

REQUEST FOR PROPOSAL

CITY OF FOREST PARK DEPARTMENT OF PUBLIC WORKS

Project # 09022021

PROJECT OVERVIEW

Services Being Procured: This project is to provide Citywide Janitorial Services at the City of Forest Park. The service to be provided will be for the various departments throughout the City of Forest Park.

Using Department: DEPARTMENT OF PUBLIC WORKS

Pre-Proposal Conference: Each Proponent is strongly encouraged to attend the Pre-Bid/Proposal Conference scheduled for the 9th of September at 11:00a.m at the City Council Chambers. A site tour is scheduled following the Pre-Proposal Conference. All Conferences will be held at City of Forest Park City Hall 745 Forest Parkway, Forest Park, GA 30297.

Deadline to Submit Questions in Writing: September 16th no later than 5:00p.m. All questions must be submitted in writing to Girard Geeter via email at ageeter@forestparkga.gov.

Bid Deadline: Proposal must be submitted to the City of Forest Park Department of Procurement. Proposal Deadline is the 30th of September no later than 2:00p.m.

City's Contact: Girard Geeter, Procurement Manager ageeter@forestparkga.gov.

Each Proponent must submit one (1) original and three (3) copies of its proposal for the evaluation process in a three (3) ring binder. Each Proponent must also submit their Cost Proposal in a separate sealed envelope.

Part I

Information to Proponents

1. **Services Being Procured:** This Request for Proposals (“RFP”) from qualified proponents (“Proponent” or “Proponents”) by the City of Forest Park (the “City”), seeks to procure the services (“Services”) detailed in the Scope of Services.

2. **Method of Source Selection:** This procurement is being conducted in accordance with all applicable provisions of the City’s Code of Ordinances, including its Procurement Code, and the particular method of source selection for the services sought in this RFP is Code Section 3-1-16; Competitive Sealed Proposals. **By submitting a Proposal concerning this procurement, a Proponent acknowledges that it is familiar with all laws applicable to this procurement, including, but not limited to, the City’s Code of Ordinances and Charter, which laws are incorporated into this RFP by reference. Each Proponent also agrees to participate and abide by all requested information and abide by all City Programs.**

3. Minimum Qualifications:

- 3.1 The Proponent shall have a minimum of five (5) years of experience in the operations and management of all labor, administrative support, materials, parts, tools, equipment, chemicals, supplies, transportation, travel time, and insurance to efficiently and effectively fulfill the requirements under the scope of services as a Janitorial Service provider.

4. **No Offer by City; Firm Offer by Proponent:** This procurement does not constitute an offer by City to enter into an agreement and cannot be accepted by any Proponent to form an agreement. This procurement is only an invitation for offers from interested Proponents and no offer shall bind City. A Proponent’s offer is a firm offer and may not be withdrawn except under the rules specified in City’s Code of Ordinances and other applicable law.

5. **Proposal Deadline:** Your response to this RFP must be received by the Department of Procurement, no later than 2:00 P.M., ET on September 30, 2021. Any Proposal received after this time and date will not be considered and will not be accepted by the City.

6. **Pre-Proposal Conference:** Each Proponent is highly encouraged to attend the scheduled Pre-Proposal Conference. Each Proponent must be fully informed regarding all existing and expected conditions and matters which might affect the cost or performance of the Services. Any failure to fully investigate the job requirements shall not relieve any Proponent from the responsibility of evaluating the difficulty or cost of successfully performing the Services properly. A site tour may be scheduled following the Pre-Proposal Conference.

7. **Procurement Questions; Prohibited Contacts:** Any questions regarding this RFP should be submitted in writing to the City’s contact person as designated in the Technical Instructions on or before the date so designated. Questions received after the designated period will not be considered. Any response made by City will be provided in writing to all Proponents by addendum. It is the responsibility of each Proponent to obtain a copy of any addendum

issued for this procurement by monitoring the City's website at www.forestparkga.gov. No Proponent may rely on any verbal response to any question submitted concerning this RFP. All Proponents and representatives of any Proponent are strictly prohibited from contacting any other City employees or any third-party representatives of City on any matter having to do with this RFP. All communications by any Proponent concerning this RFP must be made to the City's contact person, or any other City representatives designated by the Procurement Manager in writing.

8. Ownership of Proposals: Each Proposal submitted to the City will become the property of the City, without compensation to a Proponent, for the City's use, in its discretion.

9. Georgia Open Records Act: Information provided to the City is subject to disclosure under the Georgia Open Records Act ("GORA"). Pursuant to O.C.G.A. § 50-18-72(a)(34), "[a]n entity submitting records containing trade secrets that wishes to keep such records confidential under this paragraph shall submit and attach to the records an affidavit affirmatively declaring that specific information in the records constitute trade secrets pursuant to Article 27 of Chapter 1 of Title 10 [O.C.G.A. § 10-1-760 et seq.]" (Form 13)

10. Insurance and/or Bonding Requirements: The Insurance and/or Bonding requirements for any Agreement that may be awarded pursuant to this RFP are set forth in Appendix A - Insurance and Bonding Requirements attached to this RFP.

11. Applicable Diversity Program: This program includes Local Labor/Employees to be considered for employment and the steps taken by your company to do outreach. By submitting a Proposal in response to this procurement, each Proponent agrees to comply with such applicable Diversity Program. (Applicable if there are subcontracting opportunities)

12. Special Rules Applicable to Evaluation of Proposals: A Proponent may submit subcontractors/subconsultants or equipment manufacturers with their proposal they plan to use. The City reserves the right to disapprove any proposed subcontractors whose technical or financial ability, resources or experience are deemed inadequate.

13. Examination of Proposal Documents:

- 13.1. Each Proponent is responsible for examining, with appropriate care, the complete RFP and all Addenda and for informing itself with respect to all conditions which might in any way affect the cost or the performance of any Services. Failure to do so will be at the sole risk of the Proponent, who is deemed to have included all costs for performance of the Services in its Proposal.

Each Proponent shall promptly notify the City in writing should the Proponent find discrepancies, errors, ambiguities or omissions in the Proposal Documents, or should their intent or meaning appear unclear or ambiguous, or should any other question arise relative to the RFP. Replies to such notices may be made in the form of an addendum to the RFP, which will be issued simultaneously to all potential Proponents who have obtained the RFP from City.

- 13.2. The City may, in accordance with applicable law, by addendum, modify any provision or part of the RFP at any time prior to the Proposal due date and time. The Proponent shall not rely on oral clarifications to the RFP unless they are confirmed in writing by the City in an issued addendum.

14. Oral Presentations and Demonstrations: All responsive Proponents may be required to make an oral presentation of their proposed solution to the City's Evaluation Committee. The Key Personnel (or some group thereof) as identified in the Proponent's proposal must be active participants in the oral presentation. The Proponent's presentation should focus on an understanding of the capabilities of the proposed solution. The City will notify responsive proponents of the date, time and location for the presentation, and will supply an agenda or topics for discussion.

15. Cancellation of Solicitation: This solicitation may be cancelled in accordance with the City's Code of Ordinances.

16. Disqualification of Proponents: Any of the following may be considered as sufficient for disqualification of a Proponent and the rejection of the Proposal:

- a. Submission of more than one Proposal for the same work by an individual, firm, partnership or Corporation under the same or different name(s);
- b. Evidence of collusion among Proponents;
- c. Previous participation in collusive bidding on Work for the City;
- d. Submission of an unbalanced Proposal, in which the prices quoted for same items are out of proportion to the prices for other items;
- e. Lack of competency of Proponent (the Agreement will be awarded only to a Proponent(s) rated as capable of performing the Work; the City may declare any Proponent ineligible at any time during the process of receiving Proposals or awarding the Agreement where developments arise which, in the opinion of the City, adversely affect the Proponent's responsibility;
- f. Lack of responsibility as shown by past Work judged from the standpoint of workmanship and progress; financial irresponsibility, including but not limited to, leaving retainage in City account;
- g. Uncompleted Work for which the Proponent is committed by Agreement, which in the judgment of the City, might hinder or prevent the prompt completion of Work under this Agreement if awarded to such Proponent; and
- h. Being in arrears on any existing or prior contracts with the City or in litigation with the City thereon or having defaulted on a previous contract with the City.

17. Award of Agreement; Execution: If the City awards an Agreement pursuant to this procurement, the City will prepare and forward to the successful Proponent an Agreement for execution substantially in the form included in this RFP.

18. Illegal Immigration Reform and Enforcement Act: This RFP is subject to the Illegal Immigration Reform and Enforcement Act of 2011 ("IIREA" or "the Act"). IIREA was formerly known as the Georgia Security and Immigration Compliance Act or GSCIA. Pursuant to the Act, the Proponent must provide with its Proposal proof of its registration with and continuing and future participation in the E-Verify Program established by the United States Department of Homeland Security. A completed Contractor Affidavit (Form 2), set forth in Part 4; Illegal

Immigration Reform and Enforcement Act Forms, must be submitted with the Proposal. Under state law, the City cannot consider any Proposal which does not include completed forms. Where the business structure of a Proponent is such that Proponent is required to obtain an Employer Identification Number (EIN) from the Internal Revenue Service, Proponent must complete the Contractor Affidavit (Form 2) on behalf of and provide a Federal Work Authorization User ID Number issued to, the Proponent itself. Where the business structure of a Proponent does not require it to obtain an EIN, each entity comprising Proponent must submit a separate Contractor Affidavit (Form 2). It is not the intent of this notice to provide detailed information or legal advice concerning the Act. All Proponents intending to do business with the City are responsible for independently apprising themselves of and complying with the requirements of the Act and assessing its effect on City procurements and their participation in those procurements. For additional information on the E-Verify program or to enroll in the program, go to: <https://e-verify.uscis.gov/enroll>. Additional information on completing and submitting the Contractor Affidavit (Form 2) precedes the Affidavit.

19. Multiple Awards: The City reserves, at its sole discretion, the option to award to multiple Proponents. Multiple awards may be made on the total Scope of Services or components of the Scope of Services.

20. Electronic Proposal Documents. This RFP is being made available to all Proponents by electronic means. By responding to this RFP, Proponent acknowledges and accepts full responsibility to ensure that it is responding to the correct form of RFP, including any addenda issued by the City's Department of Procurement. Proponent acknowledges and agrees that in the event of a conflict between the RFP in the Proponent's possession and the version maintained by the Department of Procurement, the version maintained by the City's Department of Procurement shall govern. The RFP document is available at www.ForestParkga.gov.

21. Title VI Solicitation Notice. The City of Forest Park, in accordance with the provisions of and the Regulations, hereby notifies all bidders or offerors that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

Part II

Contents of Proposals

1. **General Contents of Proposals:** A Proponent must submit a complete Proposal in response to this Request for Proposal (“RFP”). The information drafted must include each of the following parts as outlined below.
2. **Title Page:** The title page must contain the following information:
 - 2.1 Citywide Janitorial Services. The Title page must identify the lead Person acting on behalf of the Proponent, including his/her contact name, address, e-mail address, phone number.
3. **Executive Summary:** The purpose of the Detailed Executive Summary is to provide an overview of the Proponent’s qualifications to accomplish the project. At a minimum, the Detailed Executive Summary must contain the following information:
 - 3.1 Complete legal name of the Proponent and the name of the legal entities that comprise the Proponent. The Proponent must provide the domicile where each entity comprising it is organized, including entity name, brief history of the entity, contact name, address, phone number, and facsimile number, as well as the legal structure of the entity and a listing of major satellite offices.
 - 3.2 Describe the nature of the firm’s business; include a description of experience, competencies, and overall organizational capabilities.
 - 3.3 A declarative statement as to whether the Proponent or any member of the Proponent team has an open dispute with the City or is involved in any litigation associated with work in progress or completed in both the private and public sector during the past five (5) years.
4. **Organizational Structure/Key Personnel and Resumes:** The Proponent’s Organizational Structure Section should introduce the proposed Proponent team by:
 - 4.1 Provide the Proponent’s Management Organizational Chart both graphically and in narrative format. The Organizational chart and narrative should provide a description of the Proponent’s views on how it will organizationally provide the Services.
 - 4.2 Provide a description of how the organizational structure will facilitate managing the Services requested and how an efficient flow of information will be realized from the organizational structure.

4.3 Provide resumes for key personnel you intend to assign to this Project for the following positions: **Principal-in-charge, Project Manager** and **On-Site/Quality Assurance Supervisor**. Submission of these names constitutes a commitment to use these individuals if the Proponent is awarded a Contract, and changes may be made only with the prior written consent of the City.

4.3.1 Resumes should be organized as follows:

4.3.2 Name and Title;

4.3.3 Professional Background;

4.3.4 Current and Past Relevant Employment;

4.3.5 Education;

4.3.6 Certifications;

4.3.7 List of Two (2) Relevant Projects, including:

4.3.7.1 Client Name;

4.3.7.2 Project Description;

4.3.7.3 Role of the Individual; and

4.3.7.4 Client List/Reference Contact.

5. Overall Project Experience, Qualifications, and Performance on Previous Similar Projects:

5.1 Describe the Proponent company's history of experience providing janitorial services with a minimum requirement of at least 126,000 square feet for a city or commercial property of similar size and scope including but not limited to recreational facilities, major shopping malls, office parks, major office complexes, hotels or convention facilities, government buildings, facilities or complexes, or major colleges/universities.

5.2 Provide detail evidence that is currently providing janitorial services.

5.3 Provide the number of years responder has operated under current company name?

5.4 Provide a matrix of three (3) relevant projects within the last three (3) years of similar size and scope, including client name, project description, project value, role of the individual, project completion date, reference contact name, phone number and e-mail address.

6. Management and Staffing Plan:

6.1 Describe how the project will be organized and managed, ensuring that staffing needs are met for the delivery of services and duties as outlined in Exhibit A. Clearly outline the estimated staffing for each service area.

- 6.2 Describe your processes, procedures and methodology for monitoring quality control and required outcome for services being provided. The plan should include the name and title of the inspector, frequency of each inspection, and all forms that will be used to document the inspections.
 - 6.3 Describe your process for reporting capabilities and provide sample reports for this project, i.e., performance measures, quality of work, and deliverables.
 - 6.4 Provide a list of resources and include a list of equipment with quantity of each.
 - 6.5 Provide a list of all chemicals that will be used for Forest Park's facilities, include a copy of their Material Data Safety Sheets.
7. **Quality Control Plan Approach:** Proponent must submit an executive level plan describing the management process the Proponent will implement to ensure all work and services performed are of the highest quality. The approach should include a description of the Proponent's process as it pertains to specific out of the ordinary cleaning issues, product and materials submittals, inspection of subcontractor/subconsultant work and materials, means and methods of conducting Quality Control testing, etc. Describe the Proponent's corrective action plan. Describe how the Proponent's organizational structure supports this plan and clearly identify responsible and accountable parties (Do not provide the Proponent's existing Quality Control Manual).
 8. **Procurement Plan:** Proponent must submit an executive level approach (3 pages maximum) to the competitive and open procurement of subcontractors/subconsultants, materials, supplies and equipment required to complete a project at the same time doing business with local businesses.
 9. **Local, Small Business, Diversity Program:** Proponent must provide an executive level plan (3 pages maximum) for achieving, at a minimum, the City LSBDD participation goals including the description of their plan for performing good faith outreach efforts. This program should include Local Labor/Employees and local businesses.
 10. **Cost Proposal:** Each Proponent must submit a separate sealed Cost Proposal using the form provided by the City at Exhibit A.1: Cost Proposal. The Cost Proposal must support the Scope of Services contained in the RFP and fully encompass all activities in the Proponent's Proposal.
 11. **Minimum Qualifications:**
 - 11.1 The Proponent shall have a minimum of five (5) years of experience in the operations and management of all labor, administrative support, materials, parts, tools, equipment, chemicals, supplies, transportation, travel time, and

insurance to efficiently and effectively fulfill the requirements under the scope of services as a Janitorial Service provider.

12. Submission of Proposals:

- 12.1. All Proposals must be submitted to the City of Forest Park Department of Procurement. Proposal Deadline is the 30th of September no later than 2:00p.m.
- 12.2. If certain portions of your response are considered confidential and proprietary, we would recommend that you mark any portion of your proposal that you deem to be confidential as such, however, it cannot be guaranteed that the City will not have to disclose such information in accordance with its interpretation of the applicable public records laws. Please refer to the Georgia Open Records Acts (O.C.G.A. § 50-18-72) for information not subject to public disclosure.

13. Responsiveness and Responsibility:

- 13.1. The responsiveness of a Proponent is determined by the following:
 - 13.1.1. A timely and effective delivery of all services, materials, documents, and/or other information required by the City;
 - 13.1.2. The completeness of all material, documents and/or information required by the City; and
 - 13.1.3. The notification of the City of methods, services, supplies and/or equipment that could reduce cost or increase quality.
- 13.2. The responsibility of a Proponent is determined by the following:
 - 13.2.1. The ability, capacity and skill of the Proponent to perform the Agreement or provide the Work required.
 - 13.2.2. The capability of the Proponent to perform the Agreement or provide the Work promptly, or within the time specified without delay or interference.
 - 13.2.3. The character, integrity, reputation, judgment, experience and efficiency of the Proponent.
 - 13.2.4. The quality of performance of previous contracts or work;
 - 13.2.5. The previous existing compliance by the Proponent with laws and ordinances relating to the Agreement or Work.

13.2.6. The sufficiency of the financial resources and ability of the Proponent to perform the Agreement or provide the Work; and

13.2.7. The quality, availability and adaptability of the supplies or contractual Work to the particular use required.

14. Selection for Competitive Sealed Proposals:

The City will carefully evaluate the responsiveness and responsibility of each Proponent. The selection criteria includes but not be limited to those factors contained in this solicitation and the factors in Part 3: Evaluation of Proposal.

Part III

EVALUATION OF PROPOSAL

All Proposals will be evaluated in accordance with the City's Code of Ordinances and the criteria specified on the Percentage Evaluation Form and considering the information required to be submitted in each Proposal. An Evaluation Committee will review the Proposals in accordance with this RFP.

RELATIVE WEIGHT	GRADED ITEM	SCORE
25	Organizational Structures and Resumes	
25	Experience and Past Performance	
20	Management Plan	
15	Quality Control Plan	
10	Procurement Plan	
5	Local, Small Business, and Diversity Program(Outreach Plan)- This section should include Local Labor/Employees	
100%	Total Score	

PART IV
SUBMITTAL CHECKLIST

This table is included for Proponent's convenience and may be used to track the preparation and submittal of certain required information with its Proposal.

Item #	Required Proposal Submittal Check Sheet	Check (v)
1	Title Page	
2	Executive Summary	
3	Organizational Structure/Key Personnel	
4	Experience and Past Performance	
5	Management Plan	
6	Quality Control Plan Approach	
7	Procurement Plan	
8	Local, Small Business, Diversity Program Plan	
9	Safety Record and Experience (Non-Applicable)	
10	Surety Letter Regarding Bonding History (Non-Applicable)	
11	Form 1: Proposal Submittal Letter Form	
12	Form 2: Illegal Immigration Reform and Enforcement Act	
13	Form 3: Contractor's Statement of Legal Status and Financial Capability	
14	Form 4: Acknowledgement of Insurance and Bonding Requirements	
15	Form 5: Acknowledgment of Addenda	
16	Form 6: Proponent's Contact Directory	
17	Form 7: List of Clients	
18	Form 8: Schedule of Contract Fully Burdened Labor Rates	
19	Form 9: Fee Acknowledgement Letter	
20	Form 10: Local, Small Business, Diversity Program (Applicable if there are subcontracting opportunities) Include Local Labor/Employees	
21	Form 11: Non-Collusion Affidavit	
22	Form 12: Certification Regarding Debarment, Suspension, and Other Matters	
23	Form 13: Trade Secret Status	
24	Joint Venture Agreement (if applicable)	
25	Georgia General Contractor's License(s) (Non-Applicable)	
26	State of Georgia Certificate of Existence	

FORM 1
PROPOSAL SUBMITTAL LETTER

This Form Must Be Signed and Return with Bid or Bid will be Deemed Non-responsive.

RFP # _____

The undersigned, _____, hereby submits its bid proposal to furnish all services, labor, materials, or equipment, delivered by the undersigned for the above referenced RFP to the City of Forest Park, Georgia.

The undersigned acknowledges and agrees that the Proposal submitted by the undersigned shall be binding upon the undersigned and that if City of Forest Park, Georgia, awards a contract to the undersigned, the Proposal made by the undersigned and delivered to City of Forest Park, Georgia herewith, together with such award, will constitute a legal, valid and binding contract between the undersigned and City of Forest Park, Georgia. The Contract created pursuant to the previous sentence shall incorporated the terms and conditions of the bid including, but not limited to, the bid Scope of Work, solicitation instructions and conditions, the contract provisions and the contractor's proposal, all as described in the bid.

IN WITNESS WHEREOF, the undersigned has duly executed and delivered this Proposal Submittal Letter this _____ day of _____, _____.

By: _____

Title: _____

Sworn to and subscribed before me the ____ day of _____,
_____.

Notary Public: _____

My Commission Expires: _____

[SEAL]

Required Submittal (FORM 2)

Illegal Immigration Reform and Enforcement Act Forms (Page 1 of 3)

INSTRUCTIONS TO OFFERORS:

All Offerors **must** comply with the **Illegal Immigration Reform and Enforcement Act, O.C.G.A §13-10-90, et seq. (IIREA)**. IIREA was formerly known as the Georgia Security and Immigration Compliance Act or GSICA. Offerors must familiarize themselves with IIREA and are solely responsible for ensuring compliance. Offerors must not rely on these instructions for that purpose. The instructions are offered only as a convenience to assist Offerors in complying with the requirements of the City's procurement process and the terms of this solicitation document.

1. The attached Contractor Affidavit (Form 1) must be filled out COMPLETELY and submitted with the proposal/bid.
 2. The Contractor Affidavit must contain an active Federal Work Authorization User ID Number, also known as an E-Verify Company ID Number or E-Verify Number, and Date of Authorization (mm/dd/yyyy). **Please Note: The E-Verify Company ID Number is not a Tax ID Number, Social Security Number or formal contract number.**
 3. If the Offeror is a Joint Venture and the Joint Venture has an EIN, **one** Contractor Affidavit must be completed by the Joint Venture and it must include the E-Verify Company ID Number issued to the Joint Venture. Each business participating in the Joint Venture does **not** need to submit a separate Contractor Affidavit.
 4. If the Offeror is a Joint Venture and the Joint Venture does not have an EIN, each business participating in the Joint Venture **must** complete and submit its own Contractor Affidavit. The Contractor Affidavit must include the participating business's E-Verify Company ID Number.
 5. All Contractor Affidavits must be executed by an authorized representative of the entity named in the Affidavit.
 6. **All Contractor Affidavits must be sworn, signed and dated in the physical presence of a notary public. The signature dates for both the authorized representative and notary public must be the same.**
 7. *Subcontractor and sub-subcontractor affidavits are not required at the time of proposal/bid submission but will be required at contract execution phase or in accordance with the timelines set forth in IIREA.
 8. Offeror's failure to comply with the above instructions may result in the Offeror being deemed non-responsive.
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Required Submittal (FORM 2)

Contractor Affidavit under O.C.G.A. § 13-10-91(b)(I)

The undersigned contractor ("Contractor") executes this Affidavit to comply with O.C.G.A § 13-10-91 related to any contract to which Contractor is a party that is subject to O.C.G.A. § 13-10-91 and hereby verifies its compliance with O.C.G.A. § 13-10-91, attesting as follows: **(a)** the Contractor has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program; **(b)** the Contractor will continue to use the federal work authorization program throughout the contract period, including any renewal or extension thereof; **(c)** the Contractor will notify the public employer in the event the Contractor ceases to utilize the federal work authorization program during the contract period, including renewals or extensions thereof; **(d)** the Contractor understands that ceasing to utilize the federal work authorization program constitutes a material breach of Contract; **(e)** the Contractor will contract for the 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(a), (b), and (c); **(f)** the Contractor acknowledges and agrees that this Affidavit shall be incorporated into any contract(s) subject to the provisions of O.C.G.A. § 13-10- 91 for the project listed below to which Contractor is a party after the date hereof without further action or consent by Contractor; and **(g)** Contractor acknowledges its responsibility to submit copies of any affidavits, drivers' licenses, and identification cards required pursuant to O.C.G.A. § 13-10-91 to the public employer within five business days of receipt.

Federal Work Authorization User Identification Number

Date of Authorization (mm/dd/yyyy)

Name of Contractor (Legal Name of Offeror)

Name of Project/Solicitation Number

Name of Public Employer

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

Executed on _____, ____, 20__ in _____ (City), _____(State).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME

ON THIS THE _____ DAY OF _____, 20__.

NOTARY PUBLIC

My Commission Expires: _____

**The signature dates for both the authorized representative and notary public must be the same.*

Required Submittal (FORM 2b)
Subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(3)

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is engaged in the physical performance of services under a contract with (name of contractor) on behalf of (name of public employer) has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A § 13-10-91. Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five (5) business days of receipt. If the undersigned subcontractor receives notice that a sub-subcontractor has received an affidavit from any other contracted sub-subcontractor, the undersigned subcontractor must forward, within five business days of receipt, a copy of the notice to the contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number Date of Authorization (*mm/dd/yyyy*)

Name of Subcontractor (*Legal Name*) Name of Project/Solicitation Number

Name of Public Employer

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

Executed on _____, ____, 20__ in _____(City), _____(State).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

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

NOTARY PUBLIC

My Commission Expires: _____

**The signature dates for both the authorized representative and notary public must be the same.*

Required Submittal (FORM 3)

Contractor's Statement of Legal Status and Financial Capability

For official and confidential use by the City of Forest Park, Georgia

Purpose/Instructions: The following information will be used by the City of Forest Park, Georgia in determining whether or not the identified **Contractor** has, in the opinion of the City of Forest Park, Georgia, the financial capability to successfully fulfill its obligations to the City.

If space on this form is inadequate for any requested information, please furnish on attached pages with a reference to the appropriate question number on this form.

A. Submission Information:

1. This Statement is being submitted as required by a FOREST PARK Solicitation:

FOREST PARK Solicitation #: _____

Project Name: _____

2. This information is current as of (date): _____

B. Contractor Information

1. Official Company/Entity Name: _____
(hereinafter "Contractor")

2. Mailing Address: _____
City/State/Zip: _____

3. If at this address less than 1 year, prior address: _____
_____ City/State/Zip: _____

4. Primary contact regarding this information: _____

5. Telephone Number: _____

6. Email Address: _____

C. Development Entity. The Development entity named above is:

- A sole proprietorship – Soc. Sec. # _____
 - A corporation – FID # _____
 - A nonprofit or charitable institution or corporation – FID # _____
 - A partnership _____ – FID # _____
 - A business association or a joint venture – FID # _____
 - A limited liability company – FID # _____
 - A Federal, State, or local government or instrumentality thereof
 - Other / explain: _____
-

D. Date and State of Organization. If the Contractor is not an individual or a government agency or instrumentality:

1. Date of organization: _____

2. State of organization: _____

E. Contractor Principals. Names of owners, officers, directors, trustees, and principal representatives of the development entity

Name, Title, Address, ZIP Code	Description of interest/relationship	% of Ownership Interest

F. Contractor Affiliations. Is the Contractor a subsidiary or parent of or affiliated with, any other corporation or corporations or any other firm or firms?

Yes No

If Yes, provide the following information:

Corporation/Firm	Relationship to Contractor	Common Officers/Directors/Owners/ Trustees/Representatives
Name Address		
Name Address		

If the Contractor is different than the parent corporation or firm, will the parent corporation or firm guarantee performance under this proposal?

Yes No

G. Bankruptcy. Has the Contractor or the parent corporation (if any), or any subsidiary or affiliated corporation of the Contractor or said parent corporation, or any of the Contractor's officers or principal members, shareholders or investors filed for bankruptcy, either voluntary or involuntary, within the past 10 years?

Yes No

If Yes, provide the following information:

Name	Court	Date	Status

H. Loan Defaults. Has the Contractor or the parent corporation (if any), or any subsidiary or affiliated corporation of the Contractor or said parent corporation, or any of the Contractor's officers or principal members, shareholders or investors defaulted on a loan or other financial obligation? *(attach additional sheets if needed)*

Yes No

If Yes, explain: _____

I. Criminal Litigation. Is the Contractor or the parent corporation (if any), or any subsidiary or affiliated corporation of the Contractor or said parent corporation, or any of the Contractor's officers or principal members, shareholders or investors party to any past or pending criminal litigation?

Yes No

If Yes, provide the following information, and attach any additional information or explanation deemed necessary:

Date Filed	Court	Charge/Current Status

J. Civil Litigation. Is the Contractor or the parent corporation (if any), or any subsidiary or affiliated corporation of the Contractor or said parent corporation, or any of the Contractor's officers or principal members, shareholders or investors party to any pending civil litigation that could potentially impact the financial capability of the Contractor to complete the proposed development?

Yes No

If Yes, provide the following information, and attach any additional information or explanation deemed necessary:

Date Filed	Court	Current Status

K. Conflict of Interest. Does any member or employee of the City of Forest Park, Georgia have any direct or indirect personal interest in the Contractor or in the redevelopment or rehabilitation of the property being proposed by the Contractor?

Yes No

If Yes, explain:

L. Source of Financing. Provide an itemization of planned or likely sources of funds to be used to cover Contractor's obligations under the project.

1. Provide a copy of a letter of interest from potential lenders, or
2. Provide any other evidence of Contractor's ability to obtain debt financing.
3. Provide name and address of financial institution reference(s).

M. Financial Condition. Provide an audited financial statement for each of the previous two years presented in accordance with generally accepted accounting principles and accompanied by an unqualified opinion of certified public accountants. If the date of this audited financial statement precedes the date of this submission by more than six months, also attach an interim balance sheet not more than 60 days old.

N. Previous Forest Park Projects. Has the Contractor or its parent entity (if any), or any subsidiary or affiliated entity of the Contractor or said parent corporation, or any of the Contractor's officers or principal members, shareholders or investors had any previous contractual relationship with the City of Forest Park?

Yes No

Project Name	Description	Date

O. Additional Information. Attach any additional evidence deemed helpful to demonstrate the Contractor's financial capacity and capability to complete the project.

CERTIFICATION

I * _____ certify under penalty of perjury under the laws of the State of Georgia that I am authorized to submit this information on behalf of the Contractor and that the statements made in this Proposal are true and correct. I further authorize the City of Forest Park, Georgia, or any employee or agent acting on behalf of the City of Forest Park, Georgia, to undertake any investigation deemed appropriate to verify the information contained herein.

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

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

NOTARY PUBLIC

My Commission Expires: _____

* If the Contractor is an individual, this statement should be signed by such individual; if a partnership, by one of the partners; if a corporation or other entity, by one of its chief officers having knowledge of the facts required by this statement.

FORM 4

Acknowledgement of Insurance and Bonding

I _____ on behalf of _____
("Proponent"), acknowledge that if selected as the successful Proponent for (enter project
name and number) _____,
Proponent shall comply with all insurance and bonding requirements for the project listed
above and any other attachments to the RFP which pertain to insurance and/or bonding.

Proponents understands that it is expected to share these requirements with potential
sureties and insurance brokers, agents, underwriters, etc. prior to the award of a contract
and to take all necessary steps to ensure compliance with the applicable requirements
without delay. The Proponent understands, acknowledges and agrees that any failure to
fully comply with the insurance and bonding requirements within 10 days of the date the
Proponent receive a final contract.

By executing this Acknowledgement of Insurance and Bonding requirements, I represent
that the Proponent understands and agrees to comply unconditionally with all
requirements. I represent that I am authorized to make the representation contained
herein on behalf of the Proponent.

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

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

NOTARY PUBLIC

My Commission Expires: _____

FORM 5

ACKNOWLEDGMENT OF ADDENDA

The undersigned Bidder hereby acknowledges receipt of the following Addenda:

<u>Addendum Number</u>	<u>Dated</u>	<u>Acknowledge Receipt</u> (initial)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

No addenda were received:

Acknowledged for: _____
(Name of Bidder)

By: _____
(Signature of Authorized Representative)

Name: _____
(Print or Type)

Title: _____

Date: _____

Required Submittal (FORM 6)
Contact Directory

Proponent Name: _____

NAME	POSITION/TITLE (JV Relationship, if applicable) *	MAILING ADDRESS	PHONE NUMBER	EMAIL ADDRESS

The purpose of the Offeror Contact Directory is to provide the City with a centralized, easily identified source of important contacts and other information regarding each of the business entities constituting an Offeror. This Offeror Contact Directory must include the names, positions/titles, firms, mailing addresses, phone and fax numbers and e-mail addresses for at least one (1) primary contact, and names, positions, titles of at least one (1) secondary contact, where applicable, authorized to represent the firm for purposes of this solicitation.

**Joint Ventures established less than three (3) years must include at least one (1) primary contact for each member.*

Required Submittal (FORM 7)
Reference List

Each Offeror must provide a list of at least three (3) references. The references provided shall not be from the same project and must be able to attest to an Offeror's performance ability and credibility in a particular industry or trade. The City may also consider the information obtained through other sources. Past and present performance information will be utilized to determine the quality of the Offeror's past and present performance as it relates to the probability of success for this Project.

Reference No. 1

Project Name: _____

Owner/Client of Project: _____

Contact Name/Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Email: _____

Description of Services:

Total Amount of Contract Including Change Orders:

Offeror's Role and Responsibilities:

Current Completion Status:

Reference No. 2

Project Name: _____

Owner/Client of Project: _____

Contact Name/Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Email: _____

Description of Services:

Total Amount of Contract Including Change Orders:

Offeror's Role and Responsibilities:

Current Completion Status:

Required Submittal (FORM 7)
Reference List (cont.)

Reference No. 3

Project Name: _____

Owner/Client of Project: _____

Contact Name/Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Email: _____

Description of Services:

Total Amount of Contract Including Change Orders:

Offeror's Role and Responsibilities:

Current Completion Status:

FORM 8
SCHEDULE OF CONTRACT FULLY BURDENED LABOR RATES

PROPONENT NAME: _____

Position	Raw Rate	Multiplier	Fully Burdened Labor Rate
Principal-in-Charge			
Project Manager			
On-Site/Quality Assurance Supervisor			

¹ Actual salary paid to employees of the Joint Venture Companies - proof of payment is required upon Contract award and invoicing.

² Fully Burdened Labor Rate - The actual cost paid or incurred by a company that is directly attributable to maintaining an employee including the employee's salary, statutorily required taxes, insurance, contributions, assessments, etc. as well as customary benefits provided to the company's employees per the company's printed policies such as medical and health benefits, sick leave, vacation, holidays, pensions, etc. The fully burdened labor rate also includes any consideration for overhead but NOT profit. The Joint Venture blended overhead apportioned to this contract is accounted by a multiplier applied to the raw rates which results in the Fully Burdened labor Rate. The City reserves the right to audit this multiplier. The fully burdened labor rates shall be used in the preparation of all Task Orders and Change Orders.

FORM 9
Fee Acknowledgement Letter

Please transfer statement below on Company Letter Head and Sign



FORM 10
Local, Small Business, Diversity Program

The City of Forest Park has implemented a Local, Small Business, Diversity Program to promote full and open competition in all city contracts. LSBD participation goals are set on all procurements for each specific prime task order with subcontracting possibilities. The City wants to ensure that Proponents are non-discriminatory in their process of selecting sub-contractors. The City also wants to encourage Proponents to utilize small, minority or woman-owned businesses whenever possible.

Each Proponent must propose to achieve the LSBD participation goal that is equal or greater than the percentage required. Each Proponent will be required to submit evidence demonstrating that “good faith efforts” were made if you cannot meet the goal.

These forms are requirements under our Local, Small Business, Diversity Program, and it is a requirement to comply with making the “good faith effort” to achieve the goal.

This specific procurement will concentrate on your Local Labor/Employee plan

SUB-CONTRACTOR/SUPPLIER UTILIZATION

INSTRUCTIONS TO CONTRACTORS

The prime contractor must complete the project participation plan for sub-contractor/supplier **utilization** and submit the form once assigned a task order. **Failure to submit this form may result in being deemed nonresponsive.**

1. Name of contractor/supplier: Provide name of the contractor or supplier you contacted to perform on the project.
2. Contact Name, Address and Phone Number: Provide the contact information of the contractor/supplier you contacted.
3. City of Forest Park Business License: State if the contractor/supplier you contacted is a City of Forest Park Licensed business.
5. Type of work to be performed: Describe the type of proposed work to be performed by the subcontractor/supplier.
6. Certification of Owner: Provide the minority code: MBE – Minority Business Enterprise, DBE – Disadvantaged Business Enterprise, WBE – Women Business Enterprise, VOB – Veteran Owned Business **(if applicable)**
7. Estimated dollar value of work: Provide the estimated dollar value of the work to be performed by the subcontractor/supplier on the project.
8. Percentage of Total Bid Amount: Enter the estimated % of the total bid amount for which the minority will be paid.
9. Sign and date the form.

Estimated Dollar Value of the Work / Total Bid Amount = % of Total Bid Amount

**CITY OF FOREST PARK LOCAL, SMALL BUSINESS, DIVERSITY OPPORTUNITY SUBCONTRACTOR PROJECT PLAN
SUBCONTRACTOR/SUPPLIER UTILIZATION**

Example

List all Majority, Minority, and Female Business Enterprise subcontractors/suppliers, including lower tiers, **to be used** on this project.

Name of Sub-Contractor/Supplier	Company Name, Address and Phone Number	City of Forest Park Business License? (Yes or No)	Type of Work to be Performed	Owner of Business (see code below)	Dollar (\$) Value of Work	Percentage of Total Bid Amount
John Smith	Company ABC 123 Main Street Forest Park, GA 30297 770-123-4698	Yes	Hauling	MBE	\$4200	8.4%

Total Local Business, % _____ **Total Small Business %** _____ **Total Minority Business %** _____

Diversity Code: MBE – Minority Business Enterprise, DBE – Disadvantaged Business Enterprise, WBE – Women Business Enterprise, VOB – Veteran Owned Business

Proponent’s Company Name: _____ **Date:** _____ **FC#:** _____

Proponent’s Contact Number: _____ **Project Name:** _____

Signature: _____

**CITY OF FOREST PARK LOCAL, SMALL BUSINESS, DIVERSITY OPPORTUNITY SUBCONTRACTOR PROJECT PLAN
SUBCONTRACTOR/SUPPLIER UTILIZATION**

List all Majority, Minority, and Female Business Enterprise subcontractors/suppliers, including lower tiers, **to be used** on this project.

Name of Sub-Contractor/Supplier	Company Name, Address and Phone Number	City of Forest Park Business License? (Yes or No)	Type of Work to be Performed	Owner of Business (see code below)	Dollar (\$) Value of Work	Percentage of Total Bid Amount

Total Local Business, % _____ Total Small Business % _____ Total Minority Business % _____

Diversity Code: MBE – Minority Business Enterprise, DBE – Disadvantaged Business Enterprise, WBE – Women Business Enterprise, VOB – Veteran Owned Business

Proponent’s Company Name: _____ Date: _____ FC#: _____

Proponent’s Contact Number: _____ Project Name: _____

Signature: _____

SUB-CONTRACTOR CONTACT FORM – TASK ORDER GOALS

INSTRUCTIONS TO CONTRACTORS

The prime contractor must complete and sign the sub-contractor **contact form** and submit the completed and signed form with the bid. **Failure to submit this form may result in being deemed nonresponsive.**

1. Name of contractor/supplier: Provide name of the contractor or supplier you contacted to perform on the task order.
2. Contact Name, Address and Phone Number: Provide the contact information of the contractor/supplier you contacted.
3. City of Forest Park Business License: State if the contractor/supplier you contacted is a City of Forest Park Licensed business.
4. Type or work solicited for: Describe the type of work for which you are soliciting from the contractor/supplier.
5. Business Ownership (Enter Code): State whether the contractor/supplier you contacted is an MBE – Minority Business Enterprise, DBE – Disadvantaged Business Enterprise, WBE – Women Business Enterprise, or VOB – Veteran Owned Business **(if applicable)**
6. Results of Contact: Describe the results of your contact.
7. Sign and date the form.

Example:

Name of Sub-Contractor/Supplier	Company Name, Address, and Phone Number	City of Forest Park Business License? (Yes or No)	Type of Work Solicited For	Business Ownership (Enter Code)	Results of Contact
John Smith	Company ABC 123 Main Street Morrow, GA 30260 770-123-4698	Yes	Hauling	DBE	Will perform as sub

**CITY OF FOREST PARK
SUBCONTRACTOR CONTACT FORM**

List all subcontractors or suppliers that were **contacted** regarding this project

Name of Sub-Contractor/Supplier	Company Name, Address, and Phone Number	City of Forest Park Business License? (Yes or No)	Type of Work Solicited For	Business Ownership (Enter Code)	Results of Contact

Diversity Code: MBE – Minority Business Enterprise, DBE – Disadvantaged Business Enterprise, WBE – Women Business Enterprise, VOB – Veteran Owned Business

Name of Sub-Contractor/Supplier	Company Name, Address, and Phone Number	City of Forest Park Business License? (Yes or No)	Type of Work Solicited For	Business Ownership (Enter Code)	Results of Contact

Local, Small Business, Diversity Form (Page 1 of 2)

Proponent's Name: _____ **Project Name:** _____ **FC#:** _____

Signature: _____ **Contact No:** _____ **Date:** _____



POST AWARD – LSB D PARTICIPATION REPORT – TASK ORDER GOAL

Instructions To Contractors

The prime contractor must complete the **participation report** and submit the form with each pay application to the COFP Department Project Manager in charge of the contract. Failure to submit this form will result in payment application being deemed incomplete.

1. Report Number: Reports must be consecutively numbered. It will only be necessary to submit a report in a period when the approved VOB/MBE/WBE/DBE has performed a portion of the work that has been designated for the contract.
2. Date: Actual date of the report.
3. Pay application period end date: Reports must acknowledge the end date for the period for which is being reported.
4. VOB/MBE/WBE/DBE Amount: The amount of the contract for which the VOB/MBE/WBE/DBE will earn.
5. Prior Earned Pay Application Amount: The amount previously submitted for payment on pay application.
6. Current Earned Pay Application Amount: The amount submitting with current payment application.
7. Earnings To-Date: The actual amount that each VOB/MBE/WBE/DBE has earned to-date under the contract.
8. Percent of Task Order: This percentage is calculated using the contract amount and the total VOB/MBE/WBE/DBE earnings-to-date. Divide the total task order amount by the total VOB/MBE/WBE/DBE earnings-to-date.
9. Certification: The contractor's authorized representative must sign this form prior to submittal.

GENERAL INFORMATION

When the approved VOB/MBE/WBE/DBE is to provide materials, goods or services, this completed form must be submitted to the COFP Department Project Manager. The prime contractor must notify COFP of any changes to VOB/MBE/WBE/DBE firms.

It is not necessary to complete this form if there are no subcontracting opportunities available for the use of VOB/MBE/WBE/DBE firms.

POST AWARD – LSB D PARTICIPATION REPORT – TASK ORDER GOAL

PROJECT NO. (S): _____

REPORT NO.: _____

CONTRACTOR: _____

DATE: _____

TASK ORDER AMOUNT: \$ _____

PAY APPLICATION PERIOD END DATE: _____

Check if final payment >>> FINAL PAYMENT

% LSB D GOAL _____

VOB/MBE/WBE/DBE AMOUNT \$: _____

NAME OF APPROVED VOB/MBE/WBE/DBE	DESCRIPTION OF WORK	PRIOR EARNED PAY APPLICATION AMOUNT	CURRENT EARNED PAY APPLICATION AMOUNT	EARNINGS TO-DATE

TOTAL VOB/MBE/WBE/DBE EARNINGS TO-DATE: _____

% TASK ORDER: _____

I HEREBY CERTIFY THAT THE ABOVE STATEMENT IS TRUE AND CORRECT AND SUPPORTING DOCUMENTATION IS ON FILE AND IS AVAILABLE FOR INSPECTION BY COFP AT ANY TIME.

SIGNED _____
CONTRACTOR

REMARKS _____

FOR DEPARTMENT USE ONLY:

THIS DOCUMENT HAS BEEN REVIEWED AT THAT PROJECT LEVEL BY:

SIGNED _____ TITLE _____

THIS DOCUMENT HAS BEEN REVIEWED AT THE PROGRAM LEVEL BY:

SIGNED _____ TITLE _____

FORM 11
NON-COLLUSION AFFIDAVIT

The undersigned bidder or agent, being duly sworn on oath, says that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to include anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding. He/She further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee gift, commission or thing of value on account of such sale.

I HEREBY AFFIRM UNDER THE PENALTIES FOR PERJURY THAT THE FACTS AND INFORMATION CONTAINED IN THE FOREGOING RESPONSE ARE TRUE AND CORRECT.

Dated this _____ day of _____, _____

(Name of Organization)

(Print Name)

(Title)

(Signature)

Before me, a Notary Public, personally appeared the above named and swore that the statements contained in the foregoing document are true and correct.

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

Notary Public Signature

My Commission Expires: _____

FORM 12

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER MATTERS

The Proposer, _____, certifies to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal, State, or local department or agency;
2. Have not within a three-year period preceding this Proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or Contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with the commission of any of the offenses enumerated in paragraph (2) of this certification; and
4. Have not within a three-year period preceding this application/Proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

Where the proposer is unable to certify to any of the statements in this certification, such proposer shall attach an explanation to this Proposal.

The proposer certifies or affirms the truthfulness and accuracy of the contents of the statements submitted on or with this certification.

Signature of Authorized Agent

Name/Title of Authorized Agent

Before me, a Notary Public, personally appeared the above named and swore that the statements contained in the foregoing document are true and correct.

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

Notary Public Signature

My Commission Expires: _____ [SEAL]

FORM 13

TRADE SECRET STATUS

EXHIBIT A

SCOPE OF WORK AND TECHNICAL SPECIFICATIONS

- 1.0 INTRODUCTION. The Contractor is required to provide **Janitorial Services** at The City of Forest Park in accordance with the services contained in the contract.
- 2.0 SCOPE OF SERVICES. The Contractor shall provide **Janitorial Services** to various departments throughout The City of Forest Park. The Contractor shall furnish all labor, equipment, and supplies necessary to perform the services set forth herein, except as otherwise specified. Space will be provided on the premises for storage of the Contractor's equipment and supplies. All floor waxes, strippers, sealers, polishes, carpet cleaning products, etc. are to be applied in accordance with manufacturer's specifications. Only the best water emulsion, non-skid waxes are to be used. Waxes, strippers, and sealers are to be approved by the Director of Public Works. The work shall be scheduled at such times as to avoid interference with normal or specific activities that may occur in the facilities of the various Departments. All scheduled work must be completed. Any area not completed shall be reported to the Department of Public Work's designee. Minimum staffing will be agreed to by Contractor and the Department of Public Works and must be maintained throughout the Contract. The Contractor is responsible for the security of the buildings during the period Contractor's employees are at work and upon completion of work each day, all windows and doors shall be locked securely when appropriate. The contractor will be responsible for and will provide their own transportation between the various work locations, in accordance with the work described in these specifications is to be performed for various departments at the following locations:

CITY OF FOREST PARK BUILDINGS SQUARE FEET

BUILDINGS	LOCATION	SQUARE FEET
CITY HALL	745 Forest Pkwy, Forest Park, GA 30297	13'244 sqft
HUMAN RESOURCES	785 Forest Pkwy, Forest Park, GA 30297	5'060 sqft
PLANNING, BUILDING, AND ZONING	785 Forest Pkwy, Forest Park, GA 30297	2'860 sqft
REC. CENTER (2) FLOORS	803 Forest Pkwy, Forest Park, GA 30297	36'450 sqft
SENIOR CENTER	5087 Park Avenue, Forest Park, GA 30297	7'200 sqft
PUBLIC WORKS	5230 Jones Road, Forest Park, GA 30297	11'760 sqft
POLICE DEPARTMENT	320 Cash Memorial Blvd, Forest Park, GA 30297	33'417 sqft
850 MAIN ST. (2) FLOORS	850 Main St, Forest Park, GA 30297	9'350 sqft
LEONARD HARTSFIELD COMMUNITY SVC CENTER (2) FLOORS	696 Main St, Forest Park, GA30297	11'800 sqft
COUNCIL HOUSE	700 South Ave, Forest Park, GA 30297	1'419 sqft
TOTAL SQUARE FEET		126'080 sqft

2.1 CITY HALL

Janitorial services to be performed five (5) times weekly.

LOBBY AND COMMON AREAS:

A. Daily

1. Police sidewalk and entrance areas.
2. Empty all trash receptacles, cigarette urns, etc. and reline, as necessary.
3. Spot clean doors, walls, interior glass, and woodwork.
4. Vacuum carpeted floors.
5. Sweep and mop or spot mop composition tile and terrazzo floors.
6. Clean and sanitize water fountains.

B. Weekly

1. Dust to hand height (70") all horizontal surfaces.
2. Dust and/or damp clean all furniture including desks, chairs, tables and various accessories.

C. Monthly

1. High dust above hand height all horizontal surfaces.
2. Clean exterior of urns and trash containers.

OFFICES:

A. Daily

1. Empty trash receptacles and reline as needed. remove trash to designated area.
2. Spot clean doors, walls, counter tops, interior glass, and woodwork.
3. Vacuum carpeted floors.

B. Weekly

1. Dust to hand height (70") all horizontal surfaces.

REST ROOMS:

A. Daily

1. Clean and sanitize, interior and exterior of all fixtures, including toilets, urinals and lavatories.
2. Clean and dry polish all chrome fittings.
3. Damp mop floors with germicidal disinfectant.
4. Empty all trash receptacles and disposals and reline as needed.
5. Spot clean and sanitize exterior of all containers.
6. Spot clean to hand height (70") walls, partitions, interior glass, mirrors, and horizontal surfaces.
7. Replenish all dispensers to normal levels, from owner's supply, (soap, tissue, paper towels, etc.).

BREAK ROOM:

A. Daily

1. Damp clean and sanitize counters, tabletops, and chairs.
2. Empty trash receptacles and reline as needed.
3. Spot clean doors, walls, and interior glass.
4. Sweep and mop or spot mop composition tile floors.

GENERAL:

Contractor will:

1. Provide all cleaning supplies and equipment.
2. Spray buffs all composition tile floors (TWICE MONTHLY).
3. Comply with owners' specifications when cleaning unique areas, i.e., computer rooms, laboratories, etc.
4. Provide small trash can liners. Large trash bags are extra and will be billed as used.

2.2 HUMAN RESOURCES

This area consists of:

Four (4) Offices, One (1) Workspace, Two (2) Restrooms, One (1) conference room, One (1) Breakroom, One (1) Lobby

Janitorial services to be performed daily unless noted.

OFFICES AND WORKSPACE:

1. Empty trash
2. Vacuum
3. Dust

RESTROOMS:

1. Empty trash
2. Clean Sink & Toilet
3. Clean mirrors
4. Refill Paper Products

CONFERENCE ROOM:

1. Clean tabletop
2. Vacuum
3. Empty trash
4. Dust

BREAKROOM:

1. Clean tabletop
2. Mop

3. Dust
4. Clean Sink & Counter
5. Wipe down refrigerator

LOBBY:

1. Mop
2. Clean furniture
3. Dust

2.3 PLANNING, BUILDING, AND ZONING

This area consists of:

Offices, Two (2) Restrooms, One (1) Conference Room, One (1) Kitchen, One (1) Court Room, One (1) Front Lobby, Hallways

Janitorial services to be performed daily unless noted.

OFFICES:

1. Empty trash
2. Vacuum
3. Dust

RESTROOMS:

1. Empty trash
2. Sweep
3. Mop
4. Clean sink/toilet
5. Refill paper products, soap, air freshener

CONFERENCE ROOM:

1. Clean table
2. Vacuum
3. Empty trash
4. Dust

KITCHEN:

1. Sweep/mop
2. Refill paper towels and soap
3. Empty trash
4. Clean sink/counter/table

COURT ROOM:

1. Empty trash
2. Vacuum
3. Clean table
4. Dust

FRONT LOBBY:

1. Sweep/mop
2. Dust counter

HALLWAYS:

1. Vacuum

GENERAL:

Contractor will:

1. Take out all trash and put in trashcans in the back of the building.
2. Wednesdays - move cans in the back to the front by the Rec center to be picked up.

2.4 REC CENTER (2 FLOORS)

This area consists of:

Four (4) Restrooms, One (1) Main Lobby, One (1) Pool Shower Area

Janitorial services to be performed daily unless noted.

RESTROOMS:

1. Clean Mirrors
2. Sweep & Mop Floors
3. Clean Sink & Toilet (Lift Seat)
4. Empty Sanitary Containers (Women)
5. Empty Trash
6. Clean Urinals (Men), Wipe Surrounding Tile

MAIN LOBBY:

A. Daily

1. Sweep & Mop Floors
2. Empty Trash

B. Weekly

1. Clean Glass Windows/Doors

POOL SHOWER AREA:

1. Clean Showers
2. Clean Sinks & Toilets (Lift Seats)
3. Clean Urinals (Men), Wipe Tile Surrounding
4. Clean Mirrors
5. Sweep & Mop Floors
6. Empty Trash

GENERAL:

Contractor will:

1. Start cleaning tasks at 7:00 pm.

2.5 SENIOR CENTER

This area consists of:

Two (2) Restrooms, One (1) Common Area, One (1) Dining Area, One (1) Kitchen

Janitorial services to be performed daily unless noted.

RESTROOMS:

1. Clean Sinks & Toilets (Lift Seats)
2. Clean Urinals (men)
3. Mop & Sweep Floors
4. Clean Vanity (women)
5. Clean Mirrors
6. Empty Trash
7. Wipe Tile Walls

COMMON AREA:

A. Daily

1. Vacuum
2. Empty Trash

B. Weekly

1. Clean Glass Windows/Doors

DINING AREA:

A. Daily

1. Empty Trash
2. Clean Laminate Flooring

B. Weekly

1. Clean Glass Windows/Doors

KITCHEN:

1. Sweep/mop
2. Empty trash

GENERAL:

Contractor will:

1. Start cleaning tasks at 3:00 pm.

2.6 PUBLIC WORKS

This area consists of:

One (1) Front Lobby, Administration Offices, One (1) Conference Room, One (1) Community Service Room, One (1) Training Room, Employee Side Entrance Hallway to Back of Building, One (1) Computer Room, One (1) Kitchen, One (1) Breakroom, One (1) Locker / Shower / Men Restroom / Laundry Room, One (1) Women's Locker / Restroom

Janitorial services to be performed three (3) days a week unless noted.

FRONT LOBBY:

1. Clean glass doors & window
2. Vacuum

ADMINISTRATION OFFICES:

All offices & open offices

1. Empty trash
2. Dust
3. Vacuum
4. Clean sinks & counters, refill paper products, soap
5. Clean restrooms - empty trash, clean sinks, counter tops, toilets & mop
6. Sweep & mop hallways

CONFERENCE ROOM:

1. Dust
2. Vacuum

COMMUNITY SERVICE ROOM:

1. Clean counter
2. Sweep & mop
3. Empty trash

TRAINING ROOM:

1. Dust
2. Clean tables
3. Vacuum

EMPLOYEE SIDE ENTRANCE HALLWAY TO BACK OF BUILDING:

1. Sweep & mop

COMPUTER ROOM:

1. Dust
2. Sweep & mop

KITCHEN:

1. Clean sink & counter (no dishes)
2. Sweep & mop
3. Empty trash

BREAKROOM:

1. Clean tables
2. Clean counter
3. Sweep & mop
4. Empty trash

LOCKER / SHOWER / MEN RESTROOM / LAUNDRY ROOM:

1. Clean showers
2. Clean sink, counter & toilets
3. Refill paper products, soap
4. Sweep & mop
5. Empty trash

WOMEN'S LOCKER / RESTROOM:

1. Clean shower
2. Clean sink, counter & toilet
3. Sweep & mop
4. Empty trash

2.7 POLICE DEPARTMENT

This area consists of:

Administration: Communications/Radio, One (1) Conference Room, Offices & Mailroom, Kitchen/Breakroom, Restroom, Admin Glass Window & Door; Records/Court Area: Judge's Office Restroom, One (1) Court Room, One (1) Kitchen/Breakroom, Main & Court/Probation Hallway; Operations: Watch Office& Captains Office, Restrooms, One (1) Library, Squad/Roll Call, Operations Hallway, Comstat, COPS Office, Detectives Area, Operation Conference Room; Sallyport, Grounds/Parking Lot

Janitorial services to be performed three (3) days a week unless noted.

*Main Court Hallway, Court Room, Side Probation Hall and Judges Offices are **NOT** accessible on Wednesdays

ADMINISTRATION

COMMUNICATIONS/RADIO:

1. Empty trash
2. Dust

3. Vacuum
4. Sweep & mop

CONFERENCE ROOM:

1. Empty trash
2. Dust
3. Vacuum
4. Clean glass tabletop

ALL OFFICES AND MAILROOM:

1. Empty trash
2. Dust
3. Vacuum

KITCHEN/BREAKROOM:

1. Clean sink; table; counter
2. Sweep & mop
3. Empty trash

RESTROOMS:

1. Sweep & mop
2. Clean sink & toilet (Lift Seat)
3. Empty trash
4. Refill paper products, Soap, Air freshener

ADMIN GLASS WINDOW & DOOR:

1. Clean Glass with Soapy Water & Cloth ONLY
!!!NO WINDEX!!

RECORDS/COURT AREA

RECORDS:

1. Empty trash
2. Dust
3. Clean window (Windex)
4. Sweep & mop

*COURT ROOM:

A. Daily-except Wednesdays

1. Empty trash
2. Dust

B. Tuesdays & Thursdays ONLY

1. Vacuum

***JUDGE'S OFFICE:**

A. Daily-except Wednesdays

1. Empty trash
2. Dust
3. Vacuum

KITCHEN/BREAKROOM:

1. Clean sink; table; counter
2. Sweep & mop
3. Empty trash

RESTROOMS:

1. Sweep & mop
2. Clean sink & toilet (Lift Seat)
3. Empty trash
4. Refill paper products; Soap; Air freshener

HALLWAYS- MAIN & *COURT/PROBATION:

1. Sweep & mop
2. Clean & sanitize water fountains
3. Empty trash

GENERAL:

Contractor will:

1. Start daily cleaning tasks in communications @ 8:00 am

OPERATIONS

1. Empty Trash
2. Dust
3. Vacuum

WATCH OFFICE & CAPTAINS OFFICE:

1. Empty Trash
2. Dust
3. Vacuum

OPERATION CONFERENCE ROOM:

1. Empty trash
2. Dust
3. Mop

DETECTIVES AREA:

1. Empty trash
2. Dust
3. Mop

COPS OFFICE:

1. Empty trash
2. Dust
3. Vacuum

SQUAD/ROLL CALL:

1. Empty trash
2. Dust
3. Vacuum

COMSTAT:

1. Wipe tables
2. Dust
3. Vacuum

LIBRARY:

1. Dust
2. Vacuum

OPERATIONS HALLWAY:

1. Sweep & mop

SALLY PORT:

1. Empty trash

GROUNDS/PARKINGLOT:

1. Empty Cigarette Posts - located @ Front, West, East & Rear Entrances
2. Empty Trash Cans - located @ Front, West, East & Rear Entrances

2.8 850 MAIN ST

This area consists of:

One (1) Kitchen/Breakroom, Administration Offices, One (1) Conference Room, Restrooms

Janitorial services to be performed daily unless noted

KITCHEN/BREAKROOM:

1. Clean sink; table; counter
2. Sweep & mop
3. Empty trash

RESTROOMS:

1. Sweep & mop
2. Clean sink & toilet (Lift Seat)
3. Empty trash
4. Refill paper products; Soap; Air freshener

CONFERENCE ROOM:

1. Empty trash
2. Dust
3. Vacuum
4. Clean tabletop

ALL OFFICES:

1. Empty trash
2. Dust
3. Vacuum

2.9 LEONARD HARTSFIELD COMMUNITY SERVICE CENTER

This area consists of:

Restrooms, One (1) Common Area, Balcony, One (1) Kitchenette, 2 Smaller Rooms

Janitorial services to be performed on an as-needed basis.

RESTROOMS:

1. Clean Sinks & Toilets (Lift Seats)
2. Clean Urinals (men)
3. Mop & Sweep Floors
4. Clean Vanity (women)
5. Clean Mirrors
6. Empty Trash
7. Wipe Tile Walls

ALL ROOMS, BALCONY & COMMON AREA:

1. Vacuum
2. Empty Trash

KITCHENETTE:

1. Clean sink; table; counter
2. Sweep & mop
3. Empty trash

2.10 COUNCIL HOUSE

This area consists of:

One (1) Restroom, Four (4) Offices, Balcony, One (1) Kitchen/ Dining Room

Janitorial services to be performed on an as-needed basis.

RESTROOM:

1. Clean Sinks & Toilets (Lift Seats)
2. Mop & Sweep Floors
3. Clean Mirrors
4. Empty Trash

ALL OFFICES:

1. Vacuum
2. Empty Trash
3. Dust

KITCHEN/ DINING ROOM:

1. Clean sink; table; counter
2. Sweep & mop
3. Empty trash

3.0 KEY CONTROL

- A. The Contractor shall establish and implement methods of insuring that all keys issued to the Contractor by the Department are not lost or misplaced and are not used by unauthorized persons. No keys issued to the Contractor shall be duplicated. The Contractor shall develop procedures covering key control that will be included in the quality control plan.
- B. The Contractor may be required to replace, re-key, or to reimburse the Department for replacement of locks or re-keying as a result of Contractor losing keys. In the event a master key is lost or duplicated, the Department shall replace all locks and keys for that system, and the total cost shall be deducted from the monthly payment due the Contractor.
- C. It is the responsibility of the Contractor to prohibit the use of keys issued by any persons other than the Contractor's employees.

4.0 CONSERVATION OF UTILITIES

- A. The Contractors shall be directly responsible for instructing employees in utilities conservation practices. The Contractor shall be responsible for operating under conditions that preclude waste of utilities, which shall include, but shall not necessarily be limited to electricity, water, etc.
- B. Lights shall be used only in areas where and at the time when work is actually

being performed.

- C. The workers will not adjust mechanical equipment, or controls for heating, ventilation, and air conditioning systems, except in cases of emergency to shut off the systems.
- D. Water faucets or valves shall be turned off after the required usage has been accomplished.

5.0 LOST AND FOUND PROPERTY

It is the responsibility of the Contractor to ensure that all possible lost articles of personal or monetary value found by the Contractor's employees are turned in to the City's representative.

6.0 STANDARDS OF CONDUCT

The Contractor shall be responsible for maintaining satisfactory standards of employees' competency, conduct, courtesy, appearance, honesty, and integrity, and shall be responsible for taking such disciplinary action with respect to any employee, as may be necessary.

7.0 DISMISSAL OF EMPLOYEES

The Department may request the Contractor to immediately remove from the premises and/ or dismiss any employee found unfit to perform duties due to one or more of the following reasons:

- A. Neglect of duty, absenteeism, and sleeping on the job.
- B. Disorderly conduct, use of abusive or offensive language, quarreling, intimidation by words or actions, or fighting.
- C. Theft, vandalism, immoral conduct, or any other criminal action.
- D. Selling, consuming, possessing, or being under the influence of intoxicants, alcohol, or illegal substances, or any other drug/medicine prescribed or over the counter, which produce similar effects while on duty.

8.0 SUPERVISION

The Contractor shall provide adequate competent supervision at all times during the performance of this Contract. To that effect, a qualified Project Manager and one or more alternates shall be designated in writing to the Department prior to Contract start. A resume of qualifications of the designated individuals must accompany aforementioned designation. The Project Manager or his designated

representative must be ready to meet with Departmental personnel. The Contractor shall provide the telephone numbers where its representative(s) can be reached or call back within a two-hour time frame.

9.0 PERFORMANCE EVALUATION MEETINGS

The Project Manager shall be readily available to meet with representatives of the Department weekly during the 3rd month of the Contract and as often as necessary thereafter. A mutual effort will be made to resolve any and all problems identified at these meetings. A designated representative of the Department will be responsible for scheduling and chairing the meetings and preparing copies of written minutes for distribution. Should the Contractor not concur with same, he shall set forth in writing his reasons for disagreement and present them to the Department representative.

10.0 SPECIAL PROVISIONS

These requirements are to be followed explicitly for all sites:

- A. All employees shall be required to sign in and out on a designated log sheet.
- B. All employees shall be required to wear I.D. badges to be furnished by Contractor and approved by the City of Forest Park.
- C. At the end of each week, the Contractor shall file with the Department representative a list of all employees used at the work site.
- D. Keys to each facility shall be issued only to Contractor's Supervisor for that site. Only the Supervisor shall unlock any outside door and shall be responsible for maintaining facility security.
- E. No one under age eighteen is permitted on the premises after normal working hours. Contractor's employees are not allowed on the premise if they are not involved in the performance of the work.

11.0 REQUIREMENT PRIOR TO COMMENCING WORK

- A. Upon executing the Contract and before beginning the work, the Contractor shall prepare a schedule that shall include:
 - 1. The dates to strip and refinish all composition, cement, terrazzo, marquette, ceramic, resilient, etc., floors and stairways.
 - 2. The dates to thoroughly clean carpet at each location.
 - 3. The dates to wash the light fixtures and surrounding ceiling.

- B. Prior to beginning work, the Contractor shall prepare schedules, referencing individual locations and the following Sections and Technical Specifications:
1. Weekly - day of week;
 2. Monthly - day of month;
 3. Semi-annually - month of service; and
 4. Annually - month of service.
- C. The Contractor shall establish and maintain a comprehensive Quality Control Program to assure the requirements of the Contract are provided as specified. An update must be provided as changes occur. The Program shall include, but not be limited to the following:
1. An inspection system, covering all the services to be performed under the Contract. It must specify areas to be inspected on either a scheduled or unscheduled basis and the name and title of the individual(s) who will do the inspections.
 2. A method of identifying deficiencies in the quality of services Performed before the level of performance becomes acceptable.
 3. A file of all inspections conducted by the Contractor and the corrective action taken. This documentation shall be made available to the City upon request.
- D. Contractor shall provide schedules for services to be provided at each prior to commencement of work. Schedules are to be in a Checklist format and copies will be posted at each location. Contractor's Employees shall sign the schedule as duties are completed.
- E. The Daily Requirements shall be posted at each location. The Contractor's employees shall sign the list on a daily basis.

12.0 WAGES

The Contractor shall maintain payroll records during the entire term of the Contract and any Contract extensions. A copy of the payroll summary shall be forwarded to the City no later than five (5) working days after each pay period.

13.0 PAYMENTS TO CONTRACTOR

1. The Contractor shall be paid monthly the amount stated on the approved invoice.
2. The City may require services beyond the scope of these Contractual

documents. The Contractor will provide a cost proposal for these extra services as requested based on the per unit price, which includes the cost of direct labor with supervision, payroll (see Section 9.0), plus overhead and burden.

3. Specialty cleaning should be priced out and approved by each department head (i.e., stripping and waxing floors, carpet cleaning, light fixtures, etc.).
4. The City reserves the right to increase and/or decrease any work locations. Contractor's compensation will be adjusted accordingly.
 - ii. Additional work as specified by Department's designee shall be priced and submitted via change order.

14.0 RULES AND REGULATIONS

The Contractor agrees to observe and obey any and all rules and regulations adopted by the City of forest Park, and such regulations as set forth by the Federal, State and local government/authorities.

15.0 REPAIR OF BUILDING

The Contractor shall notify the Public Works Director or designee immediately of any fixtures, building equipment, or material which have become loose, out of order, or in need of repair or replacement.

16.0 DAILY

- A. All composition floors shall be swept and/or damp mopped to remove dirt and soiling and deodorized.
- B. All Terrazzo, Marble, and Ceramic floors and stairways shall be wet mopped. These areas shall be sealed and polished wherever wear is noticeable.
- C. All office counters, furniture, cabinets, desks, chairs, ledges, windowsill partitions, pictures, and other wall adornments, etc. are to be dusted and cleaned.
- D. Empty wastebaskets, trashcans, ashtrays, sand urns, water urns, etc. Empty recycle bins into recycle containers. Supply sand and water urns with fresh sand or water. Trash shall be placed in designated locations.
- E. Marks and smudges shall be removed as needed from all walls, doors, floors, partitions, elevator cars and doors, light switches, electric and telephone outlets, doorknobs, mirrors, and other high-traffic areas.

- F. Report burned-out lights to Maintenance.
- G. All areas shall be cleaned with the same type and level of cleaning.
- H. All sinks and drinking fountains shall be cleaned and sanitized.
- I. All kitchen/breakroom areas shall be cleaned and sanitized.
- J. Restrooms
 - 1. Urinals, commodes, and washbasins shall be cleaned and disinfected.
 - 2. Mirrors shall be polished.
 - 3. Stall partitions and tile walls shall be cleaned and sanitized.
 - 4. Floors shall be swept and wet mopped with cleaner.
 - 5. Sanitary napkins receptacles shall be cleaned and sanitized.
 - 6. Hand towels, tissue, sanitary napkins, and soap receptacles shall be refilled from City's supplies.
 - 7. Each month a bucket of water must be poured into the floor drain.
- K. Conference Room
 - 1. Clean chalkboards. Chalkboards shall not be damp-wiped.
 - 2. Dust and rearrange the furniture.
 - 3. Glass in entrance doors, storefronts, and partitions shall be cleaned, vacuum carpet or mopped the floor, dust furniture and empty trash bins.

17.0 WEEKLY

- A. Sweep floors with treated dust mop and an approved cleaning solution semi-weekly or more frequently if needed.
- B. Trashcan liners are to be changed. New liners are to be furnished by the Contractor.
- C. Disinfect all walls and floors in restrooms.
- D. Wall, wainscot, and woodwork shall be dusted and soiling removed.

- E. All marble/ceramic surfaces and areas surrounding washbasins in Restrooms are to be cleaned and disinfected.
- F. Inside of all windows six (6) feet and below shall be cleaned.
- G. Telephone receivers shall be damp-wiped with a disinfectant solution.
- H. All carpets shall be thoroughly vacuumed, inclusive of corners, edges, and behind doors.

18.0 SEMIMONTHLY

All terrazzo, Marblette, and ceramic floors and stairways are too sealed and polished. High traffic areas shall be polished more frequently as needed.

19.0 MONTHLY

- I. All walls, partitions, doors, door closures, and doorframes are to be completely cleaned.
- J. Venetian and Levolor blinds are to be washed.
- K. Draperies and curtains are to be vacuumed.
- L. Walls, wainscot, and woodwork are to be thoroughly cleaned.
- M. De-scale fixtures in restrooms with acid-type bowl cleaner.
- N. Wash and polish all furniture as needed.
- O. Clean and disinfect inside and outside of all trash and ash receptacles.

20.0 QUARTERLY OR SEMI-ANNUAL AS STATED

- P. Air conditioning diffusers return vents, and surrounding areas are to be washed every 6 (six) months.
- Q. Strip, reseal, and refinish floors with at least two coats of seal and two coats of finish every 3 (three) months.
- R. Shampoo carpet every 6 (six) months.
- S. Interior of all windows above six (6) feet shall be cleaned every 6 (six) months.
- T. Exterior of all windows shall be cleaned every 6 (six) months.

21.0 COMPUTER ROOMS

Normal schedules, detailed in Sections 17.0 through 20.0 above, prevail. However, special conditions require restrictions at these locations:

- A. All dusting must be done with anti-static cloths.
- B. Floors are to be dust mopped with mops treated with anti-static solution.
- C. Whenever water must be used, limit the amount to that necessary for the job.
- D. Polishing pads shall be of the type designed for use in this type of area.
- E. These areas must be serviced during normal working hours.
- F. Steel wool will not be used in these areas.

22.0 METHODOLOGY

The following shall be the basic description of methods to be used. Any variation from these shall be subject to specific approval by the Public Works Director or designee.

A. Floor Sweeping

The floor shall be swept clean so that no dust streaks are left and no dust is left there. Dirt is picked up with the dustpan. No dirt or dust shall be left in the corners, behind or under the furniture, behind doors, or on stair treads and risers. Sweeping shall be done with hairbrushes and cotton sweeping mops in such a manner that a minimum amount of dust is raised. Straw brooms may be used only in sweeping exterior surfaces. In areas where no dust can be tolerated, vacuum cleaners, cotton sweeping mops, oil free treated mops, or an oil free sweeping compound - and hairbrush shall be used. All furniture and other equipment moved during the sweeping process shall be replaced at the completion of the work. Baseboards, doors, furniture, and equipment shall not be disfigured or damaged by being struck with the sweeping brush or mop, or in the process of moving furniture and equipment.

B. Mopping

Floors shall be wet mopped to remove dirt and stains that cannot be removed by sweeping. Natural soap solution shall be used as an agent to remove the dirt. Floors shall be rinsed clean so as to remove soap residue and any dingy or cloudy appearance. Floors shall be dried after mopping to prevent any standing water from being absorbed into beams or floor covering. Mop water shall be changed regularly throughout the day. Mop water splashed on baseboards, doors, furniture, equipment, etc., shall be removed immediately. Terrazzo, ceramic tile, and vinyl asbestos floors shall be mopped nightly.

C. Scrubbing

Scrubbing shall be done as needed with neutral soap solutions when mopping cannot clean a floor. With specific approval, scouring powder may be used on very dirty quarry tile or ceramic tile floors. Water or scrubbing solution shall not be allowed to stand on floors longer than necessary to complete the cleaning job, at which time dirty water shall be picked up, and the floor shall be rinsed clean until free of all soapy solution, when dried.

D. Floor Finishing (Stripping/Sealing/Waxing)

Floor finishing shall be done no less than what is stated in the contract and approval of Department's Designee and shall be limited to floors other than terrazzo floors. Only approved floor finishes shall be used on floor coverings. All floor areas shall be finished with slip resistant, approved finish. The finish shall be applied to the floor services with the approved applicator or cotton mop after the floor surface has been thoroughly cleaned by mopping or scrubbing and is dry. The application of excessive amounts of finish shall be avoided and a buildup of finish shall not be permitted. Sufficient material shall be used to fully protect the floor surface and present a neat, well-kept appearance. Refinishing shall be done in heavy traffic areas, such as in doorways and corridors, or in heavy work areas as scheduled or as needed (in these areas), to keep the floors fully protected and a uniform well-kept appearance of the entire area. In cases where it becomes necessary to remove the old finish, a neutral soap solution shall be used. Where finish has been permitted to pile up along walls or near furniture, #1 or #2 steel wool may be used in addition to the soap solution. In the case of large areas, the buffing machine equipped with a steel wool pad may be used in the removal of old finish material.

E. Buffing

Floors shall be thoroughly dry before buffing. A buffing machine shall be used nightly, and buffing shall be only enough to bring surface to desired

uniform luster. Woodwork, baseboards, and furniture shall not be marred or discolored by the buffing equipment or the material used. Finish shall not be applied to floors nearer than six (6) inches to baseboards or non-movable fixtures, as the buffing brushes will carry enough material to protect a six-inch wide area along the baseboards and fixed objects, movable furniture, fixture, and equipment, including desks, tables, and business machines on rollers shall not be moved during operation and then replaced.

F. Miscellaneous Fixture cleaning - Water Closets

The inside and outside surfaces of water closets, tanks, and seats shall be cleaned to remove all rust, odors, and water stains.

G. Urinals

Urinals shall be cleaned to remove rust, odors, and stains. Cleaning solutions shall be flushed through the trap to reduce accumulations of scale.

H. Washbowls

Washbowls shall be cleaned to remove all rust, stains, odors, and scale. Abrasives or polishes shall not be applied to fittings. Water used in cleaning shall not be allowed to get between the fixtures and the wall.

I. Drinking Fountains

Drinking fountains shall be cleaned to remove accumulations of stain, rust, and scale. Grilles below fountains shall be dusted daily.

J. Toilet Room Cleaning

Provide all cleaning as detailed for urinals, water closets, floor type, mirrors, toilet partitions, walls, ceilings, water fixtures, soap dispensers, paper towels and toilet paper dispensers, hand dryers, countertops, doors, etc.

Each month the contractor shall pour a bucket of water into the floor drains.

K. Care of Dispensers

All paper towels, cloth roller towels, toilet paper, and soap dispensers shall be refilled as needed. Paper towel and cloth towel cabinets and soap dispensers shall be cleaned after refilling. The City shall furnish materials used in these dispensers. The contractor shall maintain an inventory of each building of service and provide a weekly report.

L. Glass/ Window Cleaning

All glass cleaning shall be done as required by schedule.

Any paint drops or smears shall be washed from both inside and outside window glass. Steel wool shall not be used, but razor blades or broad knives are permissible.

Both inside and outside surfaces of glass shall be washed to remove all traces of film, smudge, dirt, and other foreign matter.

In the event it is found to be physically impossible to remove stains from any particular glass pane, the matter shall be called to the attention of the City's Representative so arrangements can be made for the replacement of the glass if deemed necessary.

M. Cleaning Interior Glass

Glass partitions, glass in doors, transoms, glass-draft shields of window, and mirrors shall be cleaned to present a neat, clean appearance, having all dirt and smudges removed.

N. Dusting

All dust shall be removed nightly from exposed surfaces. Furniture to be dusted shall include windowsills, baseboards, woodwork, shelves, fire extinguishers, railings, ledges, machines, and similar items. It shall not be the responsibility of the Contractor to tidy-up desks or filing cabinets, other than to empty and dust and/or wash glass tops. Furniture with removable cushions and backs shall have them removed and dust shall be removed from under them.

O. Polishing Metal

Solid, non-ferrous metal, nameplates, fire extinguishers, and other fixtures shall be polished whenever needed, to present a neat, clean,

shiny appearance. Polishing materials shall be used so that finish of metal fixtures and adjacent surfaces will not be damaged.

P. Cleaning Carpets

Carpets shall be thoroughly vacuum cleaned whenever as stated in the contract without damaging nap.

Q. Wall, Partition, and Woodwork Cleaning

Wall, partition, and woodwork shall be washed where wall surfaces are vitreous materials, paint, or enamel; surfaces of walls, wainscoting, partition, and woodwork, which are not washable, shall be spot cleaned to remove accumulations of dirt and pencil marks. All wall registers and grills shall be kept clean.

R. Spot Cleaning of Doors, Windows, Handrails, and Walls

Doors surfaces, facings, casings, and knobs, window casings and stools, and handrails on stairways and walls shall be spot cleaned nightly to remove soil stains, caused by such things as rubber burns, hand prints, dirt, food particles, chemicals, and blood.

S. Cleaning Ash Urns, Ashtrays, and Wastepaper Baskets

Ash urns and wastepaper baskets shall be cleaned thoroughly, nightly.

T. Washing Furniture

Wood and metal desks, tabletops, chair and sofa arms shall be cleaned when needed to remove dust, soil, stains, and grease.

U. Trash Removal

The City shall furnish wastebaskets, ash urns, rubbish, and trash containers located in the building. The Contractor shall collect and remove trash and rubbish nightly from the premises and deposit it in proper curbies, located behind each building in the designated areas on the cleaning site(s). The Contractor shall furnish proper containers, required to collect and transport trash and rubbish from the building. Soiled wastebasket liners shall be replaced immediately.

A Deficiency Report shall be prepared for each location and provided to the Contractor by the Department's designee. The Deficiency Report shall be used to write down any discrepancies noted by the Department designee or personnel. The Contractor shall read the Deficiency Report at the beginning of each workday and enter the date, his/her signature, acknowledging receipt of the form and any comments when the deficiency is remedied. Departmental designee will sign the Deficiency Form acknowledging whether or not the discrepancy has been remedied. (Refer to section 6.0, 9.0, 14.0)

In the event service performed is unsatisfactory, or is NOT in accordance with the Contract specifications, the Contractor shall, upon notification by the Department's designee provide immediate service to the Department to correct any deficiencies noted within a 2 (two) hour response time, without additional cost to the Department. The contractor shall provide a 24-hour emergency contact name and number to the Department's designee.

For failure by the Contractor to provide routine custodial service as specified in the Contract, the City may deduct the prorated share of the unclean area(s) from any payments due, based on the Contractor's price per square foot quoted in the Bid Form. This provision may be used when the work is not promptly corrected by the Contractor or there are continuous, documented deficiencies in the Contractor's performance. This may also serve as cause for dismissal of contract.

24.0 ADDITIONAL WORK

Additional work as specified by Department's designee shall be priced and submitted via change order.

EXHIBIT A.1: Cost Proposal

The Cost Proposal must support the Scope of Services contained in the RFP and fully encompass all activities in the Proponent's Proposal. **The Cost Proposal must be submitted in a separate sealed envelope.**

#	BUILDINGS	SQUARE FEET	Total Amount Per Month
1	CITY HALL	13'244 sqft	
2	HUMAN RESOURCES	5'060 sqft	
3	PLANNING, BUILDING, AND ZONING	2'860 sqft	
4	REC. CENTER (2) FLOORS	36'450 sqft	
5	SENIOR CENTER	7'200 sqft	
6	PUBLIC WORKS	11'760 sqft	
7	POLICE DEPARTMENT	33'417 sqft	
8	850 MAIN ST. (2) FLOORS	9'350 sqft	
9	LEONARD HARTSFIELD COMMUNITY SVC CENTER (2) FLOORS	11'800 sqft	
10	COUNCIL HOUSE	1'419 sqft	
	TOTAL SQUARE FEET	126'080 sqft	
TOTAL PROPOSAL AMOUNT (For Buildings 1-10)			
TOTAL PROPOSAL AMOUNT (For Additional Services Only)			

Total Proposal Amount for All Services: _____

Proponent's Name: _____

Appendix A

Insurance and Bonding Requirements

The Vendor/Contractor/Subcontractor shall purchase and maintain insurance of the following types of coverage and limits of liability:

1. **Commercial General Liability** (CGL) with limits of Insurance of not less than \$1,000,000 each occurrence and \$2,000,000 Annual Aggregate.
 - a. If the CGL coverage contains a General Aggregate Limit, such General Aggregate shall apply separately to each project.
 - b. CGL coverage shall be written on ISO Occurrence form CG 00 01 0413 or a substitute form providing equivalent coverage and shall cover liability arising from premises, operations, independent contractors, products-completed operations, and personal and advertising injury.
 - c. CGL coverage shall be issued on an "Occurrence" basis. "Claims Made" coverage is not acceptable.
 - d. Defense costs shall be outside of policy limits. Eroding limits coverage is not acceptable.
 - e. The CGL coverage shall not be limited by excluding coverage for work performed by subcontractors (CG 22 94, CG 22 95 or equivalent).
 - f. Owner and all other parties as required by Owner, shall be included as insureds on the CGL, using combination of ISO Additional Insured Endorsements CG 20 10 04 13 and CG 20 37 04 13, or an endorsement approved by the Owner providing equivalent or broader coverage to the additional insureds. This insurance for the additional insureds shall be as broad as the coverage provided for the named insured subcontractor. It shall apply as Primary and Non-Contributing Insurance before any other insurance or self-insurance, including any deductible, maintained by, or provided to, the additional insured. Therefore, coverage provided the additional insureds shall not require or contemplate contribution by any other policy or policies obtained by, or available to, and additional insured; any other such coverage shall be excess over the coverage to be provided by the subcontractor.

The limits of coverage provided to the additional insureds shall be the same as the limits available to the Vendor/Contractor/Subcontractor. Thus, in the event that the coverage obtained by Vendor/Contractor/Subcontractor contains greater limits than the minimum limits required above, the additional insureds shall be entitled to such greater limits, and this Agreement shall be deemed to require such greater limits.

- g. Vendor/Contractor/Subcontractor shall maintain CGL coverage for itself and all additional insureds for the duration of the project and maintain Completed Operations coverage for itself and each additional insured for at least three (3) years after completion of the work.

- h. The CGL coverage shall not contain any deductible that exceeds \$10,000.00. If the CGL contains a deductible, the Vendor/Contractor/Subcontractor shall be responsible for the deductible amount for any paid claim. However, Owner, at its option, can choose to pay the deductible and recoup such payment from the Subcontractor.

2. Automobile Liability

- a. Business Auto Liability with limits of at least \$1,000,000 combined single limit.
- b. Business Auto coverage must include coverage for liability arising out of all owned, leased, hired and non-owned automobiles.
- c. Owner, and all other parties required by the Owner, shall be included as insureds on the Business Auto policy. The Business Auto policy shall be primary and non-contributory to any applicable coverage acquired by the Owner, and all required parties.

3. Commercial Umbrella

- a. Umbrella limits must be at least \$5,000,000 with such coverage to include Employers' Liability, General Liability and Automobile Liability, as underlying policies.
- b. Umbrella coverage must include as additional insureds all entities that are additional insureds on the CGL.
- c. Umbrella coverage for each additional insureds shall apply as primary and noncontributory basis before any other insurance or self-insurance, including any deductible, maintained by, or provided to, the additional insured other than the Employers Liability coverages maintained by the Vendor/Contractor/Subcontractor.

4. Workers Compensation and Employers Liability

- a. Workers' Compensation Insurance Coverage for all of Vendor/Contractor/Subcontractor's employees at the site of the Project, with statutory required limits.
- b. Employers Liability Insurance limits of at least \$500,000 each accident for bodily injury by accident and \$500,000 each employee for injury by disease and \$500,000 bodily injury by disease policy limit.

An Employee Dishonesty Bond must be provided in the amount of \$500,000 (five hundred thousand dollars).

Additional Requirements:

- a. Vendor/Contractor/Subcontractor and Vendor/Contractor/Subcontractor's insurers waived all rights against Owner and Architect and their agents, officers, directors, and employees for recovery of damages to the extent these damages are covered by any commercial general liability, commercial umbrella liability, business auto liability or workers compensation, employers liability insurance.
- b. Attached to each certificate of insurance shall be copy of Additional Insured Endorsements that are part of the Vendor/Contractor/Subcontractor's Commercial General Liability, Auto Liability and Umbrella Policy.
- c. These certificates and the insurance policies required by this Exhibit shall contain a provision that coverage afforded under the policies will not be canceled or allowed to expire until at least 30 days prior written notice has been given to the Owner.
- d. Acceptance of said certificate will not be deemed to be a waiver of the requirements of this Agreement.
- e. All policies will be written by companies licensed to do business in the state where property is located, and which have a rating by Best's Key Rating Guide not less than "A-VIII".
- f. The foregoing provisions relative to insurance shall in no way limit or fix the liability of Vendor/Contractor/ Subcontractor to Owner, or any other person or entity in respect of any act or omission of Vendor/Contractor/Subcontractor or any breach by Vendor/Contractor/Subcontractor of any obligations or duties owing under this Agreement or otherwise imposed by law.
- g. Additional Insureds under this Agreement shall be listed as Safeway Group, Inc. and The City of Forest Park (Owner).

A sample Certificate of Insurance is attached



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/8/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER XYZ Agency Address Augusta GA 30917	CONTACT NAME: Agent	
	PHONE (A/C, No. Ext):	FAX (A/C, No):
E-MAIL ADDRESS:		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A : Covington Specialty Ins Co		13027
INSURER B : HPG Insurance Company		26301
INSURER C :		
INSURER D :		
INSURER E :		
INSURER F :		

COVERAGES **CERTIFICATE NUMBER:** 1978629841 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	Y	ABCDEFG	10/1/2020	10/1/2021	EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	Y	Y	ABCDEFG	10/1/2020	10/1/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$	Y	Y	LMNOPQ	10/1/2020	10/1/2021	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	STUMV	12/31/2020	12/31/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	Property			DEFGH	10/1/2020	10/1/2021	Biz Personal Prop xxxxx

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Re: Show Location

The City of Forest Park is included on a primary and non-contributory basis as additional insureds on the General Liability using ISO forms CG 20 10 and CG 20 37 or their equivalent, Auto Liability and Umbrella Liability. (attach forms)

Waiver of subrogation applies in favor of Additional insureds for General Liability, Auto Liability, Umbrella Liability and Workers Compensation. (attach forms)

30 days Notice of cancellation (10 days non-payment) shall be provided to additional insureds on all policies referenced above.

CERTIFICATE HOLDER

CANCELLATION

City of Forest Park
 745 Forest Parkway
 Forest Park GA 30297

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Michael Mellars

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