

Washington County Schools

501 Industrial Drive
Sandersville, GA 31082
(478)552-3981
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Vickie Harden
Superintendent

REQUEST FOR PROPOSAL:

CUSTODIAL SERVICES

PERTINENT DATES

Feb 27, 2024	Request for Proposal Issued
Mar 12, 2024	Mandatory Pre-Bid Meeting
Mar 28, 2024	Proposal Deadline
Prior to June 30, 2024	Award of Contract
Jul 1, 2024	Contract Beginning Date

Washington County Schools

REQUEST FOR PROPOSAL (RFP) CUSTODIAL SERVICES

The Washington County School District wishes to establish a new standard of excellence in the cleanliness of its facilities and desires for its schools and administrative offices to be the cleanest public buildings in the area. Therefore, the Washington County School District is seeking proposals for a professional custodial services performance contract for its educational and administrative facilities located in Sandersville and Washington County, Georgia. This Request for Proposal (RFP) is issued for the purpose of negotiating a contract for complete custodial services for the Washington County School District. In this RFP, the vendor is referred to as the “Contractor” and the Washington County School District as the “District.”

INTERESTED PARTIES: The District desires to evaluate all possible options for administering and improving the custodial operations of the District. Interested parties may obtain Proposal documents from the District’s administrative offices located at 501 Industrial Drive, Sandersville, Georgia or online at www.washingtoncountyschoolsga.org.

DEADLINE FOR PROPOSALS: The deadline for receiving Proposals is March 28, 2024 at 2:00 PM.

PROPOSAL SUBMISSION: A signed copy of the proposal must be submitted by bid day in a sealed envelope marked on the outside, “RFP CUSTODIAL SERVICES.” The sealed, marked envelope containing the copy of the proposal should be addressed to:

Vicki Frost
Purchasing Manager
Washington County Schools
501 Industrial Drive
Sandersville, GA 31082

No emailed or faxed RFP’s will be accepted. All proposals must be signed by an authorized representative of the Contractor in spaces provided within this RFP and must be returned with the proposal.

QUESTIONS/INQUIRIES: All inquiries and requests for information regarding proposal process/submission shall be directed to Vicki Frost, Purchasing Manager, Washington County Schools, by **mail** – 501 Industrial Drive, Sandersville, GA 31082: by **phone** – (478)552-3981 ext.1253, by **fax** – (478)552-3128, or **email** – vfrost@washington.k12.ga.us. All inquiries pertaining to site visits or custodial services shall be directed to Tim Chapman, Facilities and Maintenance Manager, Washington County Schools, by **phone** – (478)552-3981 ext 1209, or by **email** – Tim.Chapman@washington.k12.ga.us.

PRE-BID MEETING: There will be mandatory Pre-Bid Meetings on Mar 12, 2024 at 9:00am at the Board of Education Office, 501 Industrial Drive, Sandersville, GA. Prior to submitting a proposal, it is highly recommended that the Contractor schedule and complete a site visit to

each District facility to verify interior square footage estimates, survey exterior areas, and evaluate any special cleaning concerns. Submission of a proposal constitutes acceptance by Contractor of the conditions of District facilities as they exist at the time Contractor submits its proposal.

EQUAL OPPORTUNITY EMPLOYER: The District is an equal opportunity employer and reserves the right to refuse or reject any or all proposals that are not in the best interest of the school system.

WAIVER OF FORMAL DEFECT: The District may waive any technical or formal defect in any proposal not prepared and submitted in accordance with the provisions herein, and reject any or all proposals. The District will make the award to the most responsive Contractor in its own judgment and in the best interest of the District. The District reserves the right not to award a contract to any bidder.

CONTRACT WITH SUCCESSFUL BIDDER: The custodial services contract between the District and the Contractor who submits the successful proposal will require daily cleaning of the District's facilities, with the Contractor providing administrative and technical direction, supervision, labor, cleaning supplies, and cleaning equipment to ensure dependable and efficient performance of the District's sanitation and cleaning requirements.

PERIOD OF SERVICE REQUIRED: The District desires a contract period of July 1, 2024, through June 30, 2027. However, Georgia Code § 20-2-506 requires that any multi-year agreement with a school system "shall terminate absolutely and without further obligation on the part of the school system at the close of the calendar year in which it was executed and at the close of each succeeding calendar year for which it may be renewed." However, "the contract may provide for automatic renewal unless positive action is taken by the school system to terminate such contract. The contract shall state the total obligation of the school system for the calendar year of execution and shall further state the total obligation which will be incurred in each calendar year renewal term if renewed."

Accordingly, Contractor's quote should specify separately the costs of custodial services for the following periods:

- July 1, 2024 to December 31, 2024;**
- January 1, 2025 to December 31, 2025; and**
- January 1, 2026 to December 31, 2026**
- January 1, 2027 to June 30, 2027.**

The contract entered into between the District and the Contractor who submits the successful proposal will provide for automatic renewal at the end of each calendar year during the anticipated contract period of July 1, 2024 through June 30, 2027, subject to the provisions of Georgia Code § 20-2-506.

WASHINGTON COUNTY SCHOOL DISTRICT FACILITIES: The District requires custodial services at the facilities shown below.

<u>Facility</u>	<u>Location</u>	<u>Approx. Interior Sq. Ft</u>
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1. Board of Education	501 Industrial Drive	14,877
2. T.J.Elder Middle School	902 Linton Road	116,960
3. Washington Co. High School	420 Riddleville Road	189,392
4. Ridge Road Primary/Elementary	285 Ridge Road	167,174
5. Wash Co. Achievement Academy	446 Riddleville Road	9,150
6. IGAL Academy	423 Industrial Drive	<u>13,200</u>
TOTAL SQ. FT.		510,753

Please note that the square footage estimates set forth above are based upon previous facilities reports and are intended to give the Contractor a general idea of the spaces to be cleaned. These estimates may or may not be accurate.

GENERAL REQUIREMENTS FOR CUSTODIAL SERVICES

I. Staffing/Cleaning Supplies: The Contractor will provide all cleaning supplies and cleaning equipment and will provide specifics concerning scheduling and ordering of the supplies provided by District and notify District of needed repairs to District equipment. **The Board will furnish paper towels, toilet paper, hand washing soap, can liners, and walk-off mats.**

II. Quarterly Walk-Thru: At least once per calendar quarter, an administrator in the Contractor’s company, whose position in the company is higher than the Project Manager of Custodial Services assigned to the District, will participate in a walk-thru inspection of facilities selected by the District with District administrators.

III. Contractor Responsibilities:

1. The Contractor shall be responsible for instructing employees in safety measures considered appropriate. Personnel will not place or use mops, brooms, or any equipment in traffic areas or other location in such a manner as to create safety hazards. The workers shall provide, place and remove appropriate warning signs for wet or slippery areas.

2. Work shall be performed on a normal five (5) day week schedule, Monday through Friday. The Contractor shall adjust his/her schedule of duties due to the hours of Board employees and Classroom instruction periods. No work is to be performed during the normal school hours which may in any way interfere with the general operations and functions of the Schools. Contractor will provide services for all extra curricular activities as stated on the District calendar. Contractor should make note of all items stated on the District calendar.

3. At no time will the Contractor have all lights turned on in a building. As each room is completed, all lights are to be turned off. Prior to leaving the building and/or completed sections of buildings, it shall be the responsibility of the successful proposer to see that all lights are out, all windows are closed and locked, all doors secured, and the alarm system turned on, unless otherwise directed. Notify the Facilities and Maintenance Manager of any irregularities.

4. The Contractor will prohibit his employees from disturbing papers on desks, opening drawers or cabinets, and using telephone or office equipment located in any offices or classrooms.

5.. Contract custodians will be required to have training in areas such as school lock down, alarms, bodily fluid clean up, and sexual harassment.

6. The Contractor will be expected and required to follow all Centers for Disease Control (CDC) cleaning requirements, included but not limited to frequent disinfecting of all high-touch surfaces. The services provided must meet or exceed the CDC Environmental Cleaning and Disinfection Recommendations. Furthermore, the Contractor shall provide a copy of their COVID-19 cleaning Standard Operating Procedures (SOP).

SPECIFIC REQUIREMENTS FOR CUSTODIAL SERVICES

I. Opening/Securing Buildings:

Contractor will be responsible for opening and securing District facility buildings during the normal cleaning day/school day. Custodians will be on duty at 7:00am. The District will determine the time by which the buildings will be opened in the morning and the time at which buildings will be secured in the evening.

II. Services to be Performed Inside Buildings:

1. The floor including corners will be free of all debris.
2. The carpeted floors will be vacuumed daily.
3. Vinyl and Ceramic Tile floors will be dust mopped daily with an inhibitor treated dust mop.
4. Spots and gum on all floor coverings will be removed upon discovery.
5. Floor moldings will be maintained in a dust free condition.
6. Vinyl and Ceramic Tile floors will be wet mopped daily. Spots and stains will be removed daily.
7. Vinyl and Ceramic Tile floors will have a burnishing program in place.
8. Walk off mats will be cleaned daily and free from sand and debris.
9. Dust and remove all smudges and fingerprints from walls and wall coverings.
10. Dry-erase trays will be wiped down so no accumulation of dust is present.
11. Pencil sharpeners will be emptied daily.
12. Any tape on walls not being used will be removed daily.
13. Clean glass doors as needed.
14. Clean all lights covers/globes as needed.
15. Return vents and discharge vents will be cleaned as needed.
16. Keep windows free of fingerprints and smudges daily.
17. Remove cobwebs from any area inside building as they occur.
18. Keep window sills clean.
19. All flat surface furniture will be dusted daily.
20. All classroom furnishings will be kept free of graffiti, gum and dust.
21. Teacher desks will be dusted without disturbing instructional material.
22. All secondary exits shall be kept accessible and free of obstructions.
23. Trash cans will be emptied daily and replaced as needed.
24. Sanitize trash cans as needed.
25. Vinyl and Ceramic Tile finishes will be maintained at a high gloss finish. Stripped and waxed no less than two times per year (Christmas break and Summer break) and upon the request of school administrators.
26. Carpet will be shampooed twice a year (Christmas break and Summer break) and maintained throughout the year.
27. Exterior windows will be cleaned as needed.
28. Blinds will be removed and cleaned as needed.
29. All fixtures will be kept free of dust and graffiti.
30. Telephones will be cleaned daily.
31. Restrooms will be cleaned daily.
32. Restroom floors will be mopped daily with a germicidal bacteria static cleaner.
33. Restroom floors will be kept free of mold and mildew in tile grout.

34. Sinks and water fountains will be kept clean daily.
35. Floor drains will be free of hair and soap deposits.
36. Restrooms fixtures will be kept clean and polished daily to remove water deposits.
37. Lavatories will be kept clean daily with germicidal detergent.
38. Plumbing fixtures will be cleaned daily.
39. Entire toilet (including base and both sides of seat) will be wiped down daily with germicidal.
40. Restroom walls will be cleaned as needed.
41. Cobwebs will be removed daily throughout the building.
42. Area beneath and under bleachers will be checked daily and cleaned as needed and immediately following any ballgames.
43. Gym floors will be maintained in a safe condition at all times.
44. Showers will be cleaned as needed.
45. Shower walls will be kept free of soap film.
46. Lockers will be cleaned as needed.
47. Cafeteria floor will be cleaned daily after breakfast and lunch.
48. Cafeteria tables, chairs, and other furniture will be cleaned as needed.
49. Sanitary receptacles will be emptied and liners changed daily.
50. Sanitary receptacles will be sanitized daily.
51. Sanitary napkins dispensers will be cleaned.
52. Check for gum underneath furniture and clean as needed.

II. Services to be Performed Outside Buildings:

1. Trash and debris will be picked up **daily**.
2. Bench seating will be cleaned as needed.
3. Area beneath the bleachers will be cleaned as needed and immediately following any ballgames.
4. Bleachers will be kept free of graffiti, gum, and debris.
5. Spots and gum will be removed upon discovery.
6. Trash receptacles will be emptied daily and replace liners as needed.
7. Sanitize receptacles as needed.
8. Exterior windows and doors will be cleaned as needed.
9. Eaves will be kept free of cobwebs and other debris.

Miscellaneous duties required of Contractor by building administrators.

1. Deliver supplies to classrooms.
2. Bus duty as requested by administrator.
3. Keep plants watered.
4. Mount pencil sharpeners.
5. Supply workers to cleanup following afternoon programs and meetings.
6. Unload delivery truck if needed.
7. Assemble furniture if needed.
8. Move tables from one site to another if needed.
9. Set up tables and chairs for programs if needed.
10. Provide custodian during basketball games to keep restrooms clean and sweep court during and have gym ready for the next day.
11. Provide custodians (4), at least one female, to stay in restrooms during football games.
12. Provide a male and female custodian to keep restrooms cleaned during basketball games.

Care of School Grounds

- Empty all outside trash cans and pick up trash and debris as needed.
- Provide employee to clean up football field, parking lots, and school grounds following home games at WCHS. This is to be done early Saturday mornings.
- Provide employee to clean up football field, parking lots, and school grounds following home games at EMS. This is to be done by 9:00am the morning following an event.

III. Penalties: For the protection of the buildings and equipment and facilitation of business conducted therein, unsatisfactory work performance will not be acceptable. Contractor performance will be evaluated periodically. Work that is deemed unsatisfactory will be called to the attention of the Contractor’s Supervisor and he or she will be required to have the areas in question cleaned in the time frame described by the District representative such as a School Principal. The steps taken to improve overall results in the future will be reported to the District representative. If the level of cleaning is at any time considered to be unacceptable to the District, the Contractor will be required to increase his or her staff or take whatever measures are necessary to meet the contract specifications at no additional cost to the District. Failure by the Contractor to comply with such requests will result in the corrective work being performed by others and the cost will be deducted from the Contractor’s monthly payment.

IV. Extra Work: Additional custodial services not covered by this RFP, which shall be classified as “extra work,” shall be provided by Contractor on a time and materials basis with the Contractor providing the cost information up front and in writing to the District. **The Contractor will not be paid for any “extra work” unless Contractor receives prior authorization by the District to perform the “extra work.”**

V. Contractor’s Supervisory Staff:

Contractor is required to have a system level Project Manager to oversee the maintenance and work done at each school. The Project Manager will be available and on campus during the hours of 8:00am – 5:00pm, Monday – Friday. The Project Manager shall also be available by phone and/or email after hours to respond to defective performances and respond within 24 hours regarding all other inquiries during regular business hours.

In addition Contractor should have a Supervisor at each building that answers to the School Administrator. The Contractor will provide the Supervisor’s cell number in the event of performance issues or other problems during the work shift and must respond to a call within 30 minutes. This person shall be responsible for dispensing the materials to the appropriate workers. Supervisor shall provide performance checks of each worker daily to ensure cleanliness of worker’s areas.

The Board will provide the Contractor with (1) set of keys for each area that is to be maintained. The keys **MUST** be returned if the contract is dissolved. Safekeeping of the keys shall be the responsibility of the Contractor who shall take all necessary precautions to see that the keys are not lost, stolen or duplicated. If any key is lost or stolen, the Contractor shall notify Tim Chapman at (478) 552-3981 immediately of the loss. A fee of twenty-five (\$25.00) will be assessed to each lost key. Expenses related to the re-keying of building(s) or portions of building(s) made necessary because of the duplication and/or loss of keys by the successful proposer shall be paid by the Contractor.

1. Minimum Number of Required Employees- From past experience the Board has determined the list below to be the MINIMUM number of employees required to complete the contract. It is up to the Contractor to supply appropriate staffing to meet the requirements herein.

***Day shift employees should receive no less than 6.5 hours of work per day.**

• Ridge Road Primary School	Day Shift	3 employee
	Night Shift	4 employees
• Ridge Road Elementary School	Day Shift	3 employees
	Night Shift	4 employees
• T. J. Elder Middle School	Day Shift	3 employees
	Night Shift	4 employees
• Washington County High School	Day Shift	4 employees
	Night Shift	6 employees
• Board of Education/Wash Co Alternative School	Evening/Night Shift	2 employees
• IGAL Academy	Day Shift	1 employee
	Evening Shift	1 employee

2. Workmanship and Inspection:

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

Further, the District may, from time to time, make inspections of the work performed under this contract.

Any inspection by the District does not relieve the Contractor from any responsibility regarding defects or other failures to meet the contract requirements.

3. Contractor Mandatory Requirements:

1. Contractor must employ personnel who will be in any Board of Education owned facilities that are 18 years of age or older and satisfy the Board’s requirements that each be fingerprinted, have a criminal background check, and pass a drug test.
2. Contractor agrees not to discriminate in its employment practices, and will render services under this contract without regard to race, color, religion, sex, national origin, veteran status, political affiliation, or disabilities.
3. Contractor must supply all cleaning materials and equipment which can either be stored on site or brought in on a daily basis and supply a list of materials that will be used at the job site.
4. Contractor is required to submit their Plan of Operation to Tim Chapman, Facilities and Maintenance Manager by July 1, 2024. The plan shall list the names and addresses of the custodians (including all specialists and relief personnel) and the specific areas assigned to each, the date on which duties will be performed, and the name and addresses of all

supervisors. If the work is to be organized on the area-assignment basis, each such area shall be given an area or station number for convenient reference.

5. It shall be the responsibility of the Project Manager to meet with Tim Chapman on a monthly basis to inspect the sites and to resolve any problems with the cleaning service and/or the cleaning personnel.
6. If problems arise during this contract that cannot be resolved at the building level, either the Project Manager or the Contractor shall have the right to bring the problem to the attention of Tim Chapman.
7. The Board shall not be responsible for any equipment or supplies that the contractor leaves on site. The Board will provide if possible at each site, a small locker storage area.
8. Copies must be provided of all material safety data sheets (MSDS), prior to the use of products, to the Facilities and Maintenance Manager.
9. Ensure that no hazardous products are being used in the Board facilities.
10. A complete listing of all contractors' employees must be provided to each Principal at his/her school. Update this listing each and every time there is a change.
11. Contractor shall provide a process for reporting maintenance issues to Tim Chapman, Facilities and Maintenance Manager.
12. A detailed working hours plan for required number of employees at each school must be provided. This working plan should also include the people needed for extra hours at the High School as well as the person buffing the floors.
13. A working hours plan must be provided for when buildings are not occupied during holidays such as: Christmas, Thanksgiving, Spring Break and Pre/Post Planning.

VI. Payment for Services:

Payment for all specified services to the Contractor will be made according to the following:

- Completion of the specified job services on a monthly basis. Payment will be made on the fourth Thursday of every month.
- Inspection and approval of job completion by Tim Chapman, Facilities and Maintenance Manager

***Final Payment at the end of the contract will be subject to final walk-thru and satisfaction with conditions per contract requirements and payment may be withheld pending completion of contract requirements.**

OTHER OBLIGATIONS OF CONTRACTOR

VII. Subcontractors:

The Contractor shall not employ subcontractors for this contract nor shall the contract be assigned without the written permission of the Washington County Board of Education.

VIII. Bonding:

A Janitorial Services bond in an amount of \$25,000.00 must be supplied by the Contractor.

IX. Insurance Requirements:

The contractor will provide proof of and maintain insurance coverage for injuries to persons and/or property damage as may arise from or in conjunction with the work performed on behalf of the Board of Education by the contractor, his agents, representative, and employees. Proof of coverage as contained herein will be submitted fifteen (15) days prior to the commencement of work and such coverage will be maintained by the contractor for the duration of the contract period; for occurrence policies.

A. General Liability

Coverage will be as broad as: Comprehensive General Liability endorsed to include Broad Form, Commercial General Liability form including Products/Completed Operations.

Minimum Limits

- \$1,000,000 General Aggregate Limit
- \$1,000,000 Products & Completed Operations
- \$1,000,000 Personal & Advertising Injury
- \$1,000,000 Each Occurrence Limit
- \$50,000 Fire Damage Limit
- \$5,000 Medical Expense Limit

B. Automobile Liability

Coverage sufficient to cover all vehicles and equipment owned, used or hired by the contractor, his agent(s), representative(s), and employees.

Minimum Limits

- \$1,000,000 Combined Single Limit
- \$1,000,000 Each Occurrence Limit
- \$5,000 Medical Expense Limit

C. Worker's Compensation

Limits as require by the Workers Compensation Act of Georgia.

- Employer's liability \$1,000,000

D. Coverage Provisions

- All deductibles or self-insured retention will appear on the certificate(s).
- The contractor's insurance will be primary over any applicable insurance or self-insurance by the Board
- The Washington County Board of Education, its officers/officials, agents, and volunteers will be added as "additional insured" as their interests may appear.
- The contractor will provide thirty (30) days written notice to the Board of Education before any cancellation, suspension or void of coverage in whole or part, where such provision is reasonable.
- Failure to comply with any of the reporting provisions of the policy(s) shall not affect coverage provided to the Board, its officers/officials, agents, employees, and volunteers.
- The insurer will agree to waive all rights of subrogation against the Board, its officers/officials, agent(s), employees, and volunteers for any act, omission, or condition of premises which the parties may be held liable by reason of negligence.

- The contractor will furnish the Board of Education certificates of insurance including endorsements affecting coverage.

X. Equal Opportunity, Drug-Free Employer, E-Verify:

The Contractor must comply with all statutes of the Equal Opportunity Employer Act, be a Drug-Free Employer in the State of Georgia, and participate in the federal E-Verify program. Contractor must submit an E-Verify Affidavit with its proposal (form attached). Contractor must drug test employees before employment and conduct criminal background as well as fingerprint checks according to Georgia's requirements for school employees prior to the employee beginning allowed work or be present at any District facility where students are present. No employee with a felony conviction or any conviction of sex crime, crime of moral turpitude, or any crime against a child may be assigned by Contractor to a District facility. Copies of drug tests and background tests must be permanently maintained on file by the Contractor and must be made available for inspection by the District upon request.

XI. Safety:

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

XII. Exemption from Taxes:

The Board is exempt from State Sales Tax and Federal Excise Tax.

XIII. Termination:

Subject to the provisions below, the contract may be terminated by the Board upon thirty (30) days advance written notice to the other party; but if any work or service hereunder is in progress, but not completed as of the date of termination, then this contract may be extended upon written approval of the Board until said work or services are completed and accepted.

a. Termination for Convenience

In the event that this contract is terminated or canceled upon request and for the convenience of the Board, without the required thirty-(30) days advance written notice, then the Board shall negotiate reasonable termination costs, if applicable.

b. Termination for Cause

Termination by the Board for cause, default or negligence on the part of the contractor shall be excluded from the foregoing provision: termination costs, if any, shall not apply. The thirty (30) days advance notice requirement is waived in the event of the Termination for Cause.

c. Termination Due to Unavailability of Funds in Succeeding Fiscal Year

When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal year, the contract shall be canceled and the

contractor shall be reimbursed for the reasonable value of any non-recurring costs incurred but not amortized in the price of the supplies or services delivered under the contract.

XIV. Default:

If a party defaults by failing to substantially perform any provision, term or condition of this Contract the other party may terminate the Contract by providing written notice to the defaulting party. This notice shall describe with sufficient detail the nature of the default. The party receiving the notice shall have 30 days from the effective date of the notice to cure the default(s). Unless waived by a party providing notice, the failure to cure the default(s) within such time period shall result in the automatic termination of this Contract.

**Contractor: In addition to other proposal requirements set forth in this RFQ,
MAKE SURE TO INCLUDE THE FOLLOWING IN YOUR PROPOSAL**

- _____ 1. Proposal must specify the **minimum** number of employees that Contractor will have on duty at each District facility during the school/work day and the minimum number of employees that Contractor will have on duty at each facility after the school/work day. The number of hours per employee should also be specified.
- _____ 2. Proposal must describe a plan for continuous supervision of Contractor's employees assigned to the District.
- _____ 3. Proposal must describe Contractor's plan for the technical support of cleaning products, equipment, and cleaning methods.
- _____ 4. Proposal must describe Contractor's experience in institutional cleaning, particularly in school systems.
- _____ 5. Proposal must include references.
- _____ 6. Proposal must include a detail of all equipment and supplies that will be provided at each site.
- _____ 7. Proposal must indicate a cost per man-hour for extra work which may be required periodically.
- _____ 8. Proposal must include the minimum number of hours to be worked by all custodial staff daily during the school year as well as during breaks in the school calendar and summer break.
- _____ 9. Proposal must include a plan for corrective action in the event of unsatisfactory work performance.
- _____ 10. Proposal must include the Contractor's Standard Operating Procedures for COVID cleaning.

Proposal Sheet

**Contract Price Proposal for Custodial Services
Proposal Deadline is Mar 28, 2024, at 2:00 PM**

Total Contract Price for Custodial Services for
July 1, 2024 thru December 31, 2024 \$ _____

Total Contract Price for Custodial Services for
January 1, 2025 thru December 31, 2025 \$ _____

Total Contract Price for Custodial Services for
January 1, 2026 thru December 31, 2026 \$ _____

Total Contract Price for Custodial Services for
January 1, 2027 thru June 30, 2027 \$ _____

Hourly rate for extra work \$ _____

Minimum Number of Hours worked per school day _____

Name of Company _____

Address _____

Telephone/Fax Numbers _____

Email Address _____

Company Website _____

Authorized Company Representative (type or print)

Title/Position _____

Signature of Authorized Company Representative

Date _____

Appendix A

Agreement between Washington County Board of Education and

Name of Individual or Business

Any contractor or service provider submitting a proposal or bid, accepting a Purchase Order, and/or entering into any contract for the physical performance of services with the Washington County Board of Education, by signature and witness herein affirms, attests and declares that they are in compliance with O.C.G.A. 13-10-90.

Paragraph (a)

_____ at _____
Name of Individual or Business Address of Individual or Business

has registered with, is authorized to use, and uses the federal work authorization program.

Paragraph (b)

The User Identification Number and date of authorization for

_____ is:
Name of Individual or Business

User ID # _____ (EVERIFY)

Date of Authorization _____

Paragraph (c)

_____ will continue to use e-verify

Name of Individual or Business

for any contracted services performed for the Washington County Board of Education..

Paragraph (d)

_____ will contract for the physical
Name of Individual or Business

performance of services only with sub-contractors who present an affidavit to

_____ with the same information as required in
Name of Individual or Business

paragraphs (a), (b), and (c) of this document.

Hereby attested, affirmed, and declared by below individual signature or signature of authorized agent of:

Name of Individual or Business

Printed Name

Signature

Date

Notarized and Witnessed:

Printed Name of Registered Notary

Signature of Registered Notary

Affixed Seal and Date of Witness

**Request for Taxpayer
 Identification Number and Certification**

Give Form to the
 requester. Do not
 send to the IRS.

Go to www.irs.gov/FormW9 for instructions and the latest information.

1. Name (as shown on your income tax return). Name is required on the line; do not write this in the blank.

2. Address (omit a regulated entity name, if different from above)

3. Check appropriate box for federal tax classification of the person whose name is entered on this line. Check only one of the following (see instructions):

Individual sole proprietor or single-member LLC

C Corporation

S Corporation

Partnership

Trust/estate

Limited liability company. Enter the tax classification (S-C to election, S-S corporation, R-partnership) * See instructions for rules on this line.

Note: If you check the appropriate box in this area, the box for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner (unless the owner of the LLC is another LLC that is not disregarded from the owner). If U.S. federal law classifies a single-member LLC that is disregarded from the owner, the owner should check the appropriate box for the tax classification of the owner.

4. Limitations (boxes apply only to certain entities; not individuals; see instructions on page 8):

Limited payee(s) (if any)

Exempt from FATCA reporting (see instructions)

5. Business (number, street, and apartment or suite) and city, state, and ZIP code

6. City, state, and ZIP code

7. The account number(s) (see instructions)

8. Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match a name given on the line to avoid backup withholding. For individuals, this is generally your social security number (SSN); however, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, line 1. For other entities, see the instructions for line 1. For FATCA, if you do not have a number, see how to get a TIN, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see other name and number 7a Give no Requester for guidance on whose number to enter.

Social security number

--	--	--	--	--	--	--	--	--	--

or

Employer identification number

--	--	--	--	--	--	--	--	--	--

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me) and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all information, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA (only) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For residential taxpayers, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part I, line 7.

Sign Here

Signature of U.S. person Date

General instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/formw9.

Purpose of Form

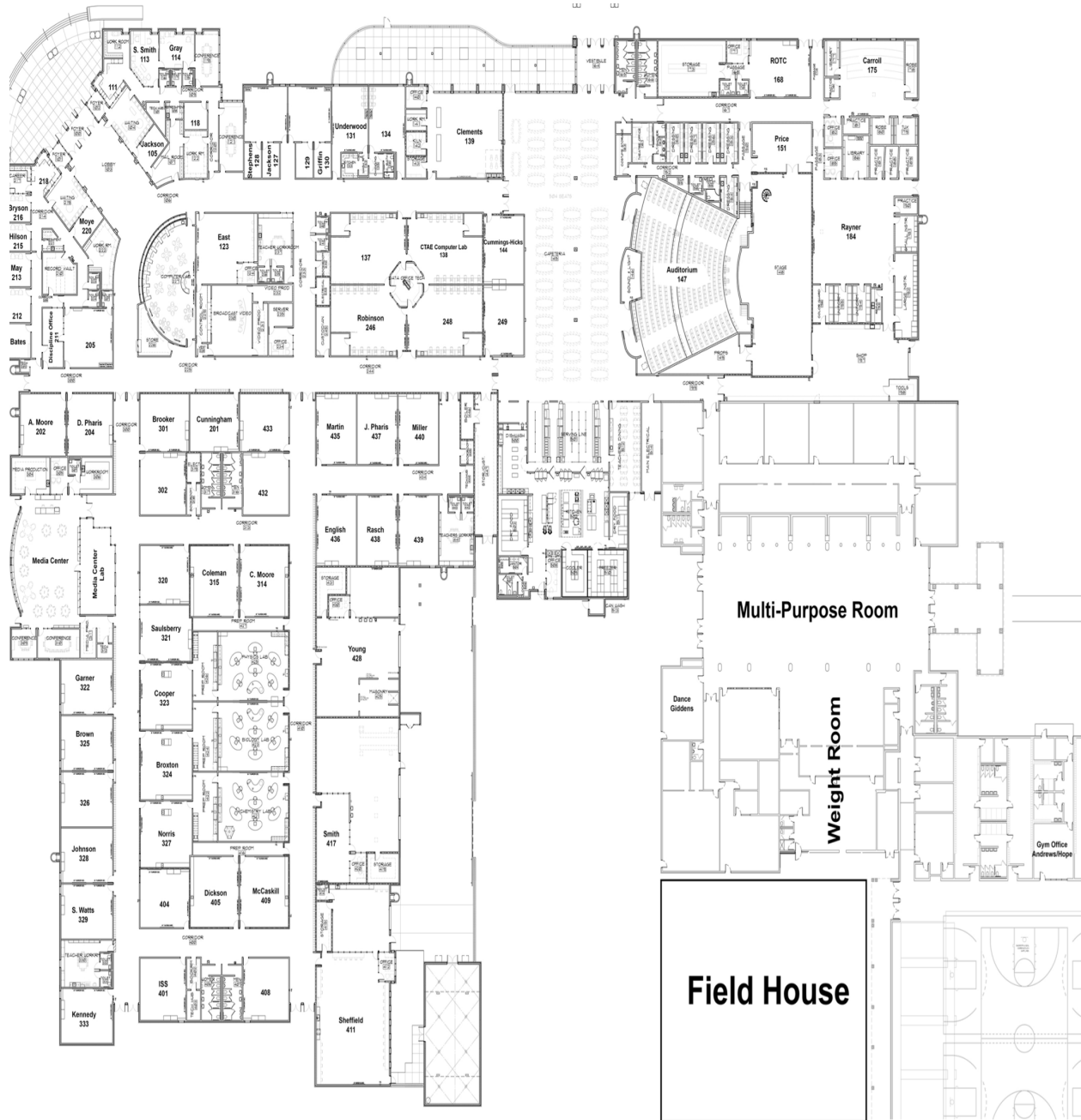
An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (mutual fund sales and certain other transactions by broker)
- Form 1099-S (proceeds from real estate transaction)
- Form 1098-K (merchant card sales third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (carcass and dirt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

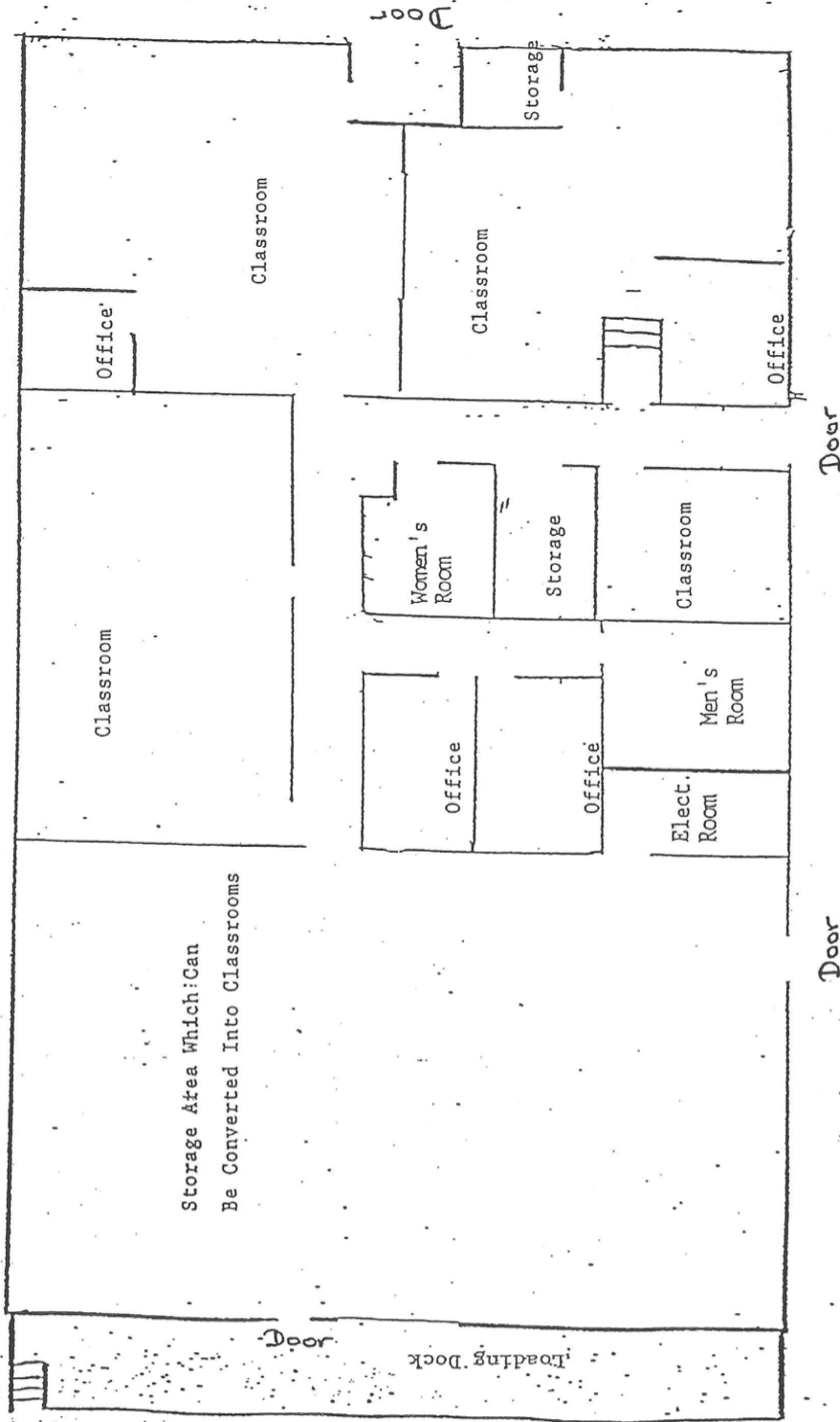
If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See 991a if backup withholding, later.

Washington Co High School

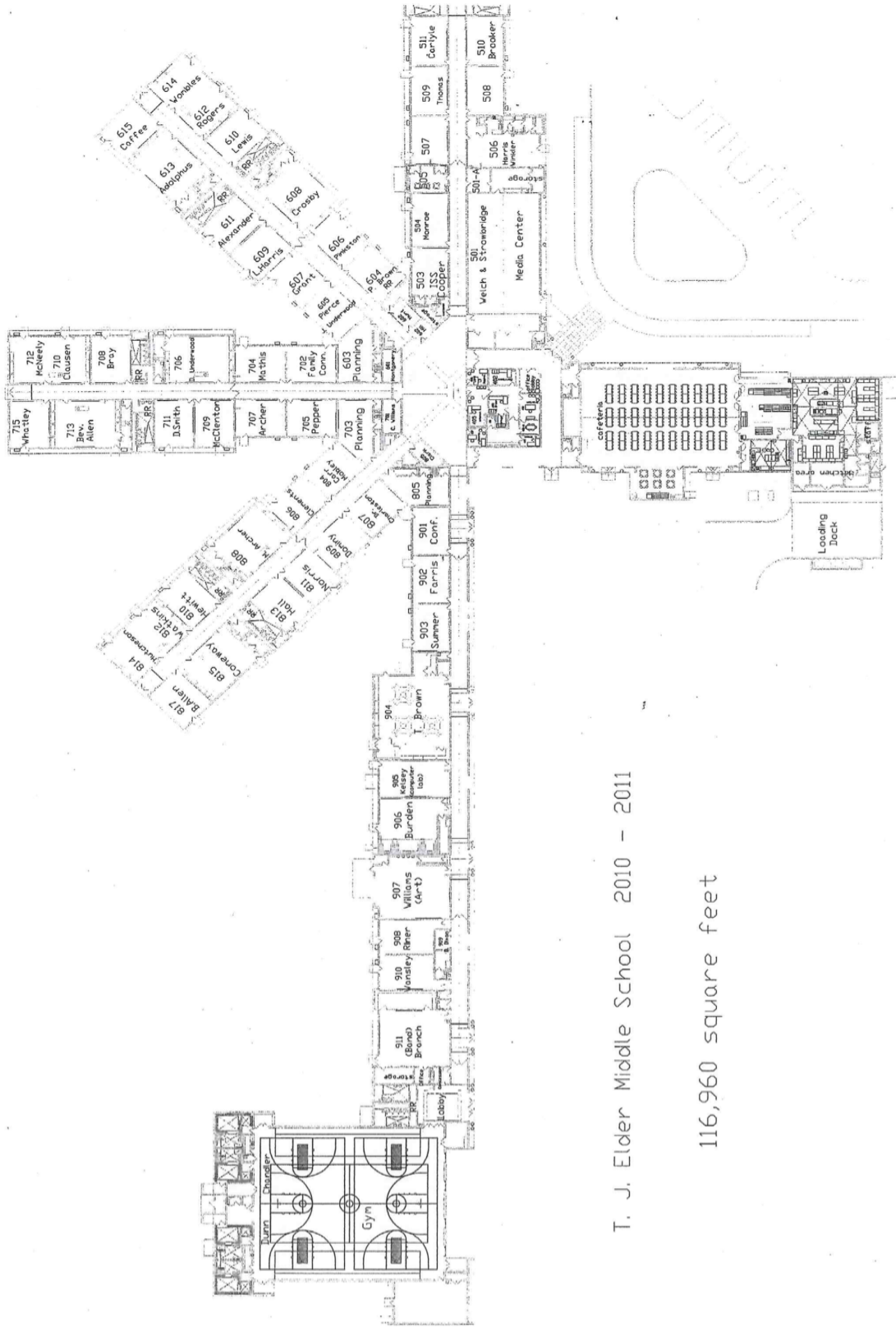


CROSSROADS ALTERNATIVE SCHOOL

FIRE EVACUATION ROUTE



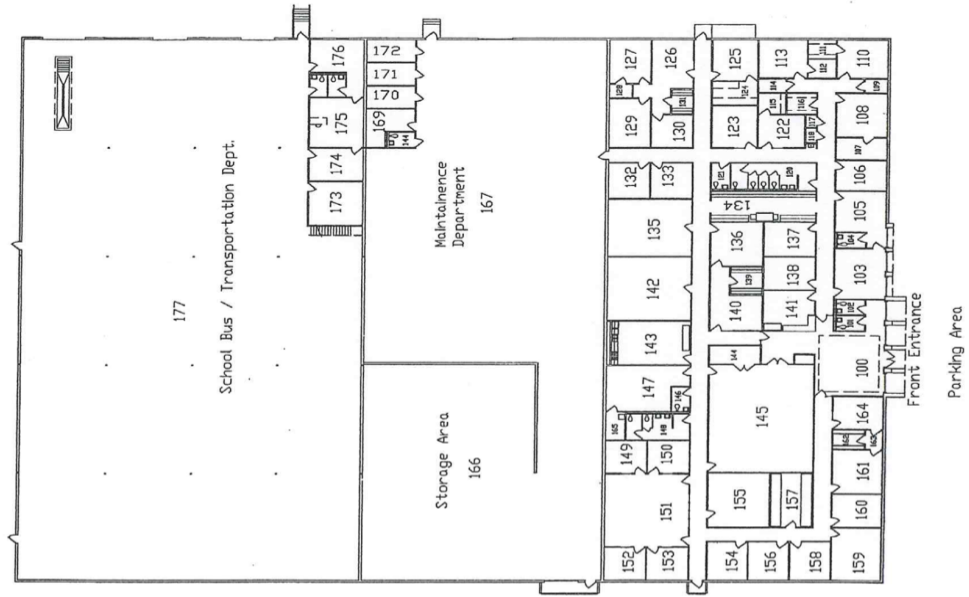
9,150 sq. ft.

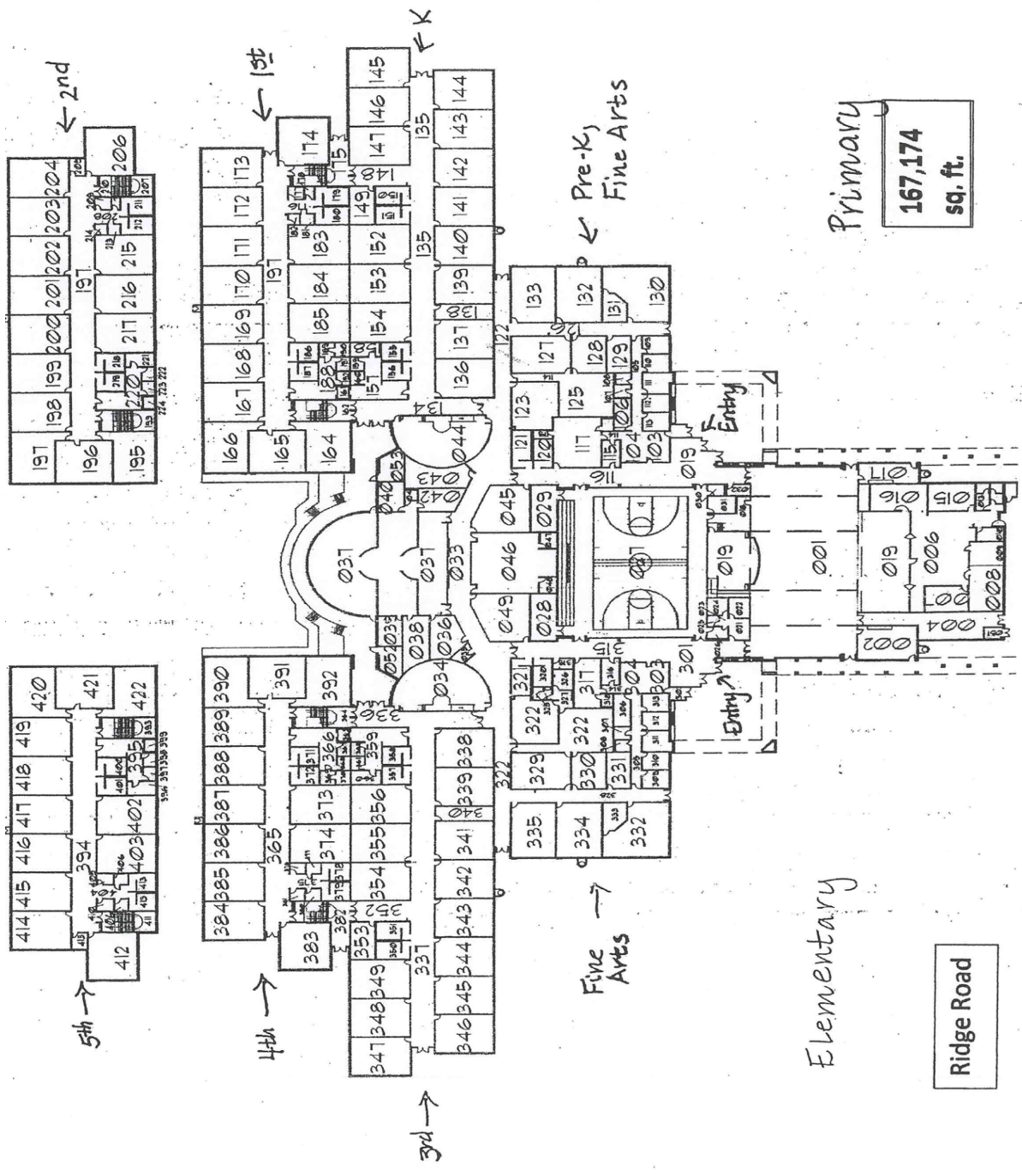


T. J. Elder Middle School 2010 - 2011

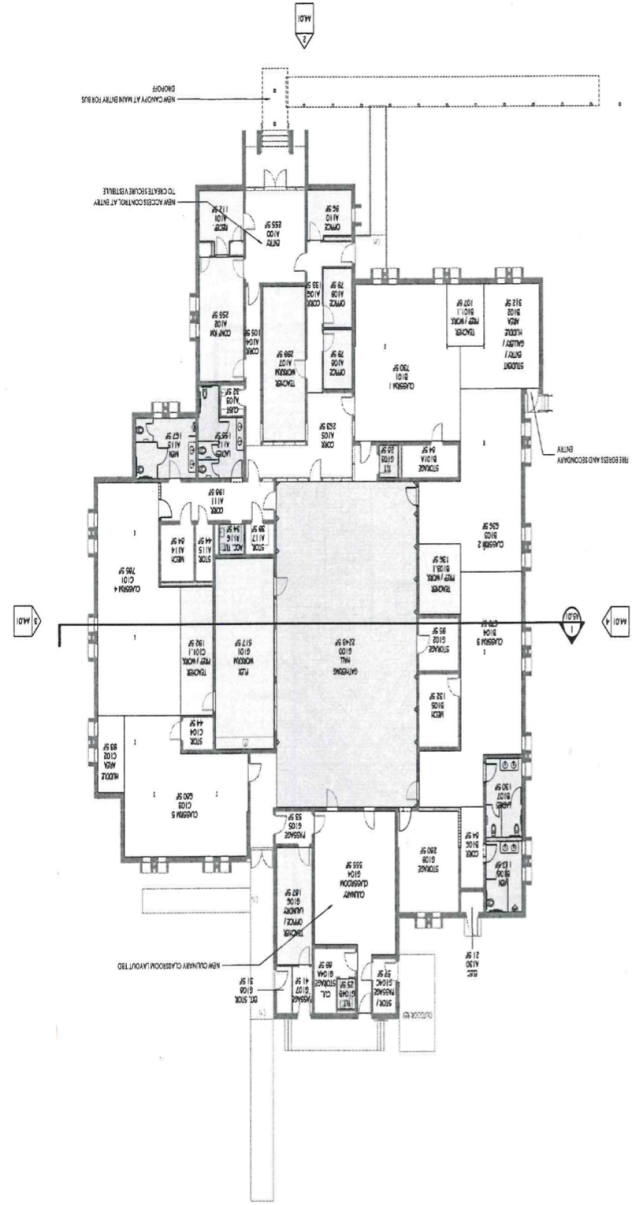
116,960 square feet

Washington County Board of Education
Administrative Complex
Total Square Footage: 14,877 (departmental office areas, board room, etc.)





FLOOR PLAN - NEW WORK



FLOOR PLAN - NEW WORK
A1.02
Sheet of

IGAL ACADEMY
7001 1st Avenue South
SANDERSVILLE, GA 31082
GMC # A411 200009
SBC # (ENTER VALUE)
PSCA # (ENTER VALUE)

REVISION TABLE

NO.	DESCRIPTION	DATE

2701 1st Avenue South
SANDERSVILLE, GA 31082
T: 706.879.4485
WWW.GMCWORK.COM



PROGRAM AREAS

OFFICE	(Symbol)
CONFERENCE	(Symbol)
CLASSROOM	(Symbol)
RECEPTION	(Symbol)
RESTROOM	(Symbol)