



Baldwin County School District 110 N  
ABC Street  
Milledgeville, GA. 31061 (478)  
453-4176

Request for Proposal  
#025-2022  
September 20, 2021

The Baldwin County invites proposals for Custodial Services.

Interested parties are instructed to read carefully all items, conditions, terms, and specifications in this letter and attached pages before completing their proposal.

All proposals must be sealed with the envelopes marked: **"RFP #025-2022 Custodial Services"**

For mailing purposes, please address your proposal to:

Judi Battle  
Director of Procurement  
Baldwin County School District 110 N ABC  
Street  
Milledgeville, Georgia 31061

**Mandatory** Pre-Proposal Conference is: October 1, 2021 10:00 am  
The Proposal **Deadline**: October 18, 2021 2:00 pm

The Baldwin County School District reserves the right to reject any or all proposals and to waive any formalities. Your participation is solicited and appreciated.

Sincerely,  
BALDWIN COUNTY

*Judi L. Battle*

Judi L. Battle  
Director of Procurement

**Baldwin County School District**  
**RFP #025-2022 Custodial Services**  
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Request For Proposal  
CUSTODIAL SERVICES  
BALDWIN COUNTY SCHOOL DISTRICT

**Mandatory Pre-Proposal Conference:** 10:00 AM, Friday, October 1, 2021  
**Proposal Opening Date:** 2:00 PM, Monday, October 18, 2021

The Baldwin County School District, herein referred to as the "District" desires to select a firm to provide custodial services for the schools and administrative buildings listed on Attachment A. Attachment B provides technical information necessary to aid participating firms in formulating a thorough response.

Should you elect to participate, eight (8) copies of the attached REQUEST FOR PROPOSAL RESPONSE FORMS are due on or before 2:00 PM, Monday, October 18, 2021. The form of contract to be used is found in Attachment C. Late or incomplete responses will not be accepted and will not receive consideration for final award. Proposals should be sealed with "RFP #025-2022, Custodial Services" and the opening time and date clearly marked on the outer envelope. Faxed proposals will NOT be accepted. LATE proposals will be returned to proposer UNOPENED, if RFP number, opening date and proposer's return address is shown on the container.

**SITE VISITS**

Vendors interested in submitting a proposal are **required** to attend a pre-proposal meeting on Friday, October 1, 2021 at 10:00 AM at the Baldwin Board of Education Office, 110 North ABC Street Milledgeville, Georgia. Vendors will have an opportunity to ask questions of the Maintenance Director and tour the buildings. Vendors who do not attend will NOT be eligible to submit a proposal for the final award.

Information provided in your response, other than general pricing information, will be considered proprietary and will not be divulged during the selection process. The successful firm's proposal will, however, become public record after its acceptance by the Baldwin County School District of Education.

**BALDWIN COUNTY SCHOOL DISTRICT CONTACT**

Any questions concerning this RFP should be directed to: Judi Battle, Director of Procurement, at [judi.battle@baldwin.k12.ga.us](mailto:judi.battle@baldwin.k12.ga.us). With RFP #025-2022 Custodial Services as the subject. Responses to questions will be published on the BCSD's website under the RFP/IFB link on the Human Resources and Procurement page, [www.baldwincountyschoolsga.org](http://www.baldwincountyschoolsga.org)

## **BACKGROUND INFORMATION AND OBJECTIVES**

The School District must receive complete building cleaning/custodial services, Monday through Friday, and Saturday and Sunday as needed (after football games, basketball games, auditorium events, etc.) at all the listed buildings (see attachment A). It is the responsibility of the bidder to stay abreast of scheduled events and to have knowledge of the Baldwin County School District's calendar. Access to the BCSD public calendar for each school may be found on the Baldwin County Schools website. Access to the calendar will be granted to the contractor so that custodians can be prepared for special events at each school.

The proposing contractor shall provide custodians on duty at all schools beginning at 6:30 AM. This person(s) duties should include but are not limited to: Dispensing materials supplied by the School District for restrooms; cleaning and maintaining restrooms, assisting with loading and unloading trucks, etc. when needed; handling emergency spills, mishaps; wipe down of cafeteria tables during and in between meals, emptying trash receptacles; and meeting various custodial needs during school hours as needed by the district and building administration. These duties are in addition to the requirements listed in the Cleaning Specifications in Attachment B. Buildings excluded from a day-custodian(s) are: Maintenance & Transportation Building, Warehouse, and Field House. The Board Office, however, should be served by custodians from the Early Learning Center on a daily schedule (to be determined) as well as when needs arise during the day.

The School District will furnish paper towels, toilet paper, toilet covers, hand washing soap, hand sanitizer, hand sanitizer stations, can liners, walk-off mats, and odor control fragrance at all locations. It is the responsibility of the vendor to keep all soap, hand sanitizer, toilet paper, and paper towel dispensers fully stocked at all times.

Contractor should have a Head Custodian at each building who will be dedicated to the management of the custodial services in that building. Contractor shall also have a manager responsible for district-wide custodial operations and remain on-site in the BCSD full time. This person(s) shall be responsible for dispensing the above materials to the appropriate containers and the overall custodial responsibility for the building and the custodial employees in that building. A complete listing of the required services for this RFP appears in Attachment A Technical Details.

The School District will provide the successful proposer with one (1) set of keys for each area that is to be maintained. The keys MUST be returned if the contract is terminated. Safekeeping of the keys shall be the responsibility of the successful proposer who shall take all necessary precautions to see that the keys are not lost, stolen or duplicated. If any key is lost or stolen, the successful proposer shall notify the Deputy Superintendent and the Director of Maintenance immediately of the loss. Head Custodians for each shift at each building will be assigned one Master Key for their building. A fee of thirty dollars (\$30.00) will be assessed for each lost key. Expenses related to the rekeying of building(s) or portions of building(s) made necessary because of the duplication and/or loss of keys by the successful proposer shall be paid by the successful proposer.

## **SELECTION CRITERIA AND AWARD**

The selection process will be based on the responses to this document and any interviews required to verify the ability of the proposer to provide services. A committee comprised of the Superintendent, Deputy Superintendent, Assistant Superintendent, Procurement Director, Finance Director, Maintenance Director, building Principals and Program Directors will judge each firm's response by meeting the following criteria:

1. meeting all Request for Proposal specifications, conditions, and miscellaneous instructions as outlined herein
2. ability to provide references verifying current/past exemplary performance for similar projects
3. proposing the services described herein with the most advantageous and prudent methodology and costs to the School District.

There should not be any "verbal discussion" with any School District employee or Baldwin County School Board Member prior to the award.

The Baldwin County School District reserves the right to select the service provider which it feels will best meet the required quality requirements and technical specifications. The School District reserves the right to reject any and all proposals.

## **ADDITIONAL PROPOSAL SUBMISSION**

Provide the following information for custodial services at 10 BCSD sites in attachment A.:

### **Section 1**

- A. Start up plan for all sites
- B. Operational plans for the sites must include staffing numbers including work schedules
- C. List of equipment including quantity for each site
- D. Preventive maintenance plan for equipment
- E. Describe your employee training programs including topics, frequency and method of delivery for:
  - 1. Supervisors
  - 2. Lead Custodians
  - 3. Custodial staff
- F. Describe your quality control program including:
  - 1. Personnel involved in the QC program
  - 2. Inspections
  - 3. Reporting
  - 4. Waste and loss prevention process
- G. Describe your hiring process including recruiting, screening and training.

### **Section 2 Cleaning Methods**

- A. List the types of carpet/flooring your firm has experience cleaning and methods used.
- B. State the type of cleaner to be used when cleaning all walls and horizontal surfaces.
- C. State the type/name brand disinfectant cleaner to be used in disinfecting any type surface area (i.e. bathroom, kitchen, restroom, etc.)
- D. State the type of chemicals to be used to clean the inside and outside window surfaces.
- E. State the guidelines and standards for cleaning behind desk, computer desk, computer workstation areas, classrooms, media centers, etc.
- F. Provide a detailed explanation on methods to be used in cleaning the following:
  - 1. cafeteria and kitchen areas
  - 2. drinking fountains
  - 3. blinds
  - 4. vents
  - 5. floors
  - 6. windows

### **Section 3 Chemicals**

- A. Provide a list of all chemicals that will be used at BCSD with an itemized price list for the chemicals and two (3) copies each of their Material Data Safety Sheets.

### **Section 3 Summer Cleaning**

- A. Provide a detailed summer cleaning plan and the process that the vendor uses to complete the the district summer cleaning. Plan should include summer staffing hours and assignments and a timeline for the summer cleaning process.. Please take into consideration that at least three of the district campuses are used during the month of June for summer programs (ELC, LVA and OHMS)

#### **CONTRACT**

##### **Include a sample agreement in the proposal.**

Prior to commencement of service, a calendar outlining the required services will be furnished which will ensure and guarantee superior workmanship within the specified parameters. Repeated failures to maintain clean facilities or meet the expectations of the aforementioned may result in the immediate termination of the contract.

#### **CHARGEBACKS**

##### **Include acknowledgement of chargebacks. Vendor may sign off on attachment provided in the RFP (pg. 25).**

The BCSD will chargebacks for noted deficiencies and repeated noted areas of uncleanness and substandard cleanliness standards of any of the facilities (Attachment E)

#### **SUBCONTRACTORS**

##### **Include a list of subcontractors that the vendor has worked with or plans to work with if awarded this contract.**

The successful proposer shall not employ subcontractors for this contract nor shall the contract be assigned without the written permission of the Baldwin County School District.

#### **BOND INFORMATION**

The form of the bond must be approved by the School District's legal counsel.

## INSURANCE REQUIREMENTS

Proof of insurance coverage and furnishing of insurance policies acceptable to the School District shall be as set forth in this Attachment..

(a) Policies, Certificates, Limits and Disposition of Documents.—The Proposer shall obtain at his expense insurance with limits as shown hereinbelow, unless the Proposer desires to broaden the limits and obtain more protection.

(1) WORKERS COMPENSATION AND EMPLOYER'S LIABILITY INSURANCE.—The Proposer shall procure and maintain Worker's Compensation and Employers Liability Insurance for all of his employees to be engaged in Work under this contract, Worker's Compensation insurance policies shall include GEORGIA under Section 3A and shall include Other States coverage and Voluntary Compensation.

Worker's Compensation Limits: Statutory

Employers Liability Limits:

Each Accident	\$1,000,000
Disease - Policy Limit	\$1,000,000
Disease - Each Employee	\$1,000,000

Proposer waives all rights against School District and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by the workers compensation and employers liability or commercial umbrella liability insurance obtained by Proposer pursuant to this agreement. The Waiver of Our Right To Recover From Others Endorsement, NCCI Form WC 00 03 13 shall be attached to the policy showing the School District listed in the Schedule.

(2) COMMERCIAL GENERAL AND UMBRELLA LIABILITY INSURANCE.—The Proposer shall procure and shall maintain commercial general liability (CGL) and if necessary, commercial umbrella insurance with a limit of not less than \$1,000,000 each occurrence, as shall protect him from claims for damages for bodily injury, including accidental death, as well as from claims for property damages, which may arise from operations under the Contract Agreement.

CGL insurance shall be written on ISO occurrence form CG 00 01 12 04 (or substitute form providing equivalent coverage) and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract). If such CGL insurance contains a general aggregate limit, it shall apply separately to this Contract. Each policy shall be indorsed with ISO Form CG 25 03 11 85 or equivalent form with wording satisfactory to School District,

The School District shall be included as an additional insured under the CGL, using ISO additional insured endorsement CG 20 33 or a substitute providing equivalent coverage, and under the

commercial umbrella, if any. This insurance shall apply as primary insurance with respect to any other insurance or self insurance programs afforded to the School District,

There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability arising from explosion, collapse, or underground property damage.

Proposer waives all rights against School District and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by commercial general liability or commercial umbrella liability insurance maintained pursuant to this agreement. The Waiver of Transfer of Rights of Recovery, ISO Form CG 24 04 shall be attached to the policy showing the School District listed in the Schedule.

(3) BUSINESS AUTO AND UMBRELLA LIABILITY INSURANCE.—The Proposer shall procure and shall maintain business automobile liability, and if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each occurrence.

Such insurance shall cover liability arising out of any auto (including owned, hired, and non-owned autos).

Business auto coverage shall be written on ISO form CA 00 01 10 01, CA 00 05 10 01, CA 00 12 10 01, CA 00 20 10 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to that provided in the 1990 and later editions of ISO form CA 00 01.

Proposer waives all rights against School District and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by the business auto liability or commercial umbrella liability insurance obtained by Proposer pursuant to this Agreement or under any applicable auto physical damage coverage.

The School District shall be included as a designated insured under the business auto policy using ISO Form 20 48 or a substitute providing equivalent coverage.

Endorsement of Casualty/Liability Policies.—There shall be attached to and made a part of every CASUALTY/LIABILITY INSURANCE POLICY an endorsement of the insurance company in accordance with the specimen shown below:

#### ENDORSEMENT

Attached to and forming part of Policy No. \_\_\_\_\_ of the the Insurance Company,

Date of Endorsement: \_\_\_\_\_

Name of Contract Agreement: \_\_\_\_\_

In consideration of the premium for which the policy is written and proper rate adjustment when applicable, the insurance company agrees as follows:

This policy of insurance shall not be canceled, changed [which includes renewal], allowed to lapse or allowed to expire until thirty (30) days after the Baldwin County School District has received written notice addressed as follows:

Baldwin County School District ATTN:  
Director of Procurement  
110 N. ABC Street  
Milledgeville, Georgia 31061

as evidenced by certified mail, return receipt requested, or until such time as other valid and effective insurance coverage acceptable in every respect to the School District and providing equal protection called for in the policy shown below shall have been received, accepted, and acknowledged by the School District.

The foregoing insurance provisions have been incorporated into by reference and are hereby made a part of insurance policy No. \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
(Name of Insurance Company)

\_\_\_\_\_  
(Signature of Authorized Representative)

(b) Certificates.—Proposer shall furnish School District with a certificate(s) of insurance, executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above, Certificates of insurance acceptable to the School District shall be transmitted to the School District with the signed Contract Documents when they are transmitted to the School District for execution. These certificates MUST be altered or indorsed to provide that "Coverages afforded under the policies will not be canceled, changed [which includes renewal], or allowed to lapse or expire unless at least thirty (30) days prior to such event written notice has been given to the School District, as evidenced by receipt of registered or certified mail." Failure of the School District to demand such certificate(s) or other evidence of full compliance with these insurance requirements, or failure of School District to identify a deficiency from evidence that is provided shall not be construed as a waiver of Proposer's obligation to maintain such insurance.

(c) Ratification of Agent's Endorsement—In furnishing the insurance policy or in furnishing proof of coverage, as the case may be, the insurance carrier shall upon request submit evidence satisfactory to the School District that the agent of the carrier who executed an indorsement had the authority to make changes in the terms of the insurance policy which are binding on the insurance company.

(d) Acceptability of Insurers to School District—No insurance will be acceptable to School District unless written by a company licensed by the Georgia State Insurance Commissioner to do business in Georgia at the time the policy is issued, To avoid inconvenience, the Proposer should consult with School District to determine whether the insurance company or companies he expects to use is or

are acceptable to the School District. All policies and certificates must be signed or countersigned, as the case may be, by resident Georgia agents.

(e) Prohibition Against Work Until Insurance Requirements Met—The School District shall have the right, but not the obligation, of prohibiting Proposer from undertaking the provision of services until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by School District,

(f) Termination for Failure to Maintain Insurance Coverage.—Failure to maintain the required insurance may result in termination of this contract at School District's option.

(g) No Representation of Coverage Adequacy—By requiring insurance herein, the School District does not represent that coverage and limits will necessarily be adequate to protect Proposer, and such coverage and limits shall not be deemed as a limitation on Proposer's liability under the indemnities granted to School District in this agreement.

(h) Cross-Liability Coverage,—If Proposer's liability policies do not provide the standard ISO separation of insureds provision, or a substantially similar clause, they shall be endorsed to provide cross liability coverage.

(j) Competence of Insurers.—The Proposer is responsible for any delay resulting from the failure of his insurance carriers to furnish proof of proper coverage in (i) the prescribed form, (ii) in the prescribed manner, and (iii) in good season.

## **SAFETY**

All contractors performing services for the School District are required and shall comply with all Occupational Safety and Health Administration (OSHA), State and County Safety and Occupational Health Standards and any other applicable rules and regulations. Also all contractors shall be held responsible for the safety of their employees and any unsafe acts or conditions that may cause injury or damage to any persons or property within and around the work site area under this contract.

## **UNAUTHORIZED USE OF SCHOOL DISTRICT EQUIPMENT**

The Contractor shall not allow his/her employees, at any time, to open desk drawers, cabinets, or to use office equipment, including computers and telephones for any purpose other than a local emergency call.

## **FIRM PRICING FOR SCHOOL DISTRICT ACCEPTANCE**

Proposal price must be firm for School District acceptance for 90 days from proposal opening date.

## **PRICING SUBMISSION OF PROPOSALS**

Pricing must be submitted on Request for Proposal pricing form only. Include other information as requested or required. Be sure the proposal container is completely and properly identified. The face of the container shall indicate the RFP number, time and date of opening, and the title of the RFP. Proposals must be received by the Purchasing Department BEFORE the hour specified on the opening date.

Proposals may be either mailed to Baldwin County School District of Education, Attn: Judi Battle, PO Box 1188, Milledgeville, GA 31059 or hand delivered to Baldwin BOE Central Office, 110 North ABC Street, Milledgeville, GA.

## **WORKMANSHIP AND INSPECTION**

All work under the resulting contract shall be performed in a skillful and workmanlike manner. The School District may, in writing, require the Contractor to remove any employee from work that the County deems incompetent or careless.

Further, the School District may, from time to time, make inspections of the work performed under this contract. Any inspection by the School District does not relieve the Contractor from any responsibility regarding defects or other failures to meet the contract requirements.

The vendor is expected to use first quality workmanship and quality equipment, materials, and supplies in carrying out its duties. Best management practices of the building cleaning industry are required with regard to sanitation, housekeeping, safety, and public relations. BCSD requires daily compliance with APPA Standard Level 2 at a minimum. The APPA Level 1 and Level 2 Standards are defined as follows:

### **LEVEL 1: Orderly Spotlessness**

Floors and base moldings shine and/or are bright and clean: colors are fresh. There is no buildup in corners or along walls.

A. All vertical and horizontal surfaces have a freshly cleaned or polished appearance and have no accumulation of dust, dirt, marks, streaks, smudges or fingerprints.

B. Lights and fixture are clean

C. Washroom and shower fixtures and tile shine, and are odor-free. Supplies are adequate. Trash containers and pencil sharpeners hold only daily waste, are clean and are odor-free.

### **LEVEL 2: Ordinary Tidiness**

a. Floors and base moldings shine and/or are bright and clean. There is no buildup in corners or along walls, but there can be up to two days worth of dust, dirt, stains or streaks.

b. All vertical and horizontal surfaces are clean, but marks, dust, smudges and fingerprints are noticeable with up close observation.

c. Lights and fixtures are clean.

d. Washroom and shower fixtures and tile gleam, and are odor-free. Supplies are adequate.

e. Trash containers and pencil sharpeners hold only daily waste, are clean and odor-free.

The successful vendor must use an online monitoring system for work orders, requests and cleaning needs. If the company does not have a system already in place, a system must be set up and operational within 45 days of the effective start date of the contract. The company will provide the necessary training to BCSD users.

Vendor must notify BCSD if personnel from an assigned school will be utilized at a different location.

Vendor must notify BCSD if personnel from an assigned school will be absent and provide the needed coverage.

Shifting of cleaning crews will only be allowed on a case by case basis following approval from BCSD representative

## **PAYMENT ARRANGEMENTS**

Payment for all specified services to the successful firm will be made following:

Completion of the specified job services on a monthly basis.

Inspection and approval of job completion by the Maintenance/Facilities Director and Deputy Superintendent

Receipt of correct invoicing referencing the service/billing period

After the review and application of any chargebacks do to cleanliness deficiencies

## **MANDATORY REQUIREMENTS FOR PROPOSAL SUBMISSION**

The following statements must be addressed in the Proposal Response Form. If you cannot comply with any item, a complete explanation must be provided and documentation provided to verify compliance with the minimum specifications on a similar or equivalent basis. The successful proposer shall;

Have a minimum of three (3) years of experience in the commercial cleaning field;

Employed personnel who will be in any School District owned facilities must be 18 years of age or older and satisfy the School District's requirements that each be fingerprinted, have a criminal background check, and pass a drug test;

Supply all cleaning materials and equipment which can either be stored on site or brought in on a daily basis;

Submit a Plan of Operation to the Maintenance Director and Deputy Superintendent by December 1, 2021. The plan shall list the number of employees assigned to work at each location, the names and addresses of the custodians (including all specialists and relief personnel) and the specific areas assigned to each, the date on which duties will be performed, and the name and addresses of all supervisors. If the work is to be organized on the area-assignment basis, each such area shall be given an area or station number for convenient reference;

Provide the name and telephone number of the service supervisor for this account. It shall be the responsibility of the supervisor to meet with the Maintenance Director and/or Deputy Superintendent twice a month to inspect the sites, review the Quality Control Sheets, and to resolve any problems with the cleaning service and/or the cleaning personnel. Quality Control sheets, developed by the contractor and Maintenance Director, will be filled out by the Principals/Building Official on the 10<sup>th</sup> and 25<sup>th</sup> of each

month or the next day after if these dates are on the weekend or a holiday;

Understand that if problems arise during this contract that cannot be resolved at the building level, either the Head Custodian or the contractor shall have the right to bring the problem to the attention of the Deputy Superintendent;

Be required to supply all cleaning equipment and supplies where noted; Understand that the School District shall not be responsible for any equipment or supplies that the contractor leaves on site. The School District will provide, if possible at each site, a small locked storage area. However, no office space or central supply areas will be provided for the contractor on the Baldwin County School District property or facilities;

Provide a copy of all material and chemical safety data sheets (MSDS), prior to the use of products, to the Building Administrator, the Director of Facilities and the Deputy Superintendent;

State the normal type of cleaning materials used to ensure that no hazardous products are used In School District facilities;

Provide a complete listing of all contractor's employees to each Principal at his/her school. Update this listing each and every time there is a change;

Contractor shall provide a process for reporting maintenance issues to the Maintenance Director And the Deputy Superintendent;

There shall be a designated Head Custodian at each building responsible for the overall custodial services at that building. There shall be a Manager designated to the management of custodial services district-wide who is dedicated to Baldwin County School District custodial management. Office space will be available within the district for the district-wide manager;

Contractor shall offer Group Health Insurance that may or may not be entirely paid for by the employee; All contractor employees shall be neat in appearance and in uniform identifying the company name and employee name badge. This uniform may be of a tee-shirt type with the company name;

There will be a Manager, not assigned to any particular building that will have overall responsibility for the district custodial services and will be on site for a minimum of 8 hours daily. Day shift employees should receive no less than 6.5 hours of work per day.

## ATTACHMENT A - Technical Details

Administrative Buildings/Schools to be cleaned and staffed:

Baldwin High School including Fine Arts/Vocational Building	155 Hwy. 49 West	255,257 sq. ft. total
ROTC Building	155 Hwy. 49 West	8,189 sq. ft.
College and Career Academy/Vocational Building	155 Hwy. 49 West	44,049 sq. ft. total
Oak Hill Middle School	356 Blandy Rd.	200,322 sq. ft.
Midway Hills Primary School	375 Blandy Rd.	82,403 sq. ft.
Lakeview Primary School	372 Blandy Rd.	79,234 sq. ft.
Lakeview Academy	220 North ABC Dr.	125, 443 sq. ft.
Midway Hills Academy	101 Carl Vinson Rd.	82,403 sq. ft.
Early Learning Center	100 N. ABC St.	69,336 sq. ft.
Board of Education Office	110 N. ABC St.	21, 823 sq. ft.
Field House	325 Stadium Dr.	12,600 sq. ft.
Facilities/Transportation	153 S. ABC Dr.	6,448 sq. ft.
Warehouse - Offices/RR only	153 S. ABC Dr.	1,017 sq. ft.

***\*\*PLEASE NOTE: Stadium before preparation and after clean up (restrooms, grandstands, trash pick up interior and within 300 feet exterior before and after each event).***

## CLEANING SERVICE SPECIFICATIONS

It is the intent of the Board that the premises be maintained at a high standard of cleanliness. These specifications are intended to indicate an acceptable level of service. All items not specifically included but found to be necessary to properly clean the buildings, shall be considered a requirement of service.

1. The term "Clean" means the removal of trash, dirt, dust, lint, marks, stains, spots, odors, film, grease, and etc.
2. The vendor is expected to use first quality workmanship and quality equipment, materials, and supplies in carrying out its duties. Best management practices of the building cleaning industry are required with regard to sanitation, housekeeping, safety, and public relations. BCSD requires compliance with APPA Standard Level 2 at a minimum. The APPA Level 1 and Level 2 Standards are defined as follows  
LEVEL 1: Orderly Spotlessness
  - a. Floors and base moldings shine and/or are bright and clean: colors are fresh. There is no buildup in corners or along walls.
  - b. All vertical and horizontal surfaces have a freshly cleaned or polished appearance and have no accumulation of dust, dirt, marks, streaks, smudges or fingerprints.
  - d. Lights and fixtures are clean.
  - e. Washroom and shower fixtures and tile gleam, and are odor-free. Supplies are adequate.
  - f. Trash containers and pencil sharpeners hold only daily waste, are clean and are odor-free.

### LEVEL 2: Ordinary Tidiness

- a. Floors and base moldings shine and/or are bright and clean. There is no buildup in corners or along walls, but there can be up to two days worth of dust, dirt, stains or streaks.
  - b. All vertical and horizontal surfaces are clean, but marks, dust, smudges and fingerprints are noticeable up close observation.
  - c. Lights and fixtures are clean.
  - d. Washroom and shower fixtures and tile gleam, and are odor-free. Supplies are adequate.
  - e. Trash containers and pencil sharpeners hold only daily waste, are clean and odor-free.
3. The successful proposer shall be responsible for instructing employees in safety measures considered appropriate. Personnel will not place or use mops, brooms, or any equipment in traffic areas or other locations in such a manner as to create safety hazards. The workers shall provide, place and remove appropriate warning signs for wet or slippery areas.
4. Work shall be performed on a normal five (5) day week schedule, Monday through Friday. The successful vendor shall adjust his/her schedule of duties due to the hours of School District employees and Classroom instruction periods. No work is to be performed during the normal school hours which may in any way interfere with the general operations and functions of the Schools.
5. At no time will the successful proposer have all lights turned on in a building. As each room is completed, all lights are to be turned off. Prior to leaving the building and/or completed sections of buildings, it shall be the responsibility of the successful proposer to see that all lights are out, all windows are closed and locked, all doors secured, and the alarm system turned on, unless otherwise directed. Notify the Building Administrator of any irregularities.

The successful proposer will prohibit his employees from disturbing papers on desks, opening desk drawers or cabinets, and using computers, telephone or office equipment located in any offices or classrooms. Contract custodians will be required to have training in areas such as school lock down, alarms, bodily fluid clean up, and sexual harassment.

### **Procedures for Vendor Staff Changes**

Vendors are required to notify BCSD when they make staff changes or add new staff within 48-72 hours. Vendor is to notify the Deputy Superintendent and the Director of Human Resources via email of names of new personnel and the school they will be assigned to by 2:00 pm on Thursday of each week.

As indicated herein, proposers shall be responsible for the complete cleaning of all buildings listed and as such shall properly inform themselves of areas to be cleaned, size of buildings, existing conditions, etc. Failure to familiarize yourself with the buildings and conditions will not relieve the proposer of their responsibilities under any contract.

Following is a listing to serve as a guide and is not intended to be an exclusive listing of things to be cleaned.

### **Classrooms/Offices/Administrative Areas/Media Centers Floor Coverings**

1. The floors including corners must be free of all debris.
2. Carpeted floors will be vacuumed daily.
3. Carpet will be shampooed periodically in its entirety at a minimum of twice per year and as requested.
4. Vinyl and Terrazzo floors will be dust mopped daily with a dust inhibitor treated dust mop.
5. Vinyl and Terrazzo floors will be wet mopped weekly, or as necessary to remove spots etc...
6. Vinyl and Terrazzo floors will be maintained at a high gloss finish with a burnishing program in place.
7. All halls & cafeterias in every school with vinyl or terrazzo floors will be stripped and waxed 5 times a year: Fall, Christmas, and Spring breaks and during the Summer.
8. All tiled classrooms will be stripped and waxed during the summer and one other time during the year.
9. All tiled areas are to be scrubbed daily. Spots and gum on all floor coverings will be removed upon discovery.
10. Floor moldings will be maintained in a dust free condition
11. Walk off mats will be cleaned daily and free from sand and debris.
12. At the Early Learning Center rugs in classrooms are cleaned monthly; however, vomit, food, urine, and feces accidents require some to be cleaned daily. Three year-old pod has in-room lunch feeding requiring more frequent cleaning. Infant and toddler rooms must be mopped daily.

### **Walls/Wall Coverings/Accessories**

1. Dust and remove all smudges and fingerprints.
2. Wall coverings will be clean and dust free.
3. Dry-erase trays will be wiped down so no accumulation of dust is present.
4. Pencil sharpeners will be emptied daily.
5. Any tape on walls not being used will be removed daily.

### **Ceilings**

1. Remove cobwebs as they occur.
2. Clean all light covers/globes, both inside and outside of covers as needed. (Minimum Biannually)
3. Return vents and discharge vents will be clean and dust free.

### **Doors/Windows/Window Sills**

1. Windows will be free of fingerprints and smudges, tape.
2. Cobwebs will be removed daily.
3. Window sills will be free of dust and debris.
4. Exterior windows are cleaned once a year.
5. ENTRANCE WINDOWS AND DOORS CLEANED DAILY AND MAINTAINED THROUGHOUT THE DAY FREE OF FINGERPRINTS AND SMUDGES.

### **Furniture**

1. All flat surfaces will be dusted daily.
2. All classroom furnishings will be free of graffiti and dust.
3. Teacher desks will be dusted without disturbing instructional material.
4. Custodians will be expected to assist with moving of furniture items as requested.
5. Complete gum removal at least monthly.

### **Trash Receptacles**

The School District participates in a recycling program with recyclable containers in the buildings and corresponding containers at the building's exterior. Trash should be placed in the appropriate containers outside by the contractor's employees.

1. Emptied daily, and replace liner as needed.
2. Sanitize trash receptacle as needed.

### **Fixtures**

1. Clean and free of dust and graffiti.
2. Telephones will be cleaned daily.

## **Restrooms**

Restrooms in schools are to be pressure washed and scrubbed during Fall, Christmas, Spring, and Summer Breaks in addition to the following requirements.

### **Floor Coverings**

1. Will be swept daily.
2. Floors will be mopped daily at a minimum with a germicidal bacteriostatic cleaner.
3. Floor drains will be flushed with bacteriostatic cleaner used in above standard.
4. Floors will be scrubbed with an auto scrubber or low speed scrubber monthly, more often if necessary. Bacteria eating enzymes will be introduced into the process as needed.
5. Floors will be free of mold and mildew in tile grout.

### **Lavatories**

1. Bowl will be free of soap scum.
2. Drains will be free of hair and soap deposits.
3. Fixtures will be cleaned and polished daily to remove water deposits.
4. Entire lavatory will be wiped down daily with germicidal detergent.
5. Plumbing fixtures will be cleaned daily.

### **Urinals**

1. Bowls will be free of water deposits.
2. Water holes will be free of deposits to allow proper water circulation.
3. Fixtures will be cleaned and polished daily to remove water deposits.
4. Entire urinal will be wiped down daily with germicidal.

### **Toilets**

1. Bowl will be free of water deposits.
2. Water holes will be free of deposits to allow proper water circulation.
3. Fixtures will be cleaned and polished daily to remove water deposits.
4. Entire toilet (including base and both sides of the seat) will be wiped down daily with germicidal.

### **Walls/Accessories**

1. Walls will be free of fingerprints, smudges and graffiti.
2. Soap dispensers will be cleaned and deposit free.
3. Paper towel holders will be cleaned and free of graffiti (Stainless steel fixtures will be cleaned and polished).
4. Toilet paper holders will be clean.
5. Mirrors will be fingerprint and smudge free.
6. Partitions will be washed daily.
7. Washed in entirety monthly.

### **Sanitary Receptacles**

1. Will be emptied and liners changed daily.
2. Receptacle will be sanitized daily.
3. Sanitary napkin dispensers will be cleaned.

### **Ceilings**

1. Remove cobwebs as they occur.
2. Return vents and discharge vents will be clean and dust free.
3. Light covers will be kept clean.

### **Trash Receptacles**

1. Receptacle will be emptied daily and the liner replaced.
2. Receptacles will be sanitized as necessary.

### **Gymnasiums/Auditoriums/Athletic Fields/Playgrounds**

#### **Windows/Window Sills/Doors**

1. Free of fingerprints and smudges.
2. Cobwebs removed daily.
3. All exits will be clear and free of obstacles during occupancy.

#### **Bleachers/Seating**

Will be maintained free of debris, dust and gum.

1. Will be free of graffiti.
2. Bench seating will be cleaned as necessary, both before and after games.
3. Area beneath the bleachers/seating will be cleaned weekly and before and after games.

#### **Floor Coverings/Gym Floor**

1. Dust mopped daily using dust inhibiting products.
2. Spots and gum will be removed upon discovery.
3. During normal usage periods, damp mop weekly with neutral cleaner.

#### **Trash Receptacles (Including ones on Playgrounds)**

1. Emptied daily and replaced the liner as needed.
2. Sanitize receptacles as needed.

## Restrooms

Same standards as other restrooms with the addition of: shower heads will be mildew free.

## Lockers and Locker Areas

1. Will be free of dust, debris, and graffiti.
2. Interior and exterior of lockers will be cleaned at least annually.
3. Benches will be wiped down daily with germicidal cleaner

## Shower Areas

1. Walls will be free of soap film.
2. Floors will be free of mold and mildew in tile grout.
3. Shower heads will be mildew free.
4. Fixtures will be cleaned and polished daily.
5. Floor drains will be free of debris.
6. Floors will be mopped daily with germicidal bacteriostatic cleaner.
7. Floors will be scrubbed with a scrubber and brushed monthly.

## Entrances and Corridors

### Floor Covering

1. Sweep the outside entrance ramp to sidewalk, car loading area or driveway as necessary and keep 100 feet on either side of building entrances free of all debris and 100 feet around (next to) all buildings including athletic facilities.
2. All other requirements for floors apply.

### Drinking Fountains

1. Drinking fountains free of water deposits, streaks, and dust.
2. Use a germicidal cleaner containing no objectionable odor.
3. The mouthpiece, basin, and exterior will be sanitized daily.

## Doors

1. Both sides of door glass will be free of tape, smudges and fingerprints. Cleaned daily as many times as it takes to keep entrances smudge free.

## Ceilings

Same standard conditions as Classrooms

## **Cafeterias**

### **Floor Coverings**

1. Same requirements as for all floors.
2. Additionally, throughout lunch period cafeteria floors should be maintained to be free of any debris, spills, etc.
3. All vinyl flooring in all cafeterias cleaned with auto-scrubber daily.

### **Furniture**

1. All table tops will be washed daily, maintained throughout the lunch period.
2. Gum removed from under furniture.
3. All stools/chairs/benches will be wiped on all surfaces periodically to include the legs and under seat.

### **Trash Receptacles**

1. Emptied during and after lunch period and replace liners.
2. Sanitize receptacles weekly.

### **Lavatories**

1. Bowl will be free of soap scum.
2. Drains will be free of hair and soap deposits.
3. Fixtures will be cleaned and polished daily to remove water deposits.
4. Entire lavatory will be wiped down daily with germicidal.
5. All food service kitchens shall receive a deep scrub cleaning to the walls and floors one (1) time per month with coordination with the Director of School Nutrition and the Director of Facilities..
6. All cafeterias, or other areas in which faculty or students eat food, shall be cleaned on a daily basis. Vendor must provide checkpoints to ensure kitchen areas are deep cleaned and deep scrubbed.

## **Exteriors**

All entrances will be kept free of cobwebs and other debris. Exterior doorways and windows other than at entrances will be cleaned once per year.

All trash receptacles will be kept under the canopy cover and be free of overflowing trash and debris.

## **Parking Lots & Playgrounds**

Parking lots and playgrounds of all facilities will be free of trash and debris. Removal of trash and debris will extend to 300 feet around the perimeter of the building in either direction.

## Attachment B - Pricing

### PROPOSAL PRICE SCHEDULE

Start Date: January 1, 2022: \$\_\_\_\_\_

January 1, 2022 through December 31, 2022: \$\_\_\_\_\_

January 1, 2023 through December 31, 2023 \$\_\_\_\_\_

January 1, 2024 through December 1, 2024: \$\_\_\_\_\_

Total: \$\_\_\_\_\_

## Attachment C Employer Affidavit

### Affidavit

Verification of Lawful Presence in United States O.C.G.A. § 50-36-1(e)

By executing this affidavit under oath, as an applicant for public benefits from the Baldwin County, the undersigned applicant verifies one of the following with respect to my citizenship status:

- 1) \_\_\_\_\_ I am a United States citizen.
- 2) \_\_\_\_\_ I am a legal permanent resident of the United States.
- 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:

\_\_\_\_\_

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.

Executed in(city),(state). \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed Name of Applicant

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

\_\_\_\_\_  
NOTARY

## **Attachment D - Vendor Form**

BALDWIN COUNTY SCHOOL DISTRICT

110 N ABC STREET

Milledgeville, GA. 31061

Phone: 478-457-3314 Fax: 478-457-3360

### **Potential Vendor Reference Form**

Company Name \_\_\_\_\_

Company Physical Address \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Remit to Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Years in Business: \_\_\_\_\_

Contact: \_\_\_\_\_

School District References-include name, e-mail address or website and phone number for contact:

1 .

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

2.

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

3.

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

### **Attachment E - Chargebacks**

<b>Deficiency</b>	<b>Cost per Deficiency</b>
Dirty cluster of restrooms	\$150
Dirty classroom floors	\$50
Dirty cafeteria floors	\$200
Dirty gym floors	\$200
Dirty front entrance	\$200
Dirty hallway	\$150
Dirty common Area	\$150
Dirty single restroom	\$25