. *Clean doors, door frames, door glass, handles on both sides* – All doors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all glass, including doors and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door, or window to accomplish clean glass.

2. *Fill, clean, and disinfect all dispensers* – All dispensers including paper towel, toilet paper, soap, and hand sanitizer shall be filled with an adequate supply so that the dispenser will not become empty prior to the next service day. The outside of all dispensers shall be cleaned and disinfected. Soap dispensers shall be unclogged, if

necessary, to make them dispense soap. Partial rolls of toilet paper shall not be left on top of dispensers.

3. *Empty, clean, and sanitize wastebaskets, and replace liners* – All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.

4. *Clean and disinfect all washbasins, counters, and fixtures* – All sinks, counters and fixtures shall be cleaned and disinfected with appropriate cleaning chemicals and tools. Surfaces shall be free of stains, soap scum, water marks, hair, and other visible dirt.

5. *Clean all mirrors, chrome, stainless steel, and polish to a shine* – All mirrors shall be cleaned using glass cleaning chemicals and appropriate tools. Mirrors shall be free of streaks, spots, and other visible dirt. All chrome and stainless-steel surfaces shall be cleaned with stainless steel cleaning chemicals and wiped dry leaving a clean and polished surface.

6. *Clean and disinfect all urinals and toilets, removing stains and cleaning under rims* – Clean and disinfect all surfaces on toilets and urinals using appropriate cleaning and disinfecting chemicals. Visible dirt and stains shall be removed from all surfaces including toilet seats, fixtures, handles, outside surfaces, under rims, and under seats. If urinal screens are used, these must be removed each time the urinal is cleaned and reinserted after cleaning. Special attention shall be given to bottoms and floors on and around urinals and commodes for elimination of odors and stains and to provide a uniformly clean appearance throughout.

7. *Dust and spot clean with cleaning chemicals all partitions, walls, doors, and other surfaces* – All surfaces shall be inspected, and all visible dust, dirt, and stains shall be removed using appropriate cleaning tools and chemicals. Door handles shall be cleaned and disinfected daily regardless if visible dirt is noticed.

8. *Sweep and wet mop floor with disinfectant detergent solution* – All floor surfaces shall be swept removing all loose dirt and stains and hair using appropriate cleaning tools. All surfaces shall be mopped, with a clean mop, using germicidal cleaner, as required to eliminate dirt due to spillage and tracking, taking care to get into corners, along edges and beneath furniture and place appropriate Caution Wet Floor Warning signs. All mop tanks, buckets, pails used to clean the restrooms must be exclusive to restroom cleaning only. Mops, mop buckets/tanks/pails and brooms used in the cleaning of restrooms and other potential areas of biohazard contamination shall be cold rinsed, disinfected, and hung up before further use. Do not reuse mop water or mop heads that have been used to mop restrooms to mop offices or hallways. Floor drains shall be cleaned, and all visible dirt, stains and hair shall be removed.

9. *Pour one gallon of fresh floor disinfectant detergent solution down each drain*- Using a one-gallon pail filled with fresh floor cleaning solution, pour solution down each drain to keep traps filled with water, and drains smelling clean.

10. *Clean and disinfect all partitions, walls, doors, and door frames* – All walls, toilet partitions, doors, and door frame surfaces shall be thoroughly cleaned and disinfected using appropriate tools and cleaning chemicals. These surfaces shall be free of dust, dirt, hair, soap scum, marks, and stains.

11. Remove all dust from air conditioning vents, grills, and returns up to twelve (**12**) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.

12. Remove cobwebs from all surfaces up to twelve (**12**) feet in height from the adjacent floor surfaces.

13. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.

14. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.

15. Wipe down light switches and outlet covers.

16. Spot wash all walls and woodwork to remove scuff marks and stains.

17. All metal kick and hand plates on doors shall be properly cleaned and polished.

18. All automatic air freshener machines are to be checked and canisters replaced when empty including replacing batteries as needed, making sure they are operational.

19. Replace urinal pads.

Locker Room/Shower

1. *Clean doors, door frames, door glass, handles on both sides* – All doors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all glass, including doors, and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door or window to accomplish clean glass.

2. Thoroughly clean all showers, including bottom, faucets, and spigots, with approved crème cleanser.

3. Thoroughly clean all walls, floors, (including plug covers), doors (including entrance doors inside and outside), partitions and handrails with proper approved chemicals and proper approved dilution. Shower drain covers are to be removed twice monthly and cleaned of hair and debris.

4. *Sweep and wet mop floor with disinfectant detergent solution* – All tile and hard floor surfaces shall be thoroughly swept removing all loose dirt, dust, and debris. All

miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Mop, with a clean mop, using germicidal cleaner on all hard surface floors, as required to eliminate dirt due to spillage and tracking, taking care to get into corners, along edges and beneath furniture and place appropriate Caution Wet Floor Warning signs.

5. Remove all dust from air conditioning vents, grills, and returns up to twelve (**12**) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.

6. Remove cobwebs from all surfaces up to twelve (**12**) feet in height from the adjacent floor surfaces.

7. Lockers are to be wiped and cleaned externally and internally on a quarterly basis.

8. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.

9. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.

10. Wipe down light switches and outlet covers.

Janitorial Closets and Storage Spaces

6. Clean and organize janitorial closets and storage spaces – Closets and storage spaces used for janitorial equipment and supplies shall be kept clean and organized. Supply items shall be placed on shelves and kept off floors. Wipe all tables and chairs with approved cleaner. Tools and equipment shall be stored in an orderly fashion allowing for unobstructed access into closets and storage spaces. No trash shall be stored in closets overnight.

As Needed Services

6. The Public Works Maintenance Shop may need additional janitorial services beyond the routine service schedule on an as-needed basis. The City will provide the Contractor a schedule of janitorial service on dates and times needed by the City, based on upcoming event schedules.

Emergency Cleanup

6. The City may assign, when and where needed, cleanup duties to the Contractor when an emergency occurs. Cleaning tasks may include dusting, vacuuming, mopping, carpets extraction, window washing or other tasks as designated.

WASTEWATER TREATMENT PLANT

Entry Ways, Lobbies, Reception Areas, Hallways, Corridors, Traffic Areas

1. All mats located at the building entrances shall be properly cleaned.

2. *Clean doors, door frames, door glass, handles on both sides* – All doors in building entries, lobbies, hallways, and corridors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all lobby glass, including doors and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door, or window to accomplish clean glass.

3. *Dust, and clean partitions, walls, baseboards, counters, tables, pictures, cabinets, banisters, handrails, and all other horizontal surfaces* – All surfaces shall be dusted and cleaned using appropriate cleaning tools and cleaning chemicals removing dust, fingerprints, spills, shoe marks, etc.

4. Vacuum and shampoo fabric-type chairs and sofas as required, to achieve a clean, unstained appearance.

5. Damp-wipe plastic, vinyl covered chairs and sofas as required to achieve a clean, unstained appearance.

6. *Clean all interior windows and window blinds* – Clean all window interior surfaces, sills and frames with appropriate cleaning tools and glass cleaning chemicals. Interior windows shall be free from dirt, smudges, fingerprints, dust, and streaks. When cleaning venetian blinds, care shall be taken to prevent damages to either the slats or the tapes that support them. Cleaned venetian blinds, especially the slats and tapes that support them, shall be free from dirt, accumulated dust, cobwebs, etc. and shall present an overall clean appearance.

7. Dust window ledges and interior mullions and moldings up to twelve (**12**) feet in height from the adjacent floor surfaces. This item also applies to accessible areas behind desks and partitions.

8. Dust all wood panel surfaces, chairs and other furniture. Arrange furniture in a neat and orderly manner.

9. Spot wash all walls and woodwork to remove scuff marks and stains.

10. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.

11. All metal kick and hand plates on doors shall be properly cleaned and polished.

12. *Empty and clean wastebaskets, central recycling bins, and trash cans, including those outside entrances, outside patios, and along building entrance walkways and replace liners* - All waste receptacles shall be emptied, interior and exterior surfaces cleaned,

and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.

13. *Vacuuming:* Vacuum all carpet, interior and exterior rugs, and walk-off mats. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Close attention shall be paid to corners, edges and areas that are inaccessible to the machine. Appropriate hand or crevice tools shall be employed to ensure that these areas are properly cleaned. Care shall be exercised to prevent hitting or otherwise damaging walls, baseboards, or furnishings with the vacuum or attachments. Bags shall be emptied or cleaned regularly. Walk-off mats shall also be vacuumed, and any furniture moved or replaced. Vacuumed carpets shall present a uniformly clean appearance both in open spaces and in inaccessible areas under and around furnishings, in corners and along edges. Carpets shall be clean, free from lint, dust balls, dirt, strings, loose carpet strands, and other debris. The carpet shall stand erect once vacuuming is completed.

14. *Spot Cleaning of Carpet:* Remove any evidence of excessive buildup of dirt, spillages, spots, smears, and stains. After removal, carpet shall show no visible signs of discoloration or fuzzing from harsh rubbings. Cleaned areas must blend with the adjacent carpeted areas. Contractor employee shall report all carpet tears, burns, and unraveling immediately.

15. *Clean Carpets by Extraction Method.* The Contractor shall thoroughly clean carpet (i.e., carpeted area) using the water extraction method. Hot water extraction at a temperature that will kill and eliminate bacteria by truck-mount is the preferred method. The Contractor shall begin cleaning operation by removing all movable furnishings from the carpeted area, placing the furnishings in an appropriate temporary location. All paper, gum, rubber bands, staples, paper clips, and other debris shall be removed from the carpeted area. The Contractor shall then use a carpet vacuum to remove surface soil and embedded grit. All spots and stains shall be treated with an approved spot cleaning solution and a soft bristle brush. Spot cleaning should continue until as much of the spot or stain as possible has been removed. Water extraction equipment shall be operated over the entire carpeted area. All instructions provided by the manufacturers of the water extraction equipment and cleaning solutions shall be followed. After allowing sufficient drying time, the Contractor shall vacuum the carpeted area following a pattern, which will give the carpet pile a uniform appearance. The Contractor shall conclude the operation by replacing furnishings in their original locations.

16. *Sweep and damp mop floors* – All tile and hard floor surfaces shall be thoroughly swept, removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Damp mop using appropriate cleaning tools and cleaning chemicals.

17. *Sweep and wet mop floor with disinfectant detergent solution* - All tile and hard floor surfaces shall be thoroughly swept removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Mop, with a clean mop, using germicidal cleaner on all hard surface floors, as required to eliminate dirt due to spillage and tracking, taking care to get into corners, along edges and beneath furniture and place appropriate Caution Wet Floor Warning signs.

18. Strip and wax floor.

19. *Clean, disinfect, and polish drinking fountains* – All drinking fountains shall be cleaned and disinfected using appropriate cleaning chemicals. All surfaces shall be free of dirt, stains, hair, food, and other debris. Surfaces shall be polished using stainless steel cleaner or other metal polish and wiped dry.

20. Remove cobwebs from all surfaces up to twelve (**12**) feet in height from the adjacent floor surfaces.

21. Remove all dust from air conditioning vents, grills, and returns up to twelve (**12**) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.

22. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.

23. Wipe down light switches and outlet covers.

24. *Sanitize phones* - Damp wipe phones with disinfectant to remove all dirt, smudges, and finger marks.

25. *Sweep outside building entryways* – Building entryways and stairs shall be swept up to a distance of twenty (**20**) feet from all sides of each entry door removing all loose dirt and debris.

26. *Empty and clean ashtrays screen all sand urns* – Ash urns and ash trays located outside building entry doors shall be cleaned and all debris removed. Sand in the urns shall be screened using appropriate tools resulting in a clean bed of sand free of tobacco products, trash, and other debris.

Meeting and Conference Rooms

1. *Clean doors, door frames, door glass, handles on both sides* – All doors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all glass, including doors and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door, or window to accomplish clean glass.

2. *Empty, clean, and sanitize wastebaskets, and replace liners* – All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.

3. *Empty recycling receptacles.* – Recycling receptacles shall be emptied, and all materials placed in the recycling dumpster.

4. *Spot clean tabletops, office furniture, fabric, and chairs; arrange chairs in orderly fashion* – All furniture shall be spot cleaned using appropriate cleaning tools and cleaning chemicals. All visible dirt, stains, spills, and trash shall be removed from furniture surfaces. Chairs shall be arranged neatly and orderly around tables and room.

5. *Clean all interior windows and window blinds* – Clean all window interior surfaces, sills and frames with appropriate cleaning tools and glass cleaning chemicals. Interior windows shall be free from dirt, smudges, fingerprints, dust, and streaks. When cleaning venetian blinds, care shall be taken to prevent damages to either the slats or the tapes that support them. Cleaned venetian blinds, especially the slats and tapes that support them, shall be free from dirt, accumulated dust, cobwebs, etc. and shall present an overall clean appearance.

6. *Dust all desks, office furniture, computers, chairs, partitions, work counters, and picture frames with a treated dust cloth or another appropriate dusting tool.*

7. *Dust all horizontal surfaces (file cabinets, bookshelves, desks, etc.).*

8. *Sanitize phones* - Damp wipe phones with disinfectant to remove all dirt, smudges, and finger marks.

9. *Vacuuming*: Vacuum all carpet, interior and exterior rugs, and walk-off mats. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Close attention shall be paid to corners, edges and areas that are inaccessible to the machine. Appropriate hand or crevice tools shall be employed to ensure that these areas are properly cleaned. Care shall be exercised to prevent hitting or otherwise damaging walls, baseboards, or furnishings with the vacuum or attachments. Bags shall be emptied or cleaned regularly. Walk-off mats shall also be vacuumed, and any furniture moved or replaced. Vacuumed carpets shall present a uniformly clean appearance both in open spaces and in inaccessible areas under and around furnishings, in corners and along edges. Carpets shall be clean, free from lint, dust balls, dirt, strings, loose carpet strands, and other debris. The carpet shall stand erect once vacuuming is completed.

10. *Spot Cleaning of Carpet*: Remove any evidence of excessive buildup of dirt, spillages, spots, smears, and stains. After removal, carpet shall show no visible signs of discoloration or fuzzing from harsh rubbings. Cleaned areas must blend with the adjacent carpeted areas. Contractor employee shall report all carpet tears, burns, and unraveling immediately.

11. Clean all white/chalk boards areas where content is not marked as “Save”.

12. Remove cobwebs from all surfaces up to twelve (**12**) feet in height from the adjacent floor surfaces.

13. Remove all dust from air conditioning vents, grills, and returns up to twelve (**12**) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.

14. Dust window ledges and interior mullions and moldings up to twelve (**12**) feet in height from the adjacent floor surfaces. This item also applies to accessible areas behind desks and partitions.

15. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.

16. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.

17. Spot wash all walls and woodwork to remove scuff marks and stains.

18. Wipe down light switches and outlet covers.

19. All metal kick and hand plates on doors shall be properly cleaned and polished.

20. *Clean Carpets by Extraction Method*. The Contractor shall thoroughly clean carpet (i.e., carpeted area) using the water extraction method. Hot water extraction at a temperature that will kill and eliminate bacteria by truck-mount is the preferred method. The Contractor shall begin cleaning operation by removing all movable furnishings from the carpeted area, placing the furnishings in an appropriate temporary location. All paper, gum, rubber bands, staples, paper clips, and other debris shall be removed from the carpeted area. The Contractor shall then use a carpet vacuum to remove surface soil and embedded grit. All spots and stains shall be treated with an approved spot cleaning solution and a soft bristle brush. Spot cleaning should continue until as much of the spot or stain as possible has been removed. Water extraction equipment shall be operated over the entire carpeted area. All instructions provided by the manufacturers of the water extraction equipment and cleaning solutions shall be followed. After allowing sufficient drying time, the Contractor shall vacuum the carpeted area following a pattern, which will give the carpet pile a uniform appearance. The Contractor shall conclude the operation by replacing furnishings in their original locations.

Breakrooms

1. *Clean doors, door frames, door glass, handles on both sides* – All doors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned

using glass cleaner on interior and exterior. It is expected that all glass, including doors and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door or window to accomplish clean glass.

2. *Empty, clean, and sanitize wastebaskets, and replace liners* – All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.

3. *Empty recycling receptacles* – Recycling receptacles shall be emptied, and all materials placed in the recycling dumpster.

4. *Fill, clean, and disinfect all dispensers* – All dispensers including paper towel, soap, and hand sanitizer shall be filled with an adequate supply so that the dispenser will not become empty prior to the next service day. The outside of all dispensers shall be cleaned and disinfected. Soap dispensers shall be unclogged, if necessary, to make them dispense soap.

5. *Sweep and damp mop floors* – All tile and hard floor surfaces shall be thoroughly swept, removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Damp mop using appropriate cleaning tools and cleaning chemicals.

6. *Sweep and wet mop floor with disinfectant detergent solution* - All tile and hard floor surfaces shall be thoroughly swept removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Mop, with a clean mop, using germicidal cleaner on all hard surface floors, as required to eliminate dirt due to spillage and tracking, taking care to get into corners, along edges and beneath furniture and place appropriate Caution Wet Floor Warning signs.

7. *Clean tables and chairs and replace in orderly fashion* – All tables and chairs shall be cleaned using appropriate cleaning chemicals and wiped dry. Surfaces shall be free from dirt, dust, food, spills, trash, and stains. Furniture shall be placed in an orderly fashion.

8. *Clean and disinfect counter tops, sinks, exterior of appliances, and fixtures* – All surfaces shall be cleaned and disinfected using appropriate cleaning chemicals. All surfaces shall be free from dirt, food, spills, trash, fingerprints, and other debris. Any stainless-steel appliances shall be cleaned using stainless steel cleaner.

9. *Clean all interior windows and window blinds* – Clean all window interior surfaces, sills and frames with appropriate cleaning tools and glass cleaning chemicals. Interior windows shall be free from dirt, smudges, fingerprints, dust, and streaks. When cleaning venetian blinds, care shall be taken to prevent damages to either the slats or the tapes that support them. Cleaned venetian blinds, especially the slats and tapes

that support them, shall be free from dirt, accumulated dust, cobwebs, etc. and shall present an overall clean appearance.

10. *Sanitize phones* - Damp wipe phones with disinfectant to remove all dirt, smudges, and finger marks.

11. Dust window ledges and interior mullions and moldings up to twelve (**12**) feet in height from the adjacent floor surfaces. This item also applies to accessible areas behind desks and partitions.

12. Remove cobwebs from all surfaces up to twelve (**12**) feet in height from the adjacent floor surfaces.

13. Wipe down light switches and outlet covers.

14. Remove all dust from air conditioning vents, grills, and returns up to twelve (**12**) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.

15. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.

16. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.

17. Spot wash all walls and woodwork to remove scuff marks and stains.

18. All metal kick and hand plates on doors shall be properly cleaned and polished.

19. Strip and wax floor.

Offices

1. *Clean doors, door frames, door glass, handles on both sides* – All doors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all glass, including doors, and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door or window to accomplish clean glass.

2. *Spot clean tabletops, office furniture, fabric, and chairs; arrange chairs in orderly fashion* – All furniture shall be spot cleaned using appropriate cleaning tools and cleaning chemicals. All visible dirt, stains, spills, and trash shall be removed from furniture surfaces. Chairs shall be arranged neatly and orderly around tables and desks.

3. *Empty, clean, and sanitize wastebaskets, and replace liners* – All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.

4. *Empty recycling receptacles* – Recycling receptacles shall be emptied, and all materials placed in the recycling dumpster.

5. *Vacuuming*: Vacuum all carpet, interior and exterior rugs, and walk-off mats. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Close attention shall be paid to corners, edges and areas that are inaccessible to the machine. Appropriate hand or crevice tools shall be employed to ensure that these areas are properly cleaned. Care shall be exercised to prevent hitting or otherwise damaging walls, baseboards, or furnishings with the vacuum or attachments. Bags shall be emptied or cleaned regularly. Walk-off mats shall also be vacuumed, and any furniture moved or replaced. Vacuumed carpets shall present a uniformly clean appearance both in open spaces and in inaccessible areas under and around furnishings, in corners and along edges. Carpets shall be clean, free from lint, dust balls, dirt, strings, loose carpet strands, and other debris. The carpet shall stand erect once vacuuming is completed.

6. *Spot Cleaning of Carpet*: Remove any evidence of excessive buildup of dirt, spillages, spots, smears, and stains. After removal, carpet shall show no visible signs of discoloration or fuzzing from harsh rubbings. Cleaned areas must blend with the adjacent carpeted areas. Contractor employee shall report all carpet tears, burns, and unraveling immediately.

7. *Dust and clean all desk and all tabletops (if surfaces are not cleared, only dusting is required), chairs, file cabinets, pictures, wall plaques, counter tops, bookshelves, ledges on walls, window ledges and other surface areas including fixtures and lamps using approved products and methods*.

8. *Sanitize phones* - Damp wipe phones with disinfectant to remove all dirt, smudges, and finger marks.

9. *Clean all interior windows and window blinds* – Clean all window interior surfaces, sills and frames with appropriate cleaning tools and glass cleaning chemicals. Interior windows shall be free from dirt, smudges, fingerprints, dust, and streaks. When cleaning venetian blinds, care shall be taken to prevent damages to either the slats or the tapes that support them. Cleaned venetian blinds, especially the slats and tapes that support them, shall be free from dirt, accumulated dust, cobwebs, etc. and shall present an overall clean appearance.

10. Dust window ledges and interior mullions and moldings up to twelve (**12**) feet in height from the adjacent floor surfaces. This item also applies to accessible areas behind desks and partitions.

11. Remove cobwebs from all surfaces up to twelve (**12**) feet in height from the adjacent floor surfaces.

12. Wipe down light switches and outlet covers.

13. Remove all dust from air conditioning vents, grills, and returns up to twelve (**12**) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.

14. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.

15. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.

16. Spot wash all walls and woodwork to remove scuff marks and stains.

17. All metal kick and hand plates on doors shall be properly cleaned and polished.

18. *Clean Carpets by Extraction Method*. The Contractor shall thoroughly clean carpet (i.e., carpeted area) using the water extraction method. Hot water extraction at a temperature that will kill and eliminate bacteria by truck-mount is the preferred method. The Contractor shall begin cleaning operation by removing all movable furnishings from the carpeted area, placing the furnishings in an appropriate temporary location. All paper, gum, rubber bands, staples, paper clips, and other debris shall be removed from the carpeted area. The Contractor shall then use a carpet vacuum to remove surface soil and embedded grit. All spots and stains shall be treated with an approved spot cleaning solution and a soft bristle brush. Spot cleaning should continue until as much of the spot or stain as possible has been removed. Water extraction equipment shall be operated over the entire carpeted area. All instructions provided by the manufacturers of the water extraction equipment and cleaning solutions shall be followed. After allowing sufficient drying time, the Contractor shall vacuum the carpeted area following a pattern, which will give the carpet pile a uniform appearance. The Contractor shall conclude the operation by replacing furnishings in their original locations.

Restrooms Cleaning and Maintenance

1. *Clean doors, door frames, door glass, handles on both sides* – All doors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all glass, including doors and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door, or window to accomplish clean glass.

2. *Fill, clean, and disinfect all dispensers* – All dispensers including paper towel, toilet paper, soap, and hand sanitizer shall be filled with an adequate supply so that the dispenser will not become empty prior to the next service day. The outside of all dispensers shall be cleaned and disinfected. Soap dispensers shall be unclogged, if

necessary, to make them dispense soap. Partial rolls of toilet paper shall not be left on top of dispensers.

3. *Empty, clean, and sanitize wastebaskets, and replace liners* – All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.

4. *Clean and disinfect all washbasins, counters, and fixtures* – All sinks, counters and fixtures shall be cleaned and disinfected with appropriate cleaning chemicals and tools. Surfaces shall be free of stains, soap scum, water marks, hair, and other visible dirt.

5. *Clean all mirrors, chrome, stainless steel, and polish to a shine* – All mirrors shall be cleaned using glass cleaning chemicals and appropriate tools. Mirrors shall be free of streaks, spots, and other visible dirt. All chrome and stainless-steel surfaces shall be cleaned with stainless steel cleaning chemicals and wiped dry leaving a clean and polished surface.

6. *Clean and disinfect all urinals and toilets, removing stains and cleaning under rims* – Clean and disinfect all surfaces on toilets and urinals using appropriate cleaning and disinfecting chemicals. Visible dirt and stains shall be removed from all surfaces including toilet seats, fixtures, handles, outside surfaces, under rims, and under seats. If urinal screens are used, these must be removed each time the urinal is cleaned and reinserted after cleaning. Special attention shall be given to bottoms and floors on and around urinals and commodes for elimination of odors and stains and to provide a uniformly clean appearance throughout.

7. *Dust and spot clean with cleaning chemicals all partitions, walls, doors, and other surfaces* – All surfaces shall be inspected, and all visible dust, dirt, and stains shall be removed using appropriate cleaning tools and chemicals. Door handles shall be cleaned and disinfected daily regardless if visible dirt is noticed.

8. *Sweep and wet mop floor with disinfectant detergent solution* – All floor surfaces shall be swept removing all loose dirt and stains and hair using appropriate cleaning tools. All surfaces shall be mopped, with a clean mop, using germicidal cleaner, as required to eliminate dirt due to spillage and tracking, taking care to get into corners, along edges and beneath furniture and place appropriate Caution Wet Floor Warning signs. All mop tanks, buckets, pails used to clean the restrooms must be exclusive to restroom cleaning only. Mops, mop buckets/tanks/pails and brooms used in the cleaning of restrooms and other potential areas of biohazard contamination shall be cold rinsed, disinfected, and hung up before further use. Do not reuse mop water or mop heads that have been used to mop restrooms to mop offices or hallways. Floor drains shall be cleaned, and all visible dirt, stains and hair shall be removed.

9. *Pour one gallon of fresh floor disinfectant detergent solution down each drain*- Using a one-gallon pail filled with fresh floor cleaning solution, pour solution down each drain to keep traps filled with water, and drains smelling clean.

10. *Clean and disinfect all partitions, walls, doors, and door frames* – All walls, toilet partitions, doors, and door frame surfaces shall be thoroughly cleaned and disinfected using appropriate tools and cleaning chemicals. These surfaces shall be free of dust, dirt, hair, soap scum, marks, and stains.

11. Remove all dust from air conditioning vents, grills, and returns up to twelve (**12**) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.

12. Remove cobwebs from all surfaces up to twelve (**12**) feet in height from the adjacent floor surfaces.

13. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.

14. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.

15. Wipe down light switches and outlet covers.

16. Spot wash all walls and woodwork to remove scuff marks and stains.

17. All metal kick and hand plates on doors shall be properly cleaned and polished.

18. All automatic air freshener machines are to be checked and canisters replaced when empty including replacing batteries as needed, making sure they are operational.

19. Replace urinal pads.

Locker Room/Shower

1. *Clean doors, door frames, door glass, handles on both sides* – All doors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all glass, including doors, and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door or window to accomplish clean glass.

2. Thoroughly clean all showers, including bottom, faucets, and spigots, with approved crème cleanser.

3. Thoroughly clean all walls, floors, (including plug covers), doors (including entrance doors inside and outside), partitions and handrails with proper approved chemicals and proper approved dilution. Shower drain covers are to be removed twice monthly and cleaned of hair and debris.

4. *Sweep and wet mop floor with disinfectant detergent solution* - All tile and hard floor surfaces shall be thoroughly swept removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Mop, with a clean mop, using germicidal cleaner on all hard surface floors, as required to eliminate dirt due to spillage and tracking, taking care to get into corners, along edges and beneath furniture and place appropriate Caution Wet Floor Warning signs.

5. Remove all dust from air conditioning vents, grills, and returns up to twelve (**12**) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.

6. Remove cobwebs from all surfaces up to twelve (**12**) feet in height from the adjacent floor surfaces.

7. Lockers are to be wiped and cleaned externally and internally on a quarterly basis.

8. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.

9. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.

10. Wipe down light switches and outlet covers.

Janitorial Closets and Storage Spaces

1. Clean and organize janitorial closets and storage spaces – Closets and storage spaces used for janitorial equipment and supplies shall be kept clean and organized. Supply items shall be placed on shelves and kept off floors. Tools and equipment shall be stored in an orderly fashion allowing for unobstructed access into closets and storage spaces. No trash shall be stored in closets overnight.

As Needed Services

1. The Wastewater Treatment Plant may need additional janitorial services beyond the routine service schedule on an as-needed basis. The City will provide the Contractor a schedule of janitorial service on dates and times needed by the City, based on upcoming event schedules.

Emergency Cleanup

1. The City may assign, when and where needed, cleanup duties to the Contractor when an emergency occurs. Cleaning tasks may include dusting, vacuuming, mopping, carpets extraction, window washing or other tasks as designated.

PUBLIC WORKS ADMINISTRATIVE BUILDING

Entry Ways, Lobbies, Reception Areas, Hallways, Corridors, Traffic Areas

1. All mats located at the building entrances shall be properly cleaned.

2. *Clean doors, door frames, door glass, handles on both sides* – All doors in building entries, lobbies, hallways, and corridors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all lobby glass, including doors and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door, or window to accomplish clean glass.

3. *Dust, and clean partitions, walls, baseboards, counters, tables, pictures, cabinets, banisters, handrails, and all other horizontal surfaces* – All surfaces shall be dusted and cleaned using appropriate cleaning tools and cleaning chemicals removing dust, fingerprints, spills, shoe marks, etc.

4. Vacuum and shampoo fabric-type chairs and sofas as required, to achieve a clean, unstained appearance.

5. Damp-wipe plastic, vinyl covered chairs and sofas as required to achieve a clean, unstained appearance.

6. *Clean all interior windows and window blinds* – Clean all window interior surfaces, sills and frames with appropriate cleaning tools and glass cleaning chemicals. Interior windows shall be free from dirt, smudges, fingerprints, dust, and streaks. When cleaning venetian blinds, care shall be taken to prevent damages to either the slats or the tapes that support them. Cleaned venetian blinds, especially the slats and tapes that support them, shall be free from dirt, accumulated dust, cobwebs, etc. and shall present an overall clean appearance.

7. Dust window ledges and interior mullions and moldings up to twelve (**12**) feet in height from the adjacent floor surfaces. This item also applies to accessible areas behind desks and partitions.

8. Dust all wood panel surfaces, chairs and other furniture. Arrange furniture in a neat and orderly manner.

9. Spot wash all walls and woodwork to remove scuff marks and stains.

10. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.

11. All metal kick and hand plates on doors shall be properly cleaned and polished.

12. *Empty and clean wastebaskets, central recycling bins, and trash cans, including those outside entrances, outside patios, and along building entrance walkways and replace*

liners - All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.

13. *Vacuuming:* Vacuum all carpet, interior and exterior rugs, and walk-off mats. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Close attention shall be paid to corners, edges and areas that are inaccessible to the machine. Appropriate hand or crevice tools shall be employed to ensure that these areas are properly cleaned. Care shall be exercised to prevent hitting or otherwise damaging walls, baseboards, or furnishings with the vacuum or attachments. Bags shall be emptied or cleaned regularly. Walk-off mats shall also be vacuumed, and any furniture moved or replaced. Vacuumed carpets shall present a uniformly clean appearance both in open spaces and in inaccessible areas under and around furnishings, in corners and along edges. Carpets shall be clean, free from lint, dust balls, dirt, strings, loose carpet strands, and other debris. The carpet shall stand erect once vacuuming is completed.

14. *Spot Cleaning of Carpet:* Remove any evidence of excessive buildup of dirt, spillages, spots, smears, and stains. After removal, carpet shall show no visible signs of discoloration or fuzzing from harsh rubbings. Cleaned areas must blend with the adjacent carpeted areas. Contractor employee shall report all carpet tears, burns, and unraveling immediately.

15. *Clean Carpets by Extraction Method.* The Contractor shall thoroughly clean carpet (i.e., carpeted area) using the water extraction method. Hot water extraction at a temperature that will kill and eliminate bacteria by truck-mount is the preferred method. The Contractor shall begin cleaning operation by removing all movable furnishings from the carpeted area, placing the furnishings in an appropriate temporary location. All paper, gum, rubber bands, staples, paper clips, and other debris shall be removed from the carpeted area. The Contractor shall then use a carpet vacuum to remove surface soil and embedded grit. All spots and stains shall be treated with an approved spot cleaning solution and a soft bristle brush. Spot cleaning should continue until as much of the spot or stain as possible has been removed. Water extraction equipment shall be operated over the entire carpeted area. All instructions provided by the manufacturers of the water extraction equipment and cleaning solutions shall be followed. After allowing sufficient drying time, the Contractor shall vacuum the carpeted area following a pattern, which will give the carpet pile a uniform appearance. The Contractor shall conclude the operation by replacing furnishings in their original locations.

16. *Sweep and damp mop floors* – All tile and hard floor surfaces shall be thoroughly swept, removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Damp mop using appropriate cleaning tools and cleaning chemicals.

17. *Sweep and wet mop floor with disinfectant detergent solution* - All tile and hard floor surfaces shall be thoroughly swept removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Mop, with a clean mop, using germicidal cleaner on all hard surface floors, as required to eliminate dirt due to spillage and tracking, taking care to get into corners, along edges and beneath furniture and place appropriate Caution Wet Floor Warning signs.

18. Strip and wax floor.

19. *Clean, disinfect, and polish drinking fountains* – All drinking fountains shall be cleaned and disinfected using appropriate cleaning chemicals. All surfaces shall be free of dirt, stains, hair, food, and other debris. Surfaces shall be polished using stainless steel cleaner or other metal polish and wiped dry.

20. Remove cobwebs from all surfaces up to twelve (**12**) feet in height from the adjacent floor surfaces.

21. Remove all dust from air conditioning vents, grills, and returns up to twelve (**12**) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.

22. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.

23. Wipe down light switches and outlet covers.

24. *Sanitize phones* - Damp wipe phones with disinfectant to remove all dirt, smudges, and finger marks.

25. *Sweep outside building entryways* – Building entryways and stairs shall be swept up to a distance of twenty (**20**) feet from all sides of each entry door removing all loose dirt and debris.

26. *Empty and clean ashtrays screen all sand urns* – Ash urns and ash trays located outside building entry doors shall be cleaned and all debris removed. Sand in the urns shall be screened using appropriate tools resulting in a clean bed of sand free of tobacco products, trash, and other debris.

Meeting and Conference Rooms

1. *Clean doors, door frames, door glass, handles on both sides* – All doors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all glass, including doors and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door, or window to accomplish clean glass.

2. *Empty, clean, and sanitize wastebaskets, and replace liners* – All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.

3. *Empty recycling receptacles.* – Recycling receptacles shall be emptied, and all materials placed in the recycling dumpster.

4. *Spot clean tabletops, office furniture, fabric, and chairs; arrange chairs in orderly fashion* – All furniture shall be spot cleaned using appropriate cleaning tools and cleaning chemicals. All visible dirt, stains, spills, and trash shall be removed from furniture surfaces. Chairs shall be arranged neatly and orderly around tables and room.

5. *Clean all interior windows and window blinds* – Clean all window interior surfaces, sills and frames with appropriate cleaning tools and glass cleaning chemicals. Interior windows shall be free from dirt, smudges, fingerprints, dust, and streaks. When cleaning venetian blinds, care shall be taken to prevent damages to either the slats or the tapes that support them. Cleaned venetian blinds, especially the slats and tapes that support them, shall be free from dirt, accumulated dust, cobwebs, etc. and shall present an overall clean appearance.

6. *Dust all desks, office furniture, computers, chairs, partitions, work counters, and picture frames with a treated dust cloth or another appropriate dusting tool.*

7. *Dust all horizontal surfaces (file cabinets, bookshelves, desks, etc.).*

8. *Sanitize phones* - Damp wipe phones with disinfectant to remove all dirt, smudges, and finger marks.

9. *Vacuuming*: Vacuum all carpet, interior and exterior rugs, and walk-off mats. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Close attention shall be paid to corners, edges and areas that are inaccessible to the machine. Appropriate hand or crevice tools shall be employed to ensure that these areas are properly cleaned. Care shall be exercised to prevent hitting or otherwise damaging walls, baseboards, or furnishings with the vacuum or attachments. Bags shall be emptied or cleaned regularly. Walk-off mats shall also be vacuumed, and any furniture moved or replaced. Vacuumed carpets shall present a uniformly clean appearance both in open spaces and in inaccessible areas under and around furnishings, in corners and along edges. Carpets shall be clean, free from lint, dust balls, dirt, strings, loose carpet strands, and other debris. The carpet shall stand erect once vacuuming is completed.

10. *Spot Cleaning of Carpet*: Remove any evidence of excessive buildup of dirt, spillages, spots, smears, and stains. After removal, carpet shall show no visible signs of discoloration or fuzzing from harsh rubbings. Cleaned areas must blend with the adjacent carpeted areas. Contractor employee shall report all carpet tears, burns, and unraveling immediately.

11. Clean all white/chalk boards areas where content is not marked as “Save”.

12. Remove cobwebs from all surfaces up to twelve (**12**) feet in height from the adjacent floor surfaces.

13. Remove all dust from air conditioning vents, grills, and returns up to twelve (**12**) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.

14. Dust window ledges and interior mullions and moldings up to twelve (**12**) feet in height from the adjacent floor surfaces. This item also applies to accessible areas behind desks and partitions.

15. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.

16. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.

17. Spot wash all walls and woodwork to remove scuff marks and stains.

18. Wipe down light switches and outlet covers.

19. All metal kick and hand plates on doors shall be properly cleaned and polished.

20. *Clean Carpets by Extraction Method*. The Contractor shall thoroughly clean carpet (i.e., carpeted area) using the water extraction method. Hot water extraction at a temperature that will kill and eliminate bacteria by truck-mount is the preferred method. The Contractor shall begin cleaning operation by removing all movable furnishings from the carpeted area, placing the furnishings in an appropriate temporary location. All paper, gum, rubber bands, staples, paper clips, and other debris shall be removed from the carpeted area. The Contractor shall then use a carpet vacuum to remove surface soil and embedded grit. All spots and stains shall be treated with an approved spot cleaning solution and a soft bristle brush. Spot cleaning should continue until as much of the spot or stain as possible has been removed. Water extraction equipment shall be operated over the entire carpeted area. All instructions provided by the manufacturers of the water extraction equipment and cleaning solutions shall be followed. After allowing sufficient drying time, the Contractor shall vacuum the carpeted area following a pattern, which will give the carpet pile a uniform appearance. The Contractor shall conclude the operation by replacing furnishings in their original locations.

Breakrooms

1. *Clean doors, door frames, door glass, handles on both sides* – All doors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned

using glass cleaner on interior and exterior. It is expected that all glass, including doors and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door or window to accomplish clean glass.

2. *Empty, clean, and sanitize wastebaskets, and replace liners* – All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.

3. *Empty recycling receptacles* – Recycling receptacles shall be emptied, and all materials placed in the recycling dumpster.

4. *Fill, clean, and disinfect all dispensers* – All dispensers including paper towel, soap, and

   hand sanitizer shall be filled with an adequate supply so that the dispenser will not become empty prior to the next service day. The outside of all dispensers shall be cleaned and disinfected. Soap dispensers shall be unclogged, if necessary, to make them dispense soap.

5. *Sweep and damp mop floors* – All tile and hard floor surfaces shall be thoroughly swept, removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Damp mop using appropriate cleaning tools and cleaning chemicals.

6. *Sweep and wet mop floor with disinfectant detergent solution* - All tile and hard floor surfaces shall be thoroughly swept removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Mop, with a clean mop, using germicidal cleaner on all hard surface floors, as required to eliminate dirt due to spillage and tracking, taking care to get into corners, along edges and beneath furniture and place appropriate Caution Wet Floor Warning signs.

7. *Clean tables and chairs and replace in orderly fashion* – All tables and chairs shall be cleaned using appropriate cleaning chemicals and wiped dry. Surfaces shall be free from dirt, dust, food, spills, trash, and stains. Furniture shall be placed in an orderly fashion.

8. *Clean and disinfect counter tops, sinks, exterior of appliances, and fixtures* – All surfaces shall be cleaned and disinfected using appropriate cleaning chemicals. All surfaces shall be free from dirt, food, spills, trash, fingerprints, and other debris. Any stainless-steel appliances shall be cleaned using stainless steel cleaner.

9. *Clean all interior windows and window blinds* – Clean all window interior surfaces, sills and frames with appropriate cleaning tools and glass cleaning chemicals. Interior windows shall be free from dirt, smudges, fingerprints, dust, and streaks. When cleaning venetian blinds, care shall be taken to prevent damages to either the slats or the tapes that support them. Cleaned venetian blinds, especially the slats and tapes

that support them, shall be free from dirt, accumulated dust, cobwebs, etc. and shall present an overall clean appearance.

10. *Sanitize phones* - Damp wipe phones with disinfectant to remove all dirt, smudges, and finger marks.

11. Dust window ledges and interior mullions and moldings up to twelve (**12**) feet in height from the adjacent floor surfaces. This item also applies to accessible areas behind desks and partitions.

12. Remove cobwebs from all surfaces up to twelve (**12**) feet in height from the adjacent floor surfaces.

13. Wipe down light switches and outlet covers.

14. Remove all dust from air conditioning vents, grills, and returns up to twelve (**12**) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.

15. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.

16. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.

17. Spot wash all walls and woodwork to remove scuff marks and stains.

18. All metal kick and hand plates on doors shall be properly cleaned and polished.

19. Strip and wax floor.

Offices and Cubicles

1. *Clean doors, door frames, door glass, handles on both sides* – All doors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all glass, including doors, and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door or window to accomplish clean glass.

2. *Spot clean tabletops, office furniture, fabric, and chairs; arrange chairs in orderly fashion* – All furniture shall be spot cleaned using appropriate cleaning tools and cleaning chemicals. All visible dirt, stains, spills, and trash shall be removed from furniture surfaces. Chairs shall be arranged neatly and orderly around tables and desks.

3. *Empty, clean, and sanitize wastebaskets, and replace liners* – All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners

inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.

4. *Empty recycling receptacles* – Recycling receptacles shall be emptied, and all materials placed in the recycling dumpster.

5. *Vacuuming*: Vacuum all carpet, interior and exterior rugs, and walk-off mats. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Close attention shall be paid to corners, edges and areas that are inaccessible to the machine. Appropriate hand or crevice tools shall be employed to ensure that these areas are properly cleaned. Care shall be exercised to prevent hitting or otherwise damaging walls, baseboards, or furnishings with the vacuum or attachments. Bags shall be emptied or cleaned regularly. Walk-off mats shall also be vacuumed, and any furniture moved or replaced. Vacuumed carpets shall present a uniformly clean appearance both in open spaces and in inaccessible areas under and around furnishings, in corners and along edges. Carpets shall be clean, free from lint, dust balls, dirt, strings, loose carpet strands, and other debris. The carpet shall stand erect once vacuuming is completed.

6. *Spot Cleaning of Carpet*: Remove any evidence of excessive buildup of dirt, spillages, spots, smears, and stains. After removal, carpet shall show no visible signs of discoloration or fuzzing from harsh rubbings. Cleaned areas must blend with the adjacent carpeted areas. Contractor employee shall report all carpet tears, burns, and unraveling immediately.

7. *Dust and clean all desk and all tabletops (if surfaces are not cleared, only dusting is required), chairs, file cabinets, pictures, wall plaques, counter tops, bookshelves, ledges on walls, window ledges and other surface areas including fixtures and lamps using approved products and methods*.

8. *Sanitize phones* - Damp wipe phones with disinfectant to remove all dirt, smudges, and finger marks.

9. *Clean all interior windows and window blinds* – Clean all window interior surfaces, sills and frames with appropriate cleaning tools and glass cleaning chemicals. Interior windows shall be free from dirt, smudges, fingerprints, dust, and streaks. When cleaning venetian blinds, care shall be taken to prevent damages to either the slats or the tapes that support them. Cleaned venetian blinds, especially the slats and tapes that support them, shall be free from dirt, accumulated dust, cobwebs, etc. and shall present an overall clean appearance.

10. Dust window ledges and interior mullions and moldings up to twelve (**12**) feet in height from the adjacent floor surfaces. This item also applies to accessible areas behind desks and partitions.

11. Remove cobwebs from all surfaces up to twelve (**12**) feet in height from the adjacent floor surfaces.

12. Wipe down light switches and outlet covers.

13. Remove all dust from air conditioning vents, grills, and returns up to twelve (**12**) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.

14. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.

15. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.

16. Spot wash all walls and woodwork to remove scuff marks and stains.

17. All metal kick and hand plates on doors shall be properly cleaned and polished.

18. *Clean Carpets by Extraction Method*. The Contractor shall thoroughly clean carpet (i.e., carpeted area) using the water extraction method. Hot water extraction at a temperature that will kill and eliminate bacteria by truck-mount is the preferred method. The Contractor shall begin cleaning operation by removing all movable furnishings from the carpeted area, placing the furnishings in an appropriate temporary location. All paper, gum, rubber bands, staples, paper clips, and other debris shall be removed from the carpeted area. The Contractor shall then use a carpet vacuum to remove surface soil and embedded grit. All spots and stains shall be treated with an approved spot cleaning solution and a soft bristle brush. Spot cleaning should continue until as much of the spot or stain as possible has been removed. Water extraction equipment shall be operated over the entire carpeted area. All instructions provided by the manufacturers of the water extraction equipment and cleaning solutions shall be followed. After allowing sufficient drying time, the Contractor shall vacuum the carpeted area following a pattern, which will give the carpet pile a uniform appearance. The Contractor shall conclude the operation by replacing furnishings in their original locations.

Restrooms Cleaning and Maintenance

1. *Clean doors, door frames, door glass, handles on both sides* – All doors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all glass, including doors and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door, or window to accomplish clean glass.

2. *Fill, clean, and disinfect all dispensers* – All dispensers including paper towel, toilet paper, soap, and hand sanitizer shall be filled with an adequate supply so that the dispenser will not become empty prior to the next service day. The outside of all

dispensers shall be cleaned and disinfected. Soap dispensers shall be unclogged, if necessary, to make them dispense soap. Partial rolls of toilet paper shall not be left on top of dispensers.

3. *Empty, clean, and sanitize wastebaskets, and replace liners* – All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.

4. *Clean and disinfect all washbasins, counters, and fixtures* – All sinks, counters and fixtures shall be cleaned and disinfected with appropriate cleaning chemicals and tools. Surfaces shall be free of stains, soap scum, water marks, hair, and other visible dirt.

5. *Clean all mirrors, chrome, stainless steel, and polish to a shine* – All mirrors shall be cleaned using glass cleaning chemicals and appropriate tools. Mirrors shall be free of streaks, spots, and other visible dirt. All chrome and stainless-steel surfaces shall be cleaned with stainless steel cleaning chemicals and wiped dry leaving a clean and polished surface.

6. *Clean and disinfect all urinals and toilets, removing stains and cleaning under rims* – Clean and disinfect all surfaces on toilets and urinals using appropriate cleaning and disinfecting chemicals. Visible dirt and stains shall be removed from all surfaces including toilet seats, fixtures, handles, outside surfaces, under rims, and under seats. If urinal screens are used, these must be removed each time the urinal is cleaned and reinserted after cleaning. Special attention shall be given to bottoms and floors on and around urinals and commodes for elimination of odors and stains and to provide a uniformly clean appearance throughout.

7. *Dust and spot clean with cleaning chemicals all partitions, walls, doors, and other surfaces* – All surfaces shall be inspected, and all visible dust, dirt, and stains shall be removed using appropriate cleaning tools and chemicals. Door handles shall be cleaned and disinfected daily regardless if visible dirt is noticed.

8. *Sweep and wet mop floor with disinfectant detergent solution* – All floor surfaces shall be swept removing all loose dirt and stains and hair using appropriate cleaning tools. All surfaces shall be mopped, with a clean mop, using germicidal cleaner, as required to eliminate dirt due to spillage and tracking, taking care to get into corners, along edges and beneath furniture and place appropriate Caution Wet Floor Warning signs. All mop tanks, buckets, pails used to clean the restrooms must be exclusive to restroom cleaning only. Mops, mop buckets/tanks/pails and brooms used in the cleaning of restrooms and other potential areas of biohazard contamination shall be cold rinsed, disinfected, and hung up before further use. Do not reuse mop water or mop heads that have been used to mop restrooms to mop offices or hallways. Floor drains shall be cleaned, and all visible dirt, stains and hair shall be removed.

9. *Pour one gallon of fresh floor disinfectant detergent solution down each drain*- Using a one-gallon pail filled with fresh floor cleaning solution, pour solution down each drain to keep traps filled with water, and drains smelling clean.

10. *Clean and disinfect all partitions, walls, doors, and door frames* – All walls, toilet partitions, doors, and door frame surfaces shall be thoroughly cleaned and disinfected using appropriate tools and cleaning chemicals. These surfaces shall be free of dust, dirt, hair, soap scum, marks, and stains.

11. Remove all dust from air conditioning vents, grills, and returns up to twelve (**12**) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.

12. Remove cobwebs from all surfaces up to twelve (**12**) feet in height from the adjacent floor surfaces.

13. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.

14. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.

15. Wipe down light switches and outlet covers.

16. Spot wash all walls and woodwork to remove scuff marks and stains.

17. All metal kick and hand plates on doors shall be properly cleaned and polished.

18. All automatic air freshener machines are to be checked and canisters replaced when empty including replacing batteries as needed, making sure they are operational.

19. Replace urinal pads.

Janitorial Closets and Storage Spaces

1. Clean and organize janitorial closets and storage spaces – Closets and storage spaces used for janitorial equipment and supplies shall be kept clean and organized. Supply items shall be placed on shelves and kept off floors. Tools and equipment shall be stored in an orderly fashion allowing for unobstructed access into closets and storage spaces. No trash shall be stored in closets overnight.

As Needed Services

1. The Public Works Administrative Building may need additional janitorial services beyond the routine service schedule on an as-needed basis. The City will provide the Contractor a schedule of janitorial service on dates and times needed by the City, based on upcoming event schedules.

Emergency Cleanup

1. The City may assign, when and where needed, cleanup duties to the Contractor when an emergency occurs. Cleaning tasks may include dusting, vacuuming, mopping, carpets extraction, window washing or other tasks as designated.

POLICE DEPARTMENT

Entry Ways, Lobbies, Reception Areas, Hallways, Corridors, Traffic Areas

1. All mats located at the building entrances shall be properly cleaned.

2. *Clean doors, door frames, door glass, handles on both sides* – All doors in building entries, lobbies, hallways, and corridors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all lobby glass, including doors and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door, or window to accomplish clean glass.

3. *Dust, and clean partitions, walls, baseboards, counters, tables, pictures, cabinets, banisters, handrails, and all other horizontal surfaces* – All surfaces shall be dusted and cleaned using appropriate cleaning tools and cleaning chemicals removing dust, fingerprints, spills, shoe marks, etc.

4. Vacuum and shampoo fabric-type chairs and sofas as required, to achieve a clean, unstained appearance.

5. Damp-wipe plastic, vinyl covered chairs and sofas as required to achieve a clean, unstained appearance.

6. *Clean all interior windows and window blinds* – Clean all window interior surfaces, sills and frames with appropriate cleaning tools and glass cleaning chemicals. Interior windows shall be free from dirt, smudges, fingerprints, dust, and streaks. When cleaning venetian blinds, care shall be taken to prevent damages to either the slats or the tapes that support them. Cleaned venetian blinds, especially the slats and tapes that support them, shall be free from dirt, accumulated dust, cobwebs, etc. and shall present an overall clean appearance.

7. Dust window ledges and interior mullions and moldings up to twelve (**12**) feet in height from the adjacent floor surfaces. This item also applies to accessible areas behind desks and partitions.

8. Dust all wood panel surfaces, chairs and other furniture. Arrange furniture in a neat and orderly manner.

9. Spot wash all walls and woodwork to remove scuff marks and stains.

10. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.

11. All metal kick and hand plates on doors shall be properly cleaned and polished.

12. *Empty and clean wastebaskets, central recycling bins, and trash cans, including those outside entrances, outside patios, and along building entrance walkways and replace liners* - All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.

13. *Vacuuming:* Vacuum all carpet, interior and exterior rugs, and walk-off mats. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Close attention shall be paid to corners, edges and areas that are inaccessible to the machine. Appropriate hand or crevice tools shall be employed to ensure that these areas are properly cleaned. Care shall be exercised to prevent hitting or otherwise damaging walls, baseboards, or furnishings with the vacuum or attachments. Bags shall be emptied or cleaned regularly. Walk-off mats shall also be vacuumed, and any furniture moved or replaced. Vacuumed carpets shall present a uniformly clean appearance both in open spaces and in inaccessible areas under and around furnishings, in corners and along edges. Carpets shall be clean, free from lint, dust balls, dirt, strings, loose carpet strands, and other debris. The carpet shall stand erect once vacuuming is completed.

14. *Spot Cleaning of Carpet:* Remove any evidence of excessive buildup of dirt, spillages, spots, smears, and stains. After removal, carpet shall show no visible signs of discoloration or fuzzing from harsh rubbings. Cleaned areas must blend with the adjacent carpeted areas. Contractor employee shall report all carpet tears, burns, and unraveling immediately.

15. *Clean Carpets by Extraction Method.* The Contractor shall thoroughly clean carpet (i.e., carpeted area) using the water extraction method. Hot water extraction at a temperature that will kill and eliminate bacteria by truck-mount is the preferred method. The Contractor shall begin cleaning operation by removing all movable furnishings from the carpeted area, placing the furnishings in an appropriate temporary location. All paper, gum, rubber bands, staples, paper clips, and other debris shall be removed from the carpeted area. The Contractor shall then use a carpet vacuum to remove surface soil and embedded grit. All spots and stains shall be treated with an approved spot cleaning solution and a soft bristle brush. Spot cleaning should continue until as much of the spot or stain as possible has been removed. Water extraction equipment shall be operated over the entire carpeted area. All instructions provided by the manufacturers of the water extraction equipment and cleaning solutions shall be followed. After allowing sufficient drying time, the Contractor shall vacuum the carpeted area following a pattern, which will give the carpet pile a uniform appearance. The Contractor shall conclude the operation by replacing furnishings in their original locations.

16. *Sweep and damp mop floors* – All tile and hard floor surfaces shall be thoroughly swept, removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Damp mop using appropriate cleaning tools and cleaning chemicals.

17. *Sweep and wet mop floor with disinfectant detergent solution* - All tile and hard floor surfaces shall be thoroughly swept removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Mop, with a clean mop, using germicidal cleaner on all hard surface floors, as required to eliminate dirt due to spillage and tracking, taking care to get into corners, along edges and beneath furniture and place appropriate Caution Wet Floor Warning signs.

18. Strip and wax floor.

19. Cleaning Pad Light Buff.

20. *Clean, disinfect, and polish drinking fountains* – All drinking fountains shall be cleaned and disinfected using appropriate cleaning chemicals. All surfaces shall be free of dirt, stains, hair, food, and other debris. Surfaces shall be polished using stainless steel cleaner or other metal polish and wiped dry.

21. Remove cobwebs from all surfaces up to twelve (**12**) feet in height from the adjacent floor surfaces.

22. Remove all dust from air conditioning vents, grills, and returns up to twelve (**12**) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.

23. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.

24. Wipe down light switches and outlet covers.

25. *Sanitize phones* - Damp wipe phones with disinfectant to remove all dirt, smudges, and finger marks.

26. *Sweep outside building entryways* – Building entryways and stairs shall be swept up to a distance of twenty (**20**) feet from all sides of each entry door removing all loose dirt and debris.

27. *Empty and clean ashtrays screen all sand urns* – Ash urns and ash trays located outside building entry doors shall be cleaned and all debris removed. Sand in the urns shall be screened using appropriate tools resulting in a clean bed of sand free of tobacco products, trash, and other debris.

Stairway Cleaning

1. *Clean doors, door frames, door glass, handles on both sides* – All doors in building stairways shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all glass, including doors and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door or window to accomplish clean glass.

2. Stairways and steps shall be cleaned daily and shall present a uniformly clean appearance.

3. *Sweep and damp mop stairs* – All stairs shall be thoroughly swept, removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Damp mop using appropriate cleaning tools and cleaning chemicals.

4. *Sweep and wet mop stairs with disinfectant detergent solution -* All stairs shall be thoroughly swept removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Mop, with a clean mop, using germicidal cleaner on all hard surface floors, as required to eliminate dirt due to spillage and tracking, taking care to get into corners, along edges and beneath furniture and place appropriate Caution Wet Floor Warning signs.

5. Risers and thresholds shall be cleaned on a daily basis. Attention shall be paid to inaccessible areas such as corners and edges and appropriate tools shall be employed to clean these areas. All gum, tar, grease, and other soils shall be removed. Risers and thresholds shall be free from trash, both in open areas and inaccessible areas such as corners and along edges. If finish is used on stairway risers, there shall not be a buildup of finish or accumulations of dirt in layers of finish.

6. *Handrails of stairways shall be cleaned*. Handrails shall be free from fingerprints, dirt, and smears.

7. Remove cobwebs from all surfaces up to twelve (**12**) feet in height from the adjacent floor surfaces.

8. Remove all dust from air conditioning vents, grills, and returns up to twelve (**12**) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.

9. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.

10. All metal kick and hand plates on doors shall be properly cleaned and polished.

11. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.

12. Wipe down light switches and outlet covers.

Elevators

1. *Vacuuming*: Vacuum all carpet. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Close attention shall be paid to corners, edges and areas that are inaccessible to the machine. Appropriate hand or crevice tools shall be employed to ensure that these areas are properly cleaned. Care shall be exercised to prevent hitting or otherwise damaging walls, baseboards, or furnishings with the vacuum or attachments. Bags shall be emptied or cleaned regularly. Vacuumed carpets shall present a uniformly clean appearance both in open spaces and in inaccessible areas under and around furnishings, in corners and along edges. Carpets shall be clean, free from lint, dust balls, dirt, strings, loose carpet strands, and other debris. The carpet shall stand erect once vacuuming is completed.

2. *Spot Cleaning of Carpet*: Remove any evidence of excessive buildup of dirt, spillages, spots, smears, and stains. After removal, carpet shall show no visible signs of discoloration or fuzzing from harsh rubbings. Cleaned areas must blend with the adjacent carpeted areas. Contractor employee shall report all carpet tears, burns, and unraveling immediately.

3. *Clean interior walls and surfaces* – Disinfect all buttons, handrails, emergency phone and security compartments. Remove smudges, fingerprints, spills, and other marks from walls, handrails, and doors.

4. *Polish Stainless-Steel Surfaces* – Polish all stainless steel, and other bright metal surfaces using appropriate metal cleaner/polish and wipe dry. Surfaces shall be free from dirt, smudges, stains, and fingerprints.

5. *Sweep and damp mop floors* – All tile and hard floor surfaces shall be thoroughly swept, removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Damp mop using appropriate cleaning tools and cleaning chemicals.

6. *Sweep and wet mop floor with disinfectant detergent solution* - All tile and hard floor surfaces shall be thoroughly swept removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Mop, with a clean mop, using germicidal cleaner on all hard surface floors, as required to eliminate dirt due to spillage and tracking, taking care to get into corners, along edges and beneath furniture and place appropriate Caution Wet Floor Warning signs.

7. *Clean thresholds* – Clean elevator thresholds using appropriate cleaning tools and remove

all dirt and debris from door tracks and threshold surfaces.

8. Remove cobwebs from all surfaces up to twelve (**12**) feet in height from the adjacent floor surfaces.

9. Remove all dust from air conditioning vents, grills, and returns up to twelve (**12**) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.

10. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.

11. Spot wash all walls and woodwork to remove scuff marks and stains.

12. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.

Meeting and Conference Rooms

1. *Clean doors, door frames, door glass, handles on both sides* – All doors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all glass, including doors and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door, or window to accomplish clean glass.

2. *Empty, clean, and sanitize wastebaskets, and replace liners* – All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.

3. *Empty recycling receptacles.* – Recycling receptacles shall be emptied, and all materials placed in the recycling dumpster.

4. *Spot clean tabletops, office furniture, fabric, and chairs; arrange chairs in orderly fashion* – All furniture shall be spot cleaned using appropriate cleaning tools and cleaning chemicals. All visible dirt, stains, spills, and trash shall be removed from furniture surfaces. Chairs shall be arranged neatly and orderly around tables and room.

5. *Clean all interior windows and window blinds* – Clean all window interior surfaces, sills and frames with appropriate cleaning tools and glass cleaning chemicals. Interior windows shall be free from dirt, smudges, fingerprints, dust, and streaks. When cleaning venetian blinds, care shall be taken to prevent damages to either the slats or the tapes that support them. Cleaned venetian blinds, especially the slats and tapes that support them, shall be free from dirt, accumulated dust, cobwebs, etc. and shall present an overall clean appearance.

6. *Dust all desks, office furniture, computers, chairs, partitions, work counters, and picture frames with a treated dust cloth or another appropriate dusting tool.*

7. *Dust all horizontal surfaces (file cabinets, bookshelves, desks, etc.).*

8. *Sanitize phones* - Damp wipe phones with disinfectant to remove all dirt, smudges, and finger marks.

9. *Vacuuming*: Vacuum all carpet, interior and exterior rugs, and walk-off mats. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Close attention shall be paid to corners, edges and areas that are inaccessible to the machine. Appropriate hand or crevice tools shall be employed to ensure that these areas are properly cleaned. Care shall be exercised to prevent hitting or otherwise damaging walls, baseboards, or furnishings with the vacuum or attachments. Bags shall be emptied or cleaned regularly. Walk-off mats shall also be vacuumed, and any furniture moved or replaced. Vacuumed carpets shall present a uniformly clean appearance both in open spaces and in inaccessible areas under and around furnishings, in corners and along edges. Carpets shall be clean, free from lint, dust balls, dirt, strings, loose carpet strands, and other debris. The carpet shall stand erect once vacuuming is completed.

10. *Spot Cleaning of Carpet*: Remove any evidence of excessive buildup of dirt, spillages, spots, smears, and stains. After removal, carpet shall show no visible signs of discoloration or fuzzing from harsh rubbings. Cleaned areas must blend with the adjacent carpeted areas. Contractor employee shall report all carpet tears, burns, and unraveling immediately.

11. Clean all white/chalk boards areas where content is not marked as “Save”.

12. Remove cobwebs from all surfaces up to twelve (**12**) feet in height from the adjacent floor surfaces.

13. Remove all dust from air conditioning vents, grills, and returns up to twelve (**12**) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.

14. Dust window ledges and interior mullions and moldings up to twelve (**12**) feet in height from the adjacent floor surfaces. This item also applies to accessible areas behind desks and partitions.

15. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.

16. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.

17. Spot wash all walls and woodwork to remove scuff marks and stains.

18. Wipe down light switches and outlet covers.

19. All metal kick and hand plates on doors shall be properly cleaned and polished.

20. *Clean Carpets by Extraction Method*. The Contractor shall thoroughly clean carpet (i.e., carpeted area) using the water extraction method. Hot water extraction at a temperature that will kill and eliminate bacteria by truck-mount is the preferred method. The Contractor shall begin cleaning operation by removing all movable furnishings from the carpeted area, placing the furnishings in an appropriate temporary location. All paper, gum, rubber bands, staples, paper clips, and other debris shall be removed from the carpeted area. The Contractor shall then use a carpet vacuum to remove surface soil and embedded grit. All spots and stains shall be treated with an approved spot cleaning solution and a soft bristle brush. Spot cleaning should continue until as much of the spot or stain as possible has been removed. Water extraction equipment shall be operated over the entire carpeted area. All instructions provided by the manufacturers of the water extraction equipment and cleaning solutions shall be followed. After allowing sufficient drying time, the Contractor shall vacuum the carpeted area following a pattern, which will give the carpet pile a uniform appearance. The Contractor shall conclude the operation by replacing furnishings in their original locations.

File/Copy Rooms

1. *Clean doors, door frames, door glass, handles on both sides* – All doors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all glass, including doors and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door or window to accomplish clean glass.

2. *Empty, clean, and sanitize wastebaskets, and replace liners* – All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.

3. *Empty recycling receptacles* – Recycling receptacles shall be emptied, and all materials placed in the recycling dumpster.

4. *Vacuuming*: Vacuum all carpet, interior and exterior rugs, and walk-off mats. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Close attention shall be paid to corners, edges and areas that are inaccessible to the machine. Appropriate hand or crevice tools shall be employed to ensure that these areas are properly cleaned. Care shall be exercised to prevent hitting or otherwise damaging walls, baseboards, or furnishings with the vacuum or attachments. Bags shall be

emptied or cleaned regularly. Walk-off mats shall also be vacuumed, and any furniture moved or replaced. Vacuumed carpets shall present a uniformly clean appearance both in open spaces and in inaccessible areas under and around furnishings, in corners and along edges. Carpets shall be clean, free from lint, dust balls, dirt, strings, loose carpet strands, and other debris. The carpet shall stand erect once vacuuming is completed.

5. *Spot Cleaning of Carpet*: Remove any evidence of excessive buildup of dirt, spillages, spots, smears, and stains. After removal, carpet shall show no visible signs of discoloration or fuzzing from harsh rubbings. Cleaned areas must blend with the adjacent carpeted areas. Contractor employee shall report all carpet tears, burns, and unraveling immediately.

6. *Sweep and damp mop floors* – All tile and hard floor surfaces shall be thoroughly swept, removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Damp mop using appropriate cleaning tools and cleaning chemicals.

7. *Sweep and wet mop floor with disinfectant detergent solution* - All tile and hard floor surfaces shall be thoroughly swept removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Mop, with a clean mop, using germicidal cleaner on all hard surface floors, as required to eliminate dirt due to spillage and tracking, taking care to get into corners, along edges and beneath furniture and place appropriate Caution Wet Floor Warning signs.

8. *Clean tables and chairs and replace in orderly fashion* – All tables and chairs shall be cleaned using appropriate cleaning chemicals and wiped dry. Surfaces shall be free from dirt, dust, food, spills, trash, and stains. Furniture shall be placed in an orderly fashion.

9. *Clean and disinfect counter tops and fixtures* – All surfaces shall be cleaned and disinfected using appropriate cleaning chemicals. All surfaces shall be free from dirt, food, spills, trash, fingerprints, and other debris.

10. *Dust all desks, office furniture, computers, chairs, partitions, work counters, and picture frames with a treated dust cloth or another appropriate dusting tool.*

11. *Dust all horizontal surfaces (file cabinets, bookshelves, desks, etc.).*

12. Remove cobwebs from all surfaces up to twelve (**12**) feet in height from the adjacent floor surfaces.

13. Wipe down light switches and outlet covers.

14. Remove all dust from air conditioning vents, grills, and returns up to twelve (**12**) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.

15. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.

16. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.

17. Spot wash all walls and woodwork to remove scuff marks and stains.

18. All metal kick and hand plates on doors shall be properly cleaned and polished.

19. Strip and wax floor.

Breakrooms

1. *Clean doors, door frames, door glass, handles on both sides* – All doors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all glass, including doors and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door or window to accomplish clean glass.

2. *Empty, clean, and sanitize wastebaskets, and replace liners* – All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.

3. *Empty recycling receptacles* – Recycling receptacles shall be emptied, and all materials placed in the recycling dumpster.

4. *Fill, clean, and disinfect all dispensers* – All dispensers including paper towel, soap, and hand sanitizer shall be filled with an adequate supply so that the dispenser will not become empty prior to the next service day. The outside of all dispensers shall be cleaned and disinfected. Soap dispensers shall be unclogged, if necessary, to make them dispense soap.

5. *Sweep and damp mop floors* – All tile and hard floor surfaces shall be thoroughly swept, removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Damp mop using appropriate cleaning tools and cleaning chemicals.

6. *Sweep and wet mop floor with disinfectant detergent solution* - All tile and hard floor surfaces shall be thoroughly swept removing all loose dirt, dust, and debris. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Mop, with a clean mop, using germicidal cleaner on all hard surface floors, as required to eliminate

dirt due to spillage and tracking, taking care to get into corners, along edges and beneath furniture and place appropriate Caution Wet Floor Warning signs.

7. *Clean tables and chairs and replace in orderly fashion* – All tables and chairs shall be cleaned using appropriate cleaning chemicals and wiped dry. Surfaces shall be free from dirt, dust, food, spills, trash, and stains. Furniture shall be placed in an orderly fashion.

8. *Clean and disinfect counter tops, sinks, exterior of appliances, and fixtures* – All surfaces shall be cleaned and disinfected using appropriate cleaning chemicals. All surfaces shall be free from dirt, food, spills, trash, fingerprints, and other debris. Any stainless-steel appliances shall be cleaned using stainless steel cleaner.

9. *Clean all interior windows and window blinds* – Clean all window interior surfaces, sills and frames with appropriate cleaning tools and glass cleaning chemicals. Interior windows shall be free from dirt, smudges, fingerprints, dust, and streaks. When cleaning venetian blinds, care shall be taken to prevent damages to either the slats or the tapes that support them. Cleaned venetian blinds, especially the slats and tapes that support them, shall be free from dirt, accumulated dust, cobwebs, etc. and shall present an overall clean appearance.

10. *Sanitize phones* - Damp wipe phones with disinfectant to remove all dirt, smudges, and finger marks.

11. Dust window ledges and interior mullions and moldings up to twelve (**12**) feet in height from the adjacent floor surfaces. This item also applies to accessible areas behind desks and partitions.

12. Remove cobwebs from all surfaces up to twelve (**12**) feet in height from the adjacent floor surfaces.

13. Wipe down light switches and outlet covers.

14. Remove all dust from air conditioning vents, grills, and returns up to twelve (**12**) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.

15. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.

16. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.

17. Spot wash all walls and woodwork to remove scuff marks and stains.

18. All metal kick and hand plates on doors shall be properly cleaned and polished.

19. Strip and wax floor.

Offices and Cubicles

1. *Clean doors, door frames, door glass, handles on both sides* – All doors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all glass, including doors, and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door or window to accomplish clean glass.

2. *Spot clean tabletops, office furniture, fabric, and chairs; arrange chairs in orderly fashion* – All furniture shall be spot cleaned using appropriate cleaning tools and cleaning chemicals. All visible dirt, stains, spills, and trash shall be removed from furniture surfaces. Chairs shall be arranged neatly and orderly around tables and desks.

3. *Empty, clean, and sanitize wastebaskets, and replace liners* – All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.

4. *Empty recycling receptacles* – Recycling receptacles shall be emptied, and all materials placed in the recycling dumpster.

5. *Vacuuming*: Vacuum all carpet, interior and exterior rugs, and walk-off mats. All miscellaneous items such as paper clips, rubber bands, used staples, etc. shall be removed from all floor surfaces prior to further cleaning of these surfaces. Close attention shall be paid to corners, edges and areas that are inaccessible to the machine. Appropriate hand or crevice tools shall be employed to ensure that these areas are properly cleaned. Care shall be exercised to prevent hitting or otherwise damaging walls, baseboards, or furnishings with the vacuum or attachments. Bags shall be emptied or cleaned regularly. Walk-off mats shall also be vacuumed, and any furniture moved or replaced. Vacuumed carpets shall present a uniformly clean appearance both in open spaces and in inaccessible areas under and around furnishings, in corners and along edges. Carpets shall be clean, free from lint, dust balls, dirt, strings, loose carpet strands, and other debris. The carpet shall stand erect once vacuuming is completed.

6. *Spot Cleaning of Carpet*: Remove any evidence of excessive buildup of dirt, spillages, spots, smears, and stains. After removal, carpet shall show no visible signs of discoloration or fuzzing from harsh rubbings. Cleaned areas must blend with the adjacent carpeted areas. Contractor employee shall report all carpet tears, burns, and unraveling immediately.

7. *Dust and clean all desk and all tabletops (if surfaces are not cleared, only dusting is required), chairs, file cabinets, pictures, wall plaques, counter tops, bookshelves, ledges on walls, window ledges and other surface areas including fixtures and lamps using approved products and methods*.

8. *Sanitize phones* - Damp wipe phones with disinfectant to remove all dirt, smudges, and finger marks.

9. *Clean all interior windows and window blinds* – Clean all window interior surfaces, sills and frames with appropriate cleaning tools and glass cleaning chemicals. Interior windows shall be free from dirt, smudges, fingerprints, dust, and streaks. When cleaning venetian blinds, care shall be taken to prevent damages to either the slats or the tapes that support them. Cleaned venetian blinds, especially the slats and tapes that support them, shall be free from dirt, accumulated dust, cobwebs, etc. and shall present an overall clean appearance.

10. Dust window ledges and interior mullions and moldings up to twelve (**12**) feet in height from the adjacent floor surfaces. This item also applies to accessible areas behind desks and partitions.

11. Remove cobwebs from all surfaces up to twelve (**12**) feet in height from the adjacent floor surfaces.

12. Wipe down light switches and outlet covers.

13. Remove all dust from air conditioning vents, grills, and returns up to twelve (**12**) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.

14. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.

15. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.

16. Spot wash all walls and woodwork to remove scuff marks and stains.

17. All metal kick and hand plates on doors shall be properly cleaned and polished.

18. *Clean Carpets by Extraction Method*. The Contractor shall thoroughly clean carpet (i.e., carpeted area) using the water extraction method. Hot water extraction at a temperature that will kill and eliminate bacteria by truck-mount is the preferred method. The Contractor shall begin cleaning operation by removing all movable furnishings from the carpeted area, placing the furnishings in an appropriate temporary location. All paper, gum, rubber bands, staples, paper clips, and other debris shall be removed from the carpeted area. The Contractor shall then use a carpet vacuum to remove surface soil and embedded grit. All spots and stains shall be treated with an approved spot cleaning solution and a soft bristle brush. Spot cleaning should continue until as much of the spot or stain as possible has been removed. Water extraction equipment shall be operated over the entire carpeted area. All instructions provided by the manufacturers of the water extraction equipment and cleaning solutions shall be followed. After allowing sufficient drying time, the Contractor shall vacuum the

carpeted area following a pattern, which will give the carpet pile a uniform appearance. The Contractor shall conclude the operation by replacing furnishings in their original locations.

Restrooms Cleaning and Maintenance

1. *Clean doors, door frames, door glass, handles on both sides* – All doors shall be cleaned using appropriate cleaning tools and cleaning chemicals. All door glass shall be cleaned using glass cleaner on interior and exterior. It is expected that all glass, including doors and windows shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door, or window to accomplish clean glass.

2. *Fill, clean, and disinfect all dispensers* – All dispensers including paper towel, toilet paper, soap, and hand sanitizer shall be filled with an adequate supply so that the dispenser will not become empty prior to the next service day. The outside of all dispensers shall be cleaned and disinfected. Soap dispensers shall be unclogged, if necessary, to make them dispense soap. Partial rolls of toilet paper shall not be left on top of dispensers.

3. *Empty, clean, and sanitize wastebaskets, and replace liners* – All waste receptacles shall be emptied, interior and exterior surfaces cleaned, and disinfected, and new liners inserted. Receptacles shall be free of stains and odors including lids and covers on outside receptacles.

4. *Clean and disinfect all washbasins, counters, and fixtures* – All sinks, counters and fixtures shall be cleaned and disinfected with appropriate cleaning chemicals and tools. Surfaces shall be free of stains, soap scum, water marks, hair, and other visible dirt.

5. *Clean all mirrors, chrome, stainless steel, and polish to a shine* – All mirrors shall be cleaned using glass cleaning chemicals and appropriate tools. Mirrors shall be free of streaks, spots, and other visible dirt. All chrome and stainless-steel surfaces shall be cleaned with stainless steel cleaning chemicals and wiped dry leaving a clean and polished surface.

6. *Clean and disinfect all urinals and toilets, removing stains and cleaning under rims* – Clean and disinfect all surfaces on toilets and urinals using appropriate cleaning and disinfecting chemicals. Visible dirt and stains shall be removed from all surfaces including toilet seats, fixtures, handles, outside surfaces, under rims, and under seats. If urinal screens are used, these must be removed each time the urinal is cleaned and reinserted after cleaning. Special attention shall be given to bottoms and floors on and around urinals and commodes for elimination of odors and stains and to provide a uniformly clean appearance throughout.

7. *Dust and spot clean with cleaning chemicals all partitions, walls, doors, and other surfaces* – All surfaces shall be inspected, and all visible dust, dirt, and stains shall be

removed using appropriate cleaning tools and chemicals. Door handles shall be cleaned and disinfected daily regardless if visible dirt is noticed.

8. *Sweep and wet mop floor with disinfectant detergent solution* – All floor surfaces shall be swept removing all loose dirt and stains and hair using appropriate cleaning tools. All surfaces shall be mopped, with a clean mop, using germicidal cleaner, as required to eliminate dirt due to spillage and tracking, taking care to get into corners, along edges and beneath furniture and place appropriate Caution Wet Floor Warning signs. All mop tanks, buckets, pails used to clean the restrooms must be exclusive to restroom cleaning only. Mops, mop buckets/tanks/pails and brooms used in the cleaning of restrooms and other potential areas of biohazard contamination shall be cold rinsed, disinfected, and hung up before further use. Do not reuse mop water or mop heads that have been used to mop restrooms to mop offices or hallways. Floor drains shall be cleaned, and all visible dirt, stains and hair shall be removed.

9. *Pour one gallon of fresh floor disinfectant detergent solution down each drain*- Using a one-gallon pail filled with fresh floor cleaning solution, pour solution down each drain to keep traps filled with water, and drains smelling clean.

10. *Clean and disinfect all partitions, walls, doors, and door frames* – All walls, toilet partitions, doors, and door frame surfaces shall be thoroughly cleaned and disinfected using appropriate tools and cleaning chemicals. These surfaces shall be free of dust, dirt, hair, soap scum, marks, and stains.

11. Remove all dust from air conditioning vents, grills, and returns up to twelve (**12**) feet in height from the adjacent floor surface. All HVAC vents in ceilings and walls shall be dusted using appropriate cleaning tools. Vents and areas immediately surrounding vents shall be free of dust, dirt, cobwebs, and other accumulated debris.

12. Remove cobwebs from all surfaces up to twelve (**12**) feet in height from the adjacent floor surfaces.

13. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.

14. Thoroughly wipe down all cove base and baseboards, including the removal of scuff marks.

15. Wipe down light switches and outlet covers.

16. Spot wash all walls and woodwork to remove scuff marks and stains.

17. All metal kick and hand plates on doors shall be properly cleaned and polished.

18. All automatic air freshener machines are to be checked and canisters replaced when empty including replacing batteries as needed, making sure they are operational.

19. Replace urinal pads.

Janitorial Closets and Storage Spaces

1. Clean and organize janitorial closets and storage spaces – Closets and storage spaces used for janitorial equipment and supplies shall be kept clean and organized. Supply items shall be placed on shelves and kept off floors. Tools and equipment shall be stored in an orderly fashion allowing for unobstructed access into closets and storage spaces. No trash shall be stored in closets overnight.

As Needed Services

1. The Police Department may need additional janitorial services beyond the routine service schedule on an as-needed basis. The City will provide the Contractor a schedule of janitorial service on dates and times needed by the City, based on upcoming event schedules.

Emergency Cleanup

1. The City may assign, when and where needed, cleanup duties to the Contractor when an emergency occurs. Cleaning tasks may include dusting, vacuuming, mopping, carpets extraction, window washing or other tasks as designated.

COST PROPOSAL EXHIBIT

Instructions: The successful Contractor is required to furnish all labor, travel, resources, materials, equipment, and services required to satisfactorily complete the installation and set-up of all items as stated below. All costs listed below are inclusive. The City will not be responsible for charges that are not included on this Bid Pricing Form. Please do not make modifications to this form as any change may render Contractor's Bid nonresponsive. Please complete the form in its entirety. The City has several buildings and locations requiring janitorial services. Please provide an estimate of the approximate monthly cost, noting the total square footage for each site. All square footages are approximate; refer to the scope of services for Work Schedule Details and the attached floor plans.

Item No.	**Building**	**Square Footage**	**Monthly Service Cost**	**No. of Months**	**Per square footage x Monthly Serv. Cost X No. of Months = Annual Service Cost**
1	City Hall Offices 5 Days per Week 4640 North Henry BLVD	28,000	$	12	$
2	Municipal Court Building 2 Days per Week 4602 North Henry BLVD	9,900	$	12	$
3	Merle Manders Conference Center Administrative Building 2 Days per Week 111 Davis Road	1,500	$	12	$
4	Merle Manders Conference CTR 7 Days per Week 111 Davis Road	19,200	$	12	$
5	Main Street Office 2 Days per Week 130 Berry ST	3,600	$	12	$
6	Public Works Maintenance Shop 2 Days per Week 351 Taylor DR	25,300	$	12	$
7	WWTP 2 Days per Week 100 Stapleton DR	2,700	$	12	$
8	Public Works Administrative Building 2 Days per Week 321 Taylor DR	12,500	$	12	$
9	Police Department 5 Days per Week 4545 North Henry BLVD	19,800	$	12	$
Overall Annual Contract Cost Includes Items			**$**		

Total points awarded for price will be determined by applying the following formula:
(Lowest Overall Annual Contract Cost /Proposer's Price) x 30 = Price Score

<u>Please note that prices may be negotiated in the best interest of the City after the scoring is completed</u>

UNSCHEDULED WORK

The Contractor shall provide a price for hourly labor costs to perform miscellaneous unscheduled work.

Price per Hour: $_____

CLEAN, STRIP & WAX/POLISH FLOORS

The Contractor shall provide a price per square foot to perform clean, strip and wax/polish of hard surfaced floor finishing in accordance with the Janitorial Performance Standards.

Price per Square Foot:$_____

SHAMPOO/EXTRACT CARPET

The Contractor shall provide a price per square foot to perform carpet shampooing in accordance with Janitorial Performance Standards.

Price per Square Foot:$_____

EXTERIOR WINDOWS

The Contractor shall provide a unit price (each) for the thorough cleaning of exterior glass/windows to include screens, adjacent trim and sills.

Price per Unit (Each): $_____

INTERIOR WINDOWS

The Contractor shall provide a unit price (each) for the thorough cleaning of interior glass/window, include blinds, adjacent trim and sills.

Price per Unit (Each): $_____

SHAMPOO CHAIRS

The Contractor shall provide a price per chair to perform shampooing in accordance with Janitorial Performance Standards.

Price per Chair: $_____

APPENDIX C – LOCATIONS AND WORK SCHEDULE

1. **CITY HALL OFFICES** **4640 North Henry Boulevard**

Includes offices, break rooms, cubicles, file rooms, conference rooms, kitchenettes, restrooms, lobbies, hallways, exterior decks, ramps, elevator, steps, stairs, and any other work area not specifically mentioned. Service includes the exterior ash urns 2x per week. Clean all public entrances to a distance of no less than twenty (**20**) feet from door. This includes sweeping or cleaning up cigarette butts as necessary and emptying the cigarette butt containers as required but at least one time per week.

Council Chambers and Council Executive Session Conference Room are to be cleaned on the second (2nd) Monday prior to the Council meeting at 6:00 P.M. and the fourth (4th) Tuesday of the month prior to the Council Work Session at 6:00 P.M.

Cleaning Hours/Days: City Hall Facilities are to be serviced Monday - Friday full service; between the hours of 8:00 A.M. and 5:00 P.M. and as needed.

2. **MUNICIPAL COURT BUILDING** **4602 North Henry Boulevard**

Includes offices, break rooms, file rooms, conference rooms, kitchenettes, restrooms, lobbies, hallways, ramps, steps, elevator, stairs, and any other work area not specifically mentioned. Clean all public entrances to a distance of no less than twenty (**20**) feet from door. This includes sweeping or cleaning up cigarette butts as necessary and emptying the cigarette butt containers as required but at least one time per week. Service includes the exterior ash urns 2x per week. The courtroom is to be cleaned weekly. The holding rooms are to be cleaned weekly or as needed.

Cleaning Hours/Days: The Main Street Office facilities are to be serviced Monday and Friday full service; between the hours of 8:00 A.M. and 5:00 P.M. and as needed.

3. **MERLE MANDERS CONF CENTER ADMIN BLDG** **111 Davis Road**

Includes offices, break rooms, kitchenettes, restrooms, lobbies, hallways, ramps, steps, and any other work area not specifically mentioned. Clean all public entrances to a distance of no less than twenty (**20**) feet from door. This includes sweeping or cleaning up cigarette butts as necessary and emptying the cigarette butt containers as required but at least one time per week. Service includes the exterior ash urns 2x per week.

Cleaning Hours/Days: Merle Manders Conference Center Administrative Building facilities are to be serviced Monday and Friday full service; between the hours of 8:00 A.M. and 5:00 P.M. and as needed.

4. **MERLE MANDERS CONFERENCE CENTER** **111 Davis Road**

Includes ballroom, offices, meeting rooms, bride room, kitchen, restrooms, lobbies, hallways, ramps, steps, storage closet, stairs, fireplace, patios, and any other work area not specifically mentioned. Clean all public entrances to a distance of no less than twenty (**20**) feet from door. This includes sweeping or cleaning up cigarette butts as necessary and emptying the cigarette butt containers as required but at least one time per week.

Cleaning Hours/Days: Merle Manders Conference Center facilities are to be serviced Monday - Friday full service; between the hours of 8:00 A.M. and 5:00 P.M. and as needed and for events.

5. **MAIN STREET OFFICE** **130 Berry Street**

Includes offices, conference room, kitchenettes, restrooms, lobbies, hallways, ramps, steps, and any other work area not specifically mentioned. Clean all public entrances to a distance of no less than twenty (**20**) feet from door. This includes sweeping or cleaning up cigarette butts as necessary and emptying the cigarette butt containers as required but at least one time per week.

Cleaning Hours/Days: The Main Street Office facilities are to be serviced Monday and Friday full service; between the hours of 8:00 A.M. and 5:00 P.M. and as needed.

6. **PUBLIC WORKS MAINTENANCE SHOP** **351 Taylor Drive**

Includes offices, break room, locker room, shower, restrooms, and any other work area not specifically mentioned. Clean all public entrances to a distance of no less than twenty (**20**) feet from door. This includes sweeping or cleaning up cigarette butts as necessary and emptying the cigarette butt containers as required but at least one time per week.

Cleaning Hours/Days: Public Works Maintenance Shop is to be serviced two (**2**) days per week as follows: Tuesday and Thursday between the hours of 8:00 A.M. and 3:00 P.M.

7. **WWTP** **100 Stapleton Drive**

Includes offices, break room, conference room, locker room, shower, restrooms, and any other work area not specifically mentioned. Clean all public entrances to a distance of no less than twenty (**20**) feet from door. This includes sweeping or cleaning up cigarette butts as necessary and emptying the cigarette butt containers as required but at least one time per week.

Cleaning Hours/Days: WWTP is to be serviced two (**2**) days per week as follows: Tuesday and Thursday between the hours of 8:00 A.M. and 4:00 P.M.

8. **PUBLIC WORKS ADMINISTRATIVE BUILDING** **321 Taylor Drive**

Includes offices, break room, cubicles, file rooms, conference rooms, kitchenettes, restrooms, lobbies, hallways, and any other work area not specifically mentioned. Service includes the exterior ash urns 2x per week. Clean all public entrances to a distance of no less than twenty (**20**) feet from door. This includes sweeping or cleaning up cigarette butts as necessary and emptying the cigarette butt containers as required but at least one time per week.

Cleaning Hours/Days: Public Works Administrative Building is to be serviced two (**2**) days per week as follows: Tuesday and Thursday between the hours of 8:00 A.M. and 4:00 P.M.

9. **STOCKBRIDGE POLICE DEPARTMENT** **4545 North Henry BLVD**

Includes offices, break rooms, cubicles, file rooms, conference rooms, kitchenettes, restrooms, lobbies, hallways, exterior decks, ramps, elevator, steps, stairs, and any other work area not specifically mentioned. Service includes the exterior ash urns 2x per week. Clean all public entrances to a distance of no less than twenty (**20**) feet from door. This includes sweeping or cleaning up cigarette butts as necessary and emptying the cigarette butt containers as required but at least one time per week.

Cleaning Hours/Days: Police Department Facilities are to be serviced Monday - Friday full service; between the hours of 8:00 A.M. and 5:00 P.M. and as needed.

Standard Levels of Maintenance for City Hall

General Cleaning	Frequency
Waste diversion	Daily
Clean sand urns	As Needed/Weekly
Clean counters	Daily
Clean elevators	Daily
Clean drinking fountains	Daily
Clean sinks	Daily
Dusting	Daily/Weekly
Clean desks	Weekly
Clean doors/frames/kickplates/walls	Weekly/Monthly
Clean tables/chairs	Weekly
Take down cobwebs	Daily/Weekly
Clean /vacuum upholstery	Monthly
Dust window blinds	Monthly
Clean breakroom appliances	Daily

Windows/Glass	Frequency
Clean entrance & door glass	Daily
Clean display glass	Daily
Clean interior & exterior windows	Monthly/Annually

Restrooms	Frequency
Clean/disinfect toilets/urinals	Daily
Clean disinfect basins/sinks	Daily
Clean mirrors	Daily
Clean partitions	Daily
Spot clean walls	Daily
Clean metal surfaces	Daily
Refill/clean dispensers	As Needed
Scrub/de-scale fixtures	Weekly
Replace urinal pads	Weekly

Floors	Frequency
Sweep/dust mop	Daily
Damp/wet mop	Daily
Spot scrub floors	Daily
Scrub/buff hard floors	Monthly
Strip/refinish hard floors	Quarterly
Sweep exterior entries/stairs	Daily
Vacuum carpets/mats	Daily
Spot clean carpet	As Needed
Shampoo/extract carpet	Semi-annually
Clean/scrub baseboards	Monthly

Miscellaneous	Frequency
Clean custodial storage areas	Weekly
Clean vents	Quarterly
Clean light fixtures	Quarterly
Clean Council Chambers	Bi-Monthly/As Needed
Hose exterior entry/steps/walks	Monthly/As Needed
Shampoo fabric type chairs and sofas as required to achieve a clean, unstained appearance.	As Needed
Damp wipe plastic, vinyl covered chairs and sofas as required to achieve a clean, unstained appearance.	As Needed

*For most locations. Locations may differ based on needs of frequency and type of custodial services.

Standard Levels of Maintenance for Municipal Court

General Cleaning	Frequency
Waste diversion	Bi-Weekly
Clean sand urns	As Needed/Weekly
Clean counters	Bi-Weekly
Clean drinking fountains	Bi-Weekly
Clean sinks	Bi-Weekly
Dusting	Weekly
Clean desks	Weekly
Clean doors/frames/kickplates/walls	Weekly/Monthly
Clean tables/chairs	Weekly
Take down cobwebs	Weekly
Spot clean/vacuum upholstery	Monthly
Dust window blinds	Monthly
Clean breakroom appliances	Bi-Weekly

Windows/Glass	Frequency
Clean entrance & door glass	Weekly
Clean display glass	Weekly
Clean interior & exterior windows	Monthly/Annually

Restrooms	Frequency
Clean/disinfect toilets/urinals	Bi-Weekly
Clean disinfect basins/sinks	Bi-Weekly
Clean mirrors	Bi-Weekly
Clean partitions	Bi-Weekly
Spot clean walls	Bi-Weekly
Clean metal surfaces	Bi-Weekly
Refill/clean dispensers	As Needed
Scrub/de-scale fixtures	Weekly
Replace urinal pads	Weekly

Floors	Frequency
Sweep/dust mop	Bi-Weekly
Damp/wet mop	Bi-Weekly
Spot scrub floors	Bi-Weekly
Scrub/buff hard floors	Monthly
Strip/refinish hard floors	Quarterly
Sweep exterior entries/stairs	Weekly
Vacuum carpets/mats	Bi-Weekly
Spot clean carpet	As Needed
Shampoo/extract carpet	Semi-annually
Clean/scrub baseboards	Monthly

Miscellaneous	Frequency
Clean custodial storage areas	Weekly
Clean courtroom	As Needed
Clean holding rooms	As Needed
Clean vents	Quarterly
Clean light fixtures	Quarterly
Hose exterior entry/steps/walks	As Needed
Shampoo fabric type chairs and sofas as required to achieve a clean, unstained appearance.	As Needed
Damp wipe plastic, vinyl covered chairs and sofas as required to achieve a clean, unstained appearance.	As Needed

*For most locations. Locations may differ based on needs of frequency and type of custodial services.

Standard Levels of Maintenance for Merle Manders Conference Center Administrative Building

General Cleaning	Frequency
Waste diversion	Bi-Weekly
Clean sand urns	Weekly/As Needed
Clean counters	Bi-Weekly
Clean drinking fountains	Bi-Weekly
Clean sinks	Bi-Weekly
Dusting	Weekly
Clean desks	Weekly
Clean doors/frames/kickplates/walls	Weekly/Monthly
Clean tables/chairs	Weekly
Take down cobwebs	Weekly
Clean /vacuum upholstery	Monthly
Dust window blinds	Monthly
Clean breakroom appliances	Weekly

Windows/Glass	Frequency
Clean entrance & door glass	Weekly
Clean display glass	Weekly
Clean interior & exterior windows	Monthly/Annually

Restrooms	Frequency
Clean/disinfect toilets/urinals	Bi-Weekly
Clean disinfect basins/sinks	Bi-Weekly
Clean mirrors	Bi-Weekly
Clean partitions	Bi-Weekly
Spot clean walls	Bi-Weekly
Clean metal surfaces	Bi-Weekly
Refill/clean dispensers	As Needed
Scrub/de-scale fixtures	Weekly
Replace urinal pads	Weekly

Floors	Frequency
Sweep/dust mop	Bi-Weekly
Damp/wet mop	Bi-Weekly
Spot scrub floors	Bi-Weekly
Scrub/buff hard floors	Monthly
Strip/refinish hard floors	Quarterly
Sweep exterior entries/stairs	Weekly
Vacuum carpets/mats	Bi-Weekly
Spot clean carpet	As Needed
Shampoo/extract carpet	Semi-annually
Clean/scrub baseboards	Monthly

Miscellaneous	Frequency
Clean custodial storage areas	Weekly
Clean vents	Quarterly
Clean light fixtures	Quarterly
Hose exterior entry/steps/walks	Quarterly
Shampoo fabric type chairs and sofas as required to achieve a clean, unstained appearance.	As Needed
Damp wipe plastic, vinyl covered chairs and sofas as required to achieve a clean, unstained appearance.	As Needed

*For most locations. Locations may differ based on needs of frequency and type of custodial services.

Standard Levels of Maintenance for Merle Manders Conference Center

General Cleaning	Frequency
Waste diversion	As Needed
Clean sand urns	Weekly/As Needed
Clean counters	Weekly/As Needed
Clean drinking fountains	Weekly
Clean sinks	Weekly/As Needed
Dusting	Weekly
Clean desks	Weekly
Clean doors/frames/kickplates/walls	Weekly
Clean tables/chairs	Weekly/As Needed
Take down cobwebs	Weekly
Clean/vacuum upholstery	Monthly
Dust window blinds	Monthly
Clean kitchen appliances	Weekly/As Needed

Windows/Glass	Frequency
Clean entrance & door glass	Weekly/As Needed
Clean display glass	Weekly/As Needed
Clean interior & exterior windows	Monthly/Annually

Restrooms	Frequency
Clean/disinfect toilets/urinals	Weekly/As Needed
Clean disinfect basins/sinks	Weekly/As Needed
Clean mirrors	Weekly/As Needed
Clean partitions	Weekly/As Needed
Spot clean walls	Weekly/As Needed
Clean metal surfaces	Weekly/As Needed
Refill/clean dispensers	Weekly/As Needed
Scrub/de-scale fixtures	Weekly/As Needed
Replace urinal pads	Weekly

Floors	Frequency
Sweep/dust mop	Weekly/As Needed
Damp/wet mop	Weekly/As Needed
Spot scrub floors	Weekly/As Needed
Scrub/Buff hard floors	Quarterly
Strip/refinish hard floors	Annually
Sweep exterior entries/stairs	Weekly/As Needed
Vacuum carpets/mats	Weekly/As Needed
Spot clean carpet	As Needed
Shampoo/extract carpet	Monthly
Clean/scrub baseboards	Monthly

Miscellaneous	Frequency
Clean custodial storage areas	Weekly
Clean vents	Quarterly
Clean light fixtures	Quarterly
Hose exterior entry/steps/walks	As Needed
Shampoo fabric type chairs and sofas as required to achieve a clean, unstained appearance.	As Needed
Damp wipe plastic, vinyl covered chairs and sofas as required to achieve a clean, unstained appearance.	As Needed

*For most locations. Locations may differ based on needs of frequency and type of custodial services.

Standard Levels of Maintenance for Main Street Office

General Cleaning	Frequency
Waste diversion	Bi-Weekly
Clean sand urns	Weekly/As Needed
Clean counters	Bi-Weekly
Clean drinking fountains	Bi-Weekly
Clean sinks	Bi-Weekly
Dusting	Weekly
Clean desks	Weekly
Clean doors/frames/kickplates/walls	Weekly/Monthly
Clean tables/chairs	Weekly
Take down cobwebs	Weekly
Clean /vacuum upholstery	Monthly
Dust window blinds	Monthly
Clean breakroom appliances	Weekly

Windows/Glass	Frequency
Clean entrance & door glass	Weekly
Clean display glass	Weekly
Clean interior & exterior windows	Monthly/Annually

Restrooms	Frequency
Clean/disinfect toilets/urinals	Bi-Weekly
Clean disinfect basins/sinks	Bi-Weekly
Clean mirrors	Bi-Weekly
Clean partitions	Bi-Weekly
Spot clean walls	Bi-Weekly
Clean metal surfaces	Bi-Weekly
Refill/clean dispensers	As Needed
Scrub/de-scale fixtures	Weekly
Replace urinal pads	Weekly

Floors	Frequency
Sweep/dust mop	Bi-Weekly
Damp/wet mop	Bi-Weekly
Spot scrub floors	Bi-Weekly
Scrub/buff hard floors	Monthly
Strip/refinish hard floors	Quarterly
Sweep exterior entries/stairs	Weekly
Vacuum carpets/mats	Bi-Weekly
Spot clean carpet	As Needed
Shampoo/extract carpet	Semi-annually
Clean/scrub baseboards	Monthly

Miscellaneous	Frequency
Clean custodial storage areas	Weekly
Clean vents	Quarterly
Clean light fixtures	Quarterly
Hose exterior entry/steps/walks	Quarterly
Shampoo fabric type chairs and sofas as required to achieve a clean, unstained appearance.	As Needed
Damp wipe plastic, vinyl covered chairs and sofas as required to achieve a clean, unstained appearance.	As Needed

*For most locations. Locations may differ based on needs of frequency and type of custodial services.

Standard Levels of Maintenance for Public Works Maintenance Shop

General Cleaning	Frequency
Waste diversion	Bi-Weekly
Clean sand urns	Weekly/As Needed
Clean counters	Bi-Weekly
Clean drinking fountains	Bi-Weekly
Clean sinks	Bi-Weekly
Dusting	Weekly
Clean desks	Monthly
Clean doors/frames/walls	Monthly
Clean tables/chairs	Weekly
Take down cobwebs	Weekly
Clean /vacuum upholstery	Monthly
Dust window blinds	Monthly
Clean breakroom appliances	Bi-Weekly

Windows/Glass	Frequency
Clean entrance & door glass	Weekly
Clean display glass	Weekly
Clean interior & exterior windows	Monthly/Annually

Restrooms	Frequency
Clean/disinfect toilets/urinals	Bi-Weekly
Clean disinfect basins/sinks	Bi-Weekly
Clean mirrors	Bi-Weekly
Clean partitions	Bi-Weekly
Spot clean walls	Bi-Weekly
Clean metal surfaces	Bi-Weekly
Refill/clean dispensers	As Needed
Scrub/de-scale fixtures	Weekly
Replace urinal pads	Weekly

Floors	Frequency
Sweep/dust mop	Weekly
Damp/wet mop	Weekly
Spot scrub floors	Weekly
Scrub/buff hard floors	Semi-Annually
Strip/refinish hard floors	Quarterly
Sweep exterior entries/stairs	Weekly
Vacuum carpets/mats	Bi-Weekly
Spot clean carpet	As Needed
Shampoo/extract carpet	Semiannually
Clean/scrub baseboards	Annually

Miscellaneous	Frequency
Clean custodial storage areas	Weekly
Clean/scrub shower/locker rooms	Weekly
Clean locker interiors	Quarterly
Clean vents	Quarterly
Clean light fixtures	Quarterly
Replace burnt out light bulbs/tubes	As Needed
Hose exterior entry/steps/walks	As Needed

*For most locations. Locations may differ based on needs of frequency and type of custodial services.

Standard Levels of Maintenance for WWTP

General Cleaning	Frequency
Waste diversion	Bi-Weekly
Clean sand urns	Weekly/As Needed
Clean counters	Bi-Weekly
Clean drinking fountains	Bi-Weekly
Clean sinks	Bi-Weekly
Dusting	Weekly
Clean desks	Weekly
Clean doors/frames/walls	Weekly
Clean tables/chairs	Weekly
Take down cobwebs	Weekly
Spot clean/vacuum upholstery	Monthly
Dust window blinds	Monthly
Clean kitchen appliances	Bi-Weekly

Windows/Glass	Frequency
Clean entrance & door glass	Weekly
Clean display glass	Weekly
Clean interior & exterior windows	Monthly/Annually

Restrooms	Frequency
Clean/disinfect toilets/urinals	Bi-Weekly
Clean disinfect basins/sinks	Bi-Weekly
Clean mirrors	Bi-Weekly
Clean partitions	Bi-Weekly
Spot clean walls	Bi-Weekly
Clean metal surfaces	Bi-Weekly
Refill/clean dispensers	As Needed
Scrub/de-scale fixtures	Weekly
Replace urinal pads	Weekly

Floors	Frequency
Sweep/dust mop	Weekly
Damp/wet mop	Weekly
Spot scrub floors	Weekly
Scrub/buff hard floors	Semi-Annually
Strip/refinish hard floors	Quarterly
Sweep exterior entries/stairs	Weekly
Vacuum carpets/mats	Bi-Weekly
Spot clean carpet	As Needed
Shampoo/extract carpet	Semiannually
Clean/scrub baseboards	Annually

Miscellaneous	Frequency
Clean custodial storage areas	Weekly
Clean/scrub shower/locker rooms	Weekly
Clean locker interiors	Quarterly
Clean vents	Quarterly
Clean light fixtures	Quarterly
Hose exterior entry/steps/walks	As Needed

*For most locations. Locations may differ based on needs of frequency and type of custodial services.

Standard Levels of Maintenance for Public Works Administrative Building

General Cleaning	Frequency
Waste diversion	Bi-Weekly
Clean sand urns	As Needed/Weekly
Clean counters	Bi-Weekly
Clean drinking fountains	Bi-Weekly
Clean sinks	Bi-Weekly
Dusting	Weekly
Clean desks	Weekly
Clean doors/frames/kickplates/walls	Weekly/Monthly
Clean tables/chairs	Weekly
Take down cobwebs	Weekly
Spot clean/vacuum upholstery	Monthly
Dust window blinds	Monthly
Clean breakroom appliances	Bi-Weekly

Windows/Glass	Frequency
Clean entrance & door glass	Weekly
Clean display glass	Weekly
Clean interior & exterior windows	Monthly/Annually

Restrooms	Frequency
Clean/disinfect toilets/urinals	Bi-Weekly
Clean disinfect basins/sinks	Bi-Weekly
Clean mirrors	Bi-Weekly
Clean partitions	Bi-Weekly
Spot clean walls	Bi-Weekly
Clean metal surfaces	Bi-Weekly
Refill/clean dispensers	As Needed
Scrub/de-scale fixtures	Weekly
Replace urinal pads	Weekly

Floors	Frequency
Sweep/dust mop	Bi-Weekly
Damp/wet mop	Bi-Weekly
Spot scrub floors	Bi-Weekly
Scrub/buff hard floors	Monthly
Strip/refinish hard floors	Quarterly
Sweep exterior entries/stairs	Weekly
Vacuum carpets/mats	Bi-Weekly
Spot clean carpet	As Needed
Shampoo/extract carpet	Semi-annually
Clean/scrub baseboards	Monthly

Miscellaneous	Frequency
Clean custodial storage areas	Weekly
Clean courtroom	As Needed
Clean holding rooms	As Needed
Clean vents	Quarterly
Clean light fixtures	Quarterly
Hose exterior entry/steps/walks	As Needed
Shampoo fabric type chairs and sofas as required to achieve a clean, unstained appearance.	As Needed
Damp wipe plastic, vinyl covered chairs and sofas as required to achieve a clean, unstained appearance.	As Needed

*For most locations. Locations may differ based on needs of frequency and type of custodial services.

Standard Levels of Maintenance for Police Department

General Cleaning	Frequency
Waste diversion	Daily
Clean sand urns	As Needed/Weekly
Clean counters	Daily
Clean elevators	Daily
Clean drinking fountains	Daily
Clean sinks	Daily
Dusting	Daily/Weekly
Clean desks	Weekly
Clean doors/frames/kickplates/walls	Weekly/Monthly
Clean tables/chairs	Weekly
Take down cobwebs	Daily/Weekly
Clean /vacuum upholstery	Monthly
Dust window blinds	Monthly
Clean breakroom appliances	Daily

Windows/Glass	Frequency
Clean entrance & door glass	Daily
Clean display glass	Daily
Clean interior & exterior windows	Monthly/Annually

Restrooms	Frequency
Clean/disinfect toilets/urinals	Daily
Clean disinfect basins/sinks	Daily
Clean mirrors	Daily
Clean partitions	Daily
Spot clean walls	Daily
Clean metal surfaces	Daily
Refill/clean dispensers	As Needed
Scrub/de-scale fixtures	Weekly
Replace urinal pads	Weekly

Floors	Frequency
Sweep/dust mop	Daily
Damp/wet mop	Daily
Spot scrub floors	Daily
Scrub/buff hard floors	Monthly
Strip/refinish hard floors	Quarterly
Sweep exterior entries/stairs	Daily
Vacuum carpets/mats	Daily
Spot clean carpet	As Needed
Shampoo/extract carpet	Semi-annually
Clean/scrub baseboards	Monthly

Miscellaneous	Frequency
Clean custodial storage areas	Weekly
Clean vents	Quarterly
Clean light fixtures	Quarterly
Clean Council Chambers	Bi-Monthly/As Needed
Hose exterior entry/steps/walks	Monthly/As Needed
Shampoo fabric type chairs and sofas as required to achieve a clean, unstained appearance.	As Needed
Damp wipe plastic, vinyl covered chairs and sofas as required to achieve a clean, unstained appearance.	As Needed

*For most locations. Locations may differ based on needs of frequency and type of custodial services.

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4.2 Project Manager

The awarded service provider shall propose a clear project management and consultation framework.

4.3 Project Reporting

The City of Stockbridge requires that the awarded vendor include a detailed project timeline and reporting schedule outlining the steps taken to ensure timely delivery of all project outputs based on interim milestones and a completion date.

Part 1.- SPECIAL CONDITIONS/INSTRUCTIONS

No Contact During the Procurement Process

The evaluation and award process for City contracts shall be free from both actual and perceived impropriety, and that contacts between potential vendors and City officials, elected officials, and staff regarding pending awards of City contracts shall be prohibited.

1. No person, firm, or business entity, however situated or composed, obtaining a copy of or responding to this solicitation, shall initiate or continue any verbal or written communication regarding this solicitation with any City officer, elected official, employee, or designated City representative, between the date of the issuance of this solicitation and the date of the City Manager's recommendation to the City Council for award of the subject contract, except as may otherwise be specifically authorized and permitted by the terms and conditions of this solicitation.

2. All verbal and written communications initiated by such person, firm, or entity regarding this solicitation, if same are authorized and permitted by the terms and conditions of this solicitation, shall be directed to the Purchasing Agent.

3. Any violation of this prohibition of the initiation or continuation of verbal or written communications with City officers, elected officials, employees, or designated City representatives shall result in a written finding by the Purchasing Agent that the submitted bid or proposal of the person, firm, or entity in violation is "non-responsive," and same shall not be considered for award.

TECHNICAL PROPOSAL PART 1- TELL US ABOUT YOUR COMPANY/FIRM

Tab 1 - Cover Letter

The proposal must include a letter of transmittal attesting to its accuracy, signed by an individual authorized to execute binding legal documents on behalf of the vendor. The cover letter shall provide the name, address, telephone, and facsimile numbers of the vendor along with the name, title, address, telephone, and facsimile numbers of the executive that has the authority to contact the City. The cover letter shall present the vendor's understanding of the project, a summary of the approach to be undertaken to perform the services, as well as a summary of the costs to provide the services.

Tab 2 - Executive Summary

The vendor shall submit an executive summary, which outlines its proposal, including the proposed general management philosophy. The executive summary shall at least include an identification of the proposed project team, assign a contractor point of contact for the project, give the project team's responsibilities, and a summary of the proposed services. This section should highlight aspects of the contractor's proposal that make it superior or unique in addressing the needs of the City.

Tab 3 - Company History

The vendor will provide, in this section of the proposal, pertinent company historical information that will demonstrate its ability to accomplish this project.

Primary Business

The vendor will provide, in this section of the proposal, its primary business interest and/or operations including organization and affiliations, including the magnitude of its operation as it relates to this project.

Tab 4 - Experience

The vendor will provide, in this section of the proposal, a detailed description of similar services or contracts in which the vendor is presently involved or has completed during the past three (3) years. Include the dollar amount of each project with which you were associated.

Tab 5 - Capabilities

The vendor will provide in this section of the proposal a description of the firm's capabilities, any limitations relative to facilities, staff, ongoing projects, or contracts shall be identified and explained. The vendor should be able to adequately showcase their ability to meet all the standards outlined in this RFP.

Tab 6 - Company Principles

Provide a biographic overview of the vendor's key principles.

Staff

The vendor shall provide, in this section of the proposal, a description of key staff and personnel assigned to effectively facilitate this project's requirements. This description will include, at a minimum, the number of permanent employees and part-time employees and an organizational chart reflecting local and corporate assignments and responsibilities. Specifically, the proposer must identify what priority will be placed on this project and how the firm intends to provide the initial management and staff.

Resumes

The proposer shall provide, in this section of the proposal, resumes of key personnel assigned to this project, both local and corporate. Each resume shall include at a minimum:

- Position/title
- Tenure with the vendor
- Education
- Overall experience
- Other related information pertaining to the work to be performed

PART 2 - TECHNICAL PROPOSAL

TELL US HOW YOU PLAN TO DELIVER/PERFORM THE SCOPE OF WORK.

Project Plan

Please provide a detailed plan of how your firm intends to perform the scope of work. Please provide a full project plan along with a tentative timeline. Please also list key personnel who will be performing essential tasks. The project plan should describe the proposer's approach to successful implementation to address the proposed scope of work. At a minimum, the project plan should include:

- A detailed outline of the proposed methodology to complete and manage the project scope including a high-level timeline and a brief description of the key tasks, key milestones, and key deliverables.
- A public involvement plan addressing what types of involvement methods will be used and the frequency of each activity.
- State the vendor's understanding of the scope of services being solicited by the city. If there are any gaps between what the vendor believes should be the proper scope of services, given all information available, the vendor should identify these gaps.
- Discuss any assumptions relating to the responsibilities and/or commitments the proposer expects of the City throughout the life of the project.

- Provide a timeline indicating the tasks required and the start and completion dates for each. The work is expected to commence as soon as possible after the contract is awarded.

- Provide a detailed breakdown and description of the specific steps and services provided. Describe how the final product will be structured and presented upon completion. Include any computer/software compatibility information. Proposers may elect to include in the section any innovative methods or concepts that might be beneficial to the City of Stockbridge if the minimum requirements set out in this RFP are met.

- Project Team: The proposer shall document its experience and qualifications, highlighting any strategic benefits the city will realize in partnering with the proposer. The proposer shall provide a staffing plan for this project including qualifications (of no more than two pages per person) of the proposed key functional and technical members and their related roles for this project. The proposed project manager should be identified. The intent, if any, to subcontract parts of the scope of work should be described and qualifications for the subcontracting firm and key personnel should also be provided.

COST PROPOSAL: PLEASE PROVIDE AS MUCH ITEMIZATION AS POSSIBLE. COST SHALL BE SUBMITTED IN A SEPARATE ENVELOPE

Reasonableness

The Proposer's Fee Schedule, included in this solicitation, must be submitted separately from the Technical Proposal. The Cost Proposal shall remain sealed until the Technical Proposals have been opened and evaluated.

The formula used to evaluate the price for services outlined in the Scope of Work is as follows:

(Lowest Overall Cost/Proposer's Price) x 30 = Price Score. The Cost Proposals for all services will be evaluated for completeness and reasonableness.

COST PROPOSAL

For the Janitorial Maintenance Services proposal, the firm's proposal may refine, improve, modify, or expand on this scope to provide a better product and outcome, including establishing major milestones, expected work products and schedule, and timing of public outreach.

Task 1 – PROJECT MANAGEMENT

The purpose of Task 1 is to ensure that the janitorial maintenance services begin with a clear understanding of the project's processes, schedules, and desired outcomes. Task 1 establishes an effective working relationship between the firm, the city, and the Stakeholder Committee.

- *Task 1.1: Kickoff Meeting*

The Proposer will attend a project kickoff meeting with staff to review janitorial maintenance issues facing the city, clarify the firm's roles in working with the city, defining priorities.

- *Task 1.2: Project Management Plan*

Following the kickoff meeting, the Firm will finalize the Project Management Plan (PMP). The PMP will refine the contract scope of work and drive the work schedule for the project's duration. At a minimum, the PMP will:

- Specify the roles and responsibilities of the Firm and the Stakeholders Committee.
- Identify major milestones the Proposer must meet prior to the City authorizing further work.
- Outline a comprehensive communications strategy to ensure the integration of a central message among City staff, Stakeholders, and the public. This includes documenting a

communications strategy linking the master plan to ongoing requests, city priorities, and recently completed requests.

Task 1 Deliverables: (Examples Only)

- Kickoff meeting summary notes
- Project Management Plan update

Best Value

The cost proposal is important; however, it will not be the sole determining factor in the selection process. It is not the intent of the City to limit innovative solutions by dollar constraints, but rather to determine which proposal has the potential of providing the best value for the services required.

Proposal Evaluation Factors

It is the intent of the City to evaluate the proposals based on technical merit and price and to choose the vendors whose proposal best represents the best value to the City. The City reserves the right to waive any irregularities, reject any and/or all proposals, in whole or in part, when, in the opinion of the City, such rejection is in the best interests of the City.

Proposals will be graded based on the following form:

Evaluation Criteria	Scoring Value Maximum Points
1. Project Team Qualification/Qualifications of Key Personnel Proposer shall provide a team/staff who has a minimum of three (3) years experience providing janitorial Maintenance services to a governmental entity that is similar in size and scope as the City of Stockbridge. The Contractor shall provide a Project Manager that will be responsible for managing and overseeing services provided in all service areas and ensuring quality control. The Project of Manger shall be responsible for all aspects of the successful implementation and management of Janitorial Maintenance Services. **See detailed scope of Services and Overview of Proposal Requirements.**	0-35
2. Technical Approach/Project Management Proposer shall describe their approach in Janitorial Maintenance Services as identified in the Scope of Work and must identify all major tasks; and approaches to the maintenance associated with each major task, at a minimum, and any other information that will assist in planning for the Janitorial Maintenance Services. Technical Approach/Services:	0-35

• Project Approach Work Plan: Responders are required to describe the approach and methodology to adequately staff specifically trained, experienced and licensed individuals in the areas of Janitorial Maintenance Services • Include a listing of the City's responsibilities and the Responder's responsibilities required to complete the project.	
3. Cost Proposal The cost proposal must be submitted in a separate, sealed envelope with the responder's name and "Cost Proposal for Request for Proposals No. 2024-0005 for **Janitorial Maintenance Services.** **DO NOT INCLUDE FEES OR COSTS IN ANY AREA OUTSIDE OF THIS COST PROPOSAL. Including fees in any area outside of the Cost Proposal in its separate, sealed envelope shall result in Responder's proposal being deemed non-responsive.** . Responders are required to submit their costs on *Cost Proposal Forms*. Responder shall not alter the cost proposal form.	0-30
MAXIMUM SCORING POINTS TOTAL	**100**

SUBMISSION REQUIREMENTS:

All Proposals, including all attachments must be received by the City in a sealed package no later than Thursday, May 23, 2024 (3:00 PM) EDT and must be addressed to:

REQUEST FOR PROPOSALS (RFP) NO. 2024-0005
JANITORIAL MAINTENANCE SERVICES
CITY OF STOCKBRIDGE, CITY HALL
PROCUREMENT DIVISION
4640 N. HENRY BLVD., STOCKBRIDGE GA 30281

Each envelope or package shall be clearly marked as follows:

REQUEST FOR PROPOSALS (RFP) NO. 2024-0005
JANITORIAL MAINTENANCE SERVICES
CITY OF STOCKBRIDGE, CITY HALL
PROPOSER'S NAME AND ADDRESS

The Request for Proposals (RFP) requirements responses shall **consist of one (1) signed, original that is marked "ORIGINAL" and five (5) bound photocopies that are identical to the original and marked "COPY" and one (1) flash drive containing a PDF format of the RFP submittal**. Minimum font size of eleven (11) shall be used. All pages shall be single sided.

Failure to submit the RFP response in the manner specified herein or failure to enclose identical permanently bound copies of the original materials in each response copy submitted may result in disqualification of the entire submittal.

BASIS FOR EVALUATION OF PROPOSALS AND AWARD OF PROJECT

The City does not discriminate on the grounds of race, religion, color, age, sex, disability, sexual orientation, or national origin in consideration of an award. Disadvantaged business enterprises are afforded a full opportunity to submit proposals. Proposals will be evaluated on the Firm's qualifications, experience, Project understanding and approach. Based on the preliminary review of the proposals, Firms may be interviewed before selection. The award will be made to the Firm providing the best value for the City's requirements. In making such determination, City Council shall consider but not be limited to the following factors:

1. The Firm's skill, ability, and capacity to perform the services required.

2. The Firm's interest in the services which are the subject of this RFP, as well as their understanding of the scope of such services and the specific requirements of the city.

3. Whether the Firm can perform the services within the time specified, without delay or interference.

4. The Firm's character, integrity, reputation, judgment, experience, and efficiency.

5. The Firm's previous and current compliance with statutes, ordinances and rules relating to the Project.

6. The sufficiency of the Firm's financial resources necessary for the performance of the Project.

7. The number and nature of any conditions attached to the proposal.

8. The general organization of the proposal: Special consideration will be given to submittals which appropriately address the goals; and provide in a clear and concise format the requested information; and

9. The scope, responsiveness, efficiency, and quality of the Firm's administrative services.

The City makes no commitment to any Firm until such time as the City approves the negotiated contract. Upon recommendation of the Purchasing Manager, the Mayor, and the City Council may reject all proposals when it determines that such action is in the public's best interest.

1. INSURANCE & RISK MANAGEMENT PROVISIONS

The contractor will maintain such insurance as will protect it from claims under workmen's compensation acts and from any other claims for damages to property and personal injury, including death, which may arise from operations under this contract, whether such operations be by itself or by any sub-contractor or anyone directly or indirectly employed by either of them. Certificates of such insurance **MUST** be filed with the City.

Contractor Insurance Requirements:

Within 5 days of Notice of Award, and at all times that this Contract is in force, the Contractor shall obtain, maintain, and furnish the City Certificates of Insurance from licensed companies doing business in the State of Georgia with an A.M. Best Rating A-10 or higher and acceptable to the City covering. The City of Stockbridge must be listed as an additional insured. The following minimum requirement shall apply to said Certificate of Insurance:

1. Workers' Compensation & Employer's Liability Insurance. Workers' Compensation Insurance in compliance with the applicable Workers' Compensation Act(s) of the state(s) wherein the work is to be performed or where jurisdiction could apply in amounts required by statutes. Employer's Liability Insurance, with limits of liability of not less than $1,000,000 per accident for bodily injury or disease.

2. Commercial General Liability Insurance, including contractual liability insurance, product and completed operations, personal and advertising injury, and any other type of liability for which this Contract applies with limits of liability of not less than $1,000,000 each occurrence $2,000,000 policy aggregate for personal injury, bodily injury, and property damage. Commercial General Liability Insurance shall be written on an "occurrence" form.

3. Automobile Liability Insurance with limits of liability of not less than $1,000,000 per accident for bodily injury and property damage if automobiles are to be used in the delivery of or in the completion of services and work or driven onto the City's property. Insurance shall include all owned, non-owned and hired vehicle liability.

4. Umbrella Insurance with limits of liability excess of Employer's Liability Insurance, Commercial General Liability Insurance, and Automobile Liability Insurance in the amount of not less than $3,000,000.

5. Professional (Errors and Omissions) Insurance- For Professional Services and all Design/Build Projects with limits of liability of not less than $3,000,000 per occurrence or claim a $3,000,000 policy aggregate. Such policy shall also include coverage for losses arising from the breach of information security or cyber liability (including Errors & Omissions, Security and Privacy Liability, and Media Liability), whether combined with the Professional Liability policy or placed as a separate policy but carrying the same limits of liability. Such coverage shall insure damage, injury, and loss caused by error, omission, or negligent acts, including all prior acts without limitation, related to the professional services to be provided under this Contract. The policy shall be amended to include independent contractors providing professional services on behalf of and or at the direction of the Contractor. The definition of Contractual Liability shall be amended to state that liability under a contract of professional services is covered. Further, coverage shall be afforded for fraudulent acts, misappropriation of trade secrets, internet professional services, computer attacks, personal injury, regulatory actions, wrongful acts, contractual liability, privacy policy, and insured versus insured. The Contractor shall ensure that coverage under this policy continues for thirty-six (36) months after completion of services.

A copy of these endorsements shall be provided to the City.

Certificates of Insurance showing that such coverage is in force shall be filed under this Contract by the Contractor to the City and is a pre-requisite to this contract. Failure to provide insurance within (10) days of award makes any contract award voidable by the City.

The obligations for the Contractor to procure and maintain insurance shall not be construed to waive or restrict other obligations and it is understood that insurance in no way limits the liability of the Contractor whether the same is covered by insurance.

Certificate Holder should read:
The City of Stockbridge
4640 n. Henry Blvd.
Stockbridge, Ga. 30281

END OF SECTION

REFERENCE VERIFICATION FORM

SOLICITATION NUMBER: RFP NO. 2024-0005

SOLICITATION TITLE: JANITORIAL MAINTENANCE SERVICES

Proposing Firm : (List name exactly as provided in proposal)

_____

Date of Verification:

_____

Reference Organization:

_____

Project Verified (Include Project Name/Title and a brief description of Project):

_____

Person Contacted:

_____

Title of Contact:

_____

Telephone Number including extension:

_____

Email Address:

_____

Questions: Yes/No

1. **Were you satisfied with the Company/Organization's overall performance? _____**
2. Did the firm adhere to the scope of work and bid requirement? _____
3. Did the firm provide deliverables as agreed upon? _____
4. Would you engage this firm again? _____

Additional comments provided by Proposer's contact:

_____

_____

_____

Signature & Date: _____

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City of Stockbridge
Department of Finance
Division of Procurement

REQUEST FOR PROPOSALS
GENERAL TERMS AND CONDITIONS

The following provisions are hereby made a part of this Request for Proposal ("RFP"). Any contract or purchase order awarded from this request shall be governed by these General Terms and Conditions. By submission of your responses to this RFP, the vendor agrees to furnish the product(s) and/or service(s) pursuant to these conditions.

1. **GENERAL.** These provisions are standard for all City contracts. The City may delete or modify any of these standard provisions for a particular contract or purchase order by indicating a change in the special instructions or provisions. **Any vendor accepting a purchase order award as the result of this request agrees that the provisions included within this Request for Proposal shall prevail over any conflicting provision within any standard form contract of the vendor.**

2. **METHOD OF SOURCE SELECTION.** This procurement is being conducted in accordance with all applicable provisions of the City of Stockbridge Municipal Code and the specific method of source selection for the services required in this solicitation is Competitive Sealed Bidding and Competitive Sealed Proposals.

3. **SUBMISSION OF RESPONSES.** One (1) clearly marked "original" plus five (5) clearly marked individual copies must be received and stamped in by the Procurement Division no later than 2:00 PM (EST) on Thursday, May 23, 2024. Any/all responses received **after** said time and date will not be considered and returned to the submitter.

4. **STATE OF GEORGIA IMMIGRATION REQUIREMENT.** effective July 1, 2013, State law requires that all contracts for the physical performance of services for all labor or service contract(s) that exceed $2,499.99 (except for services performed by an individual who is licensed pursuant to Title 26, Title 43, or the State Bar of Georgia) must comply with the Illegal Immigration Reform and Enforcement Act. The City cannot enter a contract for the physical performance of services unless the contractor has registered with, is authorized to use, and uses the federal work authorization program commonly known as E-Verify.

   Before a proposal for any such services is considered by the City, the proposal shall include a signed, notarized affidavit from the contractor attesting the affiant has registered with, is authorized to use, and uses the federal work authorization program.

5. **AMENDMENTS TO THE REQUEST PROPOSAL.** Any amendment to pricing is valid only if in writing and issued by the City.

6. **ADDENDUM.** Revision to the Request for Proposal issued by the City before receiving bids.

7. **NON-COLLUSION.** Proposer certifies that this proposal is made without prior understanding, agreement, or connection with any other corporation, firm, or person submitting a proposal for the same work, labor, or service to be done or the supplies, materials, or equipment to be furnished and is in all respects fair and without collusion or fraud. The proposer further understands collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards. The proposer agrees to abide by all conditions of this bid and certifies that the person signing is authorized to sign this proposal for the proposer.

8. **CONFLICT OF INTEREST.** Vendor states that no City officer or employee, nor any business entity in which they have an interest: a) Has an interest in the contract awarded; b) Has been employed or retained to solicit or aid in the procuring of the resulting contract; c) Will be employed in the performance of such contract without immediate disclosure of such fact to the City.

9. **BASIS OF AWARD.** The City shall award to the overall lowest responsible and responsive vendor complying with the provisions of the Request for Proposal. The following criteria may be considered by the City in selecting the most advantageous quote: a) Ability to perform the service required within the specified time; b) Conformance to specification; c) The quality of performance in previous contracts; d) Financial ability to perform the contract; e) Item pricing; f) vendor references. The City reserves the right to cancel the solicitation and to reject any or all quotes in whole or in part and is not bound to accept any quote if rejection of that quote is determined to be contrary to the best interest of the City.

10. **SAMPLES.** Samples of items, when required, must be furnished free of expense to the City and upon request, be returned to the proposer at the proposer's expense. Samples of selected items may be retained for comparison purposes.

11. **NEW.** All items bid must be new. Used, rebuilt, and refurbished items will not be considered unless specifically authorized by the city in the written specifications.

12. **BRAND NAME SPECIFICATIONS AND APPROVED EQUIVALENTS.** Unless otherwise specified, manufacturer's names, trade names, brand names, information, and/or catalog numbers listed in the specifications are intended only to identify the quality and characteristics desired. They are not intended to limit competition. The proposer may offer any equivalent product which meets or exceeds the specifications. If quotations are based on equivalent products, the quote must: a) Indicate the alternate manufacturer's name and catalog number; b) Include complete descriptive literature and/or specifications; c) Include proof that the proposed equivalent will meet the specifications. The City reserves the right to be the sole judge of what is equal and acceptable to meet its needs in all respects. If Bidder fails to name a substitute, goods identical to the published standard must be furnished.

13. **INDEMNIFICATION.** Contractor/Vendor hereby agrees to release, indemnify, defend, and hold harmless the City, it's Commissioners, officers, employees, subcontractors, successors, assigns, and agents from and against any and all losses (including death), claims, damages, liabilities, costs and expenses (including but not limited to all actions, proceedings, or investigations in respect thereof and any outcome of any such action, proceeding, or investigation), caused by, relating to, based upon or arising out of any act or omission by contractor, it's directors, officers, employees, subcontractors, successors, assigns or agents, or otherwise in connection with its acceptance, of the performance, or nonperformance, of its obligations under this agreements.
14. **TAXES.** The City of Stockbridge is exempt from the State of Georgia sales tax and exemption certificate will be furnished upon request.

15. **DELIVERY.** All prices must be FOB Destination, unloaded inside, and assembled unless otherwise indicated.

16. **RIGHTS AND REMEDIES OF CITY FOR DEFAULT.** If any item furnished by the proposer fails to conform to specifications, or the sample submitted by the proposer, the City may reject it. Upon rejection, the proposer must promptly reclaim and remove such item without expense to the City and shall immediately replace all such rejected items with others conforming to such specifications and samples. If the proposer fails to do so, the City has the right to purchase in the open market a corresponding quantity of any such items and to deduct from any monies due the proposer the difference between the prices named in the purchase order and the actual cost to the City. If the proposer fails to make prompt delivery of any item, the City has the right to purchase such item in the open market and to deduct from any monies due the Vendor the difference between the prices named in the purchase order and the actual replacement cost to the City. The rights and remedies of the City identified above are in addition to any other rights and remedies provided by law or under the purchase order or any contract or agreement with the City.

17. **INVOICES AND PAYMENT TERMS.** All invoices must include the purchase order number or master agreement number. Failure to comply may result in delayed payments. The City payment terms are Net 30 days unless a cash discount is allowed for payment within not less than twenty (20) days. The payment term shall begin on the date the merchandise is inspected, delivered, and accepted by the City and the correct invoice is received in the office specified on the purchase order.

18. **INVOICES AND PAYMENT TERMS.** All invoices must include the purchase order number or master agreement number. Failure to comply may result in delayed payments. The City payment terms are Net 30 days unless a cash discount is allowed for payment within not less than twenty (20) days. The payment term shall begin on the date the merchandise is inspected, delivered, and accepted by the City and the correct invoice is received by Accounts Payable.

Submittal of Invoices: Invoices shall be submitted as follows:

Via Mail:
City of Stockbridge
4640 N. Henry Boulevard
Stockbridge, Georgia 30281
Attn: Finance Department – Accounts Payable

OR

Via Email :

Email: accountspayable@Stockbridgega.org

At a minimum, original invoices must reference all the following information:

1) Vendor Information
    a. Vendor Name
    b. Vendor Address
    c. Vendor Code
    d. Vendor Contact Information
    e. Remittance Address

2) Invoice Details
    a. Invoice Date
    b. Invoice Number (uniquely numbered, no duplicates)
    c. Purchase Order Reference Number
    d. Date(s) of Services Performed
    e. Itemization of Services Provided/Commodity Units

3) City of Stockbridge Department Information (needed for invoice approval)
    a. Department Name
    b. Department Representative Name

19. **LEGAL REQUIREMENTS.** Federal, State, County and local ordinances, rules and regulations, and policies shall govern development, submittal and evaluation of Proposal and disputes about quotes. Lack of knowledge by any Vendor about applicable law is not a defense.

20. **ASSIGNMENT.** Any purchase order awarded shall not be assignable by the Proposer without the City's written approval and shall not become an asset in any bankruptcy, receivership, or guardianship proceedings.

21. **REJECTION OF BID or PROPOSAL.** Proposals may be considered irregular and may be rejected if they show omissions, alternations of form, additions not called for, conditions, limitations, unauthorized alternate bids, or other irregularities of any kind. The City reserves the right to waive minor technicalities or irregularities of bid or proposal.

22. **TERMINATION.** In the event any of the provisions of the purchase order or contract are violated, the City may serve written notice of its intention to terminate the purchase order or contract. Such notice will state the reason(s) for such intention, and unless within ten (10) days after serving notice upon the contractor, such violation has ceased and satisfactory arrangements for correction made, the purchase order or contract shall, upon expiration of ten (10) days, be terminated. Further, the City reserves the right to terminate for its convenience any purchase order or contract in whole or in part upon giving thirty (30) days prior written notice to the other party.

23. **DEBARMENT.** If a Proposer or Contractor is presently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from doing business with any government agency which prohibits your firm from participating in any procurement, the Proposer must provide the City with that information as part of its response to this solicitation. Failure to fully and truthfully provide the information required may result in the disqualification of your bid from consideration or termination of the purchase order or contract, once awarded.

24. **RIGHT TO PROTEST.** Any actual bidder that has submitted a proposal for a particular procurement and is aggrieved in connection with the solicitation or award of the contract shall protest in writing to the purchasing agent after the date that the specific bid or proposal is submitted. No protest will be accepted or considered prior to the date the specific bid or proposal is submitted; it will be considered untimely. All protests shall set forth in full detail the factual and legal bases for the protest and specific relief sought by the protestor. Protests arising from factual or legal bases that the protestor knew or should have known prior to the submission of the bid/proposal must be submitted within three business days of the submission of the bid/proposal. Protests arising from factual or legal bases that the protestor knew or should have known subsequent to the date the bid/proposal was submitted must be submitted within ten business days after the protestor knew or should have known of such bases, but in no event shall any protest

be submitted more than ten business days after the award of the contract. Untimely protests will not be considered by the purchasing agent and will be simply denied as untimely. Decisions on timeliness by the purchasing agent are not appealable.

25. **BINDING AUTHORITY.** The individual submitting this Proposal must have binding authority to submit contracts on behalf of the responding company. By submitting a response, the vendor agrees that their quote is an offer to sell or provide service. All bidders shall comply with all City of Stockbridge purchasing laws, policies, and procedures, as well as relevant state and federal laws, including compliance with EEOC hiring guidelines and requirements under the Americans with Disabilities Act.

END OF SECTION

REQUIRED
FORMS AND DOCUMENTS

APPENDIX B

Contract Agreement

This Contract Agreement made and entered into this_____day of _____in the year 2024 (the "Agreement"); by and between The City of Stockbridge, Georgia (the "City"), having its principal place of business at 4640 North Henry Boulevard, Stockbridge, Georgia 30281 and _____ (the "Contractor").

WHEREAS, the City has caused the Request for Bid/Proposal (RFB/RFP) to be issued soliciting bids/proposals from qualified firms to furnish all items, labor services, materials and appurtenances called by them in accordance with the RFP No. 2024-0005; and

WHEREAS, the Contractor submitted a proposal in response to the RFP; and

WHEREAS, the Contractor's proposal was deemed by the City to be the most advantageous to the City;

NOW, THEREFORE, for and in consideration of the mutual covenants and promises contained herein, the receipt and sufficiency of which being hereby acknowledged by the parties, the parties agree as follows

1.0 **SCOPE OF WORK**

In accordance with Stockbridge's Janitorial Maintenance Services project, the Contractor shall furnish all materials, equipment and labor to provide the services described in the RFP to the specifications as directed in the RFB/RFP and pursuant to the terms of this Agreement, including all incidentals as directed by the City's Public Works Department and the City Manager or his/her representative.

The services shall be performed in a prompt and professional manner in accordance with the standards of the profession.

The scope of services for this Agreement consists of the following listed under the proposal, to include janitorial services for the City of Stockbridge's nine (9) locations which are listed within this proposal from a certified, bonded Contractor.

2.0 **PAYMENT**

The City shall pay and the Contractor shall receive the prices stipulated in the bid/proposal hereto attached as full compensation for everything furnished and done by the Contractor under this Agreement, which shall in no event exceed **$_____** based on the bid/proposal which sum shall be paid in the manner and terms specified in the Agreement. Before issuance of certificate of payment, if the Contractor has not submitted evidence satisfactory to the City that all payrolls, materials bills, and other indebtedness connected with the Project have been paid, the City may withhold, in addition to the retained percentages, such amount or amounts as may be necessary to pay just claims for labor and services rendered and materials in and about the work on the Project (the "Work"), and such amount or amounts withheld or retained may be applied by the City to the payment of such just claims.

Retainage. The City shall withhold from each progress payment an amount equal to ten percent (10%) of such payment, which shall be held by the City as retainage (the "Retainage"). The Contractor shall not be entitled to any interest payment by the City on the Retainage. The Retainage shall be paid to the Contractor upon satisfactory completion of the Project including all punch list items.

Payment will be made by the City within thirty (30) days of receipt of an accurate invoice by the Finance Department. To ensure prompt and accurate payment all invoices must accompany a purchase order number provided by the City.

2.1 **Term**

This Agreement shall be effective upon its execution (the "Effective Date") The initial term of this Contract shall be through December 31, 2024. This Contract shall terminate absolutely and without further obligation on the part of the City on December 31, 2024, and each December 31 of each succeeding and renewed year, as required by O.C.G.A. §36-60-13, as amended, unless terminated earlier in accordance with the provisions of this Contract.

This Contract may be renewed for four (4) additional twelve-month terms, upon the same terms and conditions, as provided for in this Contract, unless terminated by the City, by notice to service provider or termination and non-renewal by December 31 of the Contract year.

If the Project has not been completed by (_____), this Agreement shall automatically renew for an additional one year or part of the year necessary to conclude the Project unless the City chooses to terminate this Agreement pursuant to the provisions of this Agreement by giving seven (7) days written notice to the Contractor. There are ninety (30) calendar days scheduled for Project duration.

The Contractor shall substantially complete all Work within Three Hundred (300) calendar days of the City's Notice to Proceed. Should the Contractor fail to substantially complete the Work per the specified schedule, the Contractor shall pay the City liquidated damages of $500.00 per calendar day for each consecutive calendar day until the Project is complete: which sum is agreed upon as a reasonable and proper measure of damages which the City will sustain per diem by failure of the Contractor to complete the Work within the time as stipulated; it being recognized by the City and the Contractor that the injury to the City which could result from a failure of the Contractor to complete on schedule is uncertain and cannot be computed exactly. In no way shall costs for liquidated damages be construed as a penalty on the Contractor. The Contractor shall not be entitled to any compensation should the Contractor finish early.

2.2 **Change Orders**

Written approval shall be obtained by the Contractor for all change orders or contingency items prior to the start of any work.

2.3 **Final Acceptance**

Upon completion of all Work items in the Project, the Contractor shall cause a formal inspection of the Project to be made and provide a written report to the City notifying the City that the Project is ready for inspection. Notification to the City shall include a copy of the Contractor's report. The City's engineer shall then review the Project. Should the entire Work appear to be complete and in conformance with the standards, the City's engineer will issue a certificate that the Work has been completed and is ready for acceptance by the City. The City's engineer's certificate of completion will be presented for consideration of the City Council at the first regular Council meeting after actual Project completion. If the Work does not entirely meet requirements of the standards at the time of inspection, the City's engineer will advise the City of items which require completion or correction. After completing or correcting deficiencies noted by the City's engineer together with any additional deficiencies which appear, the City shall repeat the inspection and completion process until the entire Project at the time of inspection shall appear to be in conformance with the standards. In the event that any Work is damaged or discovered to be deficient after an initial inspection but prior to final acceptance, such Work shall have been completed or corrected a the time of final acceptance, but this requirement shall not extend to repair of Work damaged by the City.

Upon satisfactory completion of any discrepancies noted during this inspection, the twelve-month maintenance period will begin for the Project. During the maintenance period, the _____ will be responsible for all maintenance and operating costs including utility charges for power.

At the end of the twelve (12) months, the City will reinspect the entire Project. When all discrepancies have been corrected, the City will issue an acceptance letter and will begin perpetual maintenance of the Project. Further, upon acceptance, the City will begin being responsible for any maintenance outside of any agreed upon warranties..

3.0 **INDEPENDENT CONTRACTOR**

3.1 The Contractor shall be an independent contractor. The Contractor is not an employee, agent or representative of the City. The Contractor shall obtain and maintain, at the Contractor's expense, all permits, licenses or approvals that may be necessary for the performance of the services. The Contractor shall furnish copies of all such permits, licenses or approvals to the City Representative at the time of executing the Agreement.

3.2 Neither the City nor the Contractor has the authority to bind the other to any third person or otherwise to act in any way as the representative of the other, unless otherwise expressly agreed to in writing signed by both parties hereto. The Contractor agrees not to represent itself as the City's agent for any purpose to any party or to allow any employee of the Contractor to do so, unless specifically authorized, in advance and in writing, to do so, and then only for the limited purpose stated in such authorization. The Contractor shall assume full liability for any contracts or agreements the Contractor enters into on behalf of the City without the express knowledge and prior written consent of the City.

4.0 INDEMNIFICATION

The Service Provider agrees to indemnify the City (including elected officials and employees) and hold the City harmless from and against any and all claims, liabilities, damages, losses, costs or expenses, including, without limitation, reasonable attorney's fees arising out of or related to: (a) a breach of the contract by Service Provider or (b) the performance of this Contract, whether by Service Provider, a subcontractor, or anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, liability, damage, loss, cost or expense is caused by the gross negligence or willful misconduct of a party indemnified hereunder. Service Provider's indemnification obligation shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for Service Provider or subcontractor under any insurance required by the contract, including workers' compensation acts, disability benefit acts, other employee benefit acts, or any other insurance. Service Provider shall not settle or compromise any indemnifiable claims hereunder without the prior written consent of the City. The City cannot and does not agree to indemnify, hold harmless, exonerate or assume the defense of Service Provider or any other person or entity whatsoever, for any purpose whatsoever.

.

5.0 INSURANCE

The Contractor shall, at its own cost and expense, obtain and maintain workers' compensation and commercial general liability insurance coverage covering the period of this Agreement, such insurance to be obtained from a responsible insurance company acceptable to the City and legally licensed and authorized to transact business in the State of Georgia. Any such insurance shall be in force on the date of execution of the Agreement and shall remain continuously in force for the duration of the Agreement.

The Contractor and its sub-Contractors shall secure and maintain the following insurance as itemized below:

5.1.1 Workers' Compensation Insurance

Workers' Compensation insurance shall meet the statutory obligations with Coverage B- Employers Liability limits of at least $100,000 each accident, $5,00,000 disease-policy limit and $100,000 disease each employee.

5.1.2 Commercial General Liability Insurance

Commercial General Liability insurance shall be at the limits of at least $1,000,000 general aggregate, $1,000,000 personal and advertising injury, $1,000,000 each occurrence, $50,000 fire damage and $1,000 medical expense any one person. The policy shall be on an "occurrence "basis shall include contractual liability coverage and the City shall be named an additional insured. The insurance shall include up to

$10,000 expenses to extract pollutants from land or water at the" premises" if the discharge, dispersal, seepage, migration, release, escape or emission of the pollutants is caused by or results from a covered cause of loss.

5.1.3 **Commercial Automobile Liability Insurance**

Commercial Automobile Liability insurance covering all owned, non-owned and hired automobiles with limits of at least $1,000,000 per accident. This insurance shall include a cause of loss where there is a spill of fuels and lubricants used in the vehicle for its operation.

5.1.4 **Professional Liability Insurance or Errors & Omissions Insurance**

The Contractor shall maintain Professional Liability (Errors & Omissions) Insurance with coverage and limits no less than $1,000,000 each occurrence and $1,000,000 annual aggregate, in the event a contractor is performing design, engineering or other professional services.:

The insurance policy must provide the protection stated for three (3) years after completion of the Work. Acceptance of the insurance by the City shall not relieve, limit or decrease the liability of the Contractor. Any policy deductibles or retention shall be the responsibility of the Contractor. The Contractor shall control any special or unusual hazards and be responsible for any damages that results from those hazards.

The City does not represent that the insurance requirements are sufficient to protect the Contractor's interest or provide adequate coverage. Evidence of coverage is to be provided on a City-approved Insurance Certificate. If the policy is canceled, not renewed or materially changed, Contractor must provide notice to the City no more than thirty (30) days after the date of such cancellation, non-renewal or change.

The Contractor shall require any of its Sub-Contractors, if sub-contracting is allowable under this Agreement, to comply with these provisions.

5.2 **Performance Bond**

The Contractor shall furnish a surety bond for performance of this Agreement. Said surety bond shall be in the amount of 100% of the Agreement price.

The premium for the bond (s) described above shall be paid by the Contractor. A certificate from surety showing the bond premiums are paid in full shall accompany the bond.

The surety on the bond shall be a duly authorized corporate surety company approved to do business in the State of Georgia.

5.3 **Accounting Standards**

The Contractor agrees to maintain the necessary source documentation and enforce sufficient internal controls as dictated by Generally Accepted Accounting Principles (GAAP) to properly account for expenses incurred under this Agreement.

5.4 **Retention of Records**

The Contractor shall retain all records pertinent to expenditures incurred under this Agreement for a period of three (3) years after the resolution of all audit findings. Records for non-expendable property acquired with funds under this Agreement shall be retained for three (3) years after final disposition of such property.

6.0 TERMINATION

6.1 TERMINATION FOR CAUSE:

The City may terminate this Contract for cause upon ten (10) days prior written notice to the Service Provider of the Service Provider's default in the performance of any term of this Contract. Such termination shall be without prejudice to any City's rights or remedies provided by law.

6.2 TERMINATION FOR CONVENIENCE:

The City may terminate this Contract for its convenience at any time upon (30) days written notice to the Service Provider. In the event of the City's termination of this Contract for convenience, the Service Provider will be paid for those services actually performed. Partially completed performance of the Contract will be compensated based upon a signed statement of completion to be submitted by the Service Provider who shall itemize each element of performance.

6.3 TERMINATION FOR FUND APPROPRIATION:

The City may unilaterally terminate this Contract due to lack of funding at any time by written notice to the Service Provider. In the event of the City's termination of this Contract for fund appropriation, the Service Provider will be paid for those services actually performed. Partially completed performance of the Contract will be compensated based upon a signed statement of completion to be submitted by the Service Provider which shall itemize each element of performance.

7.0 INCLUSION OF DOCUMENTS

The Agreement, any amendments thereto, the RFP, and the Contractor's Bid/Proposal submitted in response thereto, including any best and final offer, are incorporated in this Agreement by reference and form an integral part of this Agreement. In the event of a conflict in language between this Agreement and the foregoing documents incorporated herein, the provisions and requirements set forth in this Agreement shall govern. In the event of a conflict between the language of the RFP, as amended, and the Contractor's Proposal, the language in the former shall govern.

8.0 COMPLIANCE WITH ALL LAWS AND LICENSES

The Contractor must obtain all necessary licenses and comply with local, state and federal requirements. The Contractor shall comply with all laws, rules and

regulations of any governmental entity pertaining to its performance under this Agreement.

8.1 **Federal Requirements**

8.1.1 **Federal Compliance Regulations**

The City of Stockbridge has incorporated, or caused to be incorporated, into this Agreement the following Equal Employment Opportunity clauses:

"During the performance of this Agreement, the contractor agrees as follows:

(1) The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, or handicapping condition. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated fairly and equally during employment without regard to their race, religion, color, sex, national origin, or handicapping condition. Such action shall include but not be limited to, the following: employment, upgrading; demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provision of this nondiscrimination clause.

(2) The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor; state that all qualified applicants will receive consideration for employment without regard to race, religion, color, sex, national origin, or handicapping condition.

(3) The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the Contractor's commitments under Section 202 of Executive Order 11246, as amended (3 CFR 169 (1979)), and shall post copies of notices in conspicuous places available to employees and applicants for employment.

(4) The Contractor will comply with all provisions of Executive Order 11246, as amended, and the rules, regulations, and relevant orders of the Secretary of Labor.

(5) The Contractor will furnish all information and reports required by Executive Order 11246, as amended, and by rules,

regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.

(6) In the event of the Contractor's noncompliance with the nondiscrimination clauses of this Agreement or with any of such rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246, as amended, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246, as amended, or by rules, regulations, or orders of the Secretary of Labor, or as otherwise provided by law.

(7) The Contractor will include the provisions of Paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246, as amended, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the contracting agency may direct as a means of enforcing such provisions, including sanctions for noncompliance; provided, however, that in the event the Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Contracting agency, the Contractor may request the United States to enter into such litigation to protect the interests of the United States."

9.0 ASSIGNMENT

The Contractor shall not assign or subcontract the whole or any part of this Agreement without the City's prior written consent.

10.0 AMENDMENTS IN WRITING

No amendments to this Agreement shall be effective unless it is in writing and signed by duly authorized representatives of the parties.

11.0 DRUG-FREE AND SMOKE-FREE WORK PLACE

11.1 A drug-free and smoke-free work place will be provided for the Contractor's employees during the performance of this Agreement; and

11.2 The Contractor will secure from any subcontractor hired to work in a drug-free and smoke-free work place a written certification so stating and in accordance with

Paragraph (7), subsection (b) of the Official Code of Georgia Annotated Section 50-24-3.

11.3 The Contractor may be suspended, terminated, or debarred if it is determined that:

11.3.1 The Contractor has made false certification herein; or

11.3.2 The Contractor has violated such certification by failure to carry out the requirements of Official Code of Georgia Annotated Section 50-24-3.

12.0 WORK AUTHORIZATION PROGRAM

Exhibit "A" is hereby incorporated into this Agreement and made a part hereto. Exhibit "A" enables all parties to be in compliance with O.C.G.A. § 13-10-91 as it pertains to statutorily-required verification of employees.

13.0 GOVERNING LAW AND VENUE

This Agreement shall be governed in all respects by the laws of the State of Georgia. Any disputes that arise under this Agreement shall be subject to the jurisdiction of the courts of Henry County, Georgia or the Northern District of Georgia, as applicable.

14.0 MISCELLANEOUS PROVISIONS

A. It is understood and agreed by and between the City and the Contractor that, on account of breach or default by either party of any of their obligations hereunder, it shall become necessary for the other party to employ and/or consult with an attorney to give advice, or to enforce or demand any of either party's rights or remedies hereunder, then, and in any such event, the defaulting or breaching party shall pay all attorney's fees, court costs and other expenses occasioned by such default(s) or breach(es).

B. All notices from Contractor to the City shall be served on or sent to the City at the following address:

City of Stockbridge
Attn: Procurement Department
4640 North Henry Boulevard
Stockbridge, Georgia 30281-3651

With a copy to:

City of Stockbridge
Attn: City Attorney
4640 North Henry Boulevard
Stockbridge, Georgia 30281-3651

All notices from the City to the Contractor shall be served on or sent to Contractor at its registered office and at the following contact format:

Name:	
Address:	
City, State &Zip	
Telephone Number:	

C. Force Majeure. Neither party hereto shall be liable to the other party for any nonperformance, in whole or in part, of its obligations under this Agreement caused by the occurrence of any contingencies beyond the control of the parties, including but not limited to the weather (including but not limited to rain, showers, hurricanes, floods), declared or undeclared war, sabotage, insurrection, riot or other acts of civil disobedience, acts of a public enemy acts of governments or agencies affecting the terms of this Agreement, strikes, labor disputes, acts of third parties not within the control of the party whose performance is affected, shortages of fuel, failures of power, accidents, fires, explosions, hurricanes, storms, floods, or other acts of GOD. In the event that any such contingencies occur, the party whose performance is affected shall have a reasonable time in which to resume performance and such party's nonperformance shall not constitute a default. Notwithstanding the foregoing, if the non-performing party is unable to resume full performance despite reasonable attempts to do so, the other party shall have the right to terminate this Agreement pursuant to the provisions of Paragraph 4 above.

15.0 **ENTIRE AGREEMENT**

This Agreement constitutes the entire agreement between the parties with respect to the subject matter contained herein; all prior agreements, representations, statement, negotiations, and undertakings are suspended hereby. Neither party has relied on any representation, promise, nor inducement not contained herein.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed by their duly authorized officers as of the day and year set forth next to each signature.

MAYOR AND COUNCIL FOR
THE CITY OF STOCKBRIDGE

(SEAL)

By:_____
ANTHONY S. FORD, Mayor

ATTEST:

_____
VANESSA HOLIDAY, City Clerk

Approved as to form:

_____
City Attorney

CONTRACTOR

(SEAL)

By:_____

_____, _____
ATTEST:

_____
_____, _____

[THIS SPACE INTENTIONALLY LEFT BLANK]

EXHIBIT A

COUNTY OF HENRY

STATE OF GEORGIA

CONTRACTOR AFFIDAVIT AND AGREEMENT

COMES NOW before me, the undersigned officer duly authorized to administer oaths, the undersigned Contractor, who, after being duly sworn, states as follows:

1.
By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91 and Georgia Department of Labor Rule 300-10-1-.02, stating affirmatively that the individual, firm, or corporation which is contracting with the City of Stockbridge, Georgia, has registered with and is participating in a federal work authorization program* in accordance with the applicability provisions and deadlines established in O.C.G.A. § 13-10-91 and Georgia Department of Labor Rule 300-10-1-.02.

2.
The undersigned Contractor further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to the contract with the City of Stockbridge, Georgia, of which this affidavit is a part, the undersigned Contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. § 13-10-91 and Georgia Department of Labor Rule 300-10-1-.02 through the subcontractor's execution of the subcontractor affidavit required by the Georgia Department of Labor Rule 300-10-1-.08 or a substantially similar subcontractor affidavit. A sample of a subcontractor affidavit is attached hereto as Attachment 1. The undersigned contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the City of Stockbridge, Georgia, at the time the subcontractor(s) is retained to perform such service.

_____
EEV / Basic Pilot Program User Identification Number

FURTHER AFFIANT SAYETH NOT.

* Any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any other equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603. As of the effective date of O.C.G.A. § 13-10-91, the applicable federal work authorization program is the "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).

_____ _____
BY: Authorized Officer or Agent Date

_____
Contractor Name

_____
Title of Authorized Officer or Agent of Contractor

_____
Printed Name of Authorized Officer or Agent

Sworn to and subscribed before me
This _____ day of _____, 20___

_____
Notary Public

My commission expires: _____

EXHIBIT B

COUNTY OF HENRY

STATE OF GEORGIA

SUBCONTRACTOR AFFIDAVIT

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 (name of public employer) has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

_____
EEV / Basic Pilot Program* User Identification Number

_____ _____
BY: Authorized Officer or Agent Date
(Subcontractor Name)

_____
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:

_____

* As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "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).

EXHIBIT C

AFFIDAVIT OF NON-DEBARRED STATUS

The Proposer certifies that neither it nor its subcontractors is presently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from doing business with any government agency. Any such exclusion may cause prohibition of your firm from participating in any procurement by the City of Stockbridge.

If the Bidder is unable to certify to any of the statements in this certification, such Proposer or subcontractor shall attach an explanation to this Proposal.

INSTRUCTIONS FOR CERTIFICATION

By signing and submitting this certification, the Proposer is providing the certification set out below:

> The certification in this clause is a material representation of fact upon which reliance will be placed. If it is later determined that the prospective Contractor knowingly rendered a false certifications. The Purchasing Agent may pursue all available remedies, including suspension and/or debarment, for withdrawal of award or termination of a contract.
>
> The prospective Contractor shall provide immediate written notice to the Purchasing Agent if at any time the Proposer learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
>
> The Proposer shall be under a continuing duty immediately inform the Purchasing Agent in writing of any changes, if as a result of such changes, the Proposer certification regarding debarment is affected.

Failure to fully and truthfully provide the information required, may result in the disqualification of your Proposal from consideration or termination of the Contract, once awarded. This document must be completed and included as part of the Contract along with other required documents.

Under penalty of perjury, I declare that I have examined this certification and all attachments hereto if applicable, to the best of my knowledge and belief, and all statements contained hereto are true, correct, and complete.

On this _____ day of _____, 2024.

_____ _____
(Legal Name of Proposer) (Date)

_____ _____
(Signature of Authorized Representative) (Date)

_____
(Title)

Sworn to and subscribed before me

This _____ day of _____, 2024.

_____
Notary Public

My commission expires: _____

EXHIBIT D

PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS THAT WE _____ (hereinafter called the "Principal") and _____ (hereinafter called the "Surety") are held and firmly bound unto the City of Stockbridge (hereinafter known as the "City"), for the use of said oblige and all persons doing work or furnishing skill, tools, machinery, supplies, or material under or for the purposed of the Contract hereinafter referred to, in the full and just sum of $_____ in lawful money of the United States of America, to be paid to said City, its successors, and assigns to which payment well and truly to made we bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severely, firmly by these presents.

WHEREAS, the above bound Principal has entered into a contract or contracts with the said City, bearing date of _____, 2024, for furnishing material, labor and equipment for:

WHEREAS, it was one of the conditions of the award by said City pursuant to which said Contract was entered into, that these presents shall be executed.

NOW, THEREFORE, the conditions of this obligation are such that if the above bound Principal shall in all respects fully comply with the terms and conditions of said Contract and this obligation there under, including the Specifications and Proposal, therein provided for, and including one-year guarantee period from date of damages, injury or loss, to which the said City may be subjected by reason of any wrongdoing, misconduct by Principal's agents, or employees, in the execution of performance of said Contract, and shall promptly pay all just claims for damages or injury to property and for all work done, or skills, tools, and machinery, supplies, labor, and materials furnished and debts incurred by said Principal about the construction or improvement contracted for this obligation to be void; otherwise, in full force and effect.

And the said Surety to this Bond, for value received, hereby stipulates and agrees that no change, extensions of time, alterations, or additions to the terms of the Contract or to the Work to be performed there under or the Specifications accompanying same shall in any wise affect its obligation on this bond, and it does hereby waive notice of any such change, extension of time, alterations, or additions to the terms of the Contract or to the Work or the Specifications.

This Bond shall be for the use of all persons doing Work or furnishing skill, tools, machinery, or materials under or for the purpose of this Contract, in accordance with the provisions of the Official Code of the State of Georgia, as amended, and is intended to be and shall be construed to be a bond in compliance with the requirements thereof.

The life of this Bond extends through the life of the Contract including the sixty-day maintenance period, and until one year after the final acceptance of the Work by the City.

IN TESTIMONY THEREOF, the Principal and Surety have caused these presents to be duly signed and scaled in duplicate, this _____ day of _____ 2024.

CONTRACTOR
(Company Name)

Attest: _____ By: _____ (Seal)

Title: _____ Title: _____

SURETY

Attest: _____ By: _____ (Seal)

Title: _____ Title: _____

By: _____

_____
(Local Agent's Signature)

_____
(Name – Printed)

_____
(Company Name)

_____
(Address)

_____

EXHIBIT E

PAYMENT BOND

KNOW ALL MEN BY THESE PRESENTS, THAT WE _____ (hereinafter called the "Principal") and _____ (hereinafter called the "Surety") are held and firmly bound unto the City of Stockbridge (hereinafter known as the "City"), in full sum of $_____ for the use and protection of said City and all subcontractors and all persons in the Contract hereinafter referred to, for the payment of which well and truly to be made we bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally by these presents.

WHEREAS, the above bound Principal has entered into a Contract with the said City, bearing date of _____, for furnishing material, labor and equipment.

WHEREAS, it was one of the conditions of the award by the City pursuant to which said Contract was entered into, that these presents shall be executed.

NOW, THEREFORE, the conditions of this obligation are such that if the above bound Principal shall promptly pay all subcontractors and all other persons supplying labor, materials, machinery, and equipment furnished for the performance of the Work provided for by said Contract, and such alterations or additions as may be made therein or in the Plans and Specifications, then this bond to be void, otherwise, in full force and effect, and

The Surety to this bond, for value received, agrees that no change, extensions of time, alterations or additions to the terms of the Contract or the Work to be performed there under the Specifications accompanying the same shall in any way affect its obligations on this bond, and alterations or additions to the terms of the Contract or the Work or to the Specification. It is agreed that this bond is executed pursuant to an in accordance with the provisions of the Official Code of the State of Georgia, as amended, and is intended to be and shall be construed to be a bond in compliance with the requirements thereof.

IN WITNESS WHEREOF, the Principal and Surety have caused these presents to be duly signed and sealed in duplicate, this _____ day of _____, 2024.

CONTRACTOR
(Company Name)

Attest: _____ By: _____ (Seal)

Title: _____ Title: _____

SURETY

Attest: _____ By: _____ (Seal)

Title: _____ Title: _____

By: _____

_____
(Local Agent's Signature)

_____
(Name – Printed)

_____
(Company Name)

_____
(Address)

_____

EXHIBIT F

NON-COLLUSION BIDDING CERTIFICATE

This form must be signed and returned with Proposal or Proposal may be deemed non-responsive.

By submission of this certificate, each Proposer and each person signing on behalf of any Proposer certifies under penalty of perjury, that to the best of its knowledge and belief:

1. The cost of prices to be negotiated shall have been arrived at independently without collusion, consultation, communication, or agreement, for any purpose of restricting competition as to any matter relating to such costs or prices with any other Proposer or with any competitor.

2. Unless otherwise required by law, the cost or prices to be negotiated have not been knowingly disclosed by the firm prior to the opening of price negotiations, directly or indirectly to any other Proposer or to any competitor, and ,

3. No attempt has been made or will be made by the Proposer to induce any person, partnership, or corporation to submit or not submit a Statement or Qualifications for the purpose or restricting competition.

_____
Signature of Authorized Agent

_____
Name / Title of Authorized Agent

_____
Date

EXHIBIT G

INELIGIBILITY CERTIFICATE

This form must be signed and returned with Proposal or Proposal may be deemed non-responsive.

I hereby certify that I am a principal and duly authorized agent of

_____, and it is also whose address is

_____,

certifies that the Contractor, nor any of its Sub-Contractors to be used in performing this Contract, are listed on the list of Ineligible Contractors maintained by the Comptroller General of the United States.

_____
Signature of Authorized Agent

_____
Name / Title of Authorized Agent

_____
Date

EXHIBIT H

CITY OF STOCKBRIDGE CONFLICT OF INTEREST AND PROHIBITION AGAINST CONTINGENT FEES CERTIFICATION

This form must be signed and returned with Proposal or Proposal may be deemed non-responsive.

I hereby certify that I am a principal and duly authorized agent of

_____, and it is also whose address is

_____,

certifies that to the best of its knowledge there are no circumstances which shall cause a Conflict of Interest in performing service for the City of Stockbridge.

_____
Signature of Authorized Agent

_____
Name / Title of Authorized Agent

_____
Date

EXHIBIT I

PROPOSAL SUBMITTAL LETTER

This form must be signed and returned with Proposal or Proposal may be deemed non-responsive.

The undersigned, _____, hereby submits its Proposal to furnish all labor, materials, equipment, delivered by the undersigned, to the City of Stockbridge, Georgia.

The undersigned acknowledges and agrees that the Proposal submitted by the undersigned shall be binding upon the undersigned and that if the City of Stockbridge, Georgia awards the Contract to the undersigned, the Proposal made by the undersigned and delivered to the City of Stockbridge, Georgia herewith, together with such award, will constitute a legal, valid and binding Contract between the undersigned and the City of Stockbridge, Georgia. The Contract created pursuant to the previous sentence shall incorporate the terms and conditions of the proposal including, but not limited to, the proposed Scope of Work, Solicitation instructions and Conditions, the Contract Provisions, and the Contractor's Cost Proposal, all as described in the proposal.

IN WITNESS WHEREOF, the undersigned has duly executed and delivered this Proposal Submittal Letter this _____ day of _____, 2024.

_____
By

_____
Title

Sworn to and subscribed before me the _____ day of _____, 2024.

Notary Public

_____
My Commission Expires:

_____
Date:

EXHIBIT J

PRIVATE EMPLOYER AFFIDAVIT OF COMPLIANCE PURSUANT TO O.C.G.A. § 36-60-6(d)

By executing this affidavit, the undersigned private employer verifies its compliance with **O.C.G.A. § 36-60-6(d),** stating affirmatively that the individual, firm, or corporation employs more than ten (10) employees and has registered with and utilizes the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established on **O.C.G.A. § 13-10-90.** Furthermore, the undersigned private employer hereby attests that its federal work authorization user identification number and date of authorization are as follows:

_____
Federal Work Authorization User Identification Number

_____
Date of Authorization

_____
Name of Private Employer

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

Executed on _____. _____, 20___ in _____, _____
City **State**

_____
Signature of Authorized Officer or Agent

_____ _____
Printed Name of Officer or Agent Title of Officer or Agent

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

_____
Notary Public
My Commission Expires:

_____

APPENDIX C

COST PROPOSAL

Total Contract Value for ALL Requirements including G & A $_____

*G&A = **all** General and Administrative Costs, Profits, Travel, per Diem, and **ALL** costs associated with this Contract.

Where there is a reference in the RFP to deliverables, submission requirements or other response and contract performance discussions, said discussion may not be all inclusive or all requirements in the RFB/RFP. It is incumbent upon the Contractor to read this entire RFB carefully and respond to, and price, all requirements and ensure "**Total Contract Value for ALL Requirements** "above includes **all requirements**.