

## REQUEST FOR PROPOSALS

TO PROVIDE

### ANNUAL JANITORIAL SERVICES – MULTIPLE GOVERNMENT SITES

Catoosa County Board of Commissioners (CCBOC) is seeking responders to submit proposals on the following: Provide Annual Janitorial Services at multiple Government Sites as described in the following Scope of Work Section. This contract will be subject to annual review on or near its anniversary.

#### Submittal Deadline

All responses to this RFP must be submitted in hard copy by no later than 4:00 p.m. local time, on Friday, November 13, 2020. Submittals received after this time and date will not be considered. The envelope shall state “SEALED PROPOSAL – JANITORIAL SERVICES” to prevent accidental opening. Proposals shall be identified on the exterior of the sealed envelope with all the information required by law, including the name of the project and the vendor's name, address. Please address the submittal to:

Christal Thomas, Projects Administrator  
The Catoosa County Board of Commissioners  
800 LaFayette ST  
Ringgold, GA 30736

All Proposals must be submitted in the following format (original & two (2) copies – **total of THREE**):

1. Cover Letter Including:
  - Name, address and telephone number of the local office and contact person information.
  - Founding Date.
  - Number of Employees: Total Staff for whole company and Total Staff for Local Office.
  - Attach Qualifications of all personnel who would be assigned to the County's Contract (include, title & position, degrees, certifications or other specialized training, years of experience, and any other relevant qualifications)
  - State your understanding of the County's objectives, your proposed products and services to accomplish the listed tasks.
  - Describe the approach your company would use to meet the above objectives and requirements. Include items that are specific to Scope of Work – Section 4 – Cleaning Tasks.
  - Include References for similar size & scope of services as follows:
    - Name of Client
    - Service Provided
    - Dates of Service
    - Contact person and their phone, email or other contact information
2. Fee Proposal Form – Please use form provided and attach any additional information to clearly indicate any other charges that might be made in conjunction with the requested services. Indicate any rate increases to be made during the life of the contract.
  - An itemized breakdown of costs should be detailed in a format similar to the included table in the Proposal Fee Form. Add any other information to give a full picture of itemized service expenses. This itemization should reflect the tasks listed in Section 4 of this document.

- The itemized breakdown should include daily, weekly, monthly and Triannual (3-times a year) tasks as applicable. **Include a list of persons/man-hours to complete all requested tasks (reference Section 2)a).**
3. Affidavit of Non-Collusion – Complete the following “Affidavit of Non-Collusion Form”
  4. Proof of Insurance – a copy of your company’s Certificate of Liability Insurance – showing limits as described in following section: “Indemnification & Insurance Requirements”
  5. Affidavit of Vendor’s E-Verify Compliance – Complete the following Form
  6. Current Business License and/or Occupational Tax Certificate
  7. Vendor’s License/Certifications/Permits (*as applicable*)
  8. Local Vendor Privilege Affidavit (*if applicable*)

**MANDATORY Pre-Proposal Meeting** will be held on Tuesday, November 3, 2020 at 10:00 AM local time at the Catoosa County Government Building at 800 LaFayette Street, Ringgold, Georgia 30736.

## **Inquiries**

Inquiries regarding this RFP by email to: [BidQuestions@catoosa.com](mailto:BidQuestions@catoosa.com)

Only inquiries received in writing will receive a response. All such written inquiries must be delivered by 12:00 noon, on Friday, November 6, 2020. CCBOC will publish a response to all inquiries on its website at [www.catoosa.com/bids](http://www.catoosa.com/bids) on Monday, November 9, 2020. Addendum &/or Q & A Document will also be emailed to each attendee of the Pre-Proposal meeting.

## **Summary - Scope of Work**

Provide Janitorial Services at multiple Government Sites throughout the county as described in this section, item 4) CLEANING TASKS.

### 1) REQUIREMENTS OF THE CONTRACTOR

- a) Maintain an inventory of all cleaning chemicals and equipment required to perform tasks involved (Furnish each site with MDS Sheets for all chemicals and products used in each facility).
- b) All employees working in County facilities must wear uniforms or other identifying clothing at all times. Employees must also have photo ID with them at all times.
- c) Employees must conduct themselves in a professional manner at all times.
- d) Establish a primary and secondary contact person who would be available for any custodial emergencies.
- e) Contractor’s employees may not bring children or other non-employees of Contractor to facilities while performing services.
- f) Catoosa County will require certification from Contractor that they have in their possession **E-verify documentation, background checks and bonding on all employees.**

2) CONDUCT OF WORK:

- a) **Each contractor shall submit, with their proposal, the number of persons and the estimated number of hours to complete the cleaning for each facility. Failure to provide documentation may result in disqualification of proposal.**
- b) Any work that is unsatisfactory to the County's representative will be called to the attention of the contractor and the contractor will be required to properly service the area in question and take steps to improve the overall results in the future. Failure by the contractor to comply with such requests will result either in the corrective work being done by others with the cost charged to the contractor, or by deductions being imposed. If the contractor fails to rectify the unsatisfactory conditions, the contract may be subject to termination.
- c) The successful contractor shall conduct cleaning in such a manner that there will be no interruption in, or interference with the proper execution of County business.
- d) Failure to provide services in accordance with the specifications may result in nonpayment of services by adjustment of monthly fee. Failure to provide services may be cause for termination of the contract.

3) PROTECTION AND DAMAGES

- a) Facilities damaged by vandalism, which are linked to any unsecured entryways due to negligence of the contractor will be repaired or replaced at the contractor's expense.
- b) The successful contractor shall without additional expense to the County, be responsible for all damages to persons or property that occurs as a result of the contractor's fault or negligence in connection with the execution of the work, and shall be responsible for the proper care and protection of the work performed. Breakage or loss of office equipment or other property, including that of a County employee, shall be repaired or replaced at the contractor's expense.
- c) The successful contractor shall take all precautions necessary for the protection against injury of all persons engaged at the site in the performance of the work. The contractor shall observe all pertinent safety practices and comply with applicable safety regulations. i.e. (O.S.H.A.).
- d) The successful contractor shall supply binders with copies of MSDS information on all chemicals and products used in execution of janitorial services at each County facility.

4) CLEANING TASKS

- a) **Daily Janitorial Services – ALL FACILITIES (Follow Schedule & Special Notes as described for each facility)**
  - Clean and disinfect all restroom facilities, including all basins, urinals, commodes and replenish paper products, refill soap dispensers, air fresheners as necessary (cleaning supplies are to be furnished by the contractor – County will furnish paper products, soap & air freshener refills).
  - Clean all sanitary receptacles and paper units.
  - Clean and polish all mirrors.
  - Clean and disinfect all High-Touch Surfaces (light switches, door handles, door fronts and/or push plates) throughout the facilities.
  - Check ceilings and corners for cobwebs and knock down cobwebs.
  - Clean inside and outside entranceways and partition glass.

- Sweep or knock down cobwebs at all entranceways and porches.
- Sweep and clear debris at all landings adjacent to entrances/exits to maintain a clean and favorable appearance.
- Empty and clean exterior of smoking receptacles.
- Empty all trash receptacles, inside and outside building and change liners (liners to be provided by County).
- Remove all garbage from premises. Dumpsters are provided at *most* facilities. Locations of dumpsters or disposal arrangements will be discussed during site tour.
- Sweep or dust mop (with a treated dust mop) all hard surface floors.
- Damp mop all hard surface floors to remove stains and spills as necessary.
- Damp mop or wet mop hard surface floors when necessary due to inclement weather.
- Spot clean carpet as necessary.
- Vacuum all carpeted areas. If during business hours, coordinate vacuuming when offices or public areas are not occupied. Manual, non-motorized, sweeper may be used during occupied times if necessary.
- Sweep and or vacuum any stairs (*if applicable*).

b) **Additional Monthly Services – ALL FACILITIES**

- Wet mop all hard surface floors.
- Dust all mini blinds, windowsills, clean/dust baseboards, HVAC air vents and door frames.
- Vacuum all fabric type furniture. Clean or wipe down all vinyl/leather-type furniture.
- Dust all desks, book shelves, chair rails, pictures and other office furniture.
- Desks shall be feather dusted and only cleaned thoroughly if desk is not in disarray.

c) **Annual Floor Care – ALL FACILITIES – VCT & Carpet**

- Strip & re-wax all tile or hard surface floors, once annually. Buff twice annually (3 total visits per year).
- Hot Water Extraction cleaning of carpeted offices, hallways, other public areas (allow for complete drying) once annually.

**IN ADDITION to the General Cleaning Tasks previously listed, each facility has a unique cleaning schedule and may have additional cleaning tasks as described below.**

**COURTHOUSE (Approx. SQ FT = 9,272) & JUSTICE BUILDING (Approx. SQ FT = 25,707)  
DAILY – Public Areas**

Monday thru Friday access hours between 6:00 AM – 8:00 PM

Special NOTES:

- Clean and disinfect all water coolers.
- Elevator & Lift: Vacuum and spot clean carpet as necessary, disinfect buttons, levers, handles, polish doors, and dust horizontal surfaces of lift as applicable.
- Wet mop Public Restrooms: LVT (Luxury Vinyl Tile) floors in Public Restrooms in Justice Building are to be wet moped thoroughly and do not require waxing.
- Vacuum all carpeted hallways, courtrooms and public areas. Vacuuming only allowed before 8:00 AM or after 4:00 PM or when public areas are not occupied. Manual, non-motorized, sweeper may be used during occupied times if necessary.

**COURTHOUSE & JUSTICE BUILDING – TWICE-weekly – Offices/Staff Break Rooms**

Wednesday AND Friday access hours between 8:30 AM – 5:00 PM

Special NOTES:

- Clean and disinfect all countertops, sinks, and tables.
- Clean outside of all refrigerators, coffee machines and other appliances.

**COURTHOUSE & JUSTICE BUILDING – Monthly**

Special NOTES:

- Courtroom furniture: Dust all pews, tables, chairs, judge's desks, and other courtroom furniture.

**COURTHOUSE & JUSTICE BUILDING – THREE times per year Services – Public areas**

Special NOTES:

- Hot Water Extraction cleaning of carpeted hallways, courtrooms and other public areas (allow for complete drying).

**ADMINISTRATION BUILDING (INCLUDING TAX ASSESSOR'S OFFICE) (Approx. SQ FT = 12,408) - TWICE-weekly Janitorial Services**

Wednesday AND Friday access hours between 8:30 AM – 4:30 PM

Special NOTES:

- Clean and disinfect all countertops, sinks, and tables.
- Clean outside of all refrigerators, coffee machines and other appliances.

**IN ADDITION to the General Cleaning Tasks previously listed, each facility has a unique cleaning schedule and may have additional cleaning tasks as described below.**

**TAX COMMISSIONER'S OFFICE (Approx. SQ FT = 3,146) - TWICE-weekly Services**

Tuesday AND Thursday access hours between 8:30 AM and 10:00 AM

Special NOTES:

- Clean and disinfect all countertops, sinks, and tables.
- Clean outside of all refrigerators, coffee machines and other appliances.

**CONSTITUTION HALL (Approx. SQ FT = 1,104) – TWICE-Weekly Services - (TAG OFFICE, RESTROOMS & HALL ONLY)**

Tuesday AND Thursday access hours between 8:30 AM and 10:00 AM

**COUNTY EXTENSION BUILDING (Approx. SQ FT = 2,016) - TWICE-weekly Services – FIRST FLOOR ONLY**

Wednesday AND Friday access hours between 8:30 AM – 4:30 PM

Special NOTES:

- Clean outside of all refrigerators, coffee machines and other appliances.

**FREEDOM CENTER (Approx. SQ FT = 3,500) - TWICE-weekly Services**

Tuesday AND Thursday access hours between 8:30 AM and 4:30 PM (closed at noon)

Special NOTES:

- Clean outside of refrigerator, coffee machine and wipe off table in breakroom.

**IN ADDITION to the General Cleaning Tasks previously listed, each facility has a unique cleaning schedule and may have additional cleaning tasks as described below.**

**PUBLIC DEFENDER/CORONER'S OFFICES (Approx. SQ FT = 2,400) - TWICE-weekly Services**

Wednesday AND Friday access hours after 5:00 PM.

Special NOTES:

- Clean and disinfect all countertops, sinks, and tables.
- Clean outside of all refrigerators, coffee machines and other appliances.

**PLANNING & ZONING BUILDING (Approx. SQ FT = 5,376) - TWICE-weekly Services**

Wednesday AND Friday access hours between 8:30 AM – 4:30 PM (closed at noon)

Special NOTES:

- Clean and disinfect all countertops, sinks, and tables.
- Clean outside of all refrigerators, coffee machines and other appliances.

**HEALTH DEPARTMENT BUILDING (Approx. SQ FT = 12,678) - Daily Services – Public Areas, Offices/Staff Break Rooms**

Access hours are Monday thru Wednesday AFTER 5:00 PM, Thursday AFTER 7:00 PM and Friday AFTER 2:00 PM.

Special NOTES:

- Clean and disinfect all countertops, sinks, and tables.
- Clean outside of all refrigerators, coffee machines and other appliances.
- Clean and disinfect all children's play equipment in main lobby area.
- Clean and disinfect all chairs (vinyl seats, arms & backs) in the main lobby & sub-waiting room areas.
- Janitorial Service will NOT be responsible for removal or disposal of syringes.

**IN ADDITION to the General Cleaning Tasks previously listed**, each facility has a unique cleaning schedule and may have additional cleaning tasks as described below.

**SENIOR CENTER (Approx. SQ FT = 10,222) – DAILY Janitorial Services – PUBLIC AREAS**

Monday thru Friday access hours after 2:00 PM.

Special NOTES:

- Sweep and wet mop Kitchen thoroughly.

**SENIOR CENTER – TWICE-weekly Janitorial Services – Staff Offices, Break Areas, & Restroom**

Wednesday and Friday access hours after 2:00 PM

Special NOTES:

- Clean and disinfect all water coolers, and countertops.
- Clean outside of any refrigerators, coffee machines and other appliances.

**SENIOR CENTER – THREE times per year Services – Public areas**

Special NOTES:

- Hot Water Extraction cleaning of carpeted library, pool room, card room, and other public areas (allow for complete drying).

**LIBRARY (Approx. SQ FT = 24,800) – Daily Janitorial Services – PUBLIC AREAS**

Monday thru Friday access hours between 8:00 AM – 12:00 NOON\*

\* Access hours are subject to change in the future as the Library is able to remain open to the public for extended hours.

- Due to the size of this facility, it may be cleaned in zones on alternating days – this will be subject to the Director approval. **Public Restrooms and Lobby will be cleaned daily.**

**LIBRARY – TWICE-weekly Janitorial Services – Staff Offices, Restroom & Breakroom**

Special NOTES:

- Clean and disinfect all water coolers.
- Clean and disinfect all countertops, sinks, and tables.
- Clean outside of refrigerator, coffee machine and other appliances.

**IN ADDITION to the General Cleaning Tasks previously listed, each facility has a unique cleaning schedule and may have additional cleaning tasks as described below.**

**LEARNING (LITERACY) CENTER BUILDING (Approx. SQ FT = 9,435) - THREE TIMES-weekly Services – Public Areas, Classrooms, Childcare Rooms, Offices, and Staff Break Rooms**

Monday, Wednesday AND Friday access hours AFTER 7:30 PM

Special NOTES:

- Clean and disinfect all countertops, sinks, and tables.
- Clean outside of all refrigerators, coffee machines and other appliances.
- Dust around computers & clean and disinfect all tables in Classrooms.
- Thoroughly clean & disinfect all Childcare Area counters, tables and chairs.
- Thoroughly wet mop Childcare Area floors EACH VISIT.

**PUBLIC WORKS BUILDING (Approx. SQ FT ≤ 1,040) – ONCE per week Services – Public Restrooms and Hallways**

Day TBD access hours between 8:00 AM – 2:00 PM

Special NOTES:

- Restroom & Floor Care services only

**EMPLOYEE HEALTH CLINIC (Approx. SQ FT =2,000) - TWICE-weekly Services**

Tuesday and Thursday access hours **before** 1:00 PM.

Special NOTES:

- Clean and disinfect ENTIRE CLINIC and replenish paper products, refill soap dispensers and hand sanitizers as necessary. Wipe down light switches, door handles, door fronts and/or push plates with Cavicide wipes – a disinfectant cleaner. (County will furnish all paper products, soap & hand sanitizer refills and all cleaning supplies and equipment).
- Place all garbage in provided trash cans behind clinic. Dumpster is provided across the parking lot for any large cardboard boxes. NO handling of HAZ. MAT. items such as sharps, blood, etc...these will be disposed of by the Clinic Personnel.
- Wet mop all hard surfaces thoroughly using a mixture of Cavicide and floor cleaner.
- Clean or wipe down all vinyl/leather-type furniture (waiting room, exam rooms, and office chairs) using Cavicide wipes.
- Specific areas are:
  - Patient Waiting Room Area (disinfect every chair, seat, armrest, table, children's table, magazine racks, refreshment bar, everything in entire clinic);
  - Two Restrooms; Three Exam Rooms; Doctor's Office; Blood Draw Room; Office Area and
  - Breakroom Area - clean outside of refrigerator & microwave, counters, and wipe off table.

## VOTER PRECINCTS – FLOOR MAINTENANCE

All Precincts & other facilities VCT floors are to be stripped & waxed and buffed per the following schedule: 3 times annually at intervals as follows (Strip & Wax, Buff, Buff – 4 months apart):

**(Scheduling of floor maintenance must be done at least a month in advance due to the high volume of usage/activity in these buildings.)**

- Blackstock, 773 Gordy Circle, Tunnel Hill – approx. 1,824 SQ FT
- Boynton, 4057 Boynton Drive, Ringgold – approx. 3,200 SQ FT
- Chambers, 4346 Long Hollow Road, Rock Spring – approx. 1,600 SQ FT
- Duncan Park, 256 Edsel Drive, Rossville – approx. 2,100 SQ FT
- Graysville, 967 Graysville Road, Ringgold – approx. 2,730 SQ FT
- Keith, 2803 Keith Road, Ringgold – approx. 1,600 SQ FT
- Lakeview, 452 Hudson Street, Rossville – approx. 1,856 SQ FT
- Poplar Springs, 470 Rollins Industrial Court, Ringgold – approx. 2,902 SQ FT
- Westside, 3319 Lakeview Drive, Rossville – approx. 1,856 SQ FT
- Woodstation, 36 East nick-a-Jack Road, Ringgold – approx. 2,730 SQ FT

## OTHER COUNTY FACILITIES – FLOOR MAINTENANCE

- Animal Control Offices, 101 Allmond Trail, Ringgold – approx. 2,015 SQ FT

### 5) QUALITY CONTROL VERIFICATION

A County representative shall contact the assigned supervisor about problems as they arise. The successful contractor shall provide an experienced supervisor to meet once a month or more frequently, if needed, with the Maintenance Department Director to determine service quality and correct any on-going problems. In addition, the contractor shall have in place a system to address issues as they arise.

### 6) FIRE PROTECTION AND PREVENTION

- a) The successful contractor shall comply with all fire protection measures prescribed in the International Fire Code & State of Georgia Minimum Fire Standards, Chapter 120-3-3, a copy of which is on file at the Office of the Chief Building Official of Catoosa County. All dust cloths, mop treatment products, and floor treatment products (exclusive of waxes) shall be free of spontaneous heating tendency. A listing of these products that are free of this tendency by a qualified nationally recognized testing organization shall be considered as meeting this requirement. The successful contractor shall not store combustible supplies, including but not limited to rags and paper, near possible sources of ignition.
- b) The contractor shall consider contaminated buckets, mops, cloths and brushes as potentially subject to spontaneous heating and shall not store such items in the building. The successful contractor shall store used wiping cloths and treated dust mops in covered metal containers. Mop buckets shall be emptied and sanitized daily.

7) CLIENT REFERENCES

- a) Submittals should provide the names and contact information of previous and/or current clients whom the County may contact for a candid appraisal of the company's services.
- b) The most effective references will come from entities, comparable in size to Catoosa County, for which your company has provided services very similar to those the County is requesting.

8) COMPENSATION: FEES

Proposals should clearly outline the company's hourly fee structure and the maximum hours to be billed for the County's requested services. Make any additions necessary to the provided format to give a complete picture. Advise if these rates will apply to any additional work that might be requested by the County. If not, show the rates that would apply for additional work. Also, indicate any rate increases to be made during the life of the contract.

9) COMPENSATION: EXPENSES

Proposals should clearly indicate any other charges that might be made in conjunction with the requested services. Indicate any rate increases to be made during the life of the contract.

10) COMPENSATION: TOTAL COST OF SERVICES

Proposals should clearly state the not-to-exceed amount to be charged for each year of the potential contract. Make any additions necessary to the format to give a complete picture.

11) ADDITIONAL INFORMATION

Proposals may include any other information about your company that you believe would be relevant to the County's selection. You may use your own format for this information. Please head it "ADDITIONAL INFORMATION".

12) TERMS AND CONDITIONS

- a) All Proposals and supporting materials as well as correspondence relating to this RFP become property of CCBOC when received. Any proprietary information contained in the submittal should be so indicated. However, a general indication that the entire contents, or a major portion, of the Proposal is proprietary will not be honored.
- b) All applicable State of Georgia and Federal Laws, County and County ordinances, licenses and regulations of all agencies having jurisdiction shall apply to the Respondent, the Vendor and Project throughout and are herein incorporated. The Agreement with the Vendor, and all questions concerning the execution, validity or invalidity, capability of the parties, and the performance of the Agreement, shall be interpreted in all respects in accordance with the laws of the State of Georgia.
- c) Professionals requiring special licenses must be licensed in the State of Georgia and shall be responsible for those portions of the work as may be required by law.
- d) Subcontractors as part of the project team must be clearly identified in the submittal, including roles, resumes of key personnel and project references. The Vendor is responsible for obtaining E-verify Affidavits from his subs.

- e) From the date CCBOC receives a Respondents Proposal through the date a contract is awarded to a Vendor, no Respondent may make substitutions, deletions, additions or other changes in the configuration of Respondent's Proposal or members of Respondents team.
- f) All materials submitted in connection with this RFP will be public documents and subject to the Open Records Act and all other laws of the State of Georgia, the United States of America and the open records policies of Catoosa County. All such materials shall remain the property of Catoosa County and will not be returned to the respondent.
- g) The issuance of this RFP constitutes only an invitation to submit a proposal. Catoosa County reserves the right to determine, at its sole discretion, whether any aspect of a respondent's submittal meets the criteria in this RFP. Catoosa County also reserves the right to seek clarifications, to negotiate with any vendor submitting a response, to reject any or all responses with or without cause, and to modify the procurement process and schedule. In the event this RFP is withdrawn, or the project canceled for any reason, Catoosa County shall have no liability to any respondent for any costs or expenses incurred in connection with this RFP or otherwise.
- h) Failure to submit all the mandatory forms for this RFP package shall be just cause for the rejection of the qualification package. However, Catoosa County reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a proposal as non-responsive.
- i) In case of failure to deliver goods in accordance with the contract terms and conditions, Catoosa County, after due oral or written notice, may procure substitute goods or services from other sources and hold the contractor responsible for any resulting additional purchasing and administrative costs. This remedy shall be in addition to any other remedies which Catoosa County may have.
- j) By submitting a qualification package, the vendor is certifying that they are not currently debarred from bidding on contracts by any agency of the State of Georgia, nor are they an agent of any person or entity that is currently debarred from submitting proposals on contracts by any agency of the State of Georgia.
- k) Any contract resulting from this RFP shall be governed in all respects by the laws of the State of Georgia and any litigation with respect thereto shall be brought in the courts of Catoosa County in the State of Georgia. The vendor shall comply with applicable federal, state, and local laws and regulations.
- l) It is understood and agreed between the parties herein that Catoosa County shall only be bound to accept a bid and enter into a contract with the successful bidder for the Project advertised hereunder to the extent of the amount of funds allocated and available, or which may hereafter be allocated or become available, for the Project by the Catoosa County Board of Commissioners.
- m) Following review of all qualified proposals, selection of a suitable vendor, and preliminary contract negotiations, a recommendation will be made to the Catoosa County Board of Commissioners by the project representative. Following approval by the Board of Commissioners, the County will complete the negotiations.
- n) Catoosa County reserves the right to accept the response that is determined to be in the best interest of the County. The County reserves the right to reject any and or all proposals. The contract between Catoosa County and the selected responder shall be subject to the payment agreement drawn up between Catoosa County and the selected responder.

### 13) CRITERIA FOR EVALUATION

All proposals will be evaluated according to, but necessarily limited to, the following:

- Your firm's indicated ability to provide a level of service sufficient to meet the needs of Catoosa County.
- Extent and success of previous work your firm has provide to organizations similar in nature and size to Catoosa County Government.
- Experience of key personnel to be assigned to the project.
- The proposal itself as an example of your firm's work product.
- Adherence to RFP requirements, including completion of all required forms; provision of all requested information; adequacy of responses, and return of the RFP by the stated deadline.

#### **Evaluation Criteria**

In making its selection, the County will not only consider cost but also the proposal with the best combination of attributes that provides the desired solution, in the opinion of the County. Consideration will be given to the following criteria:

Weight	Evaluation Criteria
50%	Vendor's Qualifications & Experience
20%	Client References
20%	Cost Fee Proposal
10%	Adherence to & Quality of RFP Response
<b>100%</b>	<b>Total</b>

Written information will be reviewed by Catoosa County Selection Committee. The outcome of the review process may, at the County's sole discretion, result in steps to gather more information for further evaluation. The proposal selected shall provide the most cost-effective approach that meets the stated requirements. The lowest price proposal will not necessarily be selected. **This may mean notice of placement on an interview list with the time and date of the interview specified;** all costs incurred by the vendor in preparing the proposal, or costs incurred in any other manner by the vendor in responding to this proposal will be wholly the responsibility of the vendor.

### 14) INDEMNIFICATION

The County shall be held harmless against any and all claims for bodily injury, sickness, disease, death or personal injury, or damage to property or loss of use of any property or assets resulting therefrom, arising out of resulting from the performance of the products or from the services, of which, the County is contracting hereunder, provided such is caused in whole or in part by any negligent act or omission of the vendor, or any subcontractor or any of their agents or employees, or arises from any job-related injury.

The vendor agrees to indemnify the County and pay the cost of the County's legal defenses, including the fees of attorneys as may be selected by the County, for all claims described in the hold harmless clause herein. Such payment on behalf of the County shall be in addition to any and all other legal remedies available to the County and shall not be considered to be the County's exclusive remedy.

It is agreed by the parties hereto that specific consideration has been received by the Vendor under this agreement for this hold harmless/indemnification provision.

## 15) INSURANCE REQUIREMENTS

Vendor providing services under this agreement will be required to procure and maintain, at their own expense and without cost to the County, until final acceptance by the County of all products or services covered by the contract, the following types of insurance. Vendor must have as a minimum, the following insurance limits: a) Worker's Compensation and Employer's Liability Insurance, statutory limits; b) Comprehensive General Liability Insurance, a total of \$1,000,000 for each occurrence and \$2,000,000 in aggregate; c) Comprehensive Automobile Liability Insurance, \$1,000,000 Combined Single limit OR, \$1,000,000 Bodily Injury per Person/\$1,000,000 Bodily Injury per accident/\$1,000,000 Property Damage per accident; d) \$1,000,000 Commercial Umbrella policy.

**THE VENDOR SHALL PROVIDE CERTIFICATE OF INSURANCE TO THE COUNTY DEMONSTRATING THAT THE AFOREMENTIONED INSURANCE REQUIREMENTS HAVE BEEN MET PRIOR TO THE COMMENCEMENT OF WORK UNDER THIS CONTRACT.** The General Liability and Auto Liability certificates of insurance shall indicate that the policies have been indorsed to cover the Catoosa County Board of Commissioners as an Additional insured and must reference specific project by name and that these policies may not be canceled or modified without thirty (30) days prior written notice to the County.

The insurance coverage enumerated above constitutes the minimum requirements and shall in no way lessen or limit the liability of the vendor under the terms of the contract. Sub-Vendor's insurance shall be the responsibility of the vendor.

Surety and insurance companies must have an AM Best rating of A-10 or greater, be listed in the Federal Registry of Companies holding Certificates of Authority and Acceptable Sureties on Federal Bonds, be licensed by the Georgia Insurance Department and the Georgia Secretary of State to do business in the State of Georgia.

**Vendor shall incorporate a copy of the insurance requirements as herein provided in each and every subcontract with each and every Subcontractor in any tier and shall require each and every Subcontractor of any tier to comply with all such requirements.** Vendor agrees that if for any reason Subcontractor fails to procure and maintain insurance as required, all such required insurance shall be procured and maintained by Vendor at Vendor's expense. No Vendor or Subcontractor shall commence any work of any kind under this Contract until all insurance requirements contained in this Contract have been complied with and until evidence of such compliance satisfactory to CCBOC as to form and content has been filed. The Accord Certificate of Insurance or a pre-approved substitute is the required form in all cases where reference is made to a Certificate of Insurance or an approved substitute. The Vendor shall agree to waive all rights of subrogation against CCBOC, the County of Catoosa County, their officers, officials, employees, and volunteers from losses arising from work performed by the Vendor for CCBOC. The Vendor shall make available, through its records or records of their Insurer, information regarding a specific claim. Any loss run information available from the Vendor or their insurer will be made available to CCBOC upon their request.

## 16) GEORGIA IMMIGRATION & COMPLIANCE ACT

Pursuant to O.C.G.A. § 13-10-91, all Vendors or subcontractor who enter into a contract with Catoosa County Government or a Vendor of Catoosa County Government in connection with the physical performance of services within this state, shall register and participate in the federal work authorization program to verify information of all newly hired employees. Any employee, Vendor, or subcontractor of such Vendor or subcontractor shall also be required to satisfy these requirements.

Access to the authorization program to obtain an E-Verify number can be found at <https://e-verify.uscis.gov/enroll/StartPage.aspx?JS=YES>, the website operated by the U.S. Department of Homeland Security (USDHS).

**FOR A PROPOSAL TO BE CONSIDERED, SUCH CERTIFICATION SHALL BE INCLUDED IN THE VENDOR RESPONSE TO ALL SOLICITATIONS ISSUED BY CATOOSA COUNTY BOARD OF COMMISSIONERS.**

## 17) LOCAL VENDOR PRIVILEGE

Because proposals awarded to local vendors contribute to the Catoosa County tax base and promote the local economy, the Catoosa County Board of Commissioners has instituted a local vendor privilege as follows. To qualify as a local vendor, the following conditions must be met:

1. The vendor must have an established place of business within Catoosa County.
2. The vendor must have at least two (2) employees who have been working for six (6) months or longer before requesting a local vendor privilege.

**All vendors who meet these conditions and who wish to claim the local vendor privilege must complete the Affidavit of Eligibility included in the Proposal or Proposal Documents and submit with your Proposal or Proposal.**

The local vendor privilege gives qualifying vendors, who are within 4% of the lowest cost, the opportunity to agree to match the lowest cost within 24 hours. (If more than one local vendor meets the qualifications, the lowest local vendor will be given the first opportunity to agree to match the lowest cost. If they refuse, the next lowest vendor will get the opportunity and so on until all local vendors within the 4% range have been given an opportunity.)

IN THE CASE OF A PROPOSAL, AWARD IS MADE BASED ON MANY CRITERIA OTHER THAN JUST THE LOWEST COST, SO THIS PRIVILEGE MAY OR MAY NOT COME INTO CONSIDERATION DEPENDING ON THE PROPOSAL SCORE BEFORE COST IS FACTORED IN.

### **Preference for Georgia Products**

In accordance with the provisions of O.C.G.A. §36-84-1, et. seq., when contracting for or purchasing supplies, materials, equipment or agricultural products, excluding beverages for immediate consumption, Catoosa County shall give preference, as far as may be reasonable and practicable under the circumstances and without otherwise sacrificing quality, to such supplies, materials, equipment and agricultural products which are manufactured and/or produced in the State of Georgia.

**GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT**

Contract No. and Name: ANNUAL JANITORIAL SERVICES

Vendor's Name: \_\_\_\_\_

**STATE OF GEORGIA  
VENDOR AFFIDAVIT**

By executing this affidavit, the undersigned Vendor verifies its compliance with O.C.G.A. §13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with Catoosa County Government has registered with and is participating in a federal work authorization program\*, in accordance with the applicability provisions and deadlines established in O.C.G.A. §13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with Catoosa County Government, Vendor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. § 13-10-91. Vendor further agrees to maintain records of such.

\_\_\_\_\_  
EEV / E-Verify™ User Id (Account) Number

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

\_\_\_\_\_  
BY: Authorized Officer or Agent  
(Vendor Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Authorized Officer or Agent of Vendor

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

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

\_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_

[NOTARY SEAL HERE]

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

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

\*any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603

**CATOOSA COUNTY BOARD OF COMMISSIONERS**

**PROPOSAL FEE FORM**

**SCOPE OF WORK:** ANNUAL JANITORIAL SERVICES

ALL FACILITY COSTS ARE TO <b>INCLUDE</b> ANNUAL FLOOR MAINTENANCE			
<b>LOCATION DESCRIPTION</b>	<b>Month</b>	<b>Monthly Cost</b>	<b>Extended Cost</b>
Courthouse & Justice Building	12	\$	\$
Administrative & Tax Assessor's Offices	12	\$	\$
Tax Commissioner's Office	12	\$	\$
County Extension Building	12	\$	\$
Public Defender/Coroner Offices	12	\$	\$
Freedom Center Building	12	\$	\$
Health Department Building	12	\$	\$
Senior Center Building	12	\$	\$
Library	12	\$	\$
Learning Center Building	12	\$	\$
Planning & Zoning Building	12	\$	\$
Public Works Building	12	\$	\$
Constitution Hall – Tag Office, Hall & Restrooms only	12	\$	\$
CC Employee Health Clinic	12	\$	\$
<b>TOTAL Annual Cost</b>			<b>\$</b>
Continued on next sheet			

VOTER PRECINCTS & OTHER FACILITIES – ANNUAL FLOOR MAINTENANCE				
LOCATION DESCRIPTION	Strip & Wax	Buff	Buff	Extended Cost
Blackstock	\$	\$	\$	\$
Boynton	\$	\$	\$	\$
Chambers	\$	\$	\$	\$
Duncan Park	\$	\$	\$	\$
Graysville	\$	\$	\$	\$
Keith	\$	\$	\$	\$
Lakeview	\$	\$	\$	\$
Poplar Springs	\$	\$	\$	\$
Westside	\$	\$	\$	\$
Woodstation	\$	\$	\$	\$
<b>TOTAL Annual Cost</b>				<b>\$</b>
Animal Control Office	\$	\$	\$	\$

NOTES:

1. The county may, at its discretion, change, add or remove facilities from final contract for Janitorial and Floor Maintenance Services.

THIS PROPOSAL FEE SHALL REMAIN EFFECTIVE FOR 60 DAYS.

**EXECUTION OF PROPOSAL**

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

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 company.

\_\_\_\_\_ That the potential Contractor has determined the cost and availability of all materials and supplies associate with performing the services outline 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 Proposals, and subject to all terms and conditions thereof, the undersigned offers and agrees, if the proposal is accepted within 9sixty (60) days from the date of the opening, to furnish the services for the prices quote within the timeframe required.

COMPANY NAME: \_\_\_\_\_

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

CONTACT: \_\_\_\_\_ CELL: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**ADDENDA ACKNOWLEDGEMENT**

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

Addendum No. 1 \_\_\_\_\_ Addendum No. 2 \_\_\_\_\_  
Addendum No. 3 \_\_\_\_\_ Addendum No. 4 \_\_\_\_\_

_____	_____	_____
Authorized Representative/Title (Print or Type)	Authorized Representative	Date

(Copies of each addendum issued must accompany your proposal – please check the county website as directed in the “Inquiries” Section on page 2 of this Proposal Document.)

**CATOOSA COUNTY BOARD OF COMMISSIONERS  
AFFIDAVIT OF NON-COLLUSION**

**SCOPE OF WORK:** ANNUAL JANITORIAL SERVICES

**PROJECT LOCATION:** Catoosa County, Georgia

**CONTRACTOR STATE OF:** \_\_\_\_\_

**CONTRACTOR COUNTY OF:** \_\_\_\_\_

\_\_\_\_\_  
Being first duly sworn, deposes and says that he/she is

\_\_\_\_\_  
(sole owner, partner, president, secretary, etc....)

The party making the foregoing Proposal; that such Proposed Fee is genuine and not collusive; that said Respondent has not colluded, conspired, connived, or agreed, directly or indirectly, with another Respondent or person, to put in a sham Proposal, or that such other person shall refrain from responding to the Request for Proposals, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference, with any person to fix the Contract Price of affiant or any other Respondent, or to fix any overhead, profit, or cost element of said Contract Price, or of that of any other Respondent, or to secure an advantage against the Catoosa County Board of Commissioners or any other person interested in the proposed contract; and that all statements contained in said Proposal are true, and further, that such Respondent has not directly or indirectly submitted this Proposal, or contents thereof, or divulged information or data relative thereto to any association or to any member or agent thereof.

\_\_\_\_\_  
(Affiant)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
(Notary Public in and for)

\_\_\_\_\_  
(County)

[NOTARY SEAL HERE]

My commission expires \_\_\_\_\_, 20\_\_\_\_