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Instructions to Proposers

REQUEST FOR PROPOSAL

FOR: Full-service Maintenance, Custodial and Grounds services

PROPOSAL OPENING: **March 6, 2019**

1. Notice requesting proposals

- a. Notice is hereby given that proposals for a five year contract for Custodial, Maintenance and Grounds Services will be received at the Dodge County Schools 720 College Street Eastman, Georgia 31023, at the time and date indicated above. The initial contract period will begin July 1, 2019, and end June 30, 2020, with successive one (1) year renewals with District approval. It is the intent of the District to exclusively award all three services, for all building and services described within this RFP, to one single proposer.

2. Proposal submission

- a. The sealed proposals shall be delivered to the District Offices any time prior to (2:00PM) **April 26, 2019**. No proposal received after said designated time will be considered. The Proposer assumes the risk of any delay in handling or delivery of mail. No proposal by facsimile will be considered.

3. Price sheet requirements

- a. The proposed cost of services **must** be presented to the district utilizing the price sheet provided with these specifications (Form A) and **must** be contained in a sealed envelope which shall be endorsed on the outside thereof with the following information:

Proposal for Custodial, Maintenance and Grounds Services

Name and address of Proposer

Envelope should be addressed to: **Dodge County Schools 720 College Street Eastman, Georgia Attn: Rick Rogers**

4. Price validity

- a. All proposals submitted must be valid for a minimum period of 90 days after the date set for proposal opening.

5. District's rights related to accepting bids

- a. The District reserves the right to reject any and all bids, to accept bids either in whole or in part, and to waive any irregularities or defects in any proposal should it be deemed to be in the best interest of the District to do so. The district reserves the right to negotiate price with selected vendor.

6. Pre-proposal conference

- a. All prospective Proposers must attend the pre-proposal conference which will be held by at the District office on **March 20, 2019 at 9:00AM**. If, as a result of the pre-proposal conference, it is necessary to modify these instructions or the specifications, an addendum shall be issued and made available to the public and all parties to the pre-proposal conference. **Failure to attend the pre-proposal conference shall be grounds for the rejection of a proposal.**

7. Field Survey Responsibilities

- a. It shall be the responsibility of the Proposer to field survey all facilities prior to proposing. See exhibit 1, “Building List” (Name, Size and Enrollment) for data related to the buildings/areas included in the scope of this Request for Proposal.

8. Communication with the Dodge County Schools

- a. For further information or clarification of specifications for this portion of the RFP, please contact: **Rick Rogers at 478-374-3783 or by email rrogers@dodge.k12.ga.us**. All questions must be submitted in writing no later than noon on **March 29, 2019**. Response to questions will be emailed to all Proposers.

Once this RFP is issued, proposers are prohibited to communicate with any member of the faculty, staff, board, student or other individuals perceived to represent the district regarding this RFP. Violation of this restriction may lead to disqualification.

- b. During the process of evaluation the committee may need additional information. This need will be communicated through Dodge County Schools and each vendor shall be responsible to respond in written form or by appearance before the committee as requested.

9. Timeline

Activity	Date
Release RFP	3/6/2019
Mandatory Pre Proposal Meeting and Building Tours	3/20/2019
Initial Proposer Questions Due	3/29/2019
Initial Answers to Proposers questions	4/12/2019
Bid Proposals Due	4/26/2019
Submittal Review Completion	5/3/2019
Proposer Interviews (If necessary)	5/1/2019
School Committee Award	5/10/2019
Awarded Contract start date	7/1/2019

10. Evaluation criteria

- a. The District will award the contract based on the following criteria:

<u>PROPOSAL CRITERIA FORMAT</u>	<u>POINTS</u>
Qualifications	10
• Company Background and ability to perform	
• References	
• Financial Stability	
Human Resources Systems	15
• Recruiting/Hiring (<i>Employee Transitions</i>)	
• Training	
Proposed Staffing	25
• Proposed Management Personnel	
• Proposed Staffing Levels	
• Corporate Support	
• Proposed Wage Rates	
• Proposed Benefits	
Operations Plans	15
• Implementation Plan	
• Department Programs	
Quality Assurance	15
• Inspection Process	
• Satisfaction Surveys	
• Reporting	
Price	20
• Proposed Capital Equipment	
Total Points	100

Evaluation of proposals submitted in response to the solicitation will be conducted by officials of Dodge County Schools. In the process of evaluation the total vendor's proposal will be considered. However, particular attention will be paid to those criteria which are referenced in the above section. Each response will be assigned a numeric score rating by each evaluator, and the award which will be made by Dodge County Schools will be predicated upon the composite ratings of officials referenced above with total cost for the program considered.

- b. A contract will be awarded with the understanding that the Provider will comply with all applicable laws governing the issuance of contracts in the State of Georgia as well as applicable local regulations and laws.

11. Post award scope/price adjustments

- a. Annual price adjustments: June 1 of each year of the contract term, the CONTRACTOR will be eligible to receive an inflationary price adjustment. The percentage of the inflationary adjustment will be consistent with CPI-U National.
- b. Adjustments to Scope: Should Dodge County Schools increase/decrease the

square footage/acres requiring services, an adjusted price shall be negotiated between Dodge County Schools and CONTRACTOR.

- c. Addition of Services: Should Dodge County Schools request additional facility services, such as building or grounds maintenance, from CONTRACTOR, contract price and monthly payments shall be negotiated by the Dodge County School District and CONTRACTOR for such services and added to this RFP for Facilities Services. Such changes will take effect on the date of the change in services.

Ability to Perform / Insurance Requirements

1. Demonstration of Contractor's Ability to Perform Services

- a. Provide five (5) references for which you are currently performing services of similar size and complexity as what is required within this RFP. At least three (3) of these references must be for Districts where Maintenance, Custodial and Grounds services are provided. For each district listed indicate the type of service provided, enrollment, number of buildings in the district, contact name and phone number.

List each district as one (1) reference. Do not list each school in a district as a separate reference.

- b. Provide a narrative and/or organization chart describing your company's regional and national support and how this support may provide benefit to the district.

2. Insurance Requirements

The CONTRACTOR shall purchase and maintain in force the following kinds of insurance for operations under the contract as specified. Insurance certificates in the amounts shown and under the conditions noted shall be provided to the District before the commencement of any work:

- a. Commercial/Comprehensive General Liability
 - \$1,000,000 Bodily Injury Per Person'
 - \$1,000,000 Bodily Injury Aggregate Limit
 - \$ 500,000 Property Damage Per Occurrence
 - \$1,000,000 Property Damage Aggregate Limit
- b. Comprehensive Automobile Liability
 - \$1,000,000 Property Damage Per Occurrence
- c. Workmen's Compensation and Employers' Liability
 - \$ 500,000 Bodily Injury Per Person
- d. Umbrella or Excess of Loss Coverage
 - \$10,000,000 Per Occurrence

- e. The proposer will provide an insurance certificate with 21 days after acceptance of contract.
- f. Dodge County Schools must have 10 days notice of cancellation or change in insurance coverage and give its approval.
- g. The District shall be named as an additional insured by Endorsement on the vendor's policy as to the subject contract.

General Specifications

Overview: The General Specifications address contractual issues that are cross-over functional areas (Maintenance, Custodial and/or Grounds).

1. Staff Considerations

- a. Dodge County Schools requires that all employees assigned to this contract are required to pass a criminal background check, sex offender's background check and drug screen.
- b. The CONTRACTOR is expected to hire all incumbent hourly staff at the same wage rates they were earning as of **June 30, 2019**. See exhibit 3 for a list of wage rates by position.
- c. All full time incumbent staff hired by the CONTRACTOR during the transition period will be offered Healthcare benefits similar to those currently offered by Dodge County Schools. Please describe your company's healthcare plans, including overview of coverage and the amount of the employee contribution of all relevant plans.

The CONTRACTOR will provide an effective method to capture the time worked by the hourly staff. Please describe your company's time tracking methodology.

- d. All employees assigned to Dodge County Schools must complete required training prior to beginning work. All employees must be engaged in an on-going safety training program. Please describe your company's safety training program.
- e. All employees assigned to Dodge County Schools must have appropriate license(s) and competencies prior to beginning work. All employees must be engaged in an on-going technical training program. Please describe your company's technical training program.
- f. The CONTRACTOR will provide appropriate uniforms and personal protective equipment to all employees associated within the maintenance, custodial and

grounds departments. Please describe the uniforms that Dodge County Schools should expect the hourly employees to be wearing.

2. Mobile Communication Devices (phones, tablets, etc...)

- a. CONTRACTOR will provide mobile phones to facilitate communication with the maintenance, custodial and grounds technicians.

CONTRACTOR will provide Smartphones/Tablets to facilitate communication with the maintenance technicians.

- b. CONTRACTOR will provide GPS tracking of mobile phones/vehicles.

3. Computers and Office Equipment

- a. CONTRACTOR or Dodge County Schools will provide office equipment necessary to support the requirements of this RFP (copier, fax, phones)

4. Quality Control

- a. Contractor will provide a comprehensive Quality Control System
- Describe your company's program(s) for quality control
- b. Contractor will provide customer satisfaction surveys
- Describe your company's program(s) for customer satisfaction surveys

6. Reporting

- a. Contractor will provide routine communication with the Dodge County Schools.
- Contractor will provide monthly written reports noting: completed training, future objectives, challenges, quality assurance results and work order completion rates. Please provide a sample monthly report.
 - Contractor will host quarterly meetings with the administration of the Dodge County Schools to review accomplishments and establish future objectives. These quarterly meetings will be hosted by the contractor's Regional Manager and/or their superiors.

7. Office and Storage Accommodations

- a. Dodge County Schools will provide adequate office, work and storage space to support the requirements of this RFP. Utilities, phone and internet services are included in this accommodation.

8. Sub-contracting

CONTRACTOR is required to disclose any intent to sub-contract any portion of this RFP. Rationale for utilizing a sub-contractor and related information should be stated in a prominent manner.

9. Hours of Operations, Events and Emergencies

- a. Normal operating hours are considered **7AM to 4PM; Monday - Friday**.
- b. Contractor is expected to respond to emergencies within **2** hours; 24 hours per day, 7 days per week (NO exceptions).
- c. Contractor will provide labor and materials to properly support school events.
 - Labor and materials used to events beyond the scope of this RFP will be considered billable. Any billable work needs to be approved by the School District prior to commencement.

Maintenance Operations Specifications

Overview: The Maintenance Operations Specifications address contractual issues that are uniquely associated with maintenance functions.

Basic Definitions:

- **Minor Repairs:** Work which shall fall within the scope of the contractor's resident team's expertise and ability to perform and which has a financial value of less than \$2,000. The financial value of a minor repair is defined as any one-time repair where the sum on the labor and material are less than \$2,000; regardless if the repair is performed by on-site staff or a 3rd party service provider.
- **Major Repairs:** Work which is outside the scope of contractor's resident maintenance technicians skills or projects large enough to require more personnel than are assigned to resident staff. For purposes of this RFP any one time repair expenses over \$2,000 would be considered a major repair and the district's financial responsibility. .
- **Capital Projects:** Work which is outside the scope of contractor's resident staff and would require additional management staff for oversight. Capital Projects are work requiring funding outside of the funds allotted for minor and major repairs.

1. Labor Specific to support Preventative Maintenance and Minor Repairs

- a. Contractor will provide on-site management personnel sufficient enough to satisfy the attached RFP's specifications. (associated wages, taxes and benefits)

2. Preventive Maintenance Supplies

Dodge County Schools will provide and pay for all supplies and materials required to support the preventative maintenance program for the schools and buildings operated by the district.

3. Minor Repairs Supplies / Services

Dodge County Schools will provide and pay for all supplies and/or services required to support minor repairs for the schools and buildings operated by the district.

4. Major Repairs

- a. Major repairs will be managed and funded by Dodge County Schools.

5. Capital Projects

- a. The CONTRACTOR will support the district with the development of capital and deferred maintenance plans. Please include the cost to carry out a Facility Condition Index/Life Cycle Assessment and Deferred Maintenance Study. The annual seat cost of an editable data platform should be included in the number.

6. Service Contracts (3rd party)

- a. The CONTRACTOR is expected to provide procurement assistance, compliance record keeping and management oversight for the following third party service contracts. These contracts will remain the financial responsibility of the Dodge County SCHOOL DISTRICT.
 - Water treatment for HVAC systems
 - Generator Preventative Maintenance and annual load testing
 - HVAC Equipment (Large or Specialty Units)
 - Predictive Maintenance Contracts including Vibration Analysis, Infrared Scanning, Eddy Current Testing
 - Building Automation Systems Programming and Diagnostics
 - Elevators
 - Fire Panels
 - Fire Extinguishers
 - Fire Pumps
 - Fire Suppression (Ansul Systems)
 - Kitchen Grease Traps
 - Vent Hood Cleaning
 - Security Systems
 - Back Flow Preventers
 - Bleacher Inspections
 - Environmental permitting
 - Contract/Project Painting

- Kitchen Equipment (non-refrigeration)
- Waste Management; including universal and Hazardous material
- Others TBD

7. Maintenance Tools (equipment) and Vehicles

- All **tools** required to performing maintenance services will be provided by the Dodge County Schools. CONTRACTOR must evaluate all existing tools and advise Dodge County Schools of deficiencies and/or inadequacies within the first 30 days of contract commencement.

The CONTRACTOR is expected to provide any **vehicles** necessary to provide maintenance services consistent with this RFP. Maintenance, fuel and insurance provided by vehicle's owner.

8. Computerized Maintenance Management System (CMMS)

*also known as: Internet-based Maintenance Management System (IMMS)

- Contractor will provide a non-proprietary Computerized Maintenance Management System (CMMS).
 - Contractor will pay for license fees related to CMMS
 - Dodge County Schools will be identified as licensed owner of CMMS
 - **The district prefers SchoolDude Facility Maintenance software.**
- Contractor's CMMS must allow for access by School District liaison.
 - Access to allow review of all work orders within the system
 - Access to allow generation and printing of standard reports
- CMMS must include the capabilities to dispatch and track corrective work orders
 - School District faculty and/or staff are provided internet-based access to the CMMS
 - School District faculty and/or staff are provided the ability to submit work requests
 - School District faculty and/or staff are provided access to view the status of work requests they have submitted
 - School District faculty and/or staff at a minimum are provided automated e-mail updates related to work requests they have submitted

- d. CMMS must include a comprehensive Preventative Maintenance Module which clearly outlines the frequency and specific tasks to complete for each piece of equipment receiving preventative maintenance services
 - Preventative Maintenance tasks should follow manufacturer recommendations whenever possible
 - All major equipment should be assigned appropriate preventative maintenance tasks and frequencies
- e. CMMS must be capable of managing the activities of third party service providers
 - Work completed by off-site service providers to be tracked in CMMS
- f. CMMS must be capable of generating effective efficiency reports
 - Contractor to provide sample reports
- g. CMMS to support work order management and dispatch via Smartphones and/or Tablets.
 - Work orders dispatched directly to technician via smart device
 - Work order status up-date completed via smart device directly from job site
 - Work order creation by technicians from job site via smart device
- e. CMMS to support tracking and management of utility invoices
 - Contractor is expected to manage the data entry of all utility invoices into the proposed CMMS energy module
 - CMMS energy module supports normalization and weather allowing year over year cross comparisons
- f. Asset Tagging / CMMS Commissioning
 - Contractor is expected to complete a thorough equipment inventory for the purpose of populating the CMMS equipment database
 - Each piece of equipment requiring preventative maintenance services will be assigned a unique asset number that can be used to cross reference all preventative maintenance and corrective maintenance activities for all assets receiving preventative maintenance.
 - Asset tags noting each piece of equipment's unique asset tag will be affixed adjacent to the serial number plate of the assets inventoried.

9. Response times

- a. Contractor is expected to provide timely maintenance services.

- Response time expectations by Work Order Classifications noted in the following table:

Classification	Minimal Response Time	Correction / Completion
Urgent	1 hour or less	Varies – ASAP
Routine / Corrective	Within 48 hours	Within 10 calendar days
Preventative Maintenance	Per Established Calendar	On the due date per month

9. General Expectations

a. Exterior Building Maintenance and Repair

Contractor shall conduct visual inspections of all building exterior areas, including the interior of below grade space for evidence of water penetration. Roofs will be inspected to include roofing, flashing, edge strips, drains and gutters.

b. Interior Building Maintenance and Repair

Contractor shall conduct visual inspections of all building interiors. Interior building maintenance and repair will be completed and will include the inspections, preventive maintenance actions, demand repair work as well routine maintenance and repairs to include floors, floor covering, walls and wall surfaces, ceilings, signage, trim, windows, windows coverings and lighting. Repair minor damage to sheet rock and plaster.

c. Painting (Maintenance and Contract/Project Painting)

Maintenance Painting: Contractor will provide maintenance painting which is considered to be any touch up or specific wall within a classroom, office, or other interior spaces not exceeding 75 linear feet in one area.

*Painting over 10 feet in height would be considered a Major Repair.

Contract/Project Painting: Contract/Project Painting is intended to address the routine bulk painting projects typically scheduled ever few years to refresh the appearance of the building. Contractor will assist with the development and implementation of the District's annual Contract/Project painting schedule.

d. Equipment and Systems Operation

Contractor shall operate all building systems. In addition, contractor shall inspect and record the conditions of all the systems and components that have leak alarms, indicators and gauges. Contract shall take the necessary actions to maintain their normal condition per manufacturers or designers recommendations; or necessary corrective actions to return them to the normal conditions.

e. Heating, Ventilations and Air Conditioning

Contractor shall operate, maintain and troubleshoot problems and make repairs that can be done with the skill-sets of on-site personnel.

*Major Repairs would be considered for compressor over 5 Tons, motors with

horse powers over 7.5 horsepower, and related HW and CHW coils.

f. Plumbing Systems

Contractor shall be generally responsible for unclogging drains, toilets, repairing or replacing gaskets and certain fixtures valves.

*Major Repairs would be considered for repairs to pipes larger than 3" and/or valves larger than 6".

g. Electrical Systems

Contractor shall be responsible for maintenance and repair activities for the power and wiring systems, and components that are utilized. Regular scheduled maintenance functions shall include checking transformers, panel breakers, switchgear bypass circuits, wires and end devices.

*Major Repairs would be considered for repairs on equipment larger than 480V.

h. Lighting Systems

Contractor shall be responsible for maintenance, testing, and repair activities for the power and wiring systems, and components that are utilized for emergency power and lighting. Regular scheduled maintenance functions shall include operating and testing systems, panel breakers, wires and end devices.

i. Key and Lock Systems

The district uses both mechanical and electronic key systems. The contractor will maintain and replace locks and hardware as needed. The contractor must maintain adequate supply of key blanks, card swipes and cores on hand and make keys and swipes as requested by authorize district representatives. The district will maintain all panel boards and software requirements of security systems.

j. Food Service and Kitchen Equipment

Contractor shall provide maintenance to refrigeration equipment within the Food Service and Kitchen areas. All other equipment maintenance will be responsibility of district or the Food Service provider.

Custodial Operations Specifics

Overview: The Custodial Operations Specifications address contractual issues that are uniquely associated with custodial functions.

1. Labor Specific to Custodial Operations

- a. Contractor will provide on-site management personnel sufficient enough to satisfy the attached RFP's specifications. (associated wages, taxes and benefits)

2. Materials

- a. The CONTRACTOR is expected to provide all cleaning supplies and hand tools (cleaning chemicals, floor finishes, mops, buckets, brooms, brushes, rags, etc...)
- b. The CONTRACTOR is expected to provide all consumable products (paper towels, toilet tissue, trash bags and hand soaps)

3. Custodial Equipment and Vehicles

The CONTRACTOR is expected to evaluate the **equipment** currently owned by the **Dodge County Schools** and provide any equipment necessary to augment the current inventory and provide custodial services consistent with this RFP.

The CONTRACTOR is expected to provide any **vehicles** necessary to provide custodial services consistent with this RFP. Maintenance, fuel and insurance provided by vehicles owner.

4. Computerized Quality Assurance System

- a. Contractor will provide a computerized Quality Assurance System
 - Contractor will pay for license fees related to Quality Assurance System
- b. Quality Assurance System must be capable of generating effective efficiency reports
 - Contractor to provide sample reports
- c. Quality Assurance System to support Quality Assurance Inspection data collection via Smartphones and/or Tablets
- d.

5. Management of Energy Consumption

- a. Lights should only be turned on in areas where cleaning is taking place and are to be turned off immediately after cleaning each room
- b. Cleaning personnel are not to change or override established heating and cooling temperatures in schools

9. Cleaning Frequencies by area / assignment

- a. Classrooms

Daily

- Empty wastebaskets and replace liners as needed
- Spot Clean desk tops (removal of graffiti)
- Clean and sanitize counters and sinks
- Dust mop all composition floors
- Spot mop composition floors with all-purpose cleaner
- Vacuum all carpet
- Spot clean carpet as needed
- Vacuum walk-off mats
- Secure any exterior doors and windows and turn off lights before leaving room

Weekly

- Low dust all horizontal surfaces to hand height (60") including desks, chairs and tables
- Sweep baseboards
- Damp clean window ledges
- Remove fingerprints from doors, frames, light switches, kick plates, handles and railings
- Spot clean all door glass
- Vacuum chalk rails and/or damp wipe
- Mop composition floors

Monthly

- High dust above hand height (60") horizontal surfaces, including shelves, pipes, moldings, etc. (reachable by 6 ft. ladder)
- Dust blinds

Semi-Annually

- Clean entire surface of student's desks and chairs
- Clean carpet to remove all stains, spills and soiled spots

Annually

- Refinish all floors

b. Offices

Daily (five days per week)

- Empty wastebaskets and replace liners (as needed)

- Dust furniture, including desks, chairs, tables, lamps, etc.
- Dust interior window ledges
- Dust telephones
- Spot clean all windows and glass partitions to hand height
- Spot clean desk tops
- Dust mop all composition floors (with chemically treated dust mop)
- Spot mop composition floors with all-purpose cleaners
- Vacuum carpet
- Spot clean carpet to remove all stains, spills and soiled spots
- Vacuum walk-off mats
- Remove fingerprints from doors, frames, light switches, kick plates, handles and railings

Weekly

- Low dust all horizontal surfaces to hand height (70")
- Damp clean baseboards
- Damp clean window ledges

Monthly

- High dust above hand height horizontal surfaces, including shelves, moldings, pipes, ducts, heating outlets, etc. (reachable by 6 ft. ladder)
- Dust blinds

Annually

- Refinish all floors

c. Teacher Work Area and Duplication Rooms

Daily (five days per week)

- Empty wastebaskets and replace liners (as needed)
- Dust furniture, including desks, chairs, tables, lamps, etc.
- Dust interior window ledges
- Dust telephones
- Spot clean all windows and glass partitions to hand height
- Damp clean counter tops
- Dust mop all composition floors
- Spot mop composition floors with all-purpose cleaners
- Vacuum carpet
- Spot clean carpet to remove all stains, spills, and soiled spots

- Vacuum walk-off mats
- Remove fingerprints from doors, frames, light switches, kick plates, handles and railings

Weekly

- Low dust all horizontal surfaces to hand height (70")
- Damp clean baseboards

Monthly

- High dust above hand height horizontal surfaces, including shelves, moldings, pipes, ducts, heating outlets, etc. (reachable by 6 ft. ladder)

Annually

- Clean carpet to remove all stains, spills and soiled spots
- Refinish all floors

d. Library

Daily (five days per week)

- Empty wastebaskets and replace liners (as needed)
- Dust furniture, including desks, chairs, tables, lamps, etc.
- Dust interior window ledges
- Spot clean all window glass and glass partitions to hand height
- Spot clean desk tops
- Dust mop all composition floors
- Spot mop composition floors with all-purpose cleaner
- Vacuum carpet
- Spot clean carpet to remove all stains, spills and soiled spots
- Vacuum walk-off mats
- Remove fingerprints from doors, frames, light switches, kick plates, handles, and railings

Weekly

- Replace all plastic liners in waste receptacles
- Low dust horizontal surfaces to hand height (70")
- Dust all book shelves (books to remain in place)
- Damp clean window ledges

Monthly

- High dust above hand height horizontal surfaces, including shelves, ceilings, pipes, moldings, ducts, heating outlets, etc. (reachable by 6 ft. ladder)

Annually

- Refinish all floors

e. Cafeteria Areas (Kitchens are cleaned by Food Service staff)

Daily (five days per week)

- Remove trash from cafeteria area
- Clean during lunch periods (empty trash, and clean up spills)
- Sweep and mop

Weekly

- Burnish composition floor (twice per week)

Semi-Annually

- Refinish all composition floors
- High dust above hand height horizontal surfaces, including shelves, ceiling, moldings, pipes, ducts, heating outlets, etc.

f. Common Areas (Lobbies/Corridors/Stairs/Elevators)

Daily (five days per week)

- Spot clean interior glass partitions and doors
- Clean and sanitize water fountains
- Dust interior window ledges
- Dust mop composition floors
- Spot mop composition floors with all-purpose cleaner
- Vacuum carpet
- Spot clean carpet to remove all stains, spills and soiled spots
- Vacuum walk-off mats
- Clean under entrance mats daily, inside and out
- Sweep underneath stairs

Weekly

- Damp clean baseboards
- Burnish Composition floor (twice per week)
- Damp clean window ledges
- Dust furniture and fixtures

Monthly

- High dust above hand height horizontal surfaces, including shelves, ceilings, pipes, moldings, ducts, heating outlets, etc. (reachable by 6 ft. ladder)
- Clean all hall walls (more often if needed)

Semi-Annually

- Refinish all composition floors
- Clean carpet to remove all stains, spills, and soiled spots

g. Restrooms/Dressing Rooms

Daily

- Check restrooms throughout the school day
- Empty wastebaskets/dispensers and replace liners
- Clean, sanitize, and polish all vitreous fixtures including toilet bowls, urinals and hand basins
- Clean and polish chrome fittings
- Clean and sanitize toilet seats
- Clean and polish glass and mirrors
- Wash and sanitize exterior of containers
- Remove spots, stains and splashes from wall area and counter tops
- Clean metal partitions
- Sweep floors
- Mop floors with germicidal disinfectant at least daily
- Fill expendable supplies in restroom dispensers
- Wash and sanitize metal partitions
- Remove fingerprints from doors, frames, light switches, kick plates, push plates, handles, railing, etc.

Weekly

- Low dust horizontal surfaces to hand height (70")
- Clean walls thoroughly with cleaning and sanitizing solution

Monthly

- High dust above horizontal surfaces, including shelves, ceilings, moldings, ledges, pipes, ducts, heating outlets, etc. (reachable by 6 ft. ladder)
- Machine scrub floors with germicidal disinfectant

h. Multi-purpose/Gymnasium

Daily (Five days per week)

- Empty wastebaskets
- Remove fingerprints from doors, frames, light switches, kick plates, push plates, handles, railings, etc.
- Dust mop floors and/or vacuum all carpeted areas
- Spot mop composition floors
- Spot clean carpeted areas and remove any stains, spills or soiled spots

Weekly

- Replace all plastic can liners in waste receptacles
- Low dust horizontal surfaces to hand height (70")
- Sweep baseboards
- Clean bleachers, remove all trash, sweep, and clean floor underneath

Annually

- High dust above hand height (70") all horizontal surfaces including shelves and molding

*Note: Scrub composition floors as needed

i. Grounds Maintenance immediately surrounding the building (within 15 feet)

Daily (Five days per week)

- Remove trash and debris around entrances
- Empty trash containers

j. Day porter duties

Daily (Five days per week)

- Monitor all restrooms after each class break-mop floor, spot clean sinks, vanities, counter tops, mirrors, floors, and walls, pick up paper and flush commodes and urinals, and take out trash
- Pick up trash outside of building at least one (1) time per day
- Change light bulbs and tubes (reachable by 6 ft. ladder)
- Clean and mop any accident that may occur during the day
- Respond to clean up request by Account Manager or Principal
- Clean electrical rooms and storage closets

k. Special Events (Athletic events, Theater productions, Concerts, PTA Meetings, Board Meetings, etc.)

- Check and maintain clean restrooms, halls, lobbies, etc.

Grounds Operations Specifics

Overview: The Grounds Operations Specifications address contractual issues that are uniquely associated with grounds functions.

1. Labor Specific to Grounds Operations

- a. Contractor will provide on-site management personnel sufficient enough to satisfy the attached RFP's specifications. (associated wages, taxes and benefits)

2. Materials for general campus areas (all areas except competition athletic fields)

Dodge County Schools will provide and pay for all **chemical applications** for general campus areas (fertilizers, weed control, etc...)

- a. The CONTRACTOR is expected to provide **mulch** for all beds
- b. Dodge County Schools will pay for **annual flowers**
- c. Dodge County Schools will pay for **grass seed** for over-seeding for general campus areas
- d. The Dodge County Schools will pay for **ice melt** for general campus areas during inclement weather
- e. Dodge County Schools will pay for parts and labor related to **irrigation repairs** for general campus areas
- f. Dodge County Schools is expected to provide **all replacement plant material** (example: replacing dead shrubs)
- g. Dodge County Schools is expected to provide funding to support **tree removal and maintenance** (example: removing dead wood)

3. Materials for athletic fields (competitive fields only, baseball field only, football field only, etc...)

Dodge County Schools will provide and pay for all **chemical applications** for athletic fields (fertilizers, weed control, etc...)

Dodge County Schools will pay for **top-dress materials** for the athletic fields

Dodge County Schools will pay for **sod** for the season transitions of athletic fields (change of sports)

Dodge County Schools will pay for **infield / warning track clay**

Dodge County Schools will pay for **grass seed** for over-seeding

Dodge County Schools will pay for **marking paint** for painting of athletic fields

Dodge County Schools will pay for parts and labor related to **irrigation repairs** for athletic fields

- 4. Materials for playgrounds** (playgrounds equipment and adjacent landing areas)
Dodge County Schools will provide and pay for all **landing area materials** for playground areas

Dodge County Schools will pay for **sand or other appropriate materials** for all top dressing the athletic fields

5. Grounds Equipment and Vehicles

The CONTRACTOR is expected to provide any **equipment** necessary to provide grounds services consistent with this RFP. The CONTRACTOR will provide fuel for grounds equipment.

The CONTRACTOR is expected to provide any **vehicles** necessary to provide grounds services consistent with this RFP. Maintenance, fuel and insurance provided by vehicles owner.

5. Frequency of services for general campus areas

a. Policing requirements

- The grounds should be policed to remove litter, including paper, cans, bottles and cigarette butts prior to each mowing process. The Policing process is to occur prior to each mowing to mitigate the chance of projectiles or other debris is thrown by a mower.

b. Mowing requirements

- Please describe the types of grasses identified on the general campus grounds and the number of cuts that are anticipated each year
 - Warm season grasses should be maintained at a height between 2.0" – 3.0"
 - Cool season grasses should be maintained at a height between 3.0" – 2.5"
- Lawn clippings are to be removed from all hardscape surfaces immediately after each mowing process

c. String trimming requirements

- String trimming should be completed during each mowing of the general campus
 - All areas unable to be cut with a mower should be cut with a string trimmer to the same height as the adjacent turf.
 - CONTRACTOR is responsible for the replacement for any plant material damaged by string trimming the base of living plants

d. Mechanical edging requirements

- Mechanical edging, utilizing a stick edger with a blade, should be completed during every other mowing of the general campus. School building entrances shall be done with every mowing.
 - All areas where hardscape meet turf should be mechanical edged
 - CONTRACTOR is responsible for the replacement of any turf damaged by attempting to edge utilizing herbicides
- e. Application requirements
- Please describe the types of grasses identified on the general campus grounds and the annual calendar for applications, outlining the products your company intends to utilize.
 - Warm season grasses should 3 applications annually
 - Cool season grasses should 2 applications annually
 - Post emergent weed control of beds is expected to occur year round
- f. Aeration and over-seeding requirements
- The general campus areas are to be core aerated and over-seeded in the fall of each year.
 - Core aerated at a density of twelve (12) holes per square foot
 - Coring tine(s) to be a maximum of $\frac{3}{4}$ "and a minimum of $\frac{1}{2}$ " with penetration to three inch (3") depth. Tines must be closed type not spoon type and cannot be solid tine.
- g. Pruning requirements
- Shrubs should be maintained at appropriate height and width for the species and location
 - Safety is a primary consideration when pruning plants for a school
 - Views around entranceways should not be obstructed by plant material
 - Walkways should not be obstructed
 - Pruning frequencies vary by the growth rate of plant material
 - Most plants require semi-annual pruning
 - CONTRACTOR will be expected to prune plants that appear to require pruning - plan appropriately
- h. Mulching and bed maintenance requirements
- Existing mulched beds and tree rings shall be mulched in early spring to a depth of 2"
 - Beds and rings will be edged prior to mulching to achieve a vertical edge perpendicular to the turf and 2" in depth. All edges will have a smooth form.
- i. Tree maintenance requirements
- Landscape trees will be pruned on an on-going basis to remove "eye pokers" and any branches that may interfere with traffic or lighting.
 - Pruning will also take place annually to remove any dead, diseased or

damaged limbs.

- Pruning shall take place on all trees to a workable height of 15'
- Pruning over 15' or mature trees over 12" DBH will be coordinated by the Contractor and paid for by the School District

j. Irrigation requirements

- Irrigation systems should be monitored weekly and adjusted accordingly
 - Adjust clock accordingly
 - Adjust head spray patterns
- Repairs should be reported to the maintenance department immediately for corrective action.
- Winterize the system at the end of each season
- Start the system at the beginning of each season

k. Snow and Ice removal

- Snow removal shall occur when one and one-half (1.5) inches or more of snow/sleet etc. accumulates on the ground surfaces, including parking lots, driveways, etc. Snow removal shall occur as to maintain all surfaces, including parking lots, driveways, etc., in a "slip free" condition, clear of snow and ice at all times.
 - Snow and ice should be cleared from parking lots, sidewalks, stairs and pathways
 - Snow cleared from the school grounds should be placed in specified collection areas in a manner which does not create snow piles/mounds which may cause dangerous conditions.
- Ice melt should be applied to the parking lots, sidewalks, stairs and pathways in order to create a "slip free" condition.

6. Frequency of services for athletic fields

k. Mowing requirements

- Please describe the types of grasses identified on the athletic fields and the number of cuts that are anticipated each year
 - Warm season grasses should be maintained at a height between 1.0" – 1.5"
 - Cool season grasses should be maintained at a height between 2.5" – 3.0"
- Lawn clippings to be removed from all hardscape surfaces immediately after each mowing process

l. String trimming requirements, if applicable

- String trimming should be completed during each mowing of the general campus.
 - All areas unable to be cut with a mower should be cut with a string trimmer.

- m. Mechanical edging requirements, if applicable
 - Mechanical edging, utilizing a stick edger with a blade, should be completed during every other mowing of the general campus.
 - All areas where hardscape meet turf should be mechanical edged
- n. Application requirements
 - Please describe the types of grasses identified on the athletic fields and the annual calendar for applications, outlining the products your company intends to utilize.
 - Warm season grasses should 6 applications annually
 - Cool season grasses should 5 applications annually
 - Post emergent weed control of turf is expect to occur year round
- o. Painting of Athletic Fields
 - Dodge County Schools has provided, via exhibit 8, a typical annual schedule of sporting events, practices and other times field painting is required.
 - Dodge County Schools will provide any unique paint styles to be implemented.
 - Painting / lining includes; game fields, practice fields and intramural fields.
- p. Warning track dressing requirements
 - Quality warning track materials, matching the existing track will be applied annually to insure a “True” surface
- q. Infield dressing requirements
 - Quality infield material, matching the existing infield material will be applied annually to insure a “True” surface
 - Quality infield soil amendments may be necessary (i.e. Calcined Clay)
- r. Irrigation requirements
 - Irrigation systems should be monitored weekly and adjusted accordingly
 - Adjust clock accordingly
 - Adjust head spray patterns
 - Repairs should be reported to the maintenance department immediately for corrective action.
 - Winterize the system at the end of each season
 - Start the system at the beginning of each season
- s. Aeration and over-seeding requirements
 - Fields to be aerated and over-seeded four (4) times annually.
 - Fields to be core aerated twice per year at a density of twelve (12) holes per square foot
 - Fields to be slice aerated twice per year making 2 passes at 45 degrees to each other.
 - Coring tine(s) to be a maximum of $\frac{3}{4}$ “and a minimum of $\frac{1}{2}$ ” with

penetration to three inch (3") depth. Tines must be closed type not spoon type and cannot be solid tine.

- Slicing tines shall be a minimum of six inches (6") long and a maximum of $\frac{3}{4}$ " wide.

t. Top-dressing requirements

- Materials for topdressing should be compatible with the soil in the field that is being top dressed unless an aggressive top-dress program is adopted that will alter the soil type.
 - A soil particle analysis conducted by an accredited lab is required to determine the appropriate top-dress material and rate.

7. Frequency of services for synthetic fields

a. Grooming

- Synthetic Fields are to be lightly groomed weekly during the playing season to remove debris and "fluff" up fibers.

b. Annually synthetic fields will be top-dressed with fill material consistent with manufacturer recommendations.

8. Frequency of services for playgrounds

a. Equipment Inspections

- Playground equipment should be inspected by a certified individual once per year
- Routine inspections should take place at least monthly
- Repairs required are to be reported directly to the maintenance department for corrective action

b. Refresh / apply landing materials

- Landing materials should be raked/graded refreshed in conjunction with common area mowing
- Resilient materials will be added annually to comply with ASTM standards for the fall height of playground's equipment

c. Snow and Ice removal

- All play pads are to be cleared of snow and/or ice
 - No salt/ice melt shall be applied to play pads.

Exhibit 1

BUILDING LIST

Building Name	Address	Enrollment	Square Feet	Acreage
Dodge County HS	350 Pearl Bates Street; Eastman, GA 31023	840		
Dodge County MS	5911 Oak Street; Eastman, GA 31023	693		
North Dodge ES	167 Orphans Cemetery; Eastman, GA 31023	689		
South Dodge ES	1118 McRae Hwy, Eastman, GA 31023	715		
Dodge Pre-k	401 Harrell Ave., Eastman GA 31023	112		
DodgeCounty Achievement Center	1400 M.L.K Jr. Dr., Eastman, GA 31023	55		
Administrative Offices	720 College Street, Eastman, GA 31023			
Transportation				

Square Footage to Be Announced At a Later Date

General Maintenance Tech	\$8.00
Maintenance Supervisor	\$23.28
...	
Grounds Technician	\$13.26
Grounds Technician	\$9.18
Grounds Technician	\$8.00
Grounds Technician	\$8.00
Grounds Technician	\$8.00
...	

Exhibit 3
MAINTENANCE EQUIPMENT LIST / VEHICLES

Equipment					
Description	Make	Model	Placed into service	Mileage or Hours	Location
...					
Vehicles					

To Be Announced At a Later Date

Exhibit 4
CUSTODIAL EQUIPMENT LIST / VEHICLES

Equipment					
Description	Make	Model	Placed into service	Mileage or Hours	Location
Vehicles					

To Be Announced At a Later Date

Exhibit 5
GROUNDS EQUIPMENT LIST / VEHICLES

Equipment					
Description	Make	Model	Placed into service	Mileage or Hours	Location
Vehicles					

To Be Announced At a Later Date

Exhibit 6
SCHOOL CALENDARS

To Be Announced At a Later Date

Exhibit 7
REQUIRED SUBMITTALS

1. References
2. Company Profile
3. Company Finances
4. Corporate Support
5. Organization Chart
6. Implementation / Startup Plan
7. Operations Plan for Plant Operations and Maintenance
8. Operations Plan for Custodial Services
9. Operations Plan for Grounds Services
10. Equipment List(s)
11. Approved Cost Sheet
12. Specific Proposer Information Form
13. Proof of Insurance
14. Anti-collusion Affidavit of Compliance
15. Hold Harmless Agreement

Form A

PROPOSAL FORM COMBINED COSTS

Line	Item Description	Support Data	Annualized Cost Allocations
A Labor Costs			
1	Management - # of FTE's - (FTE is defined as 2080 Annual Hours)		
2	Management Wages		
3	Management Healthcare Benefits		
4	Management Load (payroll taxes, worker's compensation, etc.)		
5	Sub-total (sum of lines 2+3+4)		\$0
6	Custodial - # of FTE's - (FTE is defined as 2080 Annual Hours)		
7	Custodial Wages		
8	Custodial Healthcare Benefits		
9	Custodial Load (payroll taxes, worker's compensation, etc.)		
10	Custodial Overtime		
11	Sub-total (sum of lines 7+8+9+10)		\$0
12	Grounds - # of FTE's - (FTE is defined as 2080 Annual Hours)		
13	Grounds Wages		
14	Grounds Healthcare Benefits		
15	Grounds Load (payroll taxes, worker's compensation, etc.)		
16	Grounds Overtime Costs		
17	Sub-total (sum of lines 12+13+14+15+16)		\$0
18	Maintenance - # of FTE's - (FTE is defined as 2080 Annual Hours)		
19	Maintenance Wages		
20	Maintenance Benefit costs		
21	Maintenance - Load Costs		
22	Maintenance Overtime Costs		
23	Sub-total		\$0
24	Total Annual Allocation Associated with Labor (Sum of lines 5+11+17+23)		\$0
B Supplies & Ongoing Costs			
25	Annual Allocation for Custodial Chemicals		
26	Annual Allocation for Custodial Disposables		
27	Annual Allocation for Office Supplies		
28	Annual Allocation for Uniforms		
29	Annual Allocation for Grounds Supplies		
30	Annual Allocation for Maintenance Supplies		
31	Total Annual Allocation for Supplies & Ongoing Expenses (sum of lines 25+26+27+28+29+30)		\$0

Line	Item Description	Support Data	Annualized Cost Allocations
C Vehicle Costs			
32	Total Investment in vehicles		
33	# of Vehicles being provided		
34	Annual Allocation for Vehicle Depreciation / Amortization		
35	Annual allocation for Vehicles Operating Expenses (fuel, insurance, taxes, licenses, maintenance, etc.)		
36	Total Annual Allocation for Vehicles Expenses (sum of lines 34 + 35)		\$0
D Other Equipment			
37	Total Investment in Grounds Equipment (Provide detailed list as an attachment)		
38	Annual Allocation for Grounds Equipment		
39	Total Investment in Custodial Equipment (Provide detailed list as an attachment)		
40	Annual Allocation for Custodial Equipment		
41	Total Investment in Maintenance Equipment (Provide detailed list as an attachment)		
42	Annual Allocation for Maintenance Equipment		
43	Total Investment in Communication Equipment (Provide detailed list as an attachment)		
44	Annual Allocation for Communication Equipment		
45	Total Investment in Other Equipment (Provide detailed list as an attachment)		
46	Annual Allocation for Other Equipment		
47	Total Annual Allocation for Other Equipment Expenses (sum of lines 38 + 40 + 42 + 44 + 46)		\$0
E Other Operational Expenses			
48	Annual Allocation for CMMS License(s) Expenses		
49	Investment in CMMS Startup/Installation (Asset Tagging, Inventorying of Equipment, Training, etc.)		
50	Annual Allocation for CMMS Startup/Installation (Amortized Expense)		
51	Annual Allocation for other Software Expenses		
52	Annual Allocation for Training Costs		
53	Annual Allowance for Minor Repairs (Maintenance Services)		
54	Annual Allocation for Contracted Services (Provide a Detailed Breakdown of Service Contracts being provided)		
55	Annual Allocation for Repair of Equipment (Equipment used to support Grounds, Custodial, Maintenance Operations)		
56	Rental Equipment Costs		
57	Other Miscellaneous Operating Costs		
58	Total Annual Allocation for Other Operational Expenses (sum of 48 + 50 + 51+ 52+ 53 + 54 + 55 + 56 + 57)		\$0
F Startup, Overhead, Fee and Performance Bond			
61	Total Investment of Startup Expenses		
62	Annual Allocation of Startup Expense		
63	Annual Corporate/Division Overhead		
64	Annual Anticipated Fee		
65	Annual Cost of Performance Bond (If Required)		
66	Total Annual Allocation for Startup, Overhead, Fee and Performance Bond (sum of 62 + 63 + 64 + 65)		\$0
TOTAL OPERATIONAL COSTS YEAR 1 (sum of lines 24 + 31 +36 + 47 + 58 + 66)			\$0

Services that Exceed the Scope Agreement

The Dodge County Schools may request the Contractor to perform services that exceed the scope of the contract. The contractor is expected to invoice the Dodge County Schools for services that exceed the scope of this RFP. All invoices require prior approval via a Purchase Order number from the Dodge County Schools.

- Please indicate the fully loaded cost per hour for additional “special request” work. Materials to be invoiced at cost.
 - Maintenance \$ _____
 - Custodial \$ _____
 - Grounds \$ _____

The Dodge County Schools may request the Contractor to support of after hour functions. In instances where the Dodge County Schools is renting facilities to an external party, the Contractor will be permitted to invoice the Dodge County Schools for the expenses directly related to the event. All invoices require prior approval via a Purchase Order number from the Dodge County Schools.

- Please indicate the fully loaded labor cost per hour for additional “building coverage” work. Materials to be invoiced at cost.
 - Maintenance \$ _____
 - Custodial \$ _____
 - Grounds \$ _____

Inflationary Price Adjustment Terms

At the end of each annual period, the Contractor may propose a price increase to be negotiated by the contractor and the School District.

Form B
SPECIFIC PROPOSER INFORMATION

Name of firm

Address

Street

Street

City, State, Zip

Partnership or Corporation under state laws of

Name of authorized individual (type / print)

Authorized Signature

Title

Date

Contact person regarding this bid

E-mail address

Phone number

Form C
PROOF OF INSURABILITY

(Attach copy of insurance certificate)

Form D
ANTI-COLLUSION AFFIDAVIT OF COMPLIANCE

Being first duly sworn deposes and says:

That he is _____
(Partner, Officer, Owner, Binding Representative, etc.)

(Provider)

The party making the foregoing proposal or bid, that such bid is genuine and not collusive, or sham; that said proposer has not colluded, conspired, connived or agreed, directly or indirectly, with any proposer or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person; to fix the bid price element or said bid, or of that of any other proposer, or to secure any advantages against any other proposer or any person interested in the proposed contract.

(Name of Proposer if Proposer is an Individual)
(Name of Partner if Proposer is a Partnership)
(Name of Officer if Proposer is a Corporation)

The above statements must be subscribed and sworn to before a notary public.

Subscribed and sworn to this _____ day of _____, 2001.

By: _____

Form E
HOLD HARMLESS AGREEMENT

The Provider hereby agrees to indemnify, keep and save harmless , its School District, agents, officials and employees against all injuries, judgments, costs and expenses which may in anywise accrue against the District in consequence of the granting of this contract or which may in anywise result there from, whether or not it shall be alleged or determined that the act was caused through negligence or omission of the Provider or his employees, if any of, or its employees, and the Provider shall, at his own expense, appear, defend and pay all charges of attorneys and costs and other expenses arising there from or incurred against in any such action, and shall at his own expense discharge same.

The Provider expressly understands and agrees that any performance bond or insurance protection required by this contract, or otherwise provided by Provider, shall in no way limit the responsibility to indemnify, keep and same harmless and defend District as herein provided.

PROVIDER:

BY: _____

ATTEST: _____

CORPORATE
SEAL