

Addendum #3 to Request For Proposal  
#0037 DPS Custodial and Cleaning Supply Services

February 18, 2021

**PROPOSAL FORM BID SHEET**

**“Proposal # 0037 Custodial and Cleaning Supply Services”**

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

Contact Person \_\_\_\_\_

Contact Phone No. \_\_\_\_\_

Please record you're pricing below:

**CUSTODIAL SERVICES:**

Number of Full-time Employees (250 days): \_\_\_\_\_

Number of Seasonal Custodians (180 day): \_\_\_\_\_

Number of Part-Time Employees (second shift and events): \_\_\_\_\_

TOTAL NUMBER of Custodial staff being proposed: \_\_\_\_\_

Price per month (12): \_\_\_\_\_

Price Per year: \_\_\_\_\_

Custodian (250 day) wage rate (hourly rate) \_\_\_\_\_ per hour

Custodian (180 day) wage rate (hourly rate) \_\_\_\_\_ per hour

Custodian Part Time wage rate (hourly rate) \_\_\_\_\_ per hour

Additional substitute custodians upon request (hourly rate) \_\_\_\_\_ per hour.

Emergency Custodians upon request (hourly rate) \_\_\_\_\_ per hour.

Annual Exterior Window Washing all schools: (hourly rate) \_\_\_\_\_ Per hour

Annual Exterior Pressure Washing all schools: (per Sq. Ft.) \_\_\_\_\_ Per Sq. Ft.

## EQUIPMENT PRICING:

Product	Amount	Units	Brand	Price per unit
Vacuum Cleaners	72 currently in use	Hammond Creek – 15 New All facilities replace as needed		
Ride On Vacuum Cleaners	2 in use	Hammond Creek – 1 New All facilities replace as needed		
Floor Buffers (propane) Floor waxing required Terrazzo & VCT (DJH, DHS, HCM and all schools each summer)	2 in use	Hammond Creek – 1 New All facilities replace as needed		

Total Price per month (12): \_\_\_\_\_

Total Price Per year: \_\_\_\_\_

## CLEANING SUPPLY AND MATERIAL PRICING:

Product	Amount	Units	Brand	Price per unit
Toilet Paper	684 cases	36 rolls per case		
Paper Towels	660 cases	6 rolls per case		
Soap for dispensers	620 cases	3 per case		
Large Can Liners	607 cases	100 bags per case		
Small Can Liners	303 cases	500 bags per case		
All purpose Cleaner Gallons	85 cases	4 gallons per case		
All Purpose Cleaner liters	77 cases	4/2 liters per case		
Bathroom cleaner	72 cases	4/2 liters per case		
Floor Cleaner Liter	69 cases	4/2 liters per case		
Floor Cleaner Gallons	43 cases	4 gallons per case		
Cleaning Clothes size 15" x 18"	5 cases	60 per case		
Paper Dispensers (required no Hand dryers)	Hammond Creek – 150 New All facilities replace as needed			
Soap Dispensers (required for each paper towel dispenser)	Hammond Creek – 150 New All facilities replace as needed			

Total Price per month (12): \_\_\_\_\_

Total Price Per year: \_\_\_\_\_

In compliance with this Request for Proposal and to all the terms and conditions imposed herein, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal.

Signature of Authorized Principal(s):

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

Title : \_\_\_\_\_

**All additional Forms below must be completed, signed, and returned with proposal form to be accepted for proposal consideration.**

CONTRACTOR CERTIFICATION

Dalton Public Schools requests, as a matter of policy, that any consultant or firm receiving a contract or award resulting from this Request for Sealed Proposal shall make certification as below. Receipt of such certification, under oath, shall be a prerequisite to the award of contract and payment thereof.

I (we) hereby certify that if the contract is awarded to our firm, partnership or corporation that no members of the elected governing body of \_\_\_\_\_ or member of his or her immediate family, including spouse, parents or children or any person representing or purporting to represent any member or members of the elected governing body, has received or has been promised, directly or indirectly any financial benefit, by way of fee, commission, finder's fee, political contribution or any similar form of remuneration on account of the act of awarding and/or executing this contract under a Request for Proposal.

Signature of Authorized Principal(s):

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Name of Firm/Partnership/Corporation:

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

Date: \_\_\_\_\_

## CONTRACTOR'S DECLARATION

The Contractor understands, agrees and warrants:

1. That the Contractor has carefully read and fully understands the full scope of the specifications. That the Contractor has the capability to successfully undertake and complete the responsibilities and obligations in said specifications.
2. That the Contractor must have a one million dollar (\$1,000,000) general liability policy, proof of workers' compensation on all workers, and proof of vehicle insurance that covers all vehicles on school property. Proof of all insurances must be included in the proposal.
3. That this proposal may be withdrawn by requesting such withdrawal in writing at any time prior to **February 22, 2021, at 9:00 AM**, but may not be withdrawn after such date and time.
4. That Dalton Public Schools reserves the right to reject any or all proposals and to accept that proposal or portions of the proposal which will, in its opinion, best serve the public interest. Dalton Public Schools reserves the right to waive any technicalities and formalities in the bidding.
5. That by submission of this proposal the Contractor acknowledges that Dalton Public Schools has the right to make any inquiry or investigation it deems appropriate to substantiate or supplement information supplied by the Contractor.
6. In the event Contractor(s) is awarded a contract for this Request for Proposal, Contractor(s) certifies that should conflicts exist between the provisions of the final contract and the provisions of this Request for Proposal dated **January 22, 2021**, the provisions of the Request for Proposal, and all subsequent addendums to the Request for Proposal shall govern.

If a partnership, a general partner must sign.

If a corporation, the authorized corporate officer(s) must sign and the corporate seal must be affixed to this proposal.

\_\_\_\_\_  
Company:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

AFFIX CORPORATE SEAL *(If Applicable)*

CERTIFICATE OF NON-DISCRIMINATION

In connection with the performance of work under this contract, the Contractor agrees as follows:

The Contractor agrees not to discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, ancestry or disability. The Contractor shall take affirmative action to insure that employees are treated without regard to their race, creed, color, sex, national origin, ancestry or disability. Such action shall include, but not be limited to the following: employment, upgrading, demotion, transfer, recruiting or recruitment, advertising, lay-off or termination, rates of pay or other compensation and selection for training, including apprenticeship.

In the event of the Contractor's non-compliance with this non-discrimination clause, the contract may be canceled or terminated by Dalton Public Schools. The Contractor may be declared by the school system ineligible for further contracts with Dalton Public Schools until satisfactory proof of intent to comply shall be made by the vendor.

The Contractor agrees to include this non-discrimination clause in any sub-contracts connected with the performance of this agreement.

\_\_\_\_\_

Company

\_\_\_\_\_

Name

\_\_\_\_\_

Title

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

NON-COLLUSION AFFIDAVIT

The following affidavit is to accompany the proposal:

STATE OF \_\_\_\_\_, COUNTY OF \_\_\_\_\_

\_\_\_\_\_  
Owner, Partner or Officer of Firm

\_\_\_\_\_  
Company Name, Address, City and State

Being of lawful age, being first duly sworn, on oath says that he/she is the agent authorized by the Contractor to submit the attached proposal. Affidavit further states as Contractor, that they have not been a party to any collusion among Contractors in restraint of competition by agreement to proposal at a fixed price or to refrain from bidding; or with any office of Dalton Public Schools, or any of its employees as to quantity, quality or price in the prospective contract; or any discussion between Contractors and any official of Dalton Public Schools, or any of its employees concerning exchange of money or other things of value for special consideration in submitting a sealed proposal for:

\_\_\_\_\_  
FIRM NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 2020.

\_\_\_\_\_  
NOTARY PUBLIC

STATE OF GEORGIA PROMPT PAY ACT AFFIDAVIT

THIS AFFIDAVIT IS TO ACCOMPANY THE PROPOSAL

GEORGIA PROMPT PAY ACT: The Georgia Prompt Pay Act was enacted by the General Assembly in 1994 and took effect January 1, 1995. This act requires owners to pay contractors within 15 days of receipt of a pay request by the owner or the owner's representative. If payment is not made the owner shall pay the contractor 1 percent per month interest on the delayed payment. Additionally, the contractor must pay subcontractors within 10 days of receipt of payment from the owner.

This Act is Code Section 13-11-1 (Georgia Laws of 1994, p. 1398 par. 4)

\_\_\_\_\_  
FIRM NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 2020.

\_\_\_\_\_  
NOTARY PUBLIC



CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with Dalton Public Schools has registered with and is participating in a federal work authorization program\* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with Dalton Public Schools, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to Dalton Public Schools at the time the subcontractor(s) is retained to perform such service.

\_\_\_\_\_  
EEV / Basic Pilot Program\* User Identification Number

\_\_\_\_\_  
BY: Authorized Officer or Agent  
(Contractor Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Authorized Officer or Agent of Contractor

\_\_\_\_\_  
Printed name of Authorized Officer or Agent

\* As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV / Basic Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 2020.

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
My Commission Expires

# Format of Proposal

Each proposal shall be formatted identically to the outline of this request. The intent is to facilitate efficient and effective evaluation without unnecessary delay. Therefore, each proposal should include information and materials that are clearly marked and separately segregated as required for easy, efficient location and identification of the section to which it pertains. The required format, evaluation method is outlined below.

	<b><u>PROPOSAL CRITERIA FORMAT</u></b>	<b><u>POINTS</u></b>
I.	Executive Summary	10
II.	Company Profile and Qualifications	30
	a. Background	
	b. Experience	
	c. References	
	d. Key Personnel	
	e. Financial Stability	
III.	Management Systems	20
	a. Transition	
	b. Human Resources	
	c. Training Programs	
	d. Quality Control	
IV.	Project Organization and Project Staffing	20
	a. Proposed Organization Chart	
	b. Proposed Staffing Recommendations	
V.	Standard Cleaning Procedures	5
VI.	Proposed List of tools and Equipment List	5
VII.	Pricing and Terms	<u>10</u>
	<b>Total Points Available</b>	100