



THE UNIFIED GOVERNMENT OF  
ATHENS-CLARKE COUNTY(ACCUG)

**DATE:** April 25, 2016

**TO:** JANITORIAL SERVICES

**SUBJECT: RFP #00810 JANITORIAL SERVICE FOR PUD CUSTOMER SERVICE CENTER**

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You are invited to submit a proposal to provide Janitorial Services for the Public Utilities Department Customer Service Center.

Inquiries regarding proposals should be made to Julie Ann Donahue, CPPB, Purchasing Administrator, or Loretta Bush, Senior Buyer, (706) 613-3067, fax: (706) 613-1945 or [Loretta.Bush@athensclarkecounty.com](mailto:Loretta.Bush@athensclarkecounty.com). Technical questions may be directed to Rhonda Bray, Administrative Assistant, Public Utilities Administration at (706) 613-3470, fax: (706) 613-3476 or email: [Rhonda.Bray@athensclarkecounty.com](mailto:Rhonda.Bray@athensclarkecounty.com).

**A mandatory site visit is required** to respond to all inquiries with regards to this project and will be held at **2:00 PM ET, Wednesday, May 11, 2016 at the Public Utilities Customer Service Center** located at **124 East Hancock** Athens, Georgia. Potential offerors are strongly encouraged to attend.

Attached hereto is the Request for Proposal (RFP) instruction document. The written requirements contained in this (RFP) shall not be changed or superseded except by written addendum from the Unified Government of Athens-Clarke County Purchasing Division of the Finance Department. Failure to comply with the written requirements for this proposal may result in rejection of the proposal by the Unified Government of Athens-Clarke County.

**One (1) USB Flash Drive marked original, (1) Paper Copy of the proposal without pricing, and (1) Paper Copy Separately Sealed copy of (Section V - E) of the proposal, price schedule and attachments must be submitted.** Proposals are to be sealed, marked with the offeror's name and address and labeled, **"RFP #00810 JANITORIAL SERVICES FOR PUD CUSTOMER SERVICE CENTER"** and delivered to:

The Unified Government of Athens-Clarke County  
Finance Department, Purchasing Division  
375 Satula Avenue  
Athens, Georgia 30601

Not later than **4:00 P.M. ET, THURSDAY, MAY19, 2016**

A qualified interpreter for the hearing impaired is available upon request at least 10 (ten) days in advance of the proposal opening date. Please call (706) 613-3088 for more information. This service is in compliance with the Americans with Disabilities Act (ADA).

Hand delivered copies may be delivered to the above address ONLY between the hours of 8:00 a.m. and 5:00 p.m. E.T., Monday through Friday, excluding holidays observed by the Unified Government of Athens-Clarke County.

The Unified Government of Athens-Clarke County reserves the right to reject any and all proposals, to waive any technicalities or irregularities, and to award the contract based on the highest and best interest of the Unified Government of Athens-Clarke County.

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## SECTION I - REQUEST FOR PROPOSAL SUBMISSION INSTRUCTIONS

ALL PROPOSALS RECEIVED WILL BECOME A PART OF THE OFFICIAL CONTRACT FILE AND MAY BE SUBJECT TO DISCLOSURE.

**A complete signed proposal must include the documents listed below:**

**PROPOSAL FORMAT:** Offerors are expected to examine the specifications, price schedule, and all instructions. Failure to do so will be at the offeror's risk. Each offeror shall furnish the information required by the solicitation. *The proposal and price schedule must be signed by an officer of the company, who is legally authorized to enter into a contractual relationship in the name of the offeror.*

**All proposals received will become a part of the official contract file and may be subject to disclosure.**

**PROPOSAL FORMAT:** All proposals should include the information outlined below and **in the following order:**

1. **Cover Letter:** A brief cover letter of introduction and interest.
2. **Table of Contents:** Including all sections and subsections.
3. **Business Information:** State the full name and address of your organization and the branch office or other subordinate element that will perform the services described in this proposal. Include telephone number, point of contact and official signature of an authorized company representative. Indicate whether you operate as a single proprietorship, partnership, or corporation. Include the state(s) in which you are incorporated and/or licensed to operate.
4. **Qualifications and Experience:** Include an organization chart and summary resumes of key personnel proposed for the project, including designations of the team leader, the consultant responsible for design, the project architect, the person responsible for all proposed communications with the owner and all proposed sub-consultants and a description of their roles.
  - a. **Current Project Assignments:** Identify the current project assignment(s) and the currently identified completion date(s) for projects currently being managed by the key individuals proposed for our project.
  - b. **Understanding of the Project:** Statement of the firm's understanding of the project and proposed approach for providing requested services.
  - c. **Additional Services Required:** Based on the firm's understanding of the project, identify any additional services that might be required for a successful program.
5. **References:** Include a minimum of three references for contracts of a similar nature, preferably public sector references. Include the name, address, telephone number, point of contact and description of the contract for each reference. Examples of no more than three "reference projects" which represent the

design teams approach to design solutions for projects of similar scale and complexity, and the information on these projects must indicate the contributions of proposed key personnel in the design and development of the "referenced projects" cited in the submittal.

6. **Other Relevant Information:** Include any other relevant information concerning the project in this section.

**SUBMITTAL FORMAT:** ALL proposal copies must be submitted in a sealed envelope or container with the **OUTER MOST** container stating the company name, address, telephone number, the RFP number and title (**RFP #00810 Janitorial Services for Public Utilities Customer Service Center**). If you have an ACCUG Vendor Number please include it on the sealed envelope or container. If you do not know your vendor number, please call **706-613-3088** or email: [accpurchasing@athensclarkecounty.com](mailto:accpurchasing@athensclarkecounty.com). If you do not have a vendor number, please complete application found at [Bid List Application](http://www.athensclarkecounty.com/BidListApplication) (<http://www.athensclarkecounty.com/DocumentView.aspx?DID=256>) so one may be issued to your company. **The ACCUG Vendor Number is not required to submit a Bid but we encourage companies to apply.**

- ☐ **One (1) FLASH DRIVE marked original of the complete signed proposal**
- ☐ **One (1) Paper Copy of the complete signed proposal without pricing**
- ☐ **One One (1) Separately Sealed paper copy of section V-E Price Proposal Schedule**

Offerors are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring that the required address information appears on the outer wrapper or envelope used by such service. No responsibility shall attach to the Unified Government of Athens-Clarke County for the premature opening of a proposal not properly addressed and identified, and/or delivered to the proper or Improper address. **Proposals via facsimile will NOT be considered.**

**ALL DOCUMENTS SUBMITTED ON USB FLASH DRIVE MUST BE IN A SINGLE PDF FILE**

**THE UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY  
REQUEST FOR PROPOSAL JANITORIAL SERVICE PU CUSTOMER SERVICE CENTER  
PUBLIC UTILITIES DEPARTMENT ATHENS, GEORGIA  
REQUEST FOR PROPOSAL (RFP)**

**SECTION II - REQUEST FOR PROPOSAL OVERVIEW AND PROCEDURES**

A. INTRODUCTION

PURPOSE

The Unified Government of Athens-Clarke County desires to solicit competitive proposals from responsible vendors to provide Janitorial Services for the Public Utilities Department, Athens, Georgia from July 1, 2016 through June 30, 2017, with the option to extend the contract for four additional one-year term if agreed upon by all parties.

The contractor will provide services per the scope of services as indicated in Section III of this request for proposal (RFP).

B. RFP TIMETABLE

The anticipated schedule for the RFP and contract approval is as follows:

Proposal Documents Available ..... **Monday, April 29, 2016**

Mandatory Site Visit ..... **2:00 P.M., May 11, 2016**

Deadline for submission of questions ..... **Wednesday, May 18, 2016**

Deadline for receipt of proposal.....**4:00 P.M. ET, Thursday, May 26, 2016**

Evaluation/Selection Process: .....**May 27, - June 10, 2016**

Proposals Valid Until: ..... **June 2016 thru August, 2016**

C. CONTACT PERSON

The contact person for this RFP is Julie Ann Donahue, CPPB, Purchasing Administrator or Loretta Bush, Senior Buyer for Explanation(s) desired by offeror(s) regarding the meaning or interpretation of this RFP must be requested from the contact person, in writing via facsimile at (706) 613-1945 or [accbids@athensclarkecounty.com](mailto:accbids@athensclarkecounty.com). Technical questions may be directed to Rhonda Bray, Administrative Assistant, Public Utilities Administration at (706) 613-3470, fax (706) 613-3476 or email: [Rhonda.bray@athensclarkecounty.com](mailto:Rhonda.bray@athensclarkecounty.com).

Offerors are encouraged to contact only the contact persons stated above to clarify any part of this RFP. Any such unauthorized contact shall not be used as a basis for responding to this RFP and also may result in the rejection of the offeror's submittal.

D. MINIMUM PROPOSAL ACCEPTANCE PERIOD

Proposals shall be valid and may not be withdrawn for a period of 60 days from the date specified for receipt of proposals.

G. ADDITIONAL INFORMATION/ADDENDA

The Unified Government of Athens-Clarke County will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the proposal due date. Offerors should not rely on any representations, statements or explanations other than those made in this RFP or in any addendum to this RFP. Where there appears to be a conflict between the RFP and any addenda issued, the last addendum issued will prevail.

Request for additional information or clarifications must be made in writing no later than the date specified in the RFP Timetable. The request must contain the offeror's name, address, phone number, and fax number, and email address. Faxes will be accepted at (706) 613-1945

**Offerors must acknowledge any issued addenda. Proposals which fail to acknowledge the offeror's receipt of any addendum will result in the rejection of the proposal if the addendum contained information which substantively changed the Owner's requirements**

Offerors who obtain this Request for Proposal from [Georgia Procurement Registry](http://GeorgiaProcurementRegistry.com) or from [AthensClarkeCounty.com](http://AthensClarkeCounty.com) are **advised to re-visit the site** to obtain any addenda which may be issued. The Unified Government assumes no responsibility for Offerors' failure to acknowledge any addenda issued.

H. LATE PROPOSALS, WITHDRAWALS, MODIFICATIONS AND REJECTIONS

Bids shall not be modified, withdrawn, or cancelled by the Bidder for a period of **sixty (60) days** following the time and date designated for the receipt of bids, and each Bidder so agrees in submitting his bid. Negligence on the part of the Bidder in preparation of his bid shall not be grounds for the modification or withdrawal of a bid after the time set for bid opening. Proposals received after the proposal due date and time are late and will not be considered. Modifications received after the proposal due date are also late and will not be considered

I. PROPOSAL OPENING

Proposal schedule prices will not be opened or read aloud publicly. A list of names of firms providing proposals may be obtained from [Georgia Procurement Registry](http://GeorgiaProcurementRegistry.com) or [AthensClarkeCounty.com](http://AthensClarkeCounty.com) or via email request to [loretta.bush@athensclarkecounty.com](mailto:loretta.bush@athensclarkecounty.com) after the proposal due date and time stated herein. A tabulation of prices may be obtained upon award.

L. NON-COLLUSION AFFIDAVIT

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

By submitting a proposal, the offeror represents and warrants that no official or employee of the Unified Government of Athens-Clarke County has, in any manner, an interest, directly or indirectly in the proposal or in the contract which may be made under it, or in any expected profits to arise there from.

M. GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT

By submitting a proposal and executing the attached Affidavits, the offeror verifies its compliance with O.C.G.A. §13-10-91. The offeror further agrees to maintain records of such compliance and shall provide a copy of each such verification to Unified Government of Athens-Clarke County, at the time the subcontractor(s) is retained to perform such services.



N. COST INCURRED BY OFFERORS

All expenses involved with the preparation and submission of proposals to the Unified Government of Athens-Clarke County, or any work performed in connection therewith shall be borne by the offeror(s). No payment will be made for any responses received or for any other effort required of or made by the offeror(s) prior to commencement of work as defined by a contract approved by the governing body of the Unified Government of Athens-Clarke County.

O. MINORITY BUSINESS ENTERPRISE POLICY STATEMENT

It is the policy of the Unified Government of Athens Clarke County to provide fair and reasonable opportunities for participation by Minority Business Enterprises (MBE). The Unified Government encourages these firms to compete and encourages non-minority firms to provide for the participation of MBE firms through partnerships, joint ventures, subcontracts, and other contractual opportunities. All offerors are encouraged to indicate how such businesses shall be utilized in the performance of this contract by including on a separate sheet the company name, address, telephone number and point of contact for each proposed minority business participant.

***Offerors are required to complete the attached Minority Business Enterprise Program Identification Form self-identification. Proposals without this form may be rejected.***

Q. HOLD HARMLESS AND INDEMNIFICATION

The Offeror agrees, insofar as it legally may, to indemnify and hold harmless the Unified Government of Athens-Clarke County, its officers, employees and agents from and against all loss, costs, expenses, including attorneys' fees, claims, suits and judgments, whatsoever in connection with injury to or death of any person or persons or loss of or damage to property resulting from any and all operations performed by Offeror, its officers, employees, and agents under any of the terms of this contract.

R. SITE VISIT: **A mandatory site visit is required** to respond to all inquiries with regards to this project and will be held at **2:00 PM ET, Wednesday, May 11, 2016 at the Public Utilities Customer Service Center** located at **124 East Hancock** Athens, Georgia.

Offerors are urged and expected to inspect the site where services are to be performed and to satisfy themselves regarding all general and local conditions that may affect the cost of contract performance, to the extent that the information is reasonably obtainable. In no event shall failure to inspect the site constitute grounds for a claim after contract award.

S. AWARD OF CONTRACT

Award will be made to the responsible offeror whose proposal is responsive to the terms of the request for proposal and represents the best value after evaluation in accordance with the factors listed in Section IV herein. The Unified Government of Athens-Clarke County may reject any or all proposals if such action is in the Unified Government's interest.

T. QUALIFICATION OF OFFERORS

The Unified Government of Athens-Clarke County may make such reasonable investigations as deemed proper and necessary to determine the ability of the offeror to perform the work and the offeror shall furnish to the Unified Government all such information and data for this purpose as may be requested. The Unified Government reserves the right to reject any proposal if the evidence submitted by, or investigations of, such offeror fails to satisfy the Unified Government that such offeror is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.

Unified Government of Athens-Clarke County contractors/vendors must have a current Athens-Clarke County business license, if they are physically located in Athens-Clarke County or, if they perform a service in Athens-Clarke County.

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

U. ALTERNATE PROPOSALS

Alternate proposals or proposals that deviate from the requirements of this solicitation will not be considered. Offerors shall not insert in their proposal any written statement which will have the effect of making any material change or changes in the Scope of Services or in any contract between the parties covering subject matter thereof.

## SECTION III - SCOPE OF SERVICES

The contractor shall provide all personnel, equipment, tools, materials, supervision, and other items and services necessary for providing Janitorial Services as per the scope of services outlined below for the period one year with the option to extend four (4) additional one-year terms if agreed with both parties.

### A. INTRODUCTION AND PURPOSE

The Unified Government of Athens-Clarke County (ACCUG) is a unified city/county government located in the northeast section of the state of Georgia and is approximately sixty (60) miles northeast of Atlanta, Georgia. The Unified Government of Athens-Clarke County (the government's official name) was formed in 1991 by a referendum which required the combining of The City of Athens and Clarke County. ACCUG serves an area population of approximately 100,000 with annual growth projected at 1% per year. ACCUG provides a multitude of local and state funded services, which includes, but is not limited to, Public Safety, Utility, Courts, Corrections, Tax and Fire Services. ACCUG employs approximately 1,600 people.

### B. GENERAL REQUIREMENTS

1. Physical Security: The contractor shall safeguard all Unified Government of Athens-Clarke County property provided for contractor use. At the close of each work period, vehicles, facilities, support equipment, and materials shall be secured.
2. Access Control: Vendor will be issued an access card to the building.
3. Contract Performance Period: Contract performance period shall be from date of award for one year starting July 1, 2016 through June 2017, with the option to extend four (4) additional terms unless terminated by either party giving to the other written notice of termination in writing thirty (30) days prior to the proposed date of termination. Termination by the Unified Government of Athens-Clarke County can be immediate upon contractor failure to comply with any of the terms.
4. Hours of Operations: 8: a.m. – 5: p.m. Monday – Friday
5. Ordering and Payment: Performance will be ordered by issuance of a purchase order for the period of performance. Payment for work performed shall be paid monthly upon receiving invoicing with an attached copy of each certificate of receipt of service for that month signed by Gary Duck, Director of Public Utilities, and Carolyn Dees or Rhonda Bray, Administrative Assistant Public Utilities Administration. The contractor shall insure that all invoices clearly reflect the purchase order number. All **original** invoices must be mailed, hand delivered to Athens-Clarke County Accounts Payable, P.O. Box 1748, Athens, Georgia 30603 or Athens-Clarke County Accounts Payable, 375 Satula Ave, Athens, Georgia 30601 or Emailed to: [accaccounts payable.com](mailto:accaccounts payable.com). A duplicate invoice may be submitted to the department. Failure to comply with this provision may result in delayed payments for services rendered.

### **CONTRACTOR'S INVOICE.**

- a. The Contractor shall prepare and submit invoices to the Finance Office address specified on individual orders. If the invoice does not comply with these requirements, the Finance Office will return it with the reasons why it is not a proper invoice. A proper invoice must include the items listed below.
  - (i) Name and address of the Contractor.

- (ii) Invoice date and invoice number. (The Contractor should date invoices as close as possible to the date of the mailing or transmission.)
  - (iii) Purchase order number for supplies delivered or services performed.
  - (iv) Description, quantity, unit of measure, unit price, and extended price of supplies delivered or services performed.
  - (v) Shipping and payment terms (e.g., shipment number and date of shipment, discount for prompt payment terms).
  - (vi) Name and address to whom payment is to be sent.
  - (vii) Name (where practicable), title, phone number, and mailing address of person to notify in the event of a defective invoice.
  - (viii) Any other information or documentation required by the contract (e.g., evidence of shipment).
- b. In the event orders are made via monthly or period purchase orders, contractor may provide a summary invoice for all deliveries made during a billing period, identifying the delivery tickets covered therein, stating their total dollar value. A summary invoice shall be supported by receipt copies of the delivery tickets. Delivery tickets or sales slips shall contain:
- (i) Name of supplier
  - (ii) Purchase Order number
  - (iii) Ship to Department and Address
  - (iv) Description, Quantity, unit price, and extension of each item.
  - (v) Date of delivery or shipment.

#### C. ADDITIONAL REQUIREMENTS

1. TERMINATION WITH OR WITHOUT FOR CAUSE: The Unified Government of Athens-Clarke County reserves the right to terminate the resulting contract, in whole or in part, for failure to comply with any provisions of the contract as outlined by providing a written notice to the successful vendor at least ten (10) days before the effective date of termination. The successful vendor will not be relieved of any outstanding responsibilities or unfinished obligations under this contract
2. CONTRACT RENEWAL TERMS  
Beginning July 1, 2016, the term of this contract shall be automatically extended for four (4) additional periods of one (1) year each (collectively "Renewal Term") unless either party gives written notice of its intention not to renew, or the intention to modify, the agreement 90 days before expiration of the effective renewal term.
4. REPORTING DISPUTES: The contractor shall report any contract disputes and/or problems to the Purchasing Administrator, both verbally and in writing, within 48 hours of their occurrence.
5. INDEPENDENT CONTRACTOR: The contractor shall not be an employee of the Unified Government of Athens-Clarke County, but shall be an independent contractor. Nothing in this agreement shall be construed as authority for the contractor to make commitments which shall bind the Unified Government or to otherwise act on behalf of the Unified Government, except as the Unified Government may expressly authorize in writing.
6. SAFETY: The contractor shall take every precaution at all times for the protection of persons and property, including the Unified Government of Athens-Clarke County's employees and

property and its own. The contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the work under this contract.

The contractor shall maintain an adequate safety program to insure the safety of contractor employees, subcontractor employees, and all other individuals working under this contract. In addition, the contractor must also provide the Unified Government of Athens-Clarke County with a written safety program that he intends to follow in pursuing work under this contract. No work under this contract will be permitted until the Unified Government is assured that the contractor has an adequate safety program in effect.

7. SUBCONTRACTS: No portion of the work shall be subcontracted without prior written consent of the Unified Government of Athens-Clarke County Purchasing Division. If a portion of the work is approved for subcontracting, the contractor shall remain fully liable and responsible for the work to be done by the subcontractor(s) and shall assure compliance with all requirements of this contract.
8. ESTIMATED QUANTITIES: The quantities of items specified in the Proposal Schedule are estimates only and are not purchased by this contract. Except as this contract may otherwise provide, if the Unified Government of Athens-Clarke County requirements do not result in orders in the quantities described as "estimated", that fact shall not constitute the basis for an equitable price adjustment. Delivery shall be made only as authorized by orders issued in accordance with the Ordering clause. Subject to any limitations in the Order clause or elsewhere in this contract, the Contractor shall furnish to the Unified Government all items specified in the Proposal Schedule and called for by orders issued in accordance with the Ordering clause.
9. CHANGES: Changes in the terms and conditions of this contract may be made only by written agreement of the parties.
10. INSURANCE.
  - a. The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance specified below. The insurer shall be in good standing within the state of Georgia through the Insurance Commissioner's Office and must be rated "A" or better, with AM Best Company.
  - b. Before commencing work under the contract, the Contractor shall provide to Athens Clarke County, Attn: Purchasing Administrator, a Certificate of Insurance evidencing the required kinds and amounts of insurance. The minimum kinds and amounts of insurance shall be:
    - i. Workers' Compensation – Contractors are required to comply with applicable Federal and Georgia State workers' compensation statutes. Policies covering Workers' Compensation liability shall provide coverage of statutory benefits and employers liability of at least \$1,000,000 each accident; at least \$1,000,000 each employee for disease and \$1,000,000 policy limit for disease.
    - ii. General Liability - \$2,000,000 aggregate; \$1,000,000 per occurrence; 50,000 fire damage; 5,000 medical expenses; 1,000,000 products completed operations; 1,000,000 personal and advertising injury or greater. Coverage should be on a per occurrence basis.
    - iii. Automobile Liability – Automobile liability insurance shall be written on the comprehensive form of policy – Combined single limit of at least \$1,000,000 to include Hired Autos and Non-owned Autos. The policy shall provide

- for bodily injury and property damage liability covering the operation of all automobiles used in connection with performing the contract.
- iv. Excess Liability - \$1,000,000 on a per occurrence basis

- c. The Certificate of Insurance evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting The Unified Government of Athens Clarke County's interest shall not be effective until 60 days after the insurer or the Contractor gives written notice to the Purchasing Administrator.
- d. The Certificate of Insurance shall reference the proposal and project name as evidencing this requirement.
- e. The Contractor shall insert the substance of this requirement, including this paragraph, in subcontracts under the contract that require work on The Unified Government of Athens-Clarke County property and shall require subcontractors to provide and maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Purchasing Administrator upon request."

- D. DEFINITIONS: Provide Janitorial Service for Public Utilities Customer Service building, located at 124 West Hancock Avenue.
- E. SPECIFIC TASKS: Janitorial Services shall include, but not be limited to the following: Square Footage of building **17595 sq ft.** and the square footage of carpeted area is **8300 s.q.ft**

**Daily**

1. Vacuum all carpeted floors and entry mats.
2. Sweep and mop all hard surface floors
3. Empty all trash cans and place all trash in dumpster
4. Empty all recycle containers and place in the appropriate location.
5. Clean and disinfect all sinks, toilets, fixtures, tile and mirrors in all bathrooms.
6. Clean and disinfect water fountains and exterior of all kitchens appliances and counter tops. (Restrooms, break rooms and work areas)
7. Clean and wipe down all tables and chairs in break rooms and training room.
8. Clean all glass foyer
9. Replace paper products (toilet paper, napkins, paper towels, and hand soap) as needed. Keep extra stock in each rest room.
10. Wipe down conference room tables and chairs.
11. Empty and clean ash receptacles.
12. Wipe down all furniture in lobbies.
13. Clean building entrance area to 10" outside of entrance doors (3) **Weekly**
14. **Clean (blow, pickup trash) in both parking lots (upper & lower) Weekly.**

**SPECIFIC TASKS:**

1. Sweep mechanical rooms.
2. Dust both sides of interior door frames.
3. Clean baseboards, doors and frames.
4. Clean windows in interior and exterior.

5. Dust and clean all walls, chair rails, grilles, switch plates and top of file cabinets.
6. Spot clean carpet as needed.
7. Clean all interior glass.
8. Dust all furniture in offices.
9. Clean interior of microwave and clean interior of all break room sinks.
10. Replace trash can liners as needed or at least once a week.

### **Monthly**

Clean wall tiles and partitions in rest rooms.

1. Dust & Vacuum light fixture and Dust blinds
2. Wash entry mats

### **Semi-annual**

1. Wash trash cans.
2. Clean outside of exterior windows.
3. Steam clean carpet.
4. Wipe down marble (interior).
5. Wax terrazzo floor.
6. Strip & refinish all (vinyl composition tile) VCT.

### ***Duties that are not required by Janitorial Service Staff:***

1. Cleaning inside of Refrigerators.
2. Washing Dishes.
3. Cleaning inside of Vault **Supplies:**

1. Athens-Clarke County Public Utilities Administration will supply:
  - a. All paper products to include toilet paper, paper towels, napkins and trash bags\*\*\*
  - b. All hand soaps and air fresheners.
2. Vendor will supply their own cleaning supplies to include:
  - a. Vacuum cleaner, which must be kept in working condition and bags are changed regularly, brooms, mops & buckets, dust pans, and dusting cloths, etc.

***\*\*Vendor must notify ACC of low supplies in a timely manner to allow for re-orders.***

## **SECTION IV - SELECTION PROCESS AND EVALUATION CRITERIA**

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

### **EVALUATION CRITERIA**

Evaluation criteria to be used in determining the selected firm **in order of importance** are:

1. FIRM EXPERIENCE in providing services to public sector organizations.
2. QUALIFICATIONS of staff assigned to the contracts.
3. UNDERSTANDING OF THE REQUIREMENT and the ability to provide Janitorial Services.
4. REFERENCES including applicable past work with the Unified Government of Athens-Clarke County.
5. CONTRACTOR FURNISHED EQUIPMENT including adequacy and relevancy for performance of the requirements of the contract.



**SECTION V – PROPOSAL FORMS A: PROPOSAL FORM**

Proposal of \_\_\_\_\_

(Hereinafter called "Offeror"), organized and existing under the laws of the State of

\_\_\_\_\_, *doing business as* \_\_\_\_\_\*.

In compliance with your RFP, the Offeror hereby proposes and agrees to perform and furnish all work for the requirement known as **RFP #00810 Janitorial Services for Public Utilities Customer Service Center** in strict accordance with the Proposal Documents, within the time set forth therein, and at the price proposed above.

By submission of this Proposal, the Offeror certifies, and in the case of a joint Offer, each party thereto certifies as to its own organization that:

1. The Offeror has examined and carefully studied the Proposal Documents and the Addenda, receipt of all of which is hereby acknowledged at Section V, C.
2. The Offeror agrees that this proposal may not be revoked or withdrawn after the time set for the opening of proposals but shall remain open for acceptance for a period of sixty (60) days following such time.

Company:			
Contact:			
Address:			
Phone:		Fax	
Email:			

\_\_\_\_\_  
**Authorized Representative/Title**  
*(print or type)*

\_\_\_\_\_  
**Authorized Representative**  
*(Signature)*

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

## SECTION V – PROPOSAL FORMS

**MANDATORY  
SUBMITTAL**

### A: PROPOSAL FORM

Proposal of \_\_\_\_\_

(Hereinafter called "Offeror"), organized and existing under the laws of the State of

\_\_\_\_\_, *doing business as* \_\_\_\_\_\*.

In compliance with your RFP, the Offeror hereby proposes and agrees to perform and furnish all work for the requirement known as **RFP #00810 JANITORIAL SERVICES CUSTOMER SERVICE CENTER** in strict accordance with the Proposal Documents, within the time set forth therein, and at the price proposed.

By submission of this Proposal, the Offeror certifies, and in the case of a joint Offer, each party thereto certifies as to its own organization that:

1. The Offeror has examined and carefully studied the Proposal Documents and the Addenda, receipt of all of which is hereby acknowledged at Section V, B.
2. The Offeror agrees that this proposal may not be revoked or withdrawn after the time set for the opening of proposals but shall remain open for acceptance for a period of sixty (60) days following such time.

Company:			
Contact:			
Address:			
Phone:		Fax:	
Email:			

\_\_\_\_\_  
**Authorized  
Representative/Title**  
*(print or type)*

\_\_\_\_\_  
**Authorized Representative**  
*(Signature)*

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

Company Name (*printed*): \_\_\_\_\_

**MANDATORY  
SUBMITTAL**

## SECTION V – PROPOSAL FORMS

### B: ADDENDA ACKNOWLEDGEMENT

The Offeror has examined and carefully studied the Specifications and the following Addenda, Receipt of all of which is hereby acknowledged:

Addendum No.				Acknowledge	
Addendum No.				Acknowledge	<i>Initial</i>
Addendum No.				Acknowledge	<i>Initial</i>
Addendum No.				Acknowledge	<i>Initial</i>
Addendum No.				Acknowledge	<i>Initial</i>
					<i>Initial</i>

**Offerors must acknowledge any issued addenda. Proposals which fail to acknowledge the offeror's receipt of any addendum will result in the rejection of the proposal if the addendum contained information which substantively changes the Owner's requirements.**

## SECTION V – PROPOSAL FORMS

**MANDATORY  
SUBMITTAL**

### **C: GEORGIA SECURITY & IMMIGRATION COMPLIANCE (GSIC) AFFIDAVIT**

The Unified Government of Athens-Clarke County and Contractor agree that compliance with the requirements of O.C.G.A. § 13-10-91, as amended, and Rule 300-10-1-.02 of the Rules of the Georgia Department of Labor are conditions of this Agreement for the physical performance of services.

The Contractor further agrees that its compliance with the requirements of O.C.G.A. § 13-10-91, as amended, and DOL Rule 300-10-1-.02 is attested to on the executed Contractor Affidavit and Agreement attached hereto.

If employing or contracting with any subcontractor(s) in connection with this Agreement, Contractor further agrees:

- (1) To secure from the subcontractor(s) an affidavit attesting to the subcontractor's compliance with O.C.G.A. § 13-10-91, as amended, and DOL Rule 300-10-1-.02; such affidavit being in the form attached hereto; and

The failure of Contractor to supply the affidavit of compliance at the time of execution of this Agreement and/or the failure of Contractor to continue to satisfy the obligations of O.C.G.A. § 13-10-91, as amended, and DOL Rule 300-10-1-.02 as set forth in this Agreement throughout the contract period shall constitute a material breach of the contract. Upon notice of such breach, Contractor shall be entitled to cure the breach within ten days, upon providing satisfactory evidence of compliance with the terms of this Agreement and State law. Should the breach not be cured, Athens-Clarke County shall be entitled to all available remedies, including termination of the contract and damages.

*SEE AFFIDAVIT ON FOLLOWING PAGE*

## SECTION V – PROPOSAL FORMS

**MANDATORY  
SUBMITTAL**

### **C: CONTRACTOR AFFIDAVIT & AGREEMENT UNDER O.C.G.A. § 13-10-91(b)(1)**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, as amended, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of The Unified Government of Athens-Clarke County, Georgia, has registered with, is authorized to use, and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the provisions and deadlines established in O.C.G.A. § 13-10-91, as amended.

Furthermore, the undersigned will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Federal Work Authorization Company Identification Number

\_\_\_\_\_  
Date of Authorization

Name of Contractor: \_\_\_\_\_

Name of Project: \_\_\_\_\_

Name of Public Employer: The Unified Government of Athens-Clarke County

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

Executed on \_\_\_\_, \_\_\_\_, 201\_\_ in \_\_\_\_\_.

\_\_\_\_\_  
Signature of Authorized Officer or Agent

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

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE  
\_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_

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

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

Company Name (*printed*): \_\_\_\_\_

**MANDATORY  
SUBMITTAL**

## **SECTION V – PROPOSAL FORMS**

### **D: SCHEDULE OF SUPPLIES/SERVICES OR PRICE/PROPOSAL SCHEDULE**

**(Must be submitted separately in a sealed envelope)**

## SECTION VI – OPTIONAL FORMS

### E. BID LIST APPLICATION

**We would like for this form to be turned in a minimum of four (4) days prior to bid**

If you have an **ACCUG Vendor Number** please include it on the sealed envelope or container.

If you do not know your **ACCUG Vendor Number**, please call **706-613-3088** or email: [accpurchasing@athensclarkecounty.com](mailto:accpurchasing@athensclarkecounty.com)

If you DO NOT HAVE an **ACCUG Vendor Number**, please fill out the bidder's list application attached below.



Bid List Application  
Revised 10.18.13.pdf

## **SECTION VII DOCUMENTS CHECK LIST:**

### **PROPOSAL DOCUMENTS CHECKLIST:**

- ☐ 1. Cover Letter
- ☐ 2. Table of Contents
- ☐ 3. Business Information
- ☐ 4. Qualifications and Experience
- ☐ 5. References/Reference Projects
- ☐ 6. Other Relevant Information

**MANDATORY PROPOSAL FORMS (SECTION V)** Offeror must complete, execute and include with the proposal the following mandatory documents:

- ☐ A. Proposal form
- ☐ B. Acknowledgement of Addenda
- ☐ C. Georgia Security & Immigration Compliance (GSIC) Act Affidavit
- ☐ D. Schedule of Services/Supplies and Price Proposal **(Must be submitted separately in a sealed envelope)**

### **OPTIONAL FORMS (SECTION VI)**

- ☐ E. Bidder's List Application



## ATTACHMENT A

### What Your Business Needs to Know about Georgia's E-Verify Requirements

(Effective July 1, 2013)

#### E-Verify Contractor Requirements

Georgia law, **O.C.G.A. § 13-10-91**, requires **all businesses** that contract with a public employer for **labor or services** by bid or by contract in which the labor or services **exceed \$2499.99** to sign an affidavit attesting that they are registered for and use E-Verify **unless** 1) the contractor has **no employees** (in which case they must present an approved state issued identification card/drivers' license from an approved state as provided on the [Attorney General's website](#) ) or, 2) the contract is with an individual licensed under Title 26, Title 43, or the State Bar of Georgia who is in good standing and that individual is performing that service. Anyone your business subcontracts with for labor and services, as well as the subcontractors of your subcontractors, in furtherance of that contract is also subject to this requirement. E-Verify Contractor, Subcontractor, and Sub-Subcontractor affidavits can be found [here](#).

#### E-Verify Private Employer Requirements

Georgia law, **O.C.G.A. § 36-60-6**, requires all businesses, **with more than 10 employees** that are seeking an occupation tax certificate/business license or other document required to operate a business with a county or city to sign an affidavit attesting that they are registered for and use E-Verify. Businesses with **10 or fewer employees** are required to sign an affidavit attesting that they are exempt from this requirement. Once a business has provided this affidavit to the county, all subsequent renewals can be provided with the submission of the E-Verify number, as long as it is the same number as provided on the affidavit, or assertion that your business is exempt. The county will provide the format in which renewal information is collected. E-Verify Private Employer and Exemption Affidavits can be found [here](#).

#### What Is E-Verify?

E-Verify is a federal Web-based system that electronically verifies the employment eligibility of newly hired employees. It works by allowing participating employers to electronically compare employee information taken from the I-9 Form (the paper-based employee eligibility verification form used for all new hires) against records in the Social Security Administration's database and the records in the Department of Homeland Security immigration databases.

#### Where Do I Find My E-Verify Number?

The Human Resources Department for your business should have that information, if you have registered. The E-Verify number, which consists of four to six numerical characters, is located directly below the E-Verify logo on the first page of the memorandum of understanding (MOU) entered into between your business and the Department of Homeland Security (DHS) to use E-Verify.

#### What if I cannot locate or do not have access to my MOU?

If the HR director/program administrator for E-Verify from your business has taken the E-Verify tutorial, you may obtain your company ID number by: 1) Logging in to E-Verify with your assigned user ID and password; 2) From 'My Company,' select 'Edit Company Profile;' 3) The Company Information page will display the company ID number. If your HR director/ program administrator has not completed the tutorial, you must contact E-Verify Customer Support at 888-464-4218 or at [E-Verify@dhs.gov](mailto:E-Verify@dhs.gov) for assistance.

#### Is the Federal Tax Identification Number/Employer Identification Number (EIN) the same as the E-Verify Number?

No. While you will be required to provide the Federal Tax Identification Number/EIN for your business to DHS in order to register for E-Verify, a separate number, which consists of four to six numerical characters, will be provided as the E-Verify number for your business by DHS, which will be located on the MOU.

**How Do I Register for E-Verify?** To register for E-Verify, please visit the [DHS website](#). If you need assistance in completing the registration process or need additional information relating to E-Verify, call their customer service number at 1-888-464-4218, email them at [E-Verify@dhs.gov](mailto:E-Verify@dhs.gov) or visit their website at <http://www.dhs.gov/e-verify>.