

*ADVERTISEMENT:*

**REQUEST FOR PROPOSAL  
FOR  
CUSTODIAL SERVICES  
FOR  
PIONEER REGIONAL EDUCATION SERVICE AGENCY  
GNETS/FUTURES FACILITY**

**Pioneer Regional Education Service Agency** will receive proposals until **June 9, 2022, until 2:00 p.m.** for Custodial Services:

AT GNETS/FUTURES CORNELIA CENTER, 595 ELROD STREET CORNELIA, GA. 30531

Copies of the RFP are available by e-mailing a request for the RFP to:

Custodial Services Request for Proposal  
Attention: Mitch McGhee  
Pioneer RESA  
P.O. Box 1789  
Cleveland, Georgia 30528  
E-mail: [mmcghee@pioneerresa.org](mailto:mmcghee@pioneerresa.org)

**Pioneer Regional Education Service Agency reserves the right to reject any and all proposals and to waive technicalities.**

**PIONEER RESA  
REQUEST FOR PROPOSAL  
FOR  
CUSTODIAL SERVICES**

The Pioneer Regional Education Service Agency (Pioneer RESA) desires to retain a Custodial Services firm for Services at the GNETS/Futures Cornelia Facility. **Pioneer RESA shall have the right to terminate the relationship with the Custodial Professional firm at any time without cause.**

**The Pioneer RESA wishes to continue a standard of excellence in the cleanliness of its facilities.** Therefore, the Pioneer RESA is seeking quotes for a professional custodial services performance contract for its GNETS/Futures facility located in Cornelia and Habersham County, Georgia. This Request for Quote (RFQ) is issued for the purpose of negotiating a contract for complete custodial services for the Pioneer RESA GNETS/Futures Facility.

Responses must be received by Pioneer RESA, 1342 Hwy 254, Cleveland, Georgia 30528, on or before 2:00 p.m. Eastern Daylight Savings Time on June 9, 2022. After which time and date, they will no longer be accepted. Late responses will be returned unopened and will not be considered. To be accepted, all responses must be sealed in an opaque envelope or box, and reference to Pioneer RESA addressed to the address below. All responses must be submitted by mail, courier service such as Federal Express or United Parcel Service or hand delivered in a sealed package marked “**Proposal for Custodial Services**”. Six (3) hard copies and one (1) electronic copy (.pdf format on a USB Drive) of each proposal must be forwarded or delivered to:

**Mitch McGhee  
Pioneer RESA  
Custodial Services RFP Response  
1342 Hwy 254  
Cleveland, GA 30528**

**No proposals will be accepted via fax transmission regardless of time of delivery**

Project selection timeline:

Owner issues public/website advertisement of RFP

May 12, 2022

Deadline for submission of Proposal:

June 9, 2022, 2:00 p.m.

Board approval of Firm selected:

TBA

Please direct all questions regarding this RFP and the program it represents to:

Mitch McGhee

mmcghee@pioneerresa.org

Pioneer RESA

Custodial Services RFP Response

The Owner reserves the right to select or reject any and all responses as a result of this Request for Proposal without cause. The Owner is not liable for any costs incurred by any person or firm responding to this Request for Proposal.

Pioneer RESA reserves the right to amend this RFP prior to the proposal due date. All amendments and additional information will be e-mailed to proposers of record and posted to the Pioneer RESA website, <https://www.pioneerresa.org>. Proposers should check this web page frequently for new information.

Submission of a proposal authorizes Pioneer RESA to make inquiries concerning the proposer and its officers, agents, and representatives to any persons or firms deemed appropriate by Pioneer RESA.

Proposals are subject to the Georgia Open Records Act. Pioneer RESA cannot protect proprietary data submitted in proposals.

Submission of proposals indicates Respondent's acceptance of the evaluation technique and Respondent's recognition that some subjective judgments must be made by Pioneer RESA during the determination of ranking order and award.

Respondents agree to waive any claims they have or may have against the Owner, its employees, agents, members, representatives, and legal counsel, arising out of or in connection with the administration, evaluation, recommendation or selection of any proposal or qualifications.

**Affidavit: Before any proposal can be considered, the proposer must comply with O.C.G.A. § 13-10-90, et. seq., including but not limited to providing a copy of an affidavit as required by O.C.G.A. § 13-10-91(b)(1).**

# Request for Proposal (RFP)

Request for Proposal (RFP)

to provide

Custodial Services (CP)

For

Pioneer Regional Education Service Agency

## **GNETS/Futures Facility CORNELIA CAMPUS**

Copies of the RFP are available by e-mailing a request for the RFP to:

Mitch McGhee

Subject: GNETS Futures Custodial Services RFP

[mmcghee@pioneerresa.org](mailto:mmcghee@pioneerresa.org)

**OWNER:**

**Pioneer RESA**

**Pioneer RESA reserves the right to reject any and all proposals and to waive technicalities**

**Solicitation Issue Date:** May 12, 2022

**Proposal Packages Due:** June 9, 2022 2:00 p.m. Eastern Daylight Saving Time

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**REQUEST FOR PROPOSAL  
Custodial Services for Pioneer RESA**

**CUSTODIAL SERVICES FOR PIONEER RESA GNETS/FUTURES CORNELIA CAMPUS**

Pioneer RESA (Owner) is soliciting proposals from CUSTODIAL Professionals/firms interested in providing Custodial services at the Cornelia Campus. This Request for Proposals (RFP) seeks to identify potential providers of the above-mentioned services. All respondents to this RFP are subject to instructions communicated in this document and are cautioned to completely review the entire RFP and follow instructions carefully. The Owner reserves the right to reject any proposals, and to waive technicalities and informalities at their discretion. Listed is

**1. GENERAL PROJECT INFORMATION**

Project Description: Refer to Exhibit A for the "Project Description/Scope of Work".

**Project Budget**

The preliminary Stated Cost of Limitation (SCL) shall be determined. As part of the Custodial services, evaluate the Scope of Work and determine a developmental budget for the project, and prioritize the needs. The final budget/SCL will be determined by the prioritization of the Work, and the available funding. The Scope of Work may be revised by the Owner due to programmatic requirements, funding availability, or other circumstances.

**Project Schedule**

The selection of the Vendor is anticipated to be finalized by the RESA Executive Director on or shortly after June 10, 2022. Work is expected to begin immediately upon execution of the contract with the Vendor. Custodial services are expected to begin upon contract execution. (All of the dates herein are estimates which are subject to change.)

**2. SELECTION PROCESS**

Selection of the Vendor will be a qualification/fee proposal evaluation process. Selection of the Vendor will be a two-step process. The first step will be a qualification-based process, which will result in One (1) to five (5) firms being selected for the second step. The second step will be an interview and negotiation-based process beginning with the top ranked firm.

**3. SCHEDULE OF EVENTS**

The following Schedule of Events represents the Owner's best estimate of the schedule that will be followed. All times indicated will be current Eastern Daylight Savings time. The Owner reserves the right to adjust the schedule as the Owner deems necessary.

**RFP Estimated Timeline:**

a.	Owner issues public/website advertisement of RFP:	May 12, 2022
b.	Proposers on site meeting	May 27, 2022 3:00 p.m.
c.	Deadline for written questions/requests for clarification (see Section 7):	June 8, 2022 5:00 p.m.
d.	Deadline for submission of Proposal:	June 9, 2022, 2:00 p.m.
e.	Owner completes evaluation, and issues notification to finalist firms: *if Necessary*	June 10, 2022
f.	Committee interviews finalist firms:	TBA
g.	Board approval of CP selected:	TBA, 2022

#### 4. SUBMITTAL OF QUESTIONS AND REQUESTS FOR CLARIFICATION

It is the responsibility of each respondent to examine the entire RFP, seek clarification in writing, and review its submittal for accuracy before submitting the document. Questions about any aspect of the RFP, or the project, shall be submitted in writing (**e-mail only**) to:

**mmcgee@pioneerresa.org**

The deadlines for submission of questions relating to the RFP are the times and dates shown in the (Schedule of Events- Section 5). **There will be one (1) scheduled on site proposers meeting for site evaluation on May 27, 2022 at 3:00 p.m. (GNETS/Futures Cornelia Center, 595 Elrod Street Cornelia, Ga. 30531) All relevant questions and requests for clarification received by the Owner and the corresponding responses will be distributed by the Owner to those who requested Documents through May 27, 2022, as an addendum to the original solicitation for services.** From the issue date of this solicitation until a successful proposer is selected and the selection is announced, respondents are not allowed to communicate for any reason with any members or employees of the Owner except for submission of questions as instructed in the RFP, or during the proposer's conference (if applicable), or as provided by any existing work agreement(s). For violation of this provision, the Owner shall reserve the right to reject the proposal of the offending proposer.

#### 5. STEP 1: SUBMITTAL REVIEW PROCESS

##### **Proposal Review**

This RFP is issued for the purpose of acquiring Proposals from prospective Custodial Services Firms`. A selection will be made by a Selection Committee consisting of representatives of the Owner. The Selection Committee will receive, and review the Proposals submitted in response to this RFP. To be deemed eligible for evaluation, firms must meet the following minimum qualifications:

##### **Minimum Qualifications Required (evaluated on a pass/fail basis by the selection committee)**

- The firm or its principals are not currently ineligible, debarred, suspended, or otherwise excluded from bidding or contracting by any state or federal agency, department, or authority.
- Firm must have a current Liability Insurance policy
- Firms must have all necessary, valid, and current licenses to do business in the State of Georgia, business license and Georgia Certificate of Existence.
- The firm or its principals have not been terminated for cause or currently in default on any public works contract.

The firms must provide a sworn statement attesting to compliance with the minimum criteria listed above and provide supporting documentation as requested further in the process in accordance with deliverable (A) A-1 below in this RFP.

The Selection Committee will then evaluate the submittals which have met the above minimum qualifications. Criteria for the evaluation are listed below:

##### **Criteria for Evaluation of Submittal**

*25pts.:* Previous record of the proposer while performing in the role of providing Custodial Services; and

- 25pts.:* Fees and Intangibles which best demonstrate the proposer's ability to provide services in an efficient and timely manner at a fair rate to Pioneer RESA; and
- 20pts.:* Composition and qualifications of the persons designated to form the proposer's staff for the services required under the RFP; and
- 15pts.:* Previous record of the proposer with projects within 100 miles of Cleveland, GA; and
- 15pts.:* Responses from at least three (3) references for whom the proposer has performed services.

## **6. INSTRUCTIONS FOR PREPARING SUBMITTAL**

Each submittal shall be identical and include a transmittal letter. Submittals must be typed on standard (8- 1/2" x 11") paper. The pages must be numbered. A table of contents, with corresponding tabs, must be included to identify each section. Responses are limited to forty (20) double-sided pages or less using a minimum of an 11-point font. Any exhibits, affidavits or other enclosure information called for may be included in an appendix and will not count toward the limit. Tab sheets also do not count toward limit. Each submittal shall be prepared simply and economically, providing straightforward, concise delineation of respondent's capabilities. Emphasis must be on completeness, relevance, and clarity to content.

To expedite the review of submittals, it is essential that respondents follow the format and instructions outlined below. **The content of all Proposals must be categorized and numbered as outlined below and be responsive to all requested information:**



## **PROPOSAL**

### **A. Previous Record**

- A1- Provide basic company information: Company name, address, name of primary contact, telephone number, fax number, e-mail address, and company website (if available). If the firm has multiple offices, include information about the parent company and branch office separately. Identify the office from which project will be managed and proximity to the project site. Provide form of ownership, including state of residency or incorporation, and number of years in business. For joint venture entities that have not undertaken at least two projects together, each firm should submit its proposal separately. Joint submittals are Subject to the same submittal page limit.
- A2- Briefly describe the history of your firm(s). Provide general information about the firm's establishment, personnel resources, including disciplines and numbers and classifications of employees, and locations and staffing of offices that will be directly involved with this Project.
- A3- Please disclose whether or not the firm has been involved in any litigation with an Owner during the past five (5) years. List any active or pending litigation and provide a thorough explanation of its scope. List any claims against your firm or against Owners where your firm is named.
- A4- Please provide information as to whether or not your firm has ever been removed from a contract for cause OR failed to complete a contract as awarded?
- A5- The firm, in order to be deemed eligible for further evaluation, will issue the following statement asserting that the firm meets the minimum qualifications required for these projects (supporting information is requested and can be included as an Appendix in the Proposal). The SIGNED statement shall read as follows:
- a. We certify our firm, or its principals are not currently ineligible, debarred, suspended, or otherwise excluded from bidding or contracting by any state or federal agency, department, or authority.
  - b. We certify our firm has a current Liability Insurance policy. Provide your current insurance certificate.
  - c. We certify our firms has all necessary, valid, and current licenses to do business in the State of Georgia. Provide a copy of your business license and Georgia Certificate of Existence.
  - d. We certify the firm, or its principals have not been terminated for cause or are currently in default on any public works contract.
- A6- Provide information on the firm's experience on projects of similar function, and complexity. Describe 3-5 projects, in order of most relevant to least relevant, which demonstrate the firm's capabilities to perform the project. For each project, provide the following information:
- a. Project name, location and dates during which services were performed.
  - b. Brief description of project and physical description (cost, square footage, number of stories).
  - c. Services performed by your firm.
  - d. Provide any Owner-written letters of reference/recommendation about the firm's performance on the project.
  - e. Owner contact information.
  - f. Explanation as to how the highlighted project relates to the current Project being considered. If the firm has multiple offices, indicate the office responsible for each highlighted project

**B. Qualifications and Experience of Proposed Project Team**

B1- Describe your firm's proposed organization for the custodial services team including, project supervisor, project Daily Janitorial staff Member, Maintenance work etc., who will manage the project. Please designate the specific individuals to fill the following key roles on your team:

- a. Supervisor
- b. Daily Janitorial Staff Member(s)
- c. Maintenance Work
- d. Other (please describe, if applicable)

B2- Provide examples of your recent experience providing custodial services for facilities similar to this project, including the following information:

- a. Provide a written reference from the Owner (with current contact information) familiar with your performance on each of the above projects. Provide a Program Manager reference (if applicable).
- b. List the individuals who served as the Project Supervisor/Director, on the projects. Please note whether these individuals are still employed with your firm.
- c. Provide information about the two most recent similar projects your firm has completed. Summarize the actual schedule performance relative to the initial project schedule. For each project, provide the name of an Owner's representative (with a current phone number) who is most familiar with your performance on the project.

**C. Intangibles**

C1.1 Describe your process for efficiently resolving issues and maintaining the project commitments while working collaboratively with the Owner, and other stakeholders as applicable.

C1.2 Describe your procedures for routine solving of complex project issues without compromising your team commitments.

C1.3 Provide your proposed methods and plans of communication.

**7. SUBMITTAL OF FEE PROPOSALS**

**Firms must use the attached "Fee Proposal" forms (Exhibit B) for their fee proposal.** Understand that this proposal constitutes a starting point for negotiation toward an eventual agreement on fees. The submitted fees will be evaluated concurrently with the Proposal.

**8. SUBMITTAL OF PROPOSAL AND FEE PROPOSAL**

All responses must be sealed in an opaque envelope or box, and reference to Pioneer RESA on envelopes or boxes and addressed to the addresses below. Proposals must be physically received by the Owner prior to the deadline indicated in the Schedule of Events (Section 5 of RFP) at the exact address below:

Proposers should deliver **3 (3) hard copies and one (1) electronic copy** (.pdf format on a USB Drive) of their Proposal submittal, and the same of the separate sealed fee submittal to:

**Mitch McGhee  
Pioneer RESA  
Modular Classroom RFP Response  
1342 Hwy 254**

**Cleveland, GA 30528**

It is the sole responsibility of the Proposers to assure delivery to the noted locations by the specified deadlines; the Owner cannot accept responsibility for incorrect delivery, regardless of reason. No Proposal submittals will be accepted after the time stipulated above. Proposal submittals will not be accepted via facsimile or e-mail.

It is the responsibility of the Proposers to examine the entire Request, seek clarification in writing, and review their proposal for accuracy before submitting a response. Once the deadline has passed, all submittals will be final.

All expenses for preparing and submitting responses are the sole cost of the party submitting the response. The Owner is not obligated to any party to reimburse such expenses. All submittals upon receipt become the property of the Owner. Labeling information provided in submittals "proprietary" or "confidential" or any other designation of restricted use will not protect the information from public view. Subject to the provisions of the Open Records Act, the details of the proposal documents will remain confidential until final award.

**9. STEP II: INTERVIEW AND FEE NEGOTIATION PROCESS (for Finalists only).**

Step II- Vendor Selection, will be initiated by invitation to the qualified finalists by the Selection Committee (determined in Step I from evaluation of Proposal) for interviews to be conducted by the Owner, if deemed necessary. The successful Vendor will be determined from the interview evaluation, if conducted, and a successful fee negotiation process.

**10. PRESENTATION/ INTERVIEW INFORMATION**

**Interview Format**

Firms selected to make presentations shall be notified by the Invitation to Interview letter issued by the Selection Committee. The Invitation to Interview letter shall designate a place and time for the interview session. The Invitation letter will specify the manner in which the presentations will be conducted.

Electronic presentations, such as PowerPoint presentations, are allowed but may not comprise more than 20 minutes of the 30-minute presentation. The Owner will have a screen available in the interview room. Nevertheless, presenters must be prepared with their own projector and computer. The presentation may include flip charts, boards, or any other media the Vendor may need to communicate their abilities, along with the oral presentation.

The interviews may be conducted by the members of GNETS/Futures Staff, Pioneer RESA, and invited attendees of the Board's discretion. Each interviewer will grade and judge the firms to determine the top ranked firm. Firms are encouraged to briefly describe their general company history and any other information that is relevant to the presentation. All key personnel should be present at the interview, including at a minimum, the project supervisor, Dailey Custodian(s) and any appropriate executive(s).

**Interview Requirements**

The primary intent of the formal interview process is to provide Pioneer RESA with in-depth and clarifying information about the firm. Information provided should assist Pioneer RESA in making an informed decision as to the proposer best suited for the work.

Firms should focus their presentations on:

- Describing their detailed plan for providing custodial services, cost, schedule, and quality on the project;
- and
- Unique characteristics or services the firm offers.

## **11. FINAL EVALUATION AND SELECTION**

Upon completion of the evaluation of the RFP submittal, proposers will be ranked in descending order of recommendation. In the event a satisfactory fee cannot be reached with the highest-ranking firm, the Owner will formally terminate the negotiations in writing and begin negotiation with the second highest-ranking firm, and so on until a mutually agreed upon fee is established. Once the successful Vendor and the agreed upon fee have been determined, a Custodial services contract will be awarded by the Owner.

## **12. ADDITIONAL TERMS AND CONDITIONS DEADLINES**

The deadline for submission of questions relative to the RFP is the time and date shown in the Schedule of Events (Section 5). All relevant and significant questions that have been submitted in writing prior to the deadline will be compiled and answered in writing and issued directly to all proposers via E-mail. Any proposer exceptions to the RFP requirements or requests for deadline extensions must also be communicated to the Owner by the deadline to be properly considered. Any requests for proposal deadline extensions must include the reason(s) for such a request. The Owner reserves the right to approve or reject such requests as the Owner deems necessary.

### **Confidentiality**

Labeling information provided in submittals "proprietary" or "confidential", or any other designation of restricted use will not protect the information from public view. Subject to the provisions of the Open Records Act, the details of the proposal documents will remain confidential until final award.

### **Award Conditions**

- This request is not an offer to contract or a solicitation of bids. This request and any proposal submitted in response, regardless of whether the proposal is determined to be the best proposal, is not binding upon the Owner and does not obligate the Owner to procure or contract for any services. Neither the Owner nor any party submitting a response will be bound unless and until a written contract mutually accepted by both parties is negotiated as to its terms and conditions and is signed by the Owner and a party containing such terms and conditions as are negotiated between those parties. The Owner reserves the right to waive non-compliance with any requirements of this Request for Proposal and to reject any or all proposals submitted in responses. Upon receipt and review of responses, the Owner will determine the party(s) and proposal that in the sole judgment of the Owner is in the best interest of the Owner (if any is so determined), with respect to the evaluation criteria stated herein. The Owner then intends to conduct negotiations with such party(s) to determine if a mutually acceptable contract may be reached.
- Any contract awarded will include the required provision of O.C.G.A. 20-2-506. In addition, a termination for convenience provision will be included.
- The requirements of this RFP and proposal submitted in response, as agreed to by the Owner, shall be incorporated into the contract for services.
- Respondents to this RFP agree to waive any claims they have or may have against the Owner, its employees, agents, members, representatives, and legal counsel, arising out of or in connection with the: (1) administration, evaluation, recommendation, or selection of any proposal; (2) waiver of any representations under the proposal or documents; (3) approval or rejection of any proposal; and (4) award of a contract.

### **Reciprocal Preference Law**

Pursuant to O.C.G.A. 13-10-3, for the purpose of determining residency, a Georgia resident business shall include:

- (1) Any business that regularly maintains a place from which business is physically conducted in Georgia for at least one year prior to any bid or proposal
- (2) (or) a new business that is domiciled in Georgia which regularly maintains a place from which business is physically conducted in Georgia (provided) that a place of business shall not include a post office box, site trailer or temporary structure.

**Joint-Venture Proposals**

The Owner does not desire to enter into "joint-venture" agreements with multiple firms. In the event two or more firms desire to "team up" it is strongly recommended that one incorporated firm propose and maintain status as the contracted lead firm with the remaining firms participating as major consultants to the lead firm.

**Immigration Reform Compliance Requirement.**

The successful Proposer will be required to certify compliance with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act OCGA 13-10-90 et.seq., by meeting or having complied with one of the (2) following provisions and by executing any affidavits required by the rules and regulations issued by the Georgia Department of Labor set forth at Rule 300-10-1-.01:

- 1) The Vendor warrants that Vendor has complied with the Immigration Reform and Control Act of 1986 and the Georgia Security and Immigration Compliance Act by registering at <https://www.visdhs.com/EmployerRegistration> and verifying information of all new employees;
- 2) The successful proposer shall comply with the stipulations cited in Security and Immigration Compliance Act OCGA 13-10-91. with respect to the proper federal authorizations regarding the right to work for subcontractors.

**E-Verify: CP Affidavit under O.C.G.A. § 13-10-91(b)(1)**

The successful Proposer will be required to submit an Affidavit verifying its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the firm or corporation which is engaged in the performance of services on behalf of the Owner has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the Vendor will continue to use the federal work authorization program throughout the contract period and will contract for the physical performance of services in satisfactory of such contract only with subcontractors who present an affidavit to the Vendor with the information required by O.C.G.A. § 13-10-91(b). The affidavit shall include the Vendors Federal Work Authorization User Identification Number and date of authorization.

**Statement of Agreement**

With submission of a proposal, the Proposer agrees that they have carefully examined the Request for Proposal (RFP), and the Proposer agrees that it is the Proposer's responsibility to request clarification on any issues in any section of the RFP with which the Proposer disagrees or needs clarified. The Proposer also understands that failure to mention these items in the proposal will be interpreted to mean that the Proposer is in full agreement with the terms, conditions, specifications, and requirements in the therein.

**13. Contract Information**

*It is the intent of Pioneer RESA for the Contract award be for one (1) calendar year with an Owner opt out clause and the ability of the Owner to renew the contract yearly up to 3 years.*

## **Appendix A**

### **Scope of Work**

- I. Provide exemplary custodial services with friendly dependable staff.
- II. Keep facility sanitized, clean and fresh. Clean to CDC standards using Clorox or Bleach spray mixture, Clorox/Bleach wipes and/or Lysol brand mixture and/or wipes and Pine Sol cleaner.
- III. Janitorial Services to include: 5 days per week service (10-month service to begin as soon as contract is issued)
  - A. Offices, Classrooms, Hallways, and Gym:
    - Sweep/Dust mop and wet mop daily with CDC approved disinfectant
    - Empty trash cans and replace liners
    - Wipe surfaces, door handles and light switches with CDC approved disinfectant
    - Clean windows once per week unless visibly dirty and need cleaning more often
  - B. All Restrooms
    - Clean, sanitize and deodorize toilets with CDC approved disinfectant
    - Clean all glasses and mirrors
    - Wipe surfaces, door handles and light switches with CDC approved disinfectant
    - Empty all trash cans and replace liners
    - Wet Mop Daily with CDC approved disinfectant
    - Replace paper products
    - Fill restroom soap dispensers
  - C. Workroom/Break room, Gym Kitchen, and Conference Rooms:
    - Empty trash and replace liner
    - Sweep/Dust mop and wet mop with CDC approved disinfectant
    - Clean bathroom (as above)
    - Wipe surfaces with CDC approved disinfectant
  - D. Playground Equipment and Outdoors:
    - Spray playground equipment with soap and water (one time per week)
    - Empty all trash cans and replace liners
    - Entryways and entry door areas swept and kept clean
    - Entry ways and entry door windows cleaned (one time per week, unless visibly dirty and needed more often)
- IV. Full-Time Daily Janitorial Staff Member (190 Days; 8:00 to 4:00 with 30-minute lunch) Duties include:

- A. Emptying trash during the school day
  - B. Sanitizing water fountains with CDC approved disinfectant
  - C. Sanitizing classrooms during teacher planning times- wipe down desks, tables, chairs, doorknobs, light switches, and other frequently touched surfaces utilizing CDC approved disinfectant
  - D. Clean restrooms with CDC approved disinfectant
  - E. Prepare the cafeteria area for lunch (put down tables), clean tables after lunch with CDC approved disinfectant, put up the tables after lunch, sweep and mop with CDC approved disinfectant (Mop if no PE class after lunch)
  - F. Sanitizing other common areas (including office, hall, workrooms, conference rooms as needed utilizing CDEC approved disinfectant
  - G. All other duties as assigned
  - H. Staff member hours; 8:00 to 4:00 with a 30-minute lunch.
  - I. Staff will follow the Cornelia center calendar (190 days).
- V. Deep Cleaning three (3) times per year
- A. 1-time during the Summer Break
    - Fully sanitize and clean the building to start year
    - Mop floors (including under all classroom/office furniture)
    - Clean air vents
  - B. 2<sup>nd</sup> time during Christmas Break
    - Fully sanitize and clean the entire building
    - Mop floors (including under all classroom/office furniture)
    - Clean air vents
  - C. 3<sup>rd</sup> time during the Spring Break
    - Fully sanitize and clean the entire building year end
    - Mop floors including under all classroom and office furniture
    - Clean Air Vents
- VI. Maintenance work
- A. Minor maintenance work completed on an as needed basis
  - B. Moderate maintenance work completed on an as needed basis at the current employee hourly rate and a “cost plus basis”
- VII. Scope of Work Summary
- A. Vendor to furnish:
    - Staff
    - Cleaning products and supplies (Floor products provided by Pioneer RESA)
    - License and insured
    - Background check for Full-Time staff member must be completed annually through the FUTURES Program at Pioneer RESA (Pioneer RESA FUTURES

Program will cover the cost of one background check per year. Vendor will cover the cost of any additional background checks) The background check must be completed and cleared with the GNETS/FUTURES Program HR department prior to the staff member working in the building.

B. RESA GNETS/FUTURES to provide:

Paper products

Trash liners

Hand soap

Floor Products

Holidays will follow the Pioneer RESA GNETS/ FUTURES Calendar with the exception of the Deep Cleaning



**EXHIBIT B**

**Proposal Sheet**

**Contract Price Quotation for Custodial Services**

**Proposal Deadline is June 9, 2022, at 2:00 PM**

1. Total Contract Price for Custodial Services for  
One Calendar year \$ \_\_\_\_\_

4. Hourly rate for extra maintenance work \$ \_\_\_\_\_

6. Name of Company \_\_\_\_\_

Address \_\_\_\_\_

Telephone/Fax Numbers \_\_\_\_\_

Email Address \_\_\_\_\_

Company Website \_\_\_\_\_

7. Authorized Company Representative (type or print)  
\_\_\_\_\_

Title/Position \_\_\_\_\_

Signature of Authorized Company Representative  
\_\_\_\_\_

Date \_\_\_\_\_

