



AGENDA WORK SESSION CITY OF STOCKBRIDGE

TUESDAY, JULY 28, 2015 6:00 PM

Mayor & City Council

Tim L. Thompson, Mayor
Alphonso Thomas, Mayor Pro Tem
Robin Buschman, Councilwoman
Anthony S. Ford, Councilman
LaKeisha Gantt, Councilwoman
Regina Lewis Ward, Councilwoman

Administration

Michael Harris, City Manager
Vanessa Holiday, City Clerk
Randi Rainey, Deputy City Clerk
Michael Williams, City Attorney

I. Call to Order

II. Roll Call

Present

Absent

Councilwoman Buschman

Councilwoman Lewis Ward

Mayor Pro Tem Thomas

Mayor Thompson

Councilman Ford

Councilwoman Gantt

III. Invocation

IV. Pledge of Allegiance

V. Adoption of the Agenda

VI. Draft Minutes 4/23/15, 6/8/15, 6/9/15, 6/22/15, 6/23/15, 6/24/15

PRESENTATIONS

Georgia Department of Transportation I-75 South Metro Express Lanes

Presented by: Jill Goldberg- GDOT Communications Manager and Sherl White- I-75 South Project Manager

Stockbridge Citizens Academy Certificates

Presented by: Mayor Thompson and Councilwoman Regina Lewis Ward

OLD BUSINESS

None

NEW BUSINESS

Item #1 – Resolution - Annual Short-Term Work Program and Capital Improvements Element Annual Update

Presented by: Dale Hall, Administration & Community Services Director

Item #2 – Item for Council Consideration – City’s Cleaning Services

Presented by: Dale Hall, Administration & Community Services Director

DISCUSSION AND UPDATES:

Item #3 – 2nd Quarter Budget Report

Presented by: Treasurer, Linda Nabers

Item# 4 –Permit Process and Procedures for Food Vendors

Presented by: DaVida Robinson, Events Sp. and Kira Harris-Braggs, Main Street Mgr.

Item# 5 – Project Updates – LCI, RFP’S, Sign Ordinance, Zoning Code, Feasibility Study, Sidewalks, Annexations

Presented by: Michael Harris, City Manager

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.

CITY MANAGER’S COMMENTS

Michael Harris

COUNCIL’S COMMENTS

Councilwoman Buschman

Councilwoman Lewis Ward

Mayor Pro Tem Thomas

Councilman Ford

Councilwoman Gantt

MAYOR’S COMMENTS

Mayor Thompson

ANNOUNCEMENT OF UPCOMING MEETINGS & EVENTS

All meetings will be held at City Hall unless otherwise noted. Meeting dates and times are subject to change. Please check the city’s website www.cityofstockbridge.com or contact City Hall offices at 770.389-7900 for information.

- City Council Meeting – Monday, August 10, 2015 at 6pm – City Hall Council Chamber 2nd Floor
- Community Relations Committee Meeting – Wednesday, August 12, 2015 6pm – City Hall Levi Meeting Room – Councilman Alphonso Thomas, Committee Chair.
- Public Works Committee Meeting – Wednesday, August 12, 2015 7pm – City Hall Levi Meeting Room – Councilwoman Robin Buschman, Committee Chair.

EXECUTIVE SESSION (Exemptions to the Georgia Open Meetings Act)

- ❑ A. Meeting to discuss or vote to authorize the settlement of a matter covered by the attorney-client privilege as provided in Georgia Code section 50-14-2(1) and 50-14-3(b)(1)(A). The subject discussed was [identify the case or claim discussed but not the substance of the attorney-client discussion].
- ❑ B. Meeting to discuss or vote to authorize negotiations to purchase, dispose of or lease property as provided in Georgia Code section 50-14-3(b)(1)(B).
- ❑ C. Meeting to discuss or vote to authorize the ordering of an appraisal related to the acquisition or disposal of real estate as provided in Georgia Code section 50-14-3(b)(1)(C).
- ❑ D. Meeting to discuss or vote to enter into a contract to purchase, dispose of, or lease property subject to approval in a subsequent public vote as provided in Georgia Code section 50-14-3(b)(1)(D).
- ❑ E. Meeting to discuss or vote to enter into an option to purchase, dispose of, or lease real estate subject to approval in a subsequent public vote as provided in Georgia Code section 50-14-3(b)(1)(E).
- ❑ F. Meeting to discuss or deliberate upon the appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic evaluation or rating of a public officer or employee as provided in Georgia Code section 50-14-3(b)(2).
- ❑ G. Meeting to interview one or more applicants for the position of the executive head of an agency as provided in Georgia Code section 50-14-3(b)(2).
- ❑ H. Pursuant to the attorney-client privilege and as provided by Georgia Code section 50-14-2(1), a meeting otherwise required to be open was closed to the public in order to consult and meet with legal counsel pertaining to pending or potential litigation, settlement, claims, administrative proceedings, or other judicial actions brought or to be brought by or against the agency or any officer or employee or in which the agency or any officer or employee may be directly involved and the matter discussed was [identify the matter but not the substance of the discussion].
- ❑ I. Staff meeting held for investigative purposes under duties or responsibilities imposed by law as provided by Georgia Code section 50-14-3(a) (1).

Motion to Adjourn.

PRESENTATION

GDOT I-75

SOUTH METRO

GEORGIA

EXPRESS LANES

GEORGIA *Express Lanes* I-75 South Metro



PROJECT OVERVIEW

What is the I-75 South Metro Express Lanes Project?

The I-75 South Metro Express Lanes project will add two toll lanes along I-75 south of Atlanta. The project corridor extends 12 miles, from SR 155 / McDonough Road to SR 138 / Stockbridge Hwy. These new lanes will be built within the existing right of way along the I-75 corridor. Widening will take place primarily along the west side of I-75.

The express lanes are designed to improve traffic flow, increase options for motorists, transit and registered vanpool customers, provide reliable trip times, create jobs and bring economic benefits to the residents of this region.

How will the I-75 South Metro Express Lanes work?

These newly constructed, barrier-separated toll lanes will be managed by dynamic priced tolling, with the cost rising as demand increases during morning and evening peak travel times and falling during off-peak travel times. To maximize benefit for all travelers of the corridor, these express lanes will be reversible, operating northbound in the morning toward job centers in and near the City of Atlanta and southbound in the evening. For special events such as NASCAR races or peak spring break travel, Georgia DOT will work to ensure the operation of the system has the lanes flowing in the direction with the greatest travel demand.

Vehicles will be able to access the lanes in the northbound direction at slip ramps located north of State Route 155 and State Routes 20/81 and via a dedicated ramp from Jonesboro Road. In the southbound direction, access will be available from slip ramps at I-75 and I-675.

In order to use the express lanes, drivers must register and have a Peach Pass transponder through the State and Road Tollway Authority (SRTA). Placed inside the car, the Peach Pass will automatically deduct the correct express lanes toll (fee) for each trip in the lanes.

Will there be signage directing motorists where to enter and exit the lanes?

Yes, signage will be installed in advance of the northbound and southbound I-75 South Metro Express Lanes entrances. This signage will also notify motorists that once they enter the lanes there will be no exits to stop for

food, gas or other services for the 12-mile length of the Express Lanes. Drivers should choose not to enter the Express Lanes if they plan to stop at areas along the corridor.

What is the schedule for the project?

Construction began in October 2014, and the lanes are expected to open to traffic during the first quarter of 2017.

Who will be able to use the I-75 South Metro Express Lanes?

All vehicles with two axles and six wheels or less will be able to use the express lanes if they register and obtain a Peach Pass. Regardless of the number of occupants in a car, (solo driver, or driver and two passengers, etc.) drivers who wish to access to the lanes will be required to pay a toll (fee).

However, registered transit, vanpools, and emergency vehicles are exempt from paying a toll. Clear signage on how to use the system will be displayed along the corridor.

To pay the toll to use the lanes, vehicles will need a Peach Pass. Information on obtaining and using the Peach Pass is available at www.PeachPass.com or by calling the Peach Pass Customer Service Center at 1-855-PCH-PASS (724-7277).

What benefits will the I-75 South Metro Express Lanes provide?

Express lanes offer more reliable trip times, improve traffic flow and provide another travel option for motorists and transit customers.

Based on 2035 data, the I-75 South Metro Express Lanes are projected to reduce travel time between 6 to 12 minutes in the express lanes and more than 3 minutes in the general purpose lanes.

In addition, the express lanes will enhance the economy in the corridor providing existing businesses with greater access to an expanded workforce including more than 5,500 individuals within the 15- to 30-minute travel

Frequently Asked Questions



GEORGIA *Express Lanes* I-75 South Metro



range and more than 49,000 individuals within a 45- to 60-minute travel range.

Transit riders and registered vanpools will be able to travel in the lanes for no additional fee, offering their customers a more reliable trip.

Who owns and operates the I-75 South Metro Express Lanes?

The roadway is owned and operated by the State of Georgia, and Georgia DOT is responsible for the design, construction, and maintenance. Operation of the tolling aspects of the lanes, including collecting revenue and customer service functions related to the Peach Pass tolling system, is managed by Georgia's State Road and Tollway Authority (SRTA).

Are there other express lanes projects?

Yes, the I-75 South Metro Express Lanes will be part of the larger Georgia Express Lanes system, a network of toll lanes that run alongside existing interstates in some of the most congested corridors around metro Atlanta. These lanes provide a choice for drivers to pay a toll to bypass congestion when they desire, offer a clear path for transit operators, and provide more reliable trip times within these corridors.

Additional Georgia Express Lanes include the existing I-85 Express Lanes and the Northwest Corridor (NWC) Express Lanes project. The NWC project is scheduled to open in 2018. An extension to the I-85 Express Lanes is in the planning stages.

How will toll rates be determined?

Toll rates will be dynamic, rising as demand increases during peak travel times and falling at off-peak times. Dynamic rate pricing ensures express lanes provide more reliable trip times for those who choose to pay and for transit systems using the lanes. This allows as many travelers as possible to use the lanes while still meeting expectations for free-flowing travel.

How can I stay informed about the project?

Georgia DOT will provide regular updates through www.dot.ga.gov/expresslanes, Georgia Navigator 511, social media posts, media announcements, newsletters and community outreach events. To sign-up to receive more information about the I-75 South Metro Express Lanes project, send an email to managedlaneinfo@dot.ga.gov.

Project representatives are also available to speak to groups. A speaker's request form is available on the Georgia Express Lanes web page.

PROJECT DELIVERY METHOD

How is the project being delivered?

The project is following a Design-Build delivery method. Design-Build combines preconstruction services with construction services into a single contract. Design-Build projects allow the contractor to participate in the project's design in an effort to reduce costs, improve communication and expedite project delivery.

Who is the Design-Build team for I-75 South Metro Express Lanes?

The Design-Build team for the project is C.W. Matthews Contracting Co. and ARCADIS. The project contract was awarded in July 2013.

PROJECT FUNDING

What is the cost of the I-75 South Metro Express Lanes Project?

The total project cost estimate is \$176 million.

How is the project being funded?

The project is funded through an 80 percent federal and 20 percent state match. The project cost also includes toll revenue bonds.

How will money raised through tolling be used?

Toll revenue will pay for the project's capital costs and tolling operation, maintenance, renewal and replacement costs.

What will be done with any excess revenue?

Once all debt repayment is complete, any toll revenue above and beyond the amount required to fund ongoing operation and maintenance of the I-75 South Metro Express Lanes will be available for other transportation purposes.

CONSTRUCTION

What construction impacts should the traveling public expect?

As with most road construction projects, lane changes and closures will be required during construction. Georgia DOT works diligently to minimize impacts to the traveling public as much as possible. Most of the work for this project will occur on the roadway shoulder and in the median.

The project team will be proactively communicating any lane changes and closures in advance of construction activity. These construction notices will be communicated through the Georgia Express Lanes website, Georgia Navigator 511, social media and traditional media.

Georgia DOT will also be working closely with our partners including city and county governments, transit agencies, businesses and community groups to ensure that construction updates are readily available and widely communicated.

When will construction start?

Construction began in October 2014. We will continue to keep the public up-to-date on the progress.

USING THE EXPRESS LANES

How are tolls collected?

Express Lanes will not use toll booths. Instead, all tolls are collected electronically through the Peach Pass tolling device, a small electronic sticker that adheres to a vehicle's windshield. This technology, already in use on the I-85 Express Lanes, allows travelers to maintain highway speed at all times. Complete information on Peach Pass is available at www.PeachPass.com.

How do drivers obtain a Peach Pass to use express lanes?

All Georgia Express Lanes users, including the I-75 South Metro Express Lanes, can visit www.PeachPass.com or call the Peach Pass Customer Service Center at 1-855-PCH-PASS (724-7277) to open a Peach Pass account and register their vehicle(s). The Pay n Go Peach Pass can also be obtained at local retailers including Walgreens and CVS.

Each vehicle in a household must be registered for a separate Peach Pass transponder. However, households with multiple vehicles can list up to ten vehicles on one Peach Pass personal toll account.

As an added benefit, Georgia has also partnered with Florida and North Carolina to allow travelers to use the Peach Pass with tolling systems in these states.

Is there an option to obtain a Peach Pass without a credit or debit card?

Yes, the Pay n Go Peach Pass is available for customers who wish to open a Peach Pass account with cash rather than an assigned debit or credit card. No personal or vehicle information is required for this purchase. Much like a prepaid calling card, the Pay n Go Peach Pass can be purchased and reloaded with cash for toll credits (\$20-\$500) at participating CVS and Walgreens stores. The Pay n Go Peach Pass Starter Kit includes a Peach Pass transponder and a Reload Card. There is a one-time fee of \$2.50 when purchasing the starter kit. Each time money is applied to the reload card, a \$1.50 convenience fee will be included.

How much does a Peach Pass cost?

The Peach Pass transponder is free when obtained from SRTA. A minimum prepayment of \$20.00 and a credit or debit card for future payment is required to set up a Peach Pass account.

Walgreens and CVS will charge a convenience fee for the Pay n Go Peach Pass.

INCIDENT MANAGEMENT

What happens if a vehicle stalls, breaks down or has an accident in the I-75 South Metro Express Lanes?

A shoulder is available in the I-75 South Metro Express Lanes so that a driver can safely pull out of the lane in the event of a vehicle stall or break down. HERO units will be patrolling the express lanes to help motorists and move vehicles to shoulders. If an accident occurs, emergency access gates will be located throughout the express lanes to allow first responders to quickly enter the lanes to assist. Gates are designed to allow fire trucks and standard vehicles, like an ambulance, to pull into the express lanes.

The project team continues to meet with local emergency responders to develop processes and procedures for responding to any incidents in the lanes once they open to traffic. Cameras that communicate with Navigator and the Traffic Management Center (TMC) are also located throughout the lanes. TMC operators and Georgia DOT HEROs will monitor both the express lanes and general purpose lanes in the corridor.

TRANSIT

What transit systems will be able to use the I-75 South Metro Express Lanes?

Public transit providers that operate in this corridor, including GRTA Xpress and state-registered vanpools will be able to use express lanes free of charge. Any additional state or county transit agencies that expand or introduce operations within the area and register will also have access to the lanes.

Will transit riders be required to pay anything beyond normal fares on routes that access express lanes?

No, there will be no additional costs to access the lanes for public transit riders, state-registered vanpools or the public transit providers.

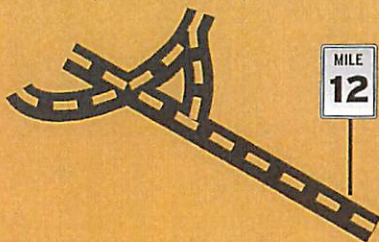
For more information and general FAQs about the Georgia Express Lanes system, please visit www.dot.ga.gov/expresslanes.

GEORGIA EXPRESS LANES

I-75 South Metro

\$176 MILLION

invested to provide 12 miles of new Express Lanes along I-75 in Clayton and Henry Counties.



700,000

potential GRTA bus riders annually can benefit from the Express Lanes.

Each bus represents approximately 1,000 buses, at 80% capacity, to transport the 700,000 commuters who do not need to use their cars.



100,000*

additional potential commuters can get to the McDonough job center area in one hour or less.

★ McDonough

**In year 2040*



Save up to 12 MINUTES* in the Express Lanes

The new lanes are also expected to improve traffic flow in the general lanes.



Up to 12 minutes on
Express Lanes



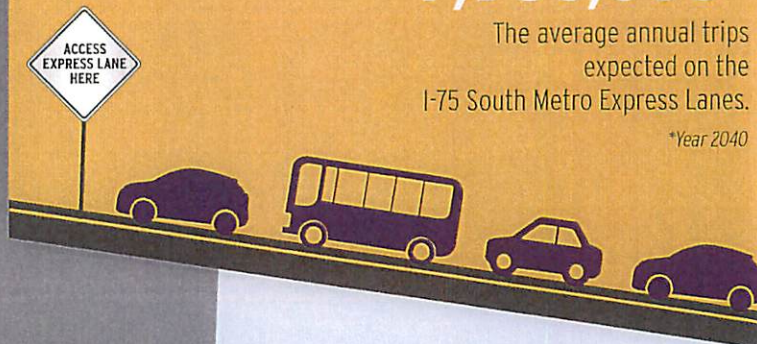
Up to 3.8 minutes on
General Purpose Lanes

**Travel time savings in year 2035*

7,900,000*

The average annual trips expected on the I-75 South Metro Express Lanes.

**Year 2040*



GEORGIA
Express Lanes
I-75 South Metro

Want to learn more?
Check out dot.ga.gov/expresslanes

Dollars Invested

\$176 M invested to provide 12 miles of new Express Lanes in Clayton and Henry counties.

Source: I-75 South Metro Fact Sheet

Time Saved

Up to 12 minutes will be saved on the Express Lanes and up to 3.8 minutes can be saved in the General Purpose Lanes.

Source: I-75 South Metro Final Environmental Impact Statement (FEIS), 2013

Transit Riders

700,000 potential GRTA bus riders can benefit from the Express Lanes.

Source: Based on current GRTA bus services and frequency, 2014

Job Center Access

An additional 100,000 commuters can get to the McDonough job center area in one hour or less.

Source: Travel Shed Analysis, 2014

Average Annual Trips

7.9 M average annual trips are expected on the I-75 South Metro Express Lanes.

Source: I-75 South Metro Investment Grade Traffic and Revenue Report, 2013

Project Description

The I-75 South Metro Express Lanes project will add two toll lanes along I-75 south of Atlanta. The project corridor extends 12 miles, from SR 155 / McDonough Road to SR 138 / Stockbridge Hwy. These new lanes will be built within the median of the existing roadways.

The express lanes are designed to improve traffic flow, increase options for motorists and transit and registered vanpool customers, provide reliable trip times, create jobs and bring economic benefits to the residents of this region.

Quick Facts

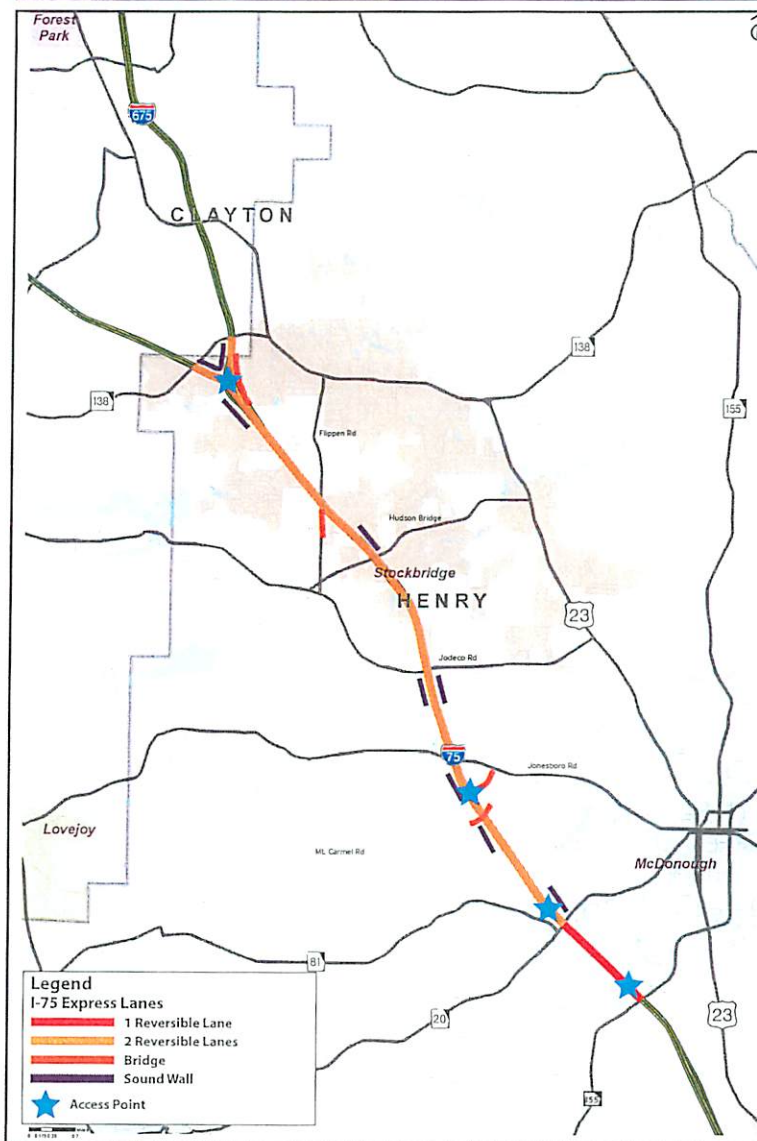
- Reversible lanes open to northbound traffic in the morning peak period and to southbound traffic in midday, afternoon peak and evening periods
- Traffic flow will be adjusted for special events such as NASCAR races or spring break travel
- Access points at SR 138, ramps to I-675, Jonesboro Road, north of SR 20 and SR 155
- Project delivery method: Design-Build
- Potential funding sources: Toll Revenue Bonds, state motor fuel tax and federal funds
- Express Toll Lane (ETL) is the selected tolling alternative
- Total construction cost: Approximately \$176M

Contact

Sherl White

I-75 South Metro Express Lanes
Project Manager
Georgia Department of Transportation
One Georgia Center, 600 West Peachtree Street
Atlanta, GA 30308
404.631.1248
I75ExpressLanes@dot.ga.gov

Project Area



Current Phase Design-Build

Project Schedule*

- July 2013 Contract to Build Project Awarded to C.W. Matthews Contracting, Inc.
- February 2014 Final Design Under Way
- October 2014 Construction Began
- Early 2017 Open to Traffic

**Many project elements are dependent upon the review and approvals of state and federal partner agencies and may be subject to change based on their feedback.*

I-75 South Metro

STOCKBRIDGE CITIZENS ACADEMY

JULY 28, 2015

INAUGURAL CLASS

MILDRED REED

WANDA POLITE

ANETA THOMAS LEE

JOSEPHINE BURNS CLARK

MELVIN J. THOMAS FULTON

DONALD YEE

ELIZABETH YEE

LARRY MITCHELL

GAIL WALTON

JOHN P. MORAN

LEONARD YANCEY

WENDELL MOORE

TAVARAS J. POWELL

SHARON BOOKER

CONGRATULATIONS!

RESOLUTION NO. _____

CITY OF STOCKBRIDGE, GEORGIA

**SHORT TERM WORK PROGRAM AND CAPITAL IMPROVEMENTS ELEMENT
ANNUAL UPDATE TRANSMITTAL**

WHEREAS, the City of Stockbridge, Georgia has prepared an annual update to its Short Term Work Program and Capital Improvements Element; and

WHEREAS, the annual update of the Short Term Work Program and Capital Improvements Element was prepared in accordance with the Development Impact Fee Compliance Requirements and the Minimum Planning Standards and Procedures for Local Comprehensive Planning established by the Georgia Planning Act of 1989, as amended; and a Public Hearing was held on August 10, 2015, in the Stockbridge City Council Chambers; and

NOW, THEREFORE BE IT RESOLVED THAT the Stockbridge City Council does hereby authorize the Henry County Planning and Zoning Department to transmit the annual update of the Short Term Work Program and Capital Improvements Element covering the five-year period 2015-2019, and this resolution to the Atlanta Regional Commission and Georgia Department of Community Affairs as required by the Georgia Planning Act.

BE IT SO RESOLVED this 10th day of August, 2015.

Tim Thompson, Mayor

ATTEST:

Vanessa Holiday, City Clerk

Approved as to Form

Michael Williams, City Attorney

CITY'S CLEANING SERVICES RFP

Vanessa Holiday

From: Dale Hall
Sent: Friday, July 17, 2015 3:07 PM
To: Vanessa Holiday
Subject: FW: Cleaning RFP
Attachments: Final Tally.pdf; Ben's Review.pdf; Dales Review.pdf; Kevins Review.pdf

Vanessa,

Please create an agenda item for the Council to consider the staff rankings of the Janitorial proposals.

I have included the following background information/email for the Council's packets.

Dale

From: Dale Hall
Sent: Thursday, July 16, 2015 2:47 PM
To: Michael Harris
Cc: Ben Hopkins; Heidi Mills; Kevin Walter (KWalter@cityofstockbridge-ga.gov)
Subject: Cleaning RFP

Michael,

The following is the final ranking for the companies that submitted proposals for the City Cleaning RFP.

1. ICS, Inc. (\$82,200)
2. American Facilities Cleaning Services (\$102,480)
3. Executive Cleaning (\$115,380)
4. Rick's Cleaning Services (\$78,385)
5. Imagann Cleaning Services (\$118,692)
6. All Bright Janitorial (\$73,800)

Ben, Kevin, and I each evaluated the proposals individually on the criteria presented at the bid opening. Heidi contacted the references and assigned an evaluation score on that criteria that was then utilized in all the scoring sheets. Attached are also the individual rating sheets from each of the evaluators.

If anyone wishes to discuss this information in detail prior to submittal to the City Council for approval of a Cleaning Company, please do not hesitate to contact me.

Dale

Bidding Form Directions

Each Bidding Firm has a tab on the bottom of this spreadsheet

The spreadsheet includes set formulas - DO NOT enter any values in any column except for the "Evaluator Rating" column

1. Fill in your name as the evaluator
2. Fill in the date
3. Except for "Cost" rate the individual proposal from 0 to 5 (with five being the highest) and place that score in the appropriate cell in the

The categories are as follows:

Quality Control Specifications - - Rate only by what is proposed in the written proposal

Vender Qualifications - Rate only by what is included in the written proposal

References - Heidi will assign this score for each company

Cost - Rank the lowest cost a five (5) to the highest cost recieving a zero (0)

Relevant Work Experience - Rate only by what is included in the written proposal

Scoring Summary

Dale

RFP #201504-01

Rank	Firm	Total Weighted Score
1	ICS, Inc.	4.05
6	All Bright Janitorial	1.4
3	Imagann Cleaning Services	3.3
4	Executive Cleaning	1.55
5	Rick's Cleaning Service	1.45
2	American Facility Services	3.95

RFP #201504-01

Evaluator:

Date:

Firm: ICS, Inc.

Evaluation Criteria	Evaluator Rating	Weight	Weighted Score
Quality Control Specifications	3	15%	0.45
Vendor Qualifications	5	25%	1.25
References	4	15%	0.6
Cost	3	25%	0.75
Relevant Work Experience	5	20%	1
		100%	
Total Score	20		
Total Weighted Score			4.05

Ratings are on a 0 to 5 scale with 5 being the highest

Notes:

- + Shirts
- 6 Copies of Diagrams (QCS Issue)
- Cut/Paste Issues - references schools
- + Assigned Staff

RFP #201504-01

Evaluator:

Date:

Firm: All Bright Janitorial

Evaluation Criteria	Evaluator Rating	Weight	Weighted Score
Quality Control Specifications	0	15%	0
Vendor Qualifications	0	25%	0
References	1	15%	0.15
Cost	5	25%	1.25
Relevant Work Experience	0	20%	0
		100%	
Total Score	6		
Weighted Evaluation Score			1.4

Ratings are on a 0 to 5 scale with 5 being the highest

Notes: - only submitted required documents
- no related work experience listed

RFP #201504-01

Evaluator:

Date:

Firm: Imagann Cleaning Services

Evaluation Criteria	Evaluator Rating	Weight	Weighted Score
Quality Control Specifications	5	15%	0.75
Vendor Qualifications	5	25%	1.25
References	2	15%	0.3
Cost	0	25%	0
Relevant Work Experience	5	20%	1
		100%	
Total Score	17		

Weighted Evaluation Score

3.30

Ratings are on a 0 to 5 scale with 5 being the highest

Notes: + very detailed QC
+ Acknowledged sensitive areas

RFP #201504-01

Evaluator:

Date:

Firm: Executive Cleaning

Evaluation Criteria	Evaluator Rating	Weight	Weighted Score
Quality Control Specifications	5	15%	0.75
Vendor Qualifications	1	25%	0.25
References	2	15%	0.3
Cost	1	25%	0.25
Relevant Work Experience	0	20%	0
		100%	
Total Score	9		

Weighted Evaluation Score

1.55

Ratings are on a 0 to 5 scale with 5 being the highest

Notes: + detailed company overview
- no work experience listed
- no resumes listed

RFP #201504-01

Evaluator:

Date:

Firm: Rick's Cleaning Service

Evaluation Criteria	Evaluator Rating	Weight	Weighted Score
Quality Control Specifications	0	15%	0
Vendor Qualifications	0	25%	0
References	3	15%	0.45
Cost	4	25%	1
Relevant Work Experience	0	20%	0
		100%	
Total Score	7		
Weighted Evaluation Score			1.45

Ratings are on a 0 to 5 scale with 5 being the highest

Notes:

- Stockbirdge office is po box
- Standard is <3 complaints/month
- fragment sentences in proposal
- no work experience listed

RFP #201504-01

Evaluator:

Date:

Firm: American Facility Services

Evaluation Criteria	Evaluator Rating	Weight	Weighted Score
Quality Control Specifications	5	15%	0.75
Vendor Qualifications	5	25%	1.25
References	3	15%	0.45
Cost	2	25%	0.5
Relevant Work Experience	5	20%	1
		100%	
Total Score	20		
Total Weighted Score			3.95

Ratings are on a 0 to 5 scale with 5 being the highest

Notes: + listed contract renewals
+ very detailed



of this spreadsheet

- DO NOT enter any values in any column except for the "Evaluator Rating" column

I proposal from 0 to 5 (with five being the highest) and place that score in the appropriate cell in the "Evaluator Rating" column

only by what is proposed in the written proposal
that is included in the written proposal
e for each company
c the highest cost receiving a zero (0)
by what is included in the written proposal



Scoring Summary

Ben

RFP #201504-01

		Total Weighted Score
Rank	Firm	
1	ICS, Inc.	4.15
6	All Bright Janitorial	1.4
5	Imagann Cleaning Services	1.65
2	Executive Cleaning	3.3
3	Rick's Cleaning Service	2.85
4	American Facility Services	2.7

RFP #201504-01

Evaluator: Ben Hopkins

Date:

7/10/15

Firm: ICS, Inc.

Evaluation Criteria	Evaluator Rating	Weight	Weighted Score
Quality Control Specifications	5	15%	0.75
Vendor Qualifications	5	25%	1.25
References	4	15%	0.6
Cost	3	25%	0.75
Relevant Work Experience	4	20%	0.8
		100%	
Total Score	21		
Total Weighted Score			4.15

Ratings are on a 0 to 5 scale with 5 being the highest

RFP #201504-01

Evaluator: Ben Hopkins

Date:

7/10/15

Firm: All Bright Janitorial

Evaluation Criteria	Evaluator Rating	Weight	Weighted Score
Quality Control Specifications	0	15%	0
Vendor Qualifications	0	25%	0
References	1	15%	0.15
Cost	5	25%	1.25
Relevant Work Experience	0	20%	0
		100%	
Total Score	6		

Weighted Evaluation Score

1.4

Ratings are on a 0 to 5 scale with 5 being the highest

RFP #201504-01

Evaluator: Ben Hopkins

Date:

7/13/15

Firm: Imagann Cleaning Services

Evaluation Criteria	Evaluator Rating	Weight	Weighted Score
Quality Control Specifications	3	15%	0.45
Vendor Qualifications	2	25%	0.5
References	2	15%	0.3
Cost	0	25%	0
Relevant Work Experience	2	20%	0.4
		100%	
Total Score	9		
Weighted Evaluation Score			1.65

Ratings are on a 0 to 5 scale with 5 being the highest

RFP #201504-01

Evaluator: Ben Hopkins

Date:

7/13/15

Firm: Executive Cleaning

Evaluation Criteria	Evaluator Rating	Weight	Weighted Score
Quality Control Specifications	5	15%	0.75
Vendor Qualifications	4	25%	1
References	2	15%	0.3
Cost	1	25%	0.25
Relevant Work Experience	5	20%	1
		100%	
Total Score	17		
Weighted Evaluation Score			3.3

Ratings are on a 0 to 5 scale with 5 being the highest

RFP #201504-01

Evaluator: Ben Hopkins

Date:

7/10/15

Firm: Rick's Cleaning Service

Evaluation Criteria	Evaluator Rating	Weight	Weighted Score
Quality Control Specifications	2	15%	0.3
Vendor Qualifications	2	25%	0.5
References	3	15%	0.45
Cost	4	25%	1
Relevant Work Experience	3	20%	0.6
		100%	
Total Score	14		
Weighted Evaluation Score			2.85

Ratings are on a 0 to 5 scale with 5 being the highest

RFP #201504-01

Evaluator: Ben Hopkins

Date:

7/10/15

Firm: American Facility Services

Evaluation Criteria	Evaluator Rating	Weight	Weighted Score
Quality Control Specifications	5	15%	0.75
Vendor Qualifications	0	25%	0
References	3	15%	0.45
Cost	2	25%	0.5
Relevant Work Experience	5	20%	1
		100%	
Total Score	15		
Total Weighted Score			2.7

Ratings are on a 0 to 5 scale with 5 being the highest

Bidding Form Directions

Each Bidding Firm has a tab on the bottom of this spreadsheet

The spreadsheet includes set formulas - DO NOT enter any values in any column except for the "Evaluator Rat

1. Fill in your name as the evaluator
2. Fill in the date
3. Except for "Cost" rate the individual proposal from 0 to 5 (with five being the highest) and place that score i

The categories are as follows:

Quality Control Specifications - - Rate only by what is proposed in the written proposal

Vender Qualifications - Rate only by what is included in the written proposal

References - Heidi will assign this score for each company

Cost - Rank the lowest cost a five (5) to the highest cost recieving a zero (0)

Relevant Work Experience - Rate only by what is included in the written proposal

Scoring Summary

Kevin

RFP #201504-01

		Total Weighted Score
Rank	Firm	
4	ICS, Inc.	2.9
6	All Bright Janitorial	1.4
5	Imagann Cleaning Services	2.7
2	Executive Cleaning	3.15
3	Rick's Cleaning Service	3.05
1	American Facility Services	3.95

RFP #201504-01

Evaluator: Kevin Walter

Date:

7/15/15

Firm: ICS, Inc.

Evaluation Criteria	Evaluator Rating	Weight	Weighted Score
Quality Control Specifications	3	15%	0.45
Vendor Qualifications	2	25%	0.5
References	4	15%	0.6
Cost	3	25%	0.75
Relevant Work Experience	3	20%	0.6
		100%	
Total Score	15		
Total Weighted Score			2.9

Ratings are on a 0 to 5 scale with 5 being the highest

RFP #201504-01

Evaluator: Kevin Walter

Date:

7/15/15

Firm: All Bright Janitorial

Evaluation Criteria	Evaluator Rating	Weight	Weighted Score
Quality Control Specifications	0	15%	0
Vendor Qualifications	0	25%	0
References	1	15%	0.15
Cost	5	25%	1.25
Relevant Work Experience	0	20%	0
		100%	
Total Score	6		
Weighted Evaluation Score			1.4

Ratings are on a 0 to 5 scale with 5 being the highest

RFP #201504-01

Evaluator: Kevin Walter

Date:

7/15/15

Firm: Imagann Cleaning Services

Evaluation Criteria	Evaluator Rating	Weight	Weighted Score
Quality Control Specifications	4	15%	0.6
Vendor Qualifications	4	25%	1
References	2	15%	0.3
Cost	0	25%	0
Relevant Work Experience	4	20%	0.8
		100%	
Total Score	14		

Weighted Evaluation Score

2.70

Ratings are on a 0 to 5 scale with 5 being the highest

RFP #201504-01

Evaluator: Kevin Walter

Date:

7/15/15

Firm: Executive Cleaning

Evaluation Criteria	Evaluator Rating	Weight	Weighted Score
Quality Control Specifications	4	15%	0.6
Vendor Qualifications	4	25%	1
References	2	15%	0.3
Cost	1	25%	0.25
Relevant Work Experience	5	20%	1
		100%	
Total Score	16		

Weighted Evaluation Score

3.15

Ratings are on a 0 to 5 scale with 5 being the highest

RFP #201504-01

Evaluator: Kevin Walter

Date:

7/15/15

Firm: Rick's Cleaning Service

Evaluation Criteria	Evaluator Rating	Weight	Weighted Score
Quality Control Specifications	3	15%	0.45
Vendor Qualifications	3	25%	0.75
References	3	15%	0.45
Cost	4	25%	1
Relevant Work Experience	2	20%	0.4
		100%	
Total Score	15		

Weighted Evaluation Score

3.05

Ratings are on a 0 to 5 scale with 5 being the highest

RFP #201504-01

Evaluator: Kevin Walter

Date:

7/15/15

Firm: American Facility Services

Evaluation Criteria	Evaluator Rating	Weight	Weighted Score
Quality Control Specifications	5	15%	0.75
Vendor Qualifications	5	25%	1.25
References	3	15%	0.45
Cost	2	25%	0.5
Relevant Work Experience	5	20%	1
		100%	
Total Score	20		
Total Weighted Score			3.95

Ratings are on a 0 to 5 scale with 5 being the highest

Request for Proposals (RFP)

RFP No. 2015-1

Janitorial Services for City of Stockbridge Facilities



City of Stockbridge
Henry County, Georgia

Proposal Due Date & Time:

TBD

Location:

City of Stockbridge
4640 North Henry Blvd
Stockbridge, GA 30281

Purchasing Clerk:

Heidi Mills
hmills@cityofstockbridge-ga.gov
(770) 389-7900 x322



City of Stockbridge

4640 North Henry Boulevard, Stockbridge, Georgia 30281

REQUEST FOR PROPOSALS (RFP) No. **2015-1** JANITORIAL SERVICES FOR CITY OF STOCKBRIDGE FACILITIES

The City of Stockbridge (the City) requests qualified individuals and firms to submit proposals for Janitorial Services for City of Stockbridge Facilities, including:

- A.) City of Stockbridge City Hall, 4640 North Henry Blvd., Stockbridge, Ga. 30281
- B.) City of Stockbridge Municipal Court, 4602 North Henry Blvd., Stockbridge, Ga. 30281
- C.) Merle Manders Conference Center, 111 Davis Rd., Stockbridge, Ga. 30281
- D.) Merle Manders Administration Building, 111 Davis Rd., Stockbridge, Ga. 30281
- E.) Ted Strickland Community Center, 130 Berry St., Stockbridge, Ga. 30281
- F.) City of Stockbridge Waste Water Reclamation Treatment Plant, 100 Stapleton Dr., Stockbridge, Ga. 30281
- G.) City of Stockbridge Multiplex, 146 Burke St., Stockbridge, Ga. 30281

Pre-Proposal Conference and Site Visit: A mandatory pre-proposal conference and site visit will be held at 10:00 am local time on **TBD** at Stockbridge City Hall, 4640 North Henry Blvd., Stockbridge, GA 30281. All potential vendors are encouraged to attend. A site visit will be held immediately after the adjournment of the pre-proposal conference to tour all facilities that comprise the proposal.

Questions: All questions concerning the RFP shall be submitted to the City's Purchasing Clerk in writing and received no later than 4:00 pm local time on **TBD**. Questions received after this date will not receive a response.

Addenda: RFP and all addendums issued for this offering may be found on the City of Stockbridge website at <http://www.cityofstockbridge.com/bids.aspx>. The written requirements contained in this Request for Proposal (RFP) shall not be changed or superseded except by written addendum from the City's Purchasing Clerk. Failure to comply with the written requirements for this RFP may result in disqualification of the submittal by the City of Stockbridge.

Proposal Due Date and Time: One (1) marked original, three (3) copies of the complete signed submittal must be submitted. Proposals are to be sealed, marked with the vendor's name and address, labeled as "RFP No. **2015-1** -- Janitorial Services for City of Stockbridge Facilities," and received by the Purchasing Clerk, City of Stockbridge, 4640 North Henry Blvd., Stockbridge, GA 30281 no later than 4:00 pm local time on **TBD**.

The City of Stockbridge reserves the right to reject any and all proposals, to waive informalities, and to re-advertise.



City of Stockbridge

4640 North Henry Boulevard, Stockbridge, Georgia 30281

~~Wednesday, July 22, 2015~~ ~~Tuesday, February 17, 2015~~

REQUEST FOR PROPOSALS (RFP) No. **2015-1** JANITORIAL SERVICES FOR CITY OF STOCKBRIDGE FACILITIES

1. **INTRODUCTION**

Written proposals for Purchasing RFP No. **2015-1** (Janitorial Services for City of Stockbridge Facilities) will be received by the City of Stockbridge, hereinafter called "City." Service providers whose written proposals meet the criteria established in the RFP, at the sole discretion of the City, may be considered for Contract award. The City may, by direct negotiation, finalize terms with the service provider who is selected for award based on proposals. The City reserves the right to reject any or all responses for any reason. Clarification of information may be requested by the City in writing.

The City, at its sole discretion, may short-list firms that are deemed to best meet the City's requirements, taking into consideration all criteria listed in the RFP. The City may, at its sole discretion, ask for formal presentations from all of the responsive and responsible proposers, or only from those firms that are short-listed, if short-listing is determined to be in the best interest of the City. Negotiations will be conducted and may take place in person or via telephone with the most qualified firm as identified by the City or, if short-listing occurs, with all of the short-listed proposers. Proposers that participate in the negotiations may be given an opportunity to submit their best and final offers. The City requires pricing to remain firm for the duration of the contract. Failure to hold firm pricing for the duration of the contract will be sufficient cause for the City to declare a proposal non-responsive.

A proposal must be submitted in an envelope which shall be clearly marked **RFP No. 2015-1 (Janitorial Services for City of Stockbridge Facilities)**. One (1) printed and signed unbound original, and three (3) bound copies, of the **proposals shall be received no later than 4:00 pm local time on TBD**. Proposals shall not be submitted by facsimile or e-mail. Proposals are legal and binding when submitted.

No Proposal may be withdrawn for a period of sixty (60) days after the time and date scheduled (or subsequently rescheduled) for proposal opening.

The City's staff will review all proposals submitted. After reviewing the proposals, staff may, at its discretion, request formal presentations from one or more of the proposers (at proposer's expense at the City's site) whose proposals appear to best meet the City's requirements.

The City reserves the right to waive any informalities or irregularities of proposals, to request clarification or information submitted in any proposal, to request additional information from any proposer, or to reject any or all proposals, and to re-advertise for proposals. The City also reserves the right to extend the date or time scheduled for the opening of proposals.

Award, if made, will be to the responsible and responsive proposer submitting the proposal which is deemed by the City, in the sole discretion, to be the most advantageous to the City, price and other factors being considered.

2. SCOPE OF WORK

The RFP contains the description of services and the frequency of the cleaning of the successful vendor.

Contractor agrees to furnish all supervision, labor, material, tools and equipment (except as herein after noted) required for furnishing custodial services for multiple City of Stockbridge locations. The buildings that are a part of this RFP are as follows:

- A.) City of Stockbridge City Hall, 4640 North Henry Blvd., Stockbridge, Ga. 30281 (approximately 28,000 square feet)
- B.) City of Stockbridge Municipal Court, 4602 North Henry Blvd., Stockbridge, Ga. 30281 (approximately 9,812 square feet)
- C.) Merle Manders Conference Center, 111 Davis Rd., Stockbridge, Ga. 30281 (approximately 19,130 square feet)
- D.) Merle Manders Administration Building, 111 Davis Rd., Stockbridge, Ga. 30281 (approximately 1,428 square feet)
- E.) Ted Strickland Community Center, 130 Berry St., Stockbridge, Ga. 30281 (approximately 3,600 square feet)
- F.) City of Stockbridge Waste Water Reclamation Treatment Plant, 100 Stapleton Dr., Stockbridge, Ga. 30281 (approximately 2,640 square feet)
- G.) City of Stockbridge Multiplex, 146 Burke St., Stockbridge, Ga. 30281 (approximately 20,000 square feet) Only a portion of this facility is renovated and a part of this RFP.
- The City of Stockbridge reserves the right to select cleaning for certain facilities and not others as part of this RFP.

3. SUPPLIES AND EQUIPMENT

Contractor will provide all chemicals, cleaning equipment, cleaning products, mops, brooms, 6' extension handles, ladders, buckets, trash can liners, trash bags, paper towels, toilet paper and any other items necessary to accomplish cleaning in an acceptable manner. No scrubbing machines will be used on any carpeted area. Only extraction type

machines that are pre-approved by the City will be allowed.

4. CONTRACTOR RESPONSIBILITY

- A. The Contractor will be held responsible for satisfactory work in accordance with the intent of the specifications. Contractor personnel must be experienced or trained in proper Custodial/Janitorial procedures, methods and materials. The Contractor shall ensure employees are qualified to operate custodial equipment before assigning employees to tasks that require use of the equipment.
- B. The Contractor will be held responsible for any breakage, damage or loss incurred through the carelessness, negligence or willful acts of its employees.
- C. Contractor personnel are to wear clean uniforms and/or acceptable clothing for work being performed. Uniforms shall meet the approval of the City.
- D. Contractor personnel must be readily identified as an employee of the Contractor by wearing a clearly visible ID Badge with his/her picture, employee's full name, and Contractor's company name. Badges shall meet the approval of the City.
- E. A criminal background investigation report shall be conducted on each employee by the Henry County Police Department. Upon Contract award Contractor and each of his employees shall sign a "Background Investigation Release Form." Contractor shall immediately notify the City Contract Representative of any "New" employees hired during the duration of the contract. No "New" employee will be allowed to report to any contracted job site prior to the completion of a "Background Investigation Report." The City of Stockbridge will conduct and be responsible for any fees associated with background checks. Contractor personnel must not have a criminal history or have been convicted of a felony. The City may request a drug screening on any service personnel where there is reasonable suspicion of drug or alcohol use while working on or at City premises.
- F. All staff members of the successful Bidder who will be assigned to this project may be subject to drug testing.
- G. Family or friends are not permitted in the City Buildings with staff members of the successful Bidder.
- H. Contractor personnel must be 18 years of age or older unless prior approval is obtained from the City of Stockbridge.
- I. Contractor personnel are prohibited from bringing any weapons or contraband of any type in the City Buildings.
- J. In connection with this proposal, the proposing supplier shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, marital status, being handicapped, or disadvantaged person, or disabled or war veteran.

5. QUALITY CONTROL SPECIFICATIONS

All prospective Contractors shall establish for the approval of the City designee, a complete quality control program for the facilities to assure that the requirements of the contract are provided for as specified. This quality control program must be submitted in each vendor's RFP. This program shall include, but not be limited to the following:

- A. An internal inspection system covering all the services stated in the routine work

procedures for each building of this contract.

- B. A checklist is to be used in inspecting contract performance during routing scheduled inspections.
- C. Designation of a project manager that will be the primary contact for the inspections and correction of deficiencies of service.
- D. An internal system for identifying and correcting deficiencies in the quality of services before the level of performance becomes unacceptable and/or the City designee points out the deficiencies.
- E. Establishment of a Janitorial Communication Log for informational communication between City's Staff and Contractors employees.
- F. The establishment of a quarterly status meeting between the City's designee and the designated project manager. This is necessary to facilitate communication and discuss any issues of contract compliance and service deficiencies.
- G. A staffing plan for each of the seven facilities included in the Request for Proposal. The intent of a good quality control program is two-fold: (a) to insure that the facilities receive the cleaning services which are specifically required by these specifications and (b) to reduce the cost and administrative burden of dealing with contract deficiencies and complaints. By submitting a RFP for these services, the Contractor certifies that he currently has available and will be able to provide, throughout the entire period of the contract, whatever resources may be necessary to insure that the level of cleaning services required by the contract including, but not limited to proper supervision are provided. The Contractor further agrees that the compensation quoted in his proposal is sufficient to cover the cost of providing these services.

6. CHANGES IN SPECIFICATIONS

The City reserves the right to change the specifications at any time. In this event the Contractor and City shall negotiate to determine what price adjustments are to be made.

7. PERIOD OF CONTRACT

- A. The Contract initial term will be for eleven (11) months starting **TBD** and ending on **TBD**.
- B. Upon the agreement of both parties, beginning **TBD**, this contract can be renewed for two (2) additional one-year (1) terms. Contract Price will stand firm for the initial term of the contract. Contract may be terminated by either party upon thirty (30) days written notice.

8. GENERAL CONDITIONS

- A. All bidders must provide a list of references (minimum of three (3) currently utilizing the vendor for service). The reference list shall include name of company, address, phone number, fax number and primary contact person. The vendor shall indicate which references, if any, have an operating janitorial service environment of a similar nature.
- B. Winning bidder shall be prepared to begin providing all services (start date) no sooner than seven (7) days from date of award of contract and no later than thirty (30) days from date of award of contract. City of Stockbridge will notify winning bidder of start date within one (1) week of award of contract.

- C. All bidders must possess any licenses required by the City of Stockbridge, Henry County or the State of Georgia. Winning bidder will be required to produce a current and valid certificate showing that an occupation tax has been paid to a jurisdiction within the State of Georgia.
- D. Bidder to include quote for hourly rate for individual janitorial services as needed by the City for occasional night, weekend and holiday events.
- E. On holidays when facilities are closed, no service will be required except as may be needed by the City by prior arrangement. The City will provide one week's notice of need. When buildings are closed due to inclement weather (snow, ice, etc.), the Contractor shall not be required to provide cleaning services during the closure period. It is the responsibility of the Contractor to contact the City for updated information concerning such closures.
- F. Any special projects not covered in this specification shall be handled separately and shall be negotiated on an independent basis.
- G. No substitution of employees will be permitted without prior authorization of the City's designee.
- H. All City buildings are "No Smoking" facilities (except in minimal designated exterior areas). No service personnel shall smoke in any areas other than those designated exterior smoking areas.
- I. All waste and trash shall be deposited in City-provided dumpsters. The City's personnel will collect and properly deliver recyclables to a specified location at each facility as directed by the City unless otherwise noted.
- J. All service personnel shall be bonded against theft, tampering, and/or damage (intentional damage or unintentional damage) in the amount of \$100,000 per person.
- K. All service personnel shall have at least six (6) months experience in janitorial services.
- L. All service personnel shall be capable of operating the security alarm systems located in City buildings. Operation of such systems requires strict guidelines to be followed regarding no propped doors, arming of the systems, etc. The service personnel shall not leave keys in doors/locks or admit anyone into the buildings that are not a designated employee of the Contractor. Any doors previously locked and opened by service personnel shall be re-locked prior to leaving the premises. Any key(s) or swipe card(s) issued to the Contractor must be surrendered upon request by the City. All doors shall be closed and locked upon completion of work. Interior lights shall be turned off prior to leaving unoccupied areas.
- M. The service personnel shall not remove from the premises any article, materials, equipment, tools, devices, computer equipment, office equipment, unused paper products, restroom supplies or other items found in any waste or trash receptacle, dumpster, or container without the written permission of the City's designee.
- N. The Contractor's employees shall not engage in idle conversation or other unnecessary conversation, or otherwise cause disruptions to employees of the City or other visitors and users of the facility.
- O. Employees of the Contractor shall not use any computer at any facility, or any telephones installed in the facility or under the jurisdiction of the City for any calls other than to report an emergency condition that could cause damage to property, person, or loss of life. Contractor personnel shall not carry on personal phone conversations on cell phones while performing their duties.

- P. Contractor personnel shall operate vacuum cleaners in such a manner as to avoid damaging walls, furniture, carpets and other items within the building. Vacuum cleaners and other equipment shall be stored in areas designated by the City's designee.
- Q. The Contractor service personnel shall follow manufacturer's specifications and guidelines -- including state or local laws -- for the use and disposal of all cleaning chemicals.
- R. All paper products must be stored in areas designated by City. Paper products shall not be stored in restrooms or on counters. Paper product dispensers shall be utilized to full design potential in order to conserve paper products.
- S. All service personnel shall have ability to communicate clearly with City's staff.
- T. The City of Stockbridge will typically observe the following major holidays: New Year's Day, MLK Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Day after Thanksgiving, and Christmas Eve and Christmas Day.
- U. Unless otherwise instructed by the City, all service should begin after 6 pm. There is one exception: The Merle Manders Conference Center and Ted Strickland Community Center have many after-hour events. The awarded vendor will be given a schedule of events and will need to make sure the cleaning occurs in a timely fashion.
- V. All potential vendors are required to submit a valid liability and workers compensation insurance certificate prior to the start date of any contract. Said insurance shall remain in force throughout the duration of any contract.
- W. No member, officer, employee of the City of Stockbridge, or member of its governing body during his or her tenure, shall have any interest, direct or indirect, in any resultant contract or the proceeds thereof which is inconsistent with state and federal laws or the City's ethics ordinance.
- X. All proposals must be submitted exclusive of Federal Excise and Georgia State taxes. The City of Stockbridge is exempt from these taxes. When proof of a tax exemption status is required, a notation should be made on this RFP and an Exemption Letter shall be furnished.

9. SELECTION PROCESS

A. Right to Reject

The City of Stockbridge retains the right to reject any or all proposals and to re-solicit if deemed to be in the best interest of the City of Stockbridge.

B. RFP Review Process

The City of Stockbridge will review responses to this RFP that meet the requirements enumerated and are received prior to the designated closing time and date.

Evaluation Criteria to be used to determine the qualified performance proposals are:

1. Quality Control Specifications
2. Attended MANDATORY walk-through and pre-proposal meeting
3. Vendor Qualifications
4. References
5. Has the vendor properly completed all the required forms

Upon determination of qualified proposing suppliers, the selection committee will rank the proposals. If determined necessary, a formal interview may be requested and each highest ranked proposing supplier will be asked to make an oral presentation for further evaluation. The highest-ranked proposing supplier based on the oral presentation will then be chosen by the Committee. The Committee may then choose the highest ranked proposing supplier with which to begin negotiations.

If the City is unable, after good faith efforts, to negotiate a satisfactory contract with the highest-ranked proposing supplier, the entity shall formally end negotiations with that proposing supplier, and begin negotiations with the second-highest ranked proposing supplier.

C. RFP Not Contractual

Nothing contained in this RFP shall create any contractual relationship between the proposer and the City. The City accepts no financial responsibility for costs incurred by any proposer regarding this RFP.

10. PROTECTION OF PROPERTY

Contractor will adequately protect its own work from damage, will protect City of Stockbridge's property from damage or loss and will take all necessary precautions during the progress of the work to protect all persons and the property of others from damage or loss.

Contractor shall take all necessary precautions for the safety of employees of the work and shall comply with all applicable provisions of the Federal, State and Local safety laws and building codes to prevent accidents or injury to persons on, about, or adjacent to the premises where work is being performed.

Contractor shall erect and properly maintain at all times as required by the conditions and progress of the work, all necessary safeguards for the protection of its employees, City of Stockbridge employees and the public and shall post all applicable signage and other warning devices to protect against potential hazards for the work being performed.

11. INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

Contractor hereby agrees to release, indemnify, defend and hold harmless City of Stockbridge, its elected officials, 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 costs of judgments, settlements, court costs, attorney's fees or expenses, regardless of the outcome of any such action, proceeding, or investigation), caused by, relating to, based upon or arising out of any act or omission by Contractor/Vendor, its directors, officers, employees, subcontractors, successors, assigns or agents, or otherwise in connection (directly or indirectly) with its acceptance, or the performance, or nonperformance, of its obligations under these agreements. Such obligations shall not be construed to negate, abridge or otherwise reduce any other rights or obligations of indemnity which would otherwise exist as to any party or person as set forth in this paragraph.

Contractor's obligations to protect, defend, indemnify and hold harmless, as set forth here
City of Stockbridge RFP 2014-1 | Page 9 of 29

in above, shall also include, but is not limited to, any matter arising out of any actual or alleged infringement of any patent, trademark, copyright, or service mark, or other actual or alleged unfair competition disparagement of product of service, or other tort or any type whatsoever, or an actual or alleged violation of trade regulations.

Contractor further agrees to protect, defend, indemnify and hold harmless City of Stockbridge, its elected officials, officers, employees, subcontractors, successors, assigns and agents from and against any and all claims or liability for compensation under the Worker's Compensation Act, Disability Benefits Act, or any other employee benefits act arising out of injuries sustained by any employees of Contractor/Vendor. These indemnities shall not be limited by reason of the listing of any insurance coverage.

If the bid/quotation involves construction services Contractor/Vendor will be responsible fully for any and all damage to the work during the course of construction, until the point of Final acceptance by City of Stockbridge.

12. COMPLIANCE WITH APPLICABLE LAW

Contractor shall certify that Contractor is presently -- and during the term of all agreements with the City -- compliant with all applicable federal, state and local laws and regulations, including but not limited to wage and hour, minimum wage, overtime, workers compensation, immigration, and work eligibility laws and regulations. Contractor shall comply with the federal and state mandates for the SAVE and eVerify programs. Contractor shall make available, upon reasonable request, documentation demonstrating proper payroll records for all employees of Contractor performing work pursuant to an agreement with the City.

Vendors submitting a qualification package in response to this RFP must provide the SAVE and eVerify affidavits as part of their submittal to indicate compliance. Both forms are included in the RFP.

13. INSURANCE

Before any contracts have been signed and any action taken under a contract, the company shall have a Certificate of Insurance of Contractor's In-Force Insurance issued to the City of Stockbridge, names as a loss payee, for the policies and limits listed below:

Commercial General Liability (Including Completed Products)	\$1,000,000 each occurrence
Bodily Injury & Property Damage	\$2,000,000 Aggregate (shall include coverage for the hazards of Explosion, Collapse and Underground failures)
Vehicle Liability	\$1,000,000 Combined Single Limit Bodily Injury, Property Damage
Janitorial Bond	\$100,000 per employee for dishonesty
Workers Compensation	\$1,000,000
State of Georgia Statutory	\$1,000,000 Each Accident
Limits Required	\$1,000,000 Disease, Each Employee

Occurrence coverage is required. Claims-made coverage is not acceptable. The City will not share in any deductibles.

These policies shall cover the City, its elected officials, employees and agents as additional insured and shall contain a covenant requiring no less than sixty (60) days written notice to the City before cancellation, reduction or other modification of coverage's

These policies shall be primary noncontributing with any applicable insurance carried by the City of Stockbridge and shall contain a severability of interests clause in respect to cross liability, protecting each additional insured as though a separate policy had been issued to each. Certification of each of the above policies shall be furnished, in duplicate, to the City, at least fifteen (15) days prior to commencement of services under a signed contract.

All certificates of insurance must clearly state that the Contractor's insurance(s) is **PRIMARY**. If your policy has deductibles, self-insured retentions or co-insurance penalties, then all such costs shall be borne by the Contractor and not the City of Stockbridge.

14. ANTI-DISCRIMINATION

By submitting their bids, all bidders certify to the City of Stockbridge that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended.

In every contract of over \$10,000 the provisions in A and B below apply:

A. During the performance of this contract, the contractor agrees as follows:

- a. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
- b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
- c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

B. The Contractor will include the provisions of "A" above in every subcontract or purchase order of over \$10,000 so that the provisions will be binding upon each subcontractor or vendor.

15. SUBMITTAL FORMAT

The submittal must include one (1) original and three (3) copies of the proposal to include submittal specifications and the second envelope with the price proposal only which shall be

marked as follows:

RFP No. **2015-1** -- Janitorial Services for City of Stockbridge Facilities

A. The Proposal should be placed in an appropriate binder with tabs and shall include the information outlined below and in the following order:

1. Cover Letter: A brief cover letter of introduction of your company.
2. RFP **2015-1** Price Proposal. This is the price proposal document provided with this proposal package.
3. Quality Control Specifications: This section of the proposal should clearly and completely describe the Janitorial Services proposed to meet the City of Stockbridge requirements as stated herein.
4. Vendor Qualifications: This section shall contain the notarized "Statement of Bidder's Qualifications" provided with this RFP and should describe the firm and its capability to meet the requirements set forth in this RFP. Particular emphasis should be given on the firm's experience and expertise. This section must also identify the complete contact information and person(s) for the Janitorial Services.
5. References: The vendor should provide a list of references (minimum of three (3) currently utilizing the vendor for service). The reference list shall include name of company, address, phone number, fax number and primary contact person. The vendor shall indicate which references, if any, have an operating janitorial service of a similar nature.
6. City of Stockbridge Required Forms. The vendor shall provide the Execution of Proposal, Addenda Acknowledgement, Save and eVerify form(s), and Vendor Forms that are provided with this RFP.

16. FINAL SELECTION

Following review of all qualified proposals, selection of a suitable vendor, and preliminary contract negotiations, a recommendation will be made to the City of Stockbridge Mayor and City Council by the project representative. Following Council approval, the City will complete contract negotiations.

The City of Stockbridge reserves the right to accept the response that is determined to be in the best interest of the City. The City reserves the right to reject any and/or all proposals.

Every vendor submitting a proposal must complete the forms showing compliance with the **GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT OCGA §13-10-90**. The forms are provided with this RFP package.

17. Facility Specific Scope of Work:

A.) City Hall

Daily –

Full building

- Empty all trash receptacles. Spot clean interior and exterior surface of receptacles. Replace soiled or torn liners
- Dust all window sills
- Wipe all door handles with an approved cleaner
- Vacuum carpeted floors
- Sweep and mop non-carpeted floors
- Spot clean carpet (as needed) with an extractor or bonnet
- Wipe windows to remove smudges
- Wipe glass doors with approved cleaner (leaving streak free)
- Remove cobwebs
- Wipe water fountains with approved cleaner

Stairs

- Sweep
- Spot mop as needed
- Vacuum door mats
- Dust horizontal surfaces
- Wipe handrails with approved cleaner

Elevator

- Vacuum
- Wipe doors and compartment walls with approved cleaner
- Wipe button bank with approved cleaner
- Wipe hand rail with approved cleaner

Reception Areas

- Wipe reception desk with approved cleaner
- Sweep
- Spot mop as needed
- Vacuum door mats
- Remove miscellaneous debris and trash
- Place furniture in appropriate locations
- Wipe windows and glass doors with approved cleaner leaving streak free

Copy Rooms

- Wipe counter surfaces
- Sweep
- Spot mop as needed

Restrooms

- Empty trash receptacles. Spot clean interior and exterior surface of receptacles. Replace soiled or torn liners
- Wipe all stalls (entire surface and door) with approved cleaner
- Wipe toilets and urinals (ensure all are flushed)
- Stock toilet tissue and paper towels
- Stock soap dispensers
- Wipe counter tops with approved cleaner
- Wipe sinks and faucets with approved cleaner
- Wipe mirrors (leaving streak free) with approved cleaner

- Remove any remaining trash from floor
- Sweep and mop floors

Conference Rooms

- Wipe table with approved cleaner
- Vacuum
- Wipe chairs with approved cleaner
- Wipe counter tops with approved cleaner
- Dust window sills

Break Rooms

- Wipe table with approved cleaner
- Sweep
- Spot mop floors as needed
- Wipe chairs with approved cleaner
- Wipe counter tops with approved cleaner
- Dust window sills
- Wipe sink and faucet with approved cleaner
- Wipe countertops with approved cleaner
- Wipe exterior of refrigerator

Cubicles and Offices

- Wipe tops of cubicles with approved cleaner
- Wipe phone receivers and bases with approved cleaner
- Dust window sills
- Wipe service window with approved cleaner leaving streak free
- Wipe service counter with approved cleaner
- Wipe cabinet tops with approved cleaner

Biweekly (2 times per week) –

Second Floor

- Detail Council Chambers, Work Session Room, Council Conference Room, Council Members Room
 - Detailing includes:
 - Dusting all horizontal surfaces
 - Vacuuming all carpeted floors
 - Wiping all glass and mirrors with approved cleaner leaving streak free
 - Sweeping and mopping non-carpeted floor
 - Wiping conference tables with approved cleaner
 - Wiping Chambers bench with approved cleaner
 - Wiping all chairs with approved cleaner
 - Wiping window sills with approved cleaner
 - Dusting all scones

Monthly –

Full Building

- Extract carpet
- Buff floors
- Dust HVAC vents, grills, returns
- Wipe all windows
- Dust horizontal surfaces above six (6) feet high

- Dust chandeliers

Semi Annually (every six (6) months) –

- Strip and wax floors

B.) Municipal Court:

Daily –

Full Building

- Empty all trash receptacles. Spot clean interior and exterior surface of receptacles. Replace soiled or torn liners
- Dust all window sills
- Wipe all door handles with an approved cleaner
- Vacuum carpeted floors
- Sweep and mop non-carpeted floors
- Spot clean carpet (as needed) with an extractor or bonnet
- Wipe windows to remove smudges
- Wipe glass doors with approved cleaner (leaving streak free)
- Remove cobwebs
- Wipe water fountains with approved cleaner

Break Room

- Wipe off counter tops with approved cleaner
- Wipe exterior of refrigerator with approved cleaner
- Wipe sink and faucet with approved cleaner
- Wipe table tops with approved cleaner
- Wipe chairs with approved cleaner
- Sweep floor
- Spot mop as needed

Restrooms

- Empty trash receptacles. Spot clean interior and exterior surface of receptacles. Replace soiled or torn liners
- Wipe all stalls (entire surface and door) with approved cleaner
- Wipe toilets and urinals (ensure all are flushed)
- Stock toilet tissue and paper towels
- Stock soap dispensers
- Wipe counter tops with approved cleaner
- Wipe sinks and faucets with approved cleaner
- Wipe mirrors (leaving streak free) with approved cleaner
- Remove any remaining trash from floor
- Sweep and mop floors

Stairs

- Sweep
- Spot mop as needed
- Vacuum door mats
- Dust horizontal surfaces
- Wipe handrails with approved cleaner

Elevator

- Vacuum

- Wipe doors and compartment walls with approved cleaner
- Wipe button bank with approved cleaner
- Wipe hand rail with approved cleaner

Filing Room

- Sweep
- Wipe counter tops with approved cleaner
- Spot mop as needed

Holding Rooms

- Wipe chairs with approved cleaner
- Wipe walls with approved cleaner
- Sweep and mop floor as needed

Courtroom

- Dust all horizontal surfaces
- Vacuum all carpeted floors
- Spot clean carpet as needed
- Wipe all glass and mirrors with approved cleaner leaving streak free
- Wipe desks and tables with approved cleaner
- Wipe Bench with approved cleaner
- Wipe all chairs with approved cleaner
- Wipe window sills with approved cleaner
- Dust all scones

Offices

- Wipe phone receivers and bases with approved cleaner
- Dust window sills
- Wipe service window with approved cleaner leaving streak free
- Wipe service counter with approved cleaner
- Wipe cabinet tops with approved cleaner

Weekly –

Full Building

- Extract carpet
- Buff floors
- Dust HVAC vents, grills, returns
- Wipe all windows
- Dust horizontal surfaces above six (6) feet high
- Dust chandeliers

Semi Annually (every six (6) months –

- Strip and wax floors

C.) Merle Manders Conference Center:

Daily –

Full building

- Empty all trash receptacles. Spot clean interior and exterior surface of receptacles. Replace soiled or torn liners
- Dust all window sills
- Wipe all door handles with an approved cleaner
- Vacuum carpeted floors

- Sweep and mop non-carpeted floors
- Spot clean carpet (as needed) with an extractor or bonnet
- Wipe windows to remove smudges
- Wipe glass doors with approved cleaner (leaving streak free)
- Remove cobwebs
- Wipe water fountains with approved cleaner
- Wipe all tables not in storage room with approved cleaner
- Remove debris from chairs not in storage
- Stack chairs in stacks of ten (10) a minimum of ten (10) feet from any wall
- Remove any food or drink debris from walls or floors
- Vacuum door mats

Kitchen

- Wipe all countertops with approved cleaner
- Wipe all refrigerators, freezers, warmers, ovens interior and exterior with approved cleaner
- Wipe stovetop with approved cleaner
- Wipe sink and faucet with approved cleaner
- Sweep and mop floor (may need to use a degreaser on kitchen floor)
- Remove any miscellaneous trash or debris

Restrooms

- Empty trash receptacles. Spot clean interior and exterior surface of receptacles. Replace soiled or torn liners
- Wipe all stalls (entire surface and door) with approved cleaner
- Wipe toilets and urinals (ensure all are flushed)
- Stock toilet tissue and paper towels
- Stock soap dispensers
- Wipe counter tops with approved cleaner
- Wipe sinks and faucets with approved cleaner
- Wipe mirrors (leaving streak free) with approved cleaner
- Remove any remaining trash from floor
- Sweep and mop floors

Stairwell

- Wipe all handrails with approved cleaner
- Dust all horizontal surfaces
- Remove any miscellaneous trash or debris
- Sweep floor and stairs

Meeting rooms

- Wipe grease boards with approved cleaner
- Wipe out grease board trays
- Wipe all counter tops with approved cleaner
- Wipe sink and faucet with approved cleaner

Bride's room

- Wipe mirror with approved cleaner (leave streak free)
- Wipe glass top table with approved cleaner (leave streak free)
- Vacuum furniture, pay attention to area between seat cushion and frame
- Vacuum floor

- Spot clean stains as needed

Monthly –
Kitchen

- Clean the vent hood with approved cleaner

Ballroom

- Dust the shelf and hangers in the coat room
- Dust the chandeliers and sconces
- Dust the mantle on the fireplace
- Dust the front and side faces of the fireplace

Full Building

- Dust the tops of pictures
- Dust inside door frames
- Clean baseboards with approved cleaner
- Clean carpet with an extractor
- Dust HVAC vents, grills, returns

Semi Annually (every six (6) months) –

- Strip and wax floors

D.)Merle Manders Conference Center Administration Building:

Daily –

Full building

- Empty all trash receptacles. Spot clean interior and exterior surface of receptacles.
Replace soiled or torn liners
- Dust all window sills and blinds
- Wipe all door handles with an approved cleaner
- Vacuum carpeted floors
- Spot clean carpet (as needed)
- Wipe windows to remove smudges
- Remove cobwebs

Conference Room

- Wipe sink and faucet with approved cleaner
- Wipe off counter top with approved cleaner
- Wipe interior and exterior of microwave with approved cleaner
- Wipe conference table and chairs with approved cleaner

Restroom

- Detail toilet with approved cleaner
- Wipe sink and counter top with approved cleaner
- Wipe mirror (leaving streak free) with approved cleaner
- Stock toilet paper, paper towels, and soap
- Sweep and mop floor

Weekly –

Full Building

- Wipe interior side of all windows with approved cleaner
- Dust all surfaces above six (6) feet high

- Wipe or vacuum all chairs
- Damp wipe all telephone receivers and bases
- Wipe all table tops with approved cleaner
- Dust or vacuum all baseboard
- Dust inside of door frames

Monthly –

Full building

- Clean carpet with an extractor
- Dust inside door frames
- Buff floors
- Dust HVAC vents, grills, returns

Semi Annually (every six (6) months) -

- Strip and wax storage room floors

E.) Ted Strickland Community Center:

Daily –

General Room

- Dust all window sills
- Wipe windows and glass doors (leaving streak free surface) with approved cleaner
- Disinfect all door handles with approved cleaner
- Wipe down wooden and steel doors with approved cleaner
- Remove any remaining trash from floor
- Dust mop floor
- Spot mop floor
- Vacuum floor mats
- Remove cobwebs

Restrooms

- Empty trash receptacles. Spot clean interior and exterior surface of receptacles. Replace soiled or torn liners
- Wipe all stalls (entire surface and door) with approved cleaner
- Wipe toilets and urinals (ensure all are flushed)
- Stock toilet tissue and paper towels
- Stock soap dispensers
- Wipe counter tops with approved cleaner
- Wipe sinks and faucets with approved cleaner
- Wipe mirrors (leaving streak free) with approved cleaner
- Remove any remaining trash from floor
- Sweep and mop floors
- Remove cobwebs

Kitchen

- Remove any remaining trash from floor
- Wipe all counter tops with approved cleaner
- Wipe sink and faucet with approved cleaner
- Wipe stovetop with approved cleaner
- Wipe interior and exterior of microwave with approved cleaner

- Empty refrigerator and freezer
- Clean refrigerator and freezer with approved cleaner
- Check all drawers for litter, discard litter
- Clean oven interior and exterior with approved cleaner
- Sweep and mop floor
- Remove cobwebs

Table and Chair Storage Room

- Check for litter and discard
- Sweep and mop floor as needed/requested
- Wipe all tables and chairs with approved cleaner
- Remove cobwebs

Weekly –

General Room

- Buff floor
- Dust all surfaces above six (6) feet high
- Dust all HVAC ducts, grills, and register surfaces
- Dust baseboards
- Dust inside of door frames

Restrooms

- Dust all surfaces above 6 feet high
- Dust all HVAC ducts, grills, and register surfaces
- Dust baseboards
- Dust under sink plumbing

Kitchen

- Buff floor
- Dust all surfaces above 6 feet high
- Dust all HVAC ducts, grills, and register surfaces
- Dust baseboards

Quarterly –

Full building

- Strip and wax floors

F.) Water Treatment Plant:

Monthly –

- Buff the floors

Every six months –

- Strip and wax the floors

G.) Multiplex:

Daily –

Restrooms

- Empty trash receptacles. Spot clean interior and exterior surface of receptacles. Replace soiled or torn liners
- Wipe all stalls (entire surface and door) with approved cleaner

- Wipe toilets and urinals (ensure all are flushed)
- Stock toilet tissue and paper towels
- Stock soap dispensers
- Wipe counter tops with approved cleaner
- Wipe sinks and faucets with approved cleaner
- Wipe mirrors (leaving streak free) with approved cleaner
- Remove any remaining trash from floor
- Sweep and mop floors

Lobby

- Empty trash receptacles. Spot clean interior and exterior surface of receptacles. Replace soiled or torn liners
- Wipe all windows and glass doors with approved cleaner (leaving streak free)
- Wipe all door handles with approved cleaner
- Vacuum carpet and mats

Auditorium

- Sweep and mop risers
- Vacuum carpet
- Remove any miscellaneous trash or debris
- Sweep stage
- Spot mop stage as needed with a damp mop

Weekly –

Full Building

- Remove cobwebs
- Clean baseboards with approved cleaner
- Clean carpet with extractor
- Dust HVAC vents, grills, returns

Semi Annually (every six months) –
Strip and wax floors

RFP 2015-1 Price Proposal
(This is a required submittal)

Legal Name of Bidder: _____

A.) City of Stockbridge City Hall, 4640 North Henry Blvd., Stockbridge

Monthly Price: _____ Annual Price: _____

B.) City of Stockbridge Municipal Court, 4602 North Henry Blvd., Stockbridge

Monthly Price: _____ Annual Price: _____

C.) Merle Manders Conference Center, 111 Davis Rd., Stockbridge

Monthly Price: _____ Annual Price: _____

D.) Merle Manders Administration Building, 111 Davis Rd., Stockbridge

Monthly Price: _____ Annual Price: _____

E.) Ted Strickland Community Center, 130 Berry St., Stockbridge

Monthly Price: _____ Annual Price: _____

F.) City of Stockbridge Waste Water Reclamation Treatment Plant, 100 Stapleton Dr.,
Stockbridge

Monthly Price: _____ Annual Price: _____

G.) Multiplex, 146 Burke St., Stockbridge

Monthly Price: _____ Annual Price: _____

Combined Total (all facilities listed in RFP)

Monthly Price: _____ Annual Price: _____

Hourly Day Porter Rate (4 hour minimum): _____

STATEMENT OF BIDDER'S QUALIFICATIONS

(This is a required submittal and is to be subscribed and sworn to before a Notary)

Please answer all questions in a clear and comprehensive manner. This statement must be notarized. If necessary, the Bidder may submit additional information on separate sheets of paper. Attach all additional sheets to this Statement of Bidder's Qualifications.

Legal Name of Bidder: _____

Permanent Main Office Address: _____

When organized: _____

If a Corporation, where incorporated? _____

Give bank reference: _____

The undersigned hereby authorizes and requests any person, firm, or corporation to furnish any information requested by the Local Public Agency in the verification this Statement of Bidder's Qualifications. The foregoing statement of qualifications is submitted under oath.

Under oath, I certify that I am a principal or other representative of _____ and that I am authorized by the firm to execute the foregoing offer on its behalf. I am a principal person of the foregoing with management responsibility for the foregoing subject matter and as such I am personally knowledgeable of all its pertinent matters. The foregoing statements of acts in the foregoing proposal are true.

I certify that this Proposal is made without prior understanding, agreement or connection with any corporation, firm or person submitting a proposal for the same materials, labor, supplies or equipment and is in all respects fair and without collusion or fraud. We understand collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards. We agree to abide by all conditions of this proposal.

The full names and addresses of persons and firms interested in the foregoing proposal as principals are as follows:

Name/Title	Address
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Respectfully Submitted this _____ day of _____, 20_____.

Name of Company: _____ Phone: _____

Address: _____

By: _____ Title: _____

State of _____ County of _____

_____ being duly sworn exposes and says that he or she

is _____ of _____ and that the

answers to the foregoing questions and all statements therein contained are true and correct.

Subscribed and sworn to before me this _____ day of _____, 20_____.

(SEAL)

Notary Public

My Commission Expires:

_____, 20_____.

EXECUTION OF PROPOSAL

(This is a required submittal)

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

- _____ That this proposal was signed by an authorized representative of the firm.
- _____ That the potential Contractor has determined the cost and availability of all materials and supplies associated with performing the services outlined herein.
- _____ That all labor costs associated with this project have been determined, including all direct and indirect costs.
- _____ That the potential Contractor agrees to the conditions as set forth in this Request for Proposal with no exceptions.

Therefore, in compliance with the foregoing **Request for Qualifications**, and subject to all terms and conditions thereof, the undersigned offers and agrees, if this proposal is accepted within sixty (60) days from the date of the opening, to furnish the services for the prices quoted within the timeframe required.

Business Contact Representative

Operational Contact Representative

Vendor's Name

Federal ID #

Address

Phone

Fax

Email

Authorized Signature

Date

Typed Name & Title: _____

City of Stockbridge

4640 North Henry Boulevard, Stockbridge, Georgia 30281

REQUEST FOR PROPOSALS (RFP) No. **2015-1**
JANITORIAL SERVICES FOR CITY OF STOCKBRIDGE FACILITIES

ADDENDA ACKNOWLEDGEMENT

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

The vendor has examined and carefully studied the RFP and the following Addenda, receipt of all of which is hereby acknowledged:

Addendum No. _____

Addendum No. _____

Addendum No. _____

Addendum No. _____

Authorized Signature

Date

Type Name and Title

Vendors must acknowledge any issued addenda. Proposals that fail to acknowledge the vendor's receipt of any addendum will result in the rejection of the offer if the addendum contained information which substantively changes the Owner's requirements.

SAVE FORM
CITY OF STOCKBRIDGE AFFIDAVIT
O.C.G.A § 50-36-1(E)(2) AFFIDAVIT OF VERIFYING STATUS FOR CITY PUBLIC BENEFIT

By executing this affidavit under oath, as an applicant for a(n) _____ (type of public benefit), as referenced in O.C.G.A. § 50-36-1, from the City of Stockbridge, Georgia, the undersigned applicant verifies one of the following with respect to my application for a public benefit:

- 1) _____ I am a United States citizen
(Must include copy of either current State Driver's License, Passport, or Military ID)
- 2) _____ I am a legal permanent resident of the United States**
(Must include a copy of your current State Driver's License and either a copy of your Permanent Resident Card or Employment Authorization Card)
- 3) _____ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.**
My alien number issued by the Department of Homeland Security or other federal immigration agency is: _____
(Must include a copy of your current State Driver's License and either a copy of your Permanent Resident Card or Employment Authorization Card)

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

The secure and verifiable document provided with this affidavit can best be classified as: _____.

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute.

State of _____ County of _____

_____ being duly sworn exposes and says that he or she is _____ of

_____ and that the answers to the foregoing questions and all statements therein contained are true and correct.

Signature of Applicant _____ Printed Name _____ Date _____

Alien Registration Number for Non-citizens _____ Telephone _____ Email Address _____

Subscribed and sworn to before me this _____ day of _____, 20_____.

(SEAL)

Notary Public _____
My Commission Expires: _____, 20_____.

I understand that "public benefit" includes but is not limited to: Adult education; Authorization to conduct a commercial enterprise or business; Authorization to conduct activities regulated by local government such as flea markets, peddlers, sidewalk vendors, massage therapy, bingo games, adult entertainment, pawn shops, day cares, etc.; Business certificate, license, or registration; Business loan; Cash allowance; Contract for materials or services; Disability assistance or insurance; Down payment assistance; Energy assistance; Food stamps; Gaming license; Health benefits; Housing allowance, grant, guarantee, or loan; Home occupation certificate, license or registration; Loan guarantee; Medicaid; Occupational license; Professional license; Registration of a regulated business; Rent assistance or subsidy; Retirement benefits; State grant or loan; State identification card; Tax certificate required to conduct a commercial business; Temporary assistance for needy families (TANF); Unemployment insurance; Vehicles for Hire certificate or license; and Welfare to work.

**E-VERIFY FORM
CITY OF STOCKBRIDGE AFFIDAVIT
O.C.G.A § 36-60-6(d) PRIVATE EMPLOYER AFFIDAVIT OF COMPLIANCE**

By executing this affidavit under oath, as an applicant for a(n) _____ (Occupational Tax Certificate, Alcohol License or other document required to operate a business) as referenced in O.C.G.A. § 36-60-6(d), from the City of Stockbridge, Georgia, the undersigned applicant representing the private employer known as _____ (printed name of private employer) verifies one of the following with respect to my application for the above mentioned document:

1. Fill out this section between January 1, 2012, and June 30, 2012.
(a) _____ On January 1st of the below signed year the individual, firm, or corporation employed more than five hundred (500) employees.
(b) _____ On January 1st of the below signed year the individual, firm, or corporation employed less than five hundred (500) employees.
If the employer selected 1(a) please fill out Section 4 below.
2. Fill out this section between July 1, 2012, and June 30, 2013.
(a) _____ On January 1st of the below signed year the individual, firm, or corporation employed more than one hundred (100) employees.
(b) _____ On January 1st of the below signed year the individual, firm, or corporation employed less than one hundred (100) employees.
If the employer selected 2(a) please fill out Section 4 below.
3. Fill out this section on or after July 1, 2013.
(a) _____ On January 1st of the below signed year the individual, firm, or corporation employed more than ten (10) employees.
(b) _____ On January 1st of the below signed year the individual, firm, or corporation employed less than ten (10) employees.
If the employer selected 3(a) please fill out Section 4 below.
4. **The employer has registered with and utilizes the federal work authorization program in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-90. The undersigned private employer also attests that its federal work authorization user identification number and date of authorization are as listed below:**

_____ Federal Work Authorization User Identification Number

_____ Date of Authorization

_____ Name of Private Employer

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties allowed by such statute.

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

Executed on the _____ day of _____, 20____ in the City of _____, State of _____.

Signature of Authorized Officer or Agent

Printed Name

Subscribed and sworn to before me this _____ day of _____, 20____.

(SEAL)

Notary Public

My Commission Expires: _____, 20____.

2nd QUARTER BUDGET UPDATE

**City of Stockbridge - 1st and 2nd quarter 2015 - Preliminary
Summary Financial Statement as of June 30, 2015**

REVENUES

Total General Fund revenues:

\$3,513,329

\$127,489	General Property Taxes, including franchise fees, intangible recording and real estate transfer taxes
\$1,422,986	General Sales and Use Taxes (Local Option Sales Tax / LOST)
\$348,457	Sales and Use Taxes for beer, liquor, and wine
\$559,950	Business Taxes (occupational and insurance premium taxes)
\$192,117	License, Permits and Regulatory Fees
\$182,679	Intergovernmental - LMIG
\$684	Charges for Services (printing and bad check fees)
\$593,646	Fines and Forfeitures
\$1,740	Investment Income
\$77,361	Rents and Royalties (park pavilions, tower lease, etc.)
\$6,221	Other Revenues

EXPENSES

Total General Fund expenses:

\$3,833,787

\$88,778	Governing Body
\$251,639	Executive
\$729,391	Financial and Administrative
\$38,769	Information Technology
\$121,395	Government Buildings and Property
\$287,863	Judicial
\$393,527	Public Safety
\$886,883	Public Works
\$15,070	City Events
\$15,992	Parks
\$57,333	Code Enforcement
\$50,193	Main Street Program
\$896,954	Debt Service Payment for URA

City of Stockbridge - 1st & 2nd quarter 2015 - Unaudited

Financial Statement - Other Funds as of June 30, 2015

Hotel / Motel Fund

REVENUES		<u>\$39,376</u>
	\$39,376	

EXPENSES		<u>\$20,746</u>
	\$8,513	Tourism
	\$12,233	To Chamber
	\$0	Other

Urban Redevelopment Fund

REVENUES		<u>\$896,954</u>
	\$896,954	Transfers In

EXPENSES		<u>\$896,984</u>
	\$570,000	Principal
	\$326,954	Interest
	\$30	Other

Capital Project Grant Fund - LCI/TE

REVENUES		<u>\$65</u>
	\$65	Interest Revenue

EXPENSES		<u>\$5,325</u>
	\$15	Bank Charges
	\$5,310	South Berry Sidewalks
	\$0	Other

City of Stockbridge - 1st & 2nd quarter 2015 - Unaudited

Financial Statement - Other Funds as of June 30, 2015

Water / Sewer Fund

REVENUES		<u>\$1,520,467</u>
\$643,387	Sewer Revenue	
\$802,077	Water Revenue	
\$75,000	SPLOST Contributed Capital	
\$3	Interest Revenue	
EXPENSES		<u>\$1,459,686</u>
\$569,355	Sewer Expenses	
\$562,680	Water Expenses	
\$24,863	GEFA Interest	
\$302,788	Depreciation	
\$0	Other	

Stormwater Fund

REVENUES		<u>\$21,974</u>
\$21,974	Stormwater Revenue	
EXPENSES		<u>\$130,077</u>
\$122,669	Stormwater Expenses	
\$7,408	Depreciation	
\$0	Other	

Sanitation Fund

REVENUES		<u>\$595,002</u>
\$595,002	Sanitation Revenue	
EXPENSES		<u>\$324,717</u>
\$300,474	Sanitation Expenses	
\$24,243	Depreciation	

City of Stockbridge - 1st & 2nd quarter 2015 - Unaudited

Financial Statement - Other Funds as of June 30, 2015

MMCC Fund

REVENUES

\$99,472

\$0

Conference Center Revenues

Transfers In

\$99,472

EXPENSES

\$87,056

\$45,170

\$0

Conference Center Expenses

Depreciation

Other

\$132,226

TSCC Fund

REVENUES

\$18,275

Community Center Revenues

\$18,275

EXPENSES

\$14,547

\$4,713

\$0

Community Center Expenses

Depreciation

Other

\$19,259

City of Stockbridge - 1st & 2nd quarter 2015 - Unaudited

Financial Statement - Other Funds as of June 30, 2015

SPLOST III

REVENUES		<u>\$391</u>
\$391	SPLOST Interest Revenues	<u>\$391</u>
EXPENSES		<u>\$75,000</u>
\$75,000	WWTP Head Works, Phase 2 - Cues Camera	
\$0	Other	

SPLOST IV

REVENUES		<u>\$853,097</u>
\$852,457	SPLOST Revenues	
\$640	SPLOST Interest Revenues	
EXPENSES		<u>\$0</u>
\$0	Road Assessment	
\$0	Other	

Vanessa Holiday

From: Davida Robinson
Sent: Thursday, July 23, 2015 12:52 PM
To: Vanessa Holiday
Cc: Ben Hopkins
Subject: Current Food Vendor Application Process
Attachments: Food Vendor Application.pdf; 2015 Henry Co. Food PERMIT App..pdf

Vanessa,

See details below & attached applications, regarding our current food vendor application process.

COS food vendor application process:

- 1.) Complete & submit COS's application for COS's specified event (see attached 'Food Vendor Application' as an example)
 - a. Fees are specified in application
- 2.) Complete & submit Henry County Environmental Health temporary food service establishment PERMIT application (see attached current '2015 Henry Co. Food PERMIT app.')
- 3.) COS staff submits food vendor's completed temporary food service establishment PERMIT application directly to Henry County Environmental Health Department for approval/ denial. Approval/ Denial letter is sent back to COS staff to send to food vendor applicant for review & signature.
- 4.) COS staff submits SIGNED approval/ denial letter back to the Henry County Environmental Health Department.
- 5.) On scheduled event day, health inspector arrives on event location site to inspect food vendor applicant's area, to make sure everything is satisfactory before actually giving them their temporary food service establishment PERMIT.
 - a. Once the food vendor applicant receives their PERMIT in their hand, they are then permitted to sell their food items at the event.

Davida Robinson

Event Planning Specialist

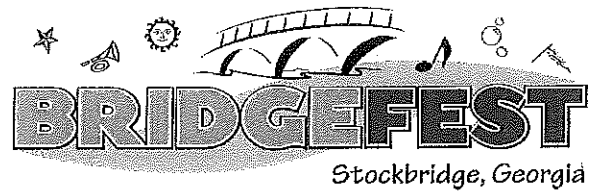
City of Stockbridge

P: (770) 389-7900, Ext. 248

F: (770) 389-5484

E: d robinson@cityofstockbridge-ga.gov

W: www.mmcevents.com / www.facebook.com/mmcevents



FOOD VENDOR APPLICATION

Saturday, September 26, 2015 11:00am-6:00pm: Actual Festival

****Friday, September 25, 2015 7:00pm-9:30pm: Free Community Concert**

You may choose to setup and serve on Friday at no extra charge. However, you **MUST** check the appropriate line below.

Location: In Downtown Stockbridge- Across from Stockbridge City Hall at the bridge
(4640 North Henry Blvd., Stockbridge, GA 30281)

PLEASE WRITE LEGIBLY

Name	
Company Name	
Mailing Address	
Contact Phone Number	
E-mail address	
Website	
Description of Planned Menu (REQUIRED):	

Booth Fees

_____ Single 10x10 booth: **\$175**

_____ Double 10x20 booth: **\$200**

_____ Friday evening setup- no additional charge, but box must be checked to participate

****\$100 of booth fee goes to Henry County. We handle paying the county for the one day special event food permit.****

*You must also complete a Henry County Special Event Food Service Permit application. All county paperwork **MUST** be completed and approved by them prior to participation. City of Stockbridge has no control over Henry County policies and procedures. If you are not approved by Henry County, then you will not allowed to participate.*

Electrical hookups are available at the following rates:

\$20 for each 20 amp 110V circuit _____ 20 amp x \$20= _____

\$30 for each 30 amp 220V circuit _____ 30 amp x \$30= _____

\$50 for each 50 amp 220V circuit _____ 50 amp x \$50= _____

Personal generators are allowed if pre-approved. If planning to use own generator, please list the Make, Model, Size, Etc. of generator for approval:

All power needs **MUST** be requested at the time the application is submitted. No changes will be allowed due to having to arrange for all power needs prior to the festival.

****Application continued on next page****

Phone:

(770) 389-5982

Snail Mail:

Make checks or money orders payable to:

City of Stockbridge- BridgeFest

4640 North Henry Blvd.

Stockbridge, GA 30281

Include in packet:

Applications, Payment, Photos of booth and menu, and Self addressed and stamped #10 envelope

E-mail:

****Preferred-** drobinson@cityofstockbridge-ga.gov

Include in e-mail:

Applications, Payment form (obtained from website), Photos of booth, and menu

****All applicants will receive notification of acceptance within 30 days of receipt of application.**

DEADLINE for applications is August 4, 2015. Applications received after this date will not be approved due to required timeline from Henry County Environmental Services.

The undersigned does hereby and forever discharge the City of Stockbridge, its agents, representatives and employees of and from all manner of actions, suits, damages, claims and demands whatsoever in law and equity from any loss or damage while in possession, supervision or auspices of the event, namely Bridgefest.

Signature of Applicant

Date



TEMPORARY FOOD SERVICE ESTABLISHMENT PERMIT APPLICATION

VENDOR APPLICATION MUST BE RECEIVED 30 WORKING DAYS BEFORE THE EVENT.

**A TEMPORARY FOOD SERVICE OPERATION MAY NOT OPERATE FOR MORE THAN
FOURTEEN (14) CONSECUTIVE DAYS.**

The Food Service Rules and Regulation, Chapter 290-5-14.-08 (2) outlining the requirements for temporary food service establishment is enclosed. It should be read in the early stages of planning.

Event Name: _____ Booth Name: _____
Event Location: _____ Person in Charge of Booth: _____
Dates of Operations _____ Phone Number: _____
Daily Operation Hours: _____ Name of Organization: _____
Event Coordinator: _____ Mailing Address: _____

(City) (State) (Zip)

Name of Applicant _____ Phone Number _____
(PLEASE PRINT)

Address _____

City _____ State _____ Zip Code _____

Applicants Signature: _____

***PLEASE SUBMIT A COPY OF MENU WITH THIS APPLICATION
ALONG WITH ALL APPLICABLE FEES***



TEMPORARY FOOD SERVICE ESTABLISHMENT PERMIT APPLICATION

BOOTH SKETCH / FLOOR PLAN:

- A. Sketch in the top view (overhead) and identify all equipment including hand wash facilities, cooking equipment, refrigerators (ice chest), worktables, storage areas, sanitizing bucket and sneeze guards.
- B. Type of floor, wall and overhead covering

DO NOT WRITE BELOW THIS LINE
[DEPARTMENTAL USE ONLY]

PERMIT # _____

DATE _____

APPROVED BY: _____



TEMPORARY FOOD SERVICE ESTABLISHMENT PERMIT APPLICATION

TEMPORARY FOOD SERVICE PLAN REVIEW DOCUMENTS

EQUIPMENT AND SUPPLIES:

- 1) How will the potable water be heated? _____

- 2) What types of wrapped single service and single use supplies will be used? _____

- 3) What type of equipment will be used to maintain food at 135 ° F. (57 ° C.) and higher? _____

- 4) What type of equipment will be used to maintain food at 41° F. (5° C.) or below? _____

- 5) What type of equipment will be used to reheat refrigerated foods for hot holding? _____

- 6) What type of equipment will be used to cook potentially hazardous food? _____

- 7) Potentially hazardous food is to be transported to the event in a hot [135 ° F. (57 ° C.)] or refrigerated [41° F. (5° C.)] condition from an approved supplier or source. How will you transport these products?



TEMPORARY FOOD SERVICE ESTABLISHMENT PERMIT APPLICATION

- 8) How will equipment be placed to prevent food contamination? Show on *BOOTH SKETCH / FLOOR PLAN* (page 4) the following:
- a) Method of storage off floor/ground that will achieve at least six (6) inches off floor/ground.
 - b) Eight (8) feet separation of cooking and preparation services from patrons or vertical barriers installed where the required eight (8) feet can not be achieved.
 - c) Food preparation and service tables.
- 9) How will equipment and utensils be washed and sanitized? What sanitizer and concentration level will be used?
- a) Describe the On site washing and sanitizing set up to be used and show placement on *BOOTH SKETCH / FLOOR PLAN Diagram* found on page 4. _____

 - b) Permanent base-of-operation or food service establishment used for washing and sanitizing? Give address and restaurant permit number (must have prior health authority approval)

- 10) How will the required hand washing facility be set up? Show on *BOOTH SKETCH / FLOOR PLAN* (page 4) the location.

CONSTRUCTION:

- 1) Booths must have overhead protection over all food preparation, food cooking, food storage and dish washing areas. What type of material is to be used (tarp, wood, metal, etc.):



TEMPORARY FOOD SERVICE ESTABLISHMENT PERMIT APPLICATION

- 2) What are the floors to be constructed of (concrete, asphalt, tight wood or other material)?
- _____
- 3) How will the walls, ceilings and entrances of the food preparation area are constructed to prevent the entrance of insects?
- _____
- _____
- 4) What method is to be used as a barrier to flying insects at the service window areas?
- Screening (16 mesh) _____
- Air Curtain _____
- 5) Describe construction methods and materials that will be use for excluding insects and vermin from the food preparation areas, food service areas and from the waste storage areas?
- _____
- _____
- _____

FOOD STORAGE:

- 1) What type of working containers will be used for food storage in the food preparation area?
- _____
- _____
- 2) How will bulk food storage containers be stored in the booth? _____
- _____
- 3) How will working containers of food supplies be protected from contamination during the event?
- _____
- _____
- _____



TEMPORARY FOOD SERVICE ESTABLISHMENT PERMIT APPLICATION

FOOD PREPARATION:

- 1) What will be the source for ice used? Commercially made and bagged Ice _____
Ice from Restaurant Commissary _____

(Please note that ice procured from a self-dispensing, bag your own ice, operation will not be accepted)

- 2) All food and food supplies must be from an approved source. List the foods/supplies source.

- 3) How will ice used for cooling or refrigeration be kept separated from ice used in beverages?

- 4) How will ice be dispensed for use in beverages? _____

- 5) Use the attached "Food Processes Form" on page 11 to list all foods and their Ingredients.

FOOD HANDLING:

- 1) How will you minimize bare hand contact with ready to eat foods (check all that apply)?

- _____ Single use disposable gloves
_____ Deli wax paper
_____ Tongs
_____ Spoons
_____ Scoops
_____ Other (describe) _____

- 2) How will you keep your food preparation areas protected from the public?

- _____ Distance (8 feet)
_____ Barriers (Describe barrier) _____



TEMPORARY FOOD SERVICE ESTABLISHMENT PERMIT APPLICATION

PERSONEL AND HYGIENE:

- 1) All food workers are required to hair restrain hair that is longer than ½ inch. Beard restraints will be required for beards and mustaches that exceed ½ inch in length. Hair and beard restraints will not apply to workers that serve only *wrapped or packaged* foods. Check below all that will apply.
☐ Hair nets
☐ Beard/mustache nets
☐ Cap
☐ Scarf
☐ Other (Describe restraint) _____
- 2) How will you control the "No Jewelry" prohibition with your food workers? See Personnel and Hygiene paragraph "D" on page 20 _____

WATER SUPPLY:

1. What will be the source of approved potable water?
☐ Onsite direct water connection (trailer inlet)
☐ Onsite water faucet
☐ Bulk commercial supply (bottled)
☐ Well
☐ Public water system
2. Source of Bottled water (both individual bottle and bulk supply): _____

TOILET FACILITIES:

- 1) What will be used for toilet facilities for the food booth? ☐ Central supplied facilities
☐ Portable toilets

WASTE DISPOSAL (Solid and Liquid):

- 1) What type container will be used for solid waste deposal in the food facility? _____

- 2) How will liquid waste be disposed of? _____



TEMPORARY FOOD SERVICE ESTABLISHMENT PERMIT APPLICATION

Food Processes Form

OPERATOR: _____ Event _____ Event Date _____

INSTRUCTIONS:

- ENCLUDE BEVERAGES, ICE, ALL INGREDIENTS AND CONDIMENTS
- LIST APPLICABLE FOOD TEMPERATURES IN PROCESSING STEPS (SUCH AS COOK AND HOLDING)
- USE ADDITIONAL PAPER FOR ANY ADDITIONAL EXPLANATION NEEDED FOR AN ITEM

Item #	List All Foods/Beverages and Ingredients	Where Purchased	Onsite Prep. Yes/No	Thawing		Cold Holding Temps.	Cooking Food Thickness		Hot Holding Temps.	Comments on Food Handling
				Raw Food	Cooked Food		< 1 Inch	> 1 Inch		

Page ____ of ____



TEMPORARY FOOD SERVICE ESTABLISHMENT PERMIT APPLICATION

Food Processes Form

Item #	List All Foods/Beverages and Ingredients	Where Purchased	Onsite Prep. Yes/No	Thawing		Cold Holding Temps.	Cooking Food Thickness		Hot Holding Temps.	Comments on Food Handling
				Raw Food	Cooked Food		< 1 Inch	> 1 Inch		

Vanessa Holiday

From: Davida Robinson
Sent: Thursday, July 23, 2015 12:52 PM
To: Vanessa Holiday
Cc: Ben Hopkins
Subject: Current Food Vendor Application Process
Attachments: Food Vendor Application.pdf; 2015 Henry Co. Food PERMIT App..pdf

Vanessa,

See details below & attached applications, regarding our current food vendor application process.

COS food vendor application process:

- 1.) Complete & submit COS's application for COS's specified event (see attached 'Food Vendor Application' as an example)
 - a. Fees are specified in application
- 2.) Complete & submit Henry County Environmental Health temporary food service establishment PERMIT application (see attached current '2015 Henry Co. Food PERMIT app.')
 - a. Flat fee of \$100.00, plus \$50.00 late fee IF application is submitted less than 30 days before the scheduled event day
 - i. COS collects this fee from the food vendor applicant 30 days before scheduled event day, then submits payment to Henry County Environmental Health Department once invoice is received.
- 3.) COS staff submits food vendor's completed temporary food service establishment PERMIT application directly to Henry County Environmental Health Department for approval/ denial. Approval/ Denial letter is sent back to COS staff to send to food vendor applicant for review & signature.
- 4.) COS staff submits SIGNED approval/ denial letter back to the Henry County Environmental Health Department.
- 5.) On scheduled event day, health inspector arrives on event location site to inspect food vendor applicant's area, to make sure everything is satisfactory before actually giving them their temporary food service establishment PERMIT.
 - a. Once the food vendor applicant receives their PERMIT in their hand, they are then permitted to sell their food items at the event.

Davida Robinson

Event Planning Specialist

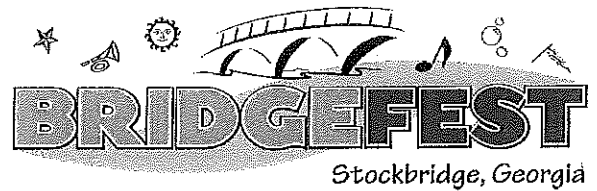
City of Stockbridge

P: (770) 389-7900, Ext. 248

F: (770) 389-5484

E: d robinson@cityofstockbridge-ga.gov

W: www.mmcevents.com / www.facebook.com/mmcevents



FOOD VENDOR APPLICATION

Saturday, September 26, 2015 11:00am-6:00pm: Actual Festival

****Friday, September 25, 2015 7:00pm-9:30pm: Free Community Concert**

*You may choose to setup and serve on Friday at no extra charge. However, you **MUST** check the appropriate line below.*

Location: In Downtown Stockbridge- Across from Stockbridge City Hall at the bridge
(4640 North Henry Blvd., Stockbridge, GA 30281)

PLEASE WRITE LEGIBLY

Name	
Company Name	
Mailing Address	
Contact Phone Number	
E-mail address	
Website	
Description of Planned Menu (REQUIRED):	

Booth Fees

_____ Single 10x10 booth: **\$175**

_____ Double 10x20 booth: **\$200**

_____ Friday evening setup- no additional charge, but box must be checked to participate

****\$100 of booth fee goes to Henry County. We handle paying the county for the one day special event food permit.****

*You must also complete a Henry County Special Event Food Service Permit application. All county paperwork **MUST** be completed and approved by them prior to participation. City of Stockbridge has no control over Henry County policies and procedures. If you are not approved by Henry County, then you will not allowed to participate.*

Electrical hookups are available at the following rates:

\$20 for each 20 amp 110V circuit _____ 20 amp x \$20= _____

\$30 for each 30 amp 220V circuit _____ 30 amp x \$30= _____

\$50 for each 50 amp 220V circuit _____ 50 amp x \$50= _____

Personal generators are allowed if pre-approved. If planning to use own generator, please list the Make, Model, Size, Etc. of generator for approval:

All power needs **MUST** be requested at the time the application is submitted. No changes will be allowed due to having to arrange for all power needs prior to the festival.

****Application continued on next page****

Phone:

(770) 389-5982

Snail Mail:

Make checks or money orders payable to:

City of Stockbridge- BridgeFest

4640 North Henry Blvd.

Stockbridge, GA 30281

Include in packet:

Applications, Payment, Photos of booth and menu, and Self addressed and stamped #10 envelope

E-mail:

****Preferred-** drobinson@cityofstockbridge-ga.gov

Include in e-mail:

Applications, Payment form (obtained from website), Photos of booth, and menu

****All applicants will receive notification of acceptance within 30 days of receipt of application.**

DEADLINE for applications is August 4, 2015. Applications received after this date will not be approved due to required timeline from Henry County Environmental Services.

The undersigned does hereby and forever discharge the City of Stockbridge, its agents, representatives and employees of and from all manner of actions, suits, damages, claims and demands whatsoever in law and equity from any loss or damage while in possession, supervision or auspices of the event, namely Bridgefest.

Signature of Applicant

Date



TEMPORARY FOOD SERVICE ESTABLISHMENT PERMIT APPLICATION

VENDOR APPLICATION MUST BE RECEIVED 30 WORKING DAYS BEFORE THE EVENT.

**A TEMPORARY FOOD SERVICE OPERATION MAY NOT OPERATE FOR MORE THAN
FOURTEEN (14) CONSECUTIVE DAYS.**

The Food Service Rules and Regulation, Chapter 290-5-14.-08 (2) outlining the requirements for temporary food service establishment is enclosed. It should be read in the early stages of planning.

Event Name: _____ Booth Name: _____
Event Location: _____ Person in Charge of Booth: _____
Dates of Operations _____ Phone Number: _____
Daily Operation Hours: _____ Name of Organization: _____
Event Coordinator: _____ Mailing Address: _____

(City) (State) (Zip)

Name of Applicant _____ Phone Number _____
(PLEASE PRINT)

Address _____

City _____ State _____ Zip Code _____

Applicants Signature: _____

***PLEASE SUBMIT A COPY OF MENU WITH THIS APPLICATION
ALONG WITH ALL APPLICABLE FEES***



TEMPORARY FOOD SERVICE ESTABLISHMENT PERMIT APPLICATION

BOOTH SKETCH / FLOOR PLAN:

- A. Sketch in the top view (overhead) and identify all equipment including hand wash facilities, cooking equipment, refrigerators (ice chest), worktables, storage areas, sanitizing bucket and sneeze guards.
- B. Type of floor, wall and overhead covering

DO NOT WRITE BELOW THIS LINE
[DEPARTMENTAL USE ONLY]

PERMIT # _____

DATE _____

APPROVED BY: _____



TEMPORARY FOOD SERVICE ESTABLISHMENT PERMIT APPLICATION

TEMPORARY FOOD SERVICE PLAN REVIEW DOCUMENTS

EQUIPMENT AND SUPPLIES:

- 1) How will the potable water be heated? _____

- 2) What types of wrapped single service and single use supplies will be used? _____

- 3) What type of equipment will be used to maintain food at 135 ° F. (57 ° C.) and higher? _____

- 4) What type of equipment will be used to maintain food at 41° F. (5° C.) or below? _____

- 5) What type of equipment will be used to reheat refrigerated foods for hot holding? _____

- 6) What type of equipment will be used to cook potentially hazardous food? _____

- 7) Potentially hazardous food is to be transported to the event in a hot [135 ° F. (57 ° C.)] or refrigerated [41° F. (5° C.)] condition from an approved supplier or source. How will you transport these products?



TEMPORARY FOOD SERVICE ESTABLISHMENT PERMIT APPLICATION

- 8) How will equipment be placed to prevent food contamination? Show on *BOOTH SKETCH / FLOOR PLAN* (page 4) the following:
- a) Method of storage off floor/ground that will achieve at least six (6) inches off floor/ground.
 - b) Eight (8) feet separation of cooking and preparation services from patrons or vertical barriers installed where the required eight (8) feet can not be achieved.
 - c) Food preparation and service tables.
- 9) How will equipment and utensils be washed and sanitized? What sanitizer and concentration level will be used?
- a) Describe the On site washing and sanitizing set up to be used and show placement on *BOOTH SKETCH / FLOOR PLAN Diagram* found on page 4. _____

 - b) Permanent base-of-operation or food service establishment used for washing and sanitizing? Give address and restaurant permit number (must have prior health authority approval)

- 10) How will the required hand washing facility be set up? Show on *BOOTH SKETCH / FLOOR PLAN* (page 4) the location.

CONSTRUCTION:

- 1) Booths must have overhead protection over all food preparation, food cooking, food storage and dish washing areas. What type of material is to be used (tarp, wood, metal, etc.):



TEMPORARY FOOD SERVICE ESTABLISHMENT PERMIT APPLICATION

- 2) What are the floors to be constructed of (concrete, asphalt, tight wood or other material)?
- _____
- 3) How will the walls, ceilings and entrances of the food preparation area are constructed to prevent the entrance of insects?
- _____
- _____
- 4) What method is to be used as a barrier to flying insects at the service window areas?
- Screening (16 mesh) _____
- Air Curtain _____
- 5) Describe construction methods and materials that will be use for excluding insects and vermin from the food preparation areas, food service areas and from the waste storage areas?
- _____
- _____
- _____

FOOD STORAGE:

- 1) What type of working containers will be used for food storage in the food preparation area?
- _____
- _____
- 2) How will bulk food storage containers be stored in the booth? _____
- _____
- 3) How will working containers of food supplies be protected from contamination during the event?
- _____
- _____
- _____



TEMPORARY FOOD SERVICE ESTABLISHMENT PERMIT APPLICATION

FOOD PREPARATION:

- 1) What will be the source for ice used? Commercially made and bagged Ice _____
Ice from Restaurant Commissary _____

(Please note that ice procured from a self-dispensing, bag your own ice, operation will not be accepted)

- 2) All food and food supplies must be from an approved source. List the foods/supplies source.

- 3) How will ice used for cooling or refrigeration be kept separated from ice used in beverages?

- 4) How will ice be dispensed for use in beverages? _____

- 5) Use the attached "Food Processes Form" on page 11 to list all foods and their Ingredients.

FOOD HANDLING:

- 1) How will you minimize bare hand contact with ready to eat foods (check all that apply)?

- _____ Single use disposable gloves
_____ Deli wax paper
_____ Tongs
_____ Spoons
_____ Scoops
_____ Other (describe) _____

- 2) How will you keep your food preparation areas protected from the public?

- _____ Distance (8 feet)
_____ Barriers (Describe barrier) _____



TEMPORARY FOOD SERVICE ESTABLISHMENT PERMIT APPLICATION

PERSONEL AND HYGIENE:

- 1) All food workers are required to hair restrain hair that is longer than ½ inch. Beard restraints will be required for beards and mustaches that exceed ½ inch in length. Hair and beard restraints will not apply to workers that serve only *wrapped or packaged* foods. Check below all that will apply.
☐ Hair nets
☐ Beard/mustache nets
☐ Cap
☐ Scarf
☐ Other (Describe restraint) _____
- 2) How will you control the "No Jewelry" prohibition with your food workers? See Personnel and Hygiene paragraph "D" on page 20 _____

WATER SUPPLY:

1. What will be the source of approved potable water?
☐ Onsite direct water connection (trailer inlet)
☐ Onsite water faucet
☐ Bulk commercial supply (bottled)
☐ Well
☐ Public water system
2. Source of Bottled water (both individual bottle and bulk supply): _____

TOILET FACILITIES:

- 1) What will be used for toilet facilities for the food booth? ☐ Central supplied facilities
☐ Portable toilets

WASTE DISPOSAL (Solid and Liquid):

- 1) What type container will be used for solid waste deposal in the food facility? _____

- 2) How will liquid waste be disposed of? _____



TEMPORARY FOOD SERVICE ESTABLISHMENT PERMIT APPLICATION

Food Processes Form

OPERATOR: _____ Event _____ Event Date _____

INSTRUCTIONS:

- ENCLUDE BEVERAGES, ICE, ALL INGREDIENTS AND CONDIMENTS
- LIST APPLICABLE FOOD TEMPERATURES IN PROCESSING STEPS (SUCH AS COOK AND HOLDING)
- USE ADDITIONAL PAPER FOR ANY ADDITIONAL EXPLANATION NEEDED FOR AN ITEM

Item #	List All Foods/Beverages and Ingredients	Where Purchased	Onsite Prep. Yes/No	Thawing		Cold Holding Temps.	Cooking Food Thickness		Hot Holding Temps.	Comments on Food Handling
				Raw Food	Cooked Food		< 1 Inch	> 1 Inch		

Page ____ of ____



TEMPORARY FOOD SERVICE ESTABLISHMENT PERMIT APPLICATION

Food Processes Form

Item #	List All Foods/Beverages and Ingredients	Where Purchased	Onsite Prep. Yes/No	Thawing		Cold Holding Temps.	Cooking Food Thickness		Hot Holding Temps.	Comments on Food Handling
				Raw Food	Cooked Food		< 1 Inch	> 1 Inch		