



Dalton Public Schools



PURCHASING DEPARTMENT

REQUEST FOR PROPOSAL

FOR

Carpet Cleaning Services

2021-2022 DALTON PUBLIC SCHOOLS

PROPOSAL NUMBER (#0040 DPS Carpet Cleaning Services)

ISSUED: April 1, 2021

Proposal Opening: April 30, 2021 – 11 a.m.

Invitation to Submit Proposals

To: All Submitting Proposals

Dalton Public Schools invites you to submit proposals for Carpet Cleaning Services for all Dalton Public Schools facilities and ancillary buildings as listed in the RFQ/RFP. Proposal prices quoted shall remain effective until **July 30, 2021**. The prices in this proposal supersede any other quote given to Dalton Public Schools to date on the same items.

Responses to this Invitation to Submit Proposals shall be marked "Proposal No. 0040 DPS Carpet Cleaning Services"

Proposals may be emailed, mailed or delivered to:

Address: Dalton Public Schools,
Maintenance and Operations Building,
412 S. Hamilton St., Dalton, Georgia 30720
Hand Delivery: Maintenance & Operations Department
412 S. Hamilton St., Dalton Ga 30720
Email: Rusty.Lount@dalton.k12.ga.us

Proposals will be opened at the Maintenance and Operations Building Conference Room located at 412 S. Hamilton St., P.O. Box 1408, Dalton, Georgia 30722-1408 on **April 30, 2021, at 11 a.m.**

Contractor(s) are required to use the enclosed specifications forms. They are instructed to read carefully all items, conditions and specifications in this letter and the attached pages before completing their proposal.

Dalton Public Schools reserves the right to accept or reject any and all proposals, and to waive any irregularity in proposals received to award the entire proposal to one vendor or to make awards by groups or line items, whichever is in the best interest of the school district.

Any questions concerning this proposal may be forwarded to:

Rusty.Lount@dalton.k12.ga.us

Your interest and participation are solicited and appreciated.

Sincerely,

Rusty Lount

Rusty Lount

Director of Operations
Dalton Public Schools

General Terms and Conditions

1. Proposals should be mailed in ample time to assure delivery before the proposal opening date and time:

Mail To: Dalton Public Schools
Attn: Rusty Lount
412 S. Hamilton St
Dalton Ga 30720

2. Proposals may be hand delivered to: Dalton Public Schools' Maintenance Department, Attn: Rusty Lount, 412 S. Hamilton St, Dalton Ga, prior to proposal opening time.
3. Proposals may be Emailed to: Rusty.Lount@dalton.k12.ga.us (due to Covid-19 pandemic)
4. Proposals must be on the specification forms provided within this Invitation to Submit Proposals, sealed within an envelope marked as shown in the cover letter.
5. No awards of any kind are made at the time of the request for proposal opening. A copy of the proposal tabulations and/or the awards will be available upon request after the proposal(s) has been awarded.
6. Proposals must be submitted based on providing carpet cleaning service as needed to properly maintain a clean, safe, and healthy learning environment. Contractor(s) is responsible for the removal from the location any and all waste materials or other debris from the delivery, assembly, and installation of items received and all cost associated with the disposal of the debris.
7. All Vendors MUST meet trucks to receive equipment, supplies and material shipments. Dalton Public Schools personnel will not meet carrier to receive deliveries.
8. Proposal submitted must include any and all freight and handling cost. Dalton Public Schools will pay no additional charges.
9. The contractor(s) and manufacturer's representatives are responsible to Dalton Public Schools for and including, but are not limited to, handling any problems with products supplied and any necessary instruction on use and upkeep.
10. When an article of particular make or trade name is specified, it is meant to establish a quality standard and is not intended to eliminate competing articles of equal quality. Contractor(s) are at liberty to quote on substitutions provided complete specifications are included with the proposal. Contractor(s) is also required to describe all exceptions to our specifications and include a color photo. We need the URL for the manufacturer website for the product listed. If no substitutions are indicated, it will be assumed the quotations are based on our specifications. **DPS reserves the right to accept a higher proposal on items where the need to "match existing items previously purchased" exists and the lower contractor(s) does not meet proposal specifications.**

11. Samples may be requested for comparison purposes. Samples, when required, must be furnished free of expense to Dalton Public Schools, and must be tagged with the Contractor(s) name and proposal item number. If samples are not used or destroyed in testing, the Contractor(s) must claim them within thirty (30) days from date of proposal or they will become the property of the school system. If there is a sample of the item within 30 miles that can be viewed please let us know.
12. Time of delivery for work performance is a part of this consideration and must be stated in definite terms and must be adhered to completely. Work performance must be complete on or before the specified dates within this RFP. Carpet cleaning work will be completed during school breaks and when students and staff are not occupying the building. A 2021-22 school calendar of events has been provided in this RFP along required work schedule opportunities.
13. Payments will be billed in 12 equal payments over 12 month period begin July 1st through June 30th. The final inspection on the carpet cleaning work and payment approval must be made by an authorized representative of Dalton Public Schools.
14. The Contractor(s), by submitting a proposal, certifies that to the best of their knowledge, neither they nor any of their suppliers discriminate against any employee or applicant for employment because of any protected class as defined by federal Equal Employment Opportunity regulations.
15. Dalton Public Schools has the right to award the entire proposal to one Contractor or to separate the proposal and order by line item. Dalton Public School reserves the right to order additional quantities or reduce quantity amounts as need to meet the school's needs. Dalton Public Schools reserves the right to reject any or all proposals. Dalton Public Schools reserves the right to do whatever is in the best interests of the school district.

SUBMITTAL REQUIREMENTS AND IMPORTANT DATES

RFP #0040 Carpet Cleaning Services

Proposals may be emailed, mailed, or hand delivered as follows:

Mailed and Hand delivered Proposals should be sealed and marked on the outside of the box or envelope as follows:

“Sealed Proposal – RFP #0040 Carpet Cleaning Services”

Company Name

Company Address

Proposals may be hand delivered, or mailed to:

Address: Dalton Public Schools
Attention: **Rusty Lount**
412 S. Hamilton Street
Dalton, GA 30720

Emailed: Due to Covid-19 health and safety measures, Dalton Public Schools will accept Emailed proposals that are scanned with signatures on all required documents.

Email to: **Rusty.Lount@dalton.k12.ga.us**

DATES AND TIMES:

RFP Posting Date: April 1st, 2021

Proposal Due Date: April 30th, 2021 11:00AM EST

Withdrawn Date: April 30th, 2021 09:00AM EST

Dalton Board of Ed.

Approval Meeting:

May 10th, 2021 06:30PM

Location: Posted monthly at www.DaltonPublicSchools.com

Time: 06:30PM EST

(RFP subject to Dalton Board of Education acceptance)

Dalton Public Schools is an Equal Opportunity Employer and does not discriminate based upon race, creed, national origin, or gender.

REQUEST FOR PROPOSAL

#0040 DPS Carpet Cleaning Services

SCOPE OF THE WORK:

Dalton Public Schools is requesting carpet cleaning services for all its school and auxiliary buildings

PERIOD OF CONTRACT: First contract period shall begin July 1, 2021, ending June 30, 2022 with Dalton City Schools having the option of extension annually thereafter for up to four (4) additional years. Dalton City Schools may elect to extend for additional years with Dalton Board of Education approval.

I. REQUEST FOR PROPOSAL REQUIREMENTS

Each Proposer shall be responsible for reviewing all information contained herein, and for other information as requested, including site visitation, and other efforts as necessary for the submission of a comprehensive proposal which will represent the Proposer's best offer of Carpet Cleaning Services for Dalton Public Schools and its facilities.

Each proposal shall be complete, and it shall be outlined and identified by sections of this request to facilitate ease of evaluation and to prevent unnecessary searching and reorganization of materials for evaluation purposes by designated evaluators. In the preparation of each proposal, attention should be given to the criteria referenced herein, which will be utilized for evaluation and award determination purposes.

Proposals will be scored by evaluators assigned by Dalton Public Schools (See Proposal Format in this RFP)

II. PROGRAM REQUIREMENTS

The Contractor shall furnish all management, supervision, cleaning personnel, equipment, tools, and other materials as required for Carpet Cleaning Services. Cleaning chemicals and materials must be provided with the carpet cleaning service. All chemicals, application of chemicals, and use of equipment will meet all governmental requirements for safe conditions for the employees and the Owner's students, staff, and faculty.

Level of Cleanliness

It will be the responsibility of the Proposer to provide carpet cleaning services for the individual locations in keeping with high standards for an educational institution from the perspective of sanitation, public relations, and protection of the physical facility. The highest level of cleanliness, health, and safety is required. A detailed carpet cleaning schedule included in Attachment A.

Location and Approximate Carpet sq. Ft.

Carpet cleaning Services must include all facilities as listed by Name location and approximate carpet square footage found in **Attachment B.**

Through information provided, actual measurements, use of existing drawings and/or other means, it shall be the responsibility of the Proposer to verify measurements as deemed applicable for the submission of a proposal.

Timeline For Cleaning Services

It will be the responsibility of the Proposer to provide two (2) full rounds of carpet cleaning services equally spaced over the course of one full school year for all classrooms and areas except hallways. Proposers will provide three (3) full rounds of carpet cleaning services for floor mats and hallways equally spaced over the course of one full school year. Services must be provided in the summer and winter months and during times when the school is unoccupied with staff and students. See school calendar in **Attachment C.**

Pricing Requirements

Proposal shall include monthly and annual costs broken down into material and labor costs per school. See required **Proposal Pricing Form** provided in this RFP.

III. REQUIREMENTS FOR THE SUBMISSION OF A PROPOSAL

A. Qualifications

Each Proposer shall submit evidence of qualifications which would influence the ability to satisfactorily perform the carpet cleaning services as defined in this Request for Proposal.

1. Proposer must have a minimum of five (5) years carpet cleaning service management experience with school systems or similar size operations preferred.
2. Proposer must currently have at least three (3) contracts similar in scope and scale as outlined in this Request for Proposal. School system contracts are preferred.
3. Proposer must demonstrate ability to manage large carpet cleaning operations with verified management expertise. School system references are preferred.
4. **Pre-Proposal meeting and tour of facilities will be held April 13, 2021, 9:00 A.M. at 412 Hamilton Street Dalton, GA, 30720 This will be the only facility tour offered prior to proposal submission date.**

Failure to meet these requirements may result in rejection of proposal.

B. Copies of Proposal

Each submission shall include one (1) original proposal and three (3) complete copies. Proposals shall be submitted in a sealed envelope or box, with contractor's name, RFP number, and project name clearly indicated.

Due to Covid-19 health and safety measures, Dalton Public Schools will accept Emailed proposals with signatures and all required documents. Failure to comply shall result in rejection of Contractor's proposal.

C. 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.

<u>PROPOSAL FORMAT</u>	<u>POINTS</u>
I. Company Experience and Qualifications a. Company Experience b. Staff Experience c. References	35
II. Proposed List of Equipment, Materials and Services a. Equipment list b. Chemical list c. Carpet Cleaning Service Type Offered.	15
III. Pricing and Terms	<u>50</u>
Total Points Available	100

Final Score = Average Point Score (all evaluator scores / total number evaluators)

The top scoring proposals may require interviews with Owner's team and Proposer leadership prior to final recommendation to the Dalton Board of Education.

D. Award/Acceptance/Rejection of Proposal

1. Award

- a. The contract will be awarded to one or more responsive, most qualified Proposer(s) whose offer, conforming to the conditions and requirements of this request for proposal, and interview performance result in the best, more advantageous solution for Dalton Public Schools.
- b. Dalton Public Schools reserves the right to reject any or all offers and to waive informalities and minor irregularities in proposals received.
- c. This request for proposal does not commit Dalton Public Schools to contract for any requirements for this solicitation.
- d. A binding agreement will require an award approved by the Dalton Board of Education and a contract signed both contractor and Owner with terms in agreement with this Request For Proposal.

V. CONTRACT

A. Award

It is the intent, assuming that satisfactory proposals are received, to award a contract. If an award is made, it will be for an initial stated period beginning **July 1, 2021 through June 30, 2022** with provisions for four (4) one-year extensions. Final approval for any extensions shall be made by Dalton Public Schools. The cost per year may be increased annually unless a 30-day prior written notice is received from owner to contractor detailing finance constraints and limitations for funding the increase. If no 30-day notice is received from owner to contractor, the Contractor may increase pricing in accordance with the applicable Consumer Price Index (CPI) rate for the preceding twelve months at a rate of no less than 1% and no greater than 3%.

B. Termination/Cancellation

The Contract shall automatically renew on a yearly basis unless either party provides written notice at least one hundred twenty (120) days prior to the end of fiscal school year. Dalton Public Schools reserves the right to cancel the contract upon sixty (60) days written notice for non-performance within the terms and conditions of this request for proposal or conditions beyond control, i.e. inadequate funding. A thirty (30) day "cure period" shall be utilized to allow Contractor to resolve the deficiency for non-performance.

Upon noncompliance of the contract by the Contractor(s) for completeness and thoroughness in the duties as judged solely and reasonably by the Owner, the Owner shall inform the Contractor by providing thirty (30) days written notice. If such service deficiencies are not corrected within that time

(the “Cure Period”) The Contractor shall be given sixty (60) day notice of cancellation. Should the Contractor cure deficiencies within the cancellation period, notice of cancellation can be rescinded at the owner’s discretion.

C. Payments

Payment for services received will be made by Owner monthly. Contractor will bill in 12 equal payments over a 12 month period begin July 1st through June 30th. The final inspection on the carpet cleaning work and payment approval must be made by an authorized representative of Dalton Public Schools. After approval, the invoice will be forwarded by Owner for payment. Payment requests received will be paid based on net 30 days.

D. Insurance

The Contractor(s) 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 Owner before the commencement of any work:

1. Commercial/Comprehensive General Liability
 - a. \$1,000,000 Bodily Injury Per Person
 - b. \$1,000,000 Bodily Injury Aggregate Limit
 - c. \$ 500,000 Property Damage Per Occurrence
 - d. \$1,000,000 Property Damage Aggregate Limit
2. Comprehensive Automobile Liability
 - a. \$1,000,000 Property Damage Per Occurrence
3. Workmen's Compensation and Employers' Liability
 - a. \$ 500,000 Bodily Injury Per Person
4. Umbrella or Excess of Loss Coverage
 - a. \$5,000,000 Per Occurrence
5. The Contractor(s) will provide an insurance certificate within 30 days after acceptance of contract. No work will be allowed to start until Insurance is received by owner.
6. Dalton Public Schools must have 10 days written notice of cancellation or change in insurance coverage and provide its approval. Dalton Public Schools reserves the right to terminate, without notice, all contractual agreements with Contractor(s) if insurance cover is not maintained.

Dalton Public Schools shall be named as an additional insured by endorsement on the Contractor(s)’s policy as to the subject contract.

E. Addenda

Any "Addenda" or Instruction to Proposers issued by Dalton Public Schools prior to the time for receiving proposals shall be included in the proposal, and, shall become a part thereof. All Addenda shall be posted within three (3) days from proposal due date/time.

F. Indemnification

The vendor shall indemnify, hold harmless and defend the Board, its agents, servants and employees from and against any and all claims, liability, losses, charges, expenses (including attorney fees) and / or cause of action, which may arise from any negligent act, or omission of the vendor, its agents, servants, or employees in the performance of services under this contract.

Nothing contained herein is intended to be a waiver in any respect whatsoever of the Owner's right to assert under any circumstances whatsoever its claims of governmental and or official immunity from any liability or damages asserted against it by any natural person or entities created by law.

G. Transfer

No contract or its provisions may be assigned, sublet, or transferred without written consent of the Owner.

VI. RESPONSIBILITES OF CONTRACTOR:

A. Personnel

All matters pertaining to the recruitment, screening, hiring, and retention shall be the exclusive responsibility of the Contractor. These matters shall be done in full compliance with existing statutes and regulations pertaining to affirmative action, non-discrimination, wage and hour, and any other stipulations germane to prudent personnel management.

Only those personnel who have been properly trained shall be assigned duties under this contract. All personnel shall be dressed in a manner authorized by the Contractor and approved by the Owner. Owner may require the school systems colors or other logos be included on the contractor's uniforms. The personnel shall be neat and clean in appearance. Name tags are required and shall be furnished by the Contractor. No employee with a police record, other than minor traffic violations, may be assigned duties under this contract. Contractor shall be responsible for the submission of a police clearance record and required background check before any employee begins work.

Contractor will not pay less than the required minimum wage rate.

Contractor will pay all taxes pertaining to its employees as required by law. Any employee whose work habits and/or conduct is deemed objectionable

shall be removed from the work force upon request of the authorized Dalton Public Schools representative.

No Subcontractors allowed. All carpet cleaning personal must be employed by the contracted service provider.

B. Safety

The Contractor(s) shall be responsible for the training as necessary in the application of chemicals and the use of equipment to facilitate safe conditions for the employees and the Owner's students, staff, and faculty. All Contractor(s)'s employees working on a DPS campus must complete annual Asbestos training.

C. Security

The Contractor shall be responsible for training employees in security requirements of Dalton Public Schools and shall be responsible for the enforcement of the same.

Additionally, each employee shall be informed of the following:

1. The Contractor shall be responsible for safeguarding against loss, theft, or damage of all Owner's property, materials, equipment, and accessories which might be exposed to the Contractor's personnel.
2. Guns, knives, or other dangerous weapons shall not be allowed on campus.
3. Alcohol and drugs are prohibited on campus.
4. Tobacco use of any type (smoking/chewing/etc.). is prohibited on campus.
5. Keys and card access, which may be distributed at the beginning of each work period, shall be returned to the appropriate supervisor at the end of each work period. Keys and card access which will be required by the Contractor and employees will be approved by the Owner and will be controlled by a person to be named after award of contract. In any event, the Contractor shall be fully responsible for the security and appropriate use of the keys and card access which may be issued. Additionally, the Contractor shall be fully responsible for the replacement of any keys and card access that are lost and any additional cost resulting due to loss of keys or card access.
6. Contractor's personnel shall not allow any unauthorized persons in Owner's facilities. Exceptions require Owner's written approval.
7. When it is determined that a building has been left unsecured due to negligence on the part of the Contractor, there will be a charge-back of \$25.00 per hour, time determination being from when the on-call person leaves home until they return home from securing the building. Additional charges to the contractor(s) will be apply if property is damaged during the time when the facility was left unsecured.

D. Supervision

All supervision as required for the execution of those contractual responsibilities assumed by the Contractor shall be done by the Contractor or designated representative.

E. Damage

The Contractor shall be responsible for the repair and replacement to the satisfaction of the Owner's representative for any damage to the facility caused by any employee of the Contractor.

F. Equipment, Supplies and Materials

The procurement and maintenance of all equipment required for the successful execution of this contractual obligation shall be the Contractor's responsibility. All equipment shall be maintained properly, and in clean condition. The Contractor(s) shall be responsible for the acquisition of all equipment necessary to fulfill all specifications stated herein. A listing of all equipment which will be used by the successful Contractor(s) must be submitted for approval prior to initial service under the contract. Changes may be made only after being duly authorized by Owner. All equipment must meet or exceed OSHA requirements and commonly recognized safety requirements. Manufacturer's Data Sheets will be maintained on each job site for all equipment used in the cleaning processes, with copies given to Owner's personnel and updated regularly.

The Contractor(s) shall be responsible for the acquisition of all chemicals, materials, and supplies necessary to fulfill all specifications stated herein. A listing of all chemicals, materials, and supplies which will be used by the successful Contractor(s) must be submitted for approval prior to initial service under the contract. Changes may be made only after being duly authorized by Owner. All chemicals, materials, and supplies must meet or exceed OSHA requirements and commonly recognized safety requirements. Material Safety Data Sheets will be maintained on each job site for all chemicals, materials and supplies used in the cleaning processes, with copies given to Owner's personnel and updated regularly.

The Contractor(s) must furnish all needed safety equipment and protective devices necessary for the safety of all building occupants and property of the Owner.

The Contractor(s) bears all responsibility for determining the amount of items needed and all cost associated with all equipment, chemicals, materials, and supplies.

G. Training

Contractor must have a training program specifically designed for school technicians, including training to meet all Local, State, and Federal guidelines.

H. Emergencies

All emergency conditions shall be promptly reported to the Owner's authorized representative.

I. Contractor's Representative

A representative of the Contractor shall be appointed within 24 hours after receipt of the contract, and this person shall be available as deemed necessary by the representative for purposes of reporting problems, requesting schedule changes, etc. This individual shall be someone other than the job supervisor and they shall be the sole contact person for routine matters.

J. Scheduling Carpet Cleaning

See **Attachment A** for carpet cleaning work hours subject to approval by the Owner's Representative.

K. Program Responsibility

The Contractor shall assume full responsibility for all carpet cleaning services program as agreed to in the award notification.

L. Specialties

The Contractor shall be responsible for moving furniture before cleaning and returning furniture to its original location after the cleaning the carpet. Contractor shall also be responsible for other duties as required such as moving risers, bleachers, wrestling mats, moving and setting up school event areas as needed to complete the carpet cleaning services. Contractor shall allow for flexibility in the work schedule or provide part time workers for these duties as required. Dalton Public Schools reserves the right to adjust any work schedule to accommodate events and functions as needed.

Contractor shall be available for emergency services. Emergency work will be determined and authorized by the Owner. Emergency work will be considered an extra billing and will be added to invoice at a rate listed on the Proposal Form.

M. Additional Portables

If a need arises to add additional portables during the school year, the Contractor will be required to maintain additional square footage at the average square foot rate. If portables are removed during the school year, the Contractor(s) will be required to reduce the cost to the owner at the average square foot rate.

VII. RESPONSIBILITIES OF Dalton Public Schools

A. Utilities - All necessary utilities will be furnished by the Owner.

B. Trash Disposal - The Owner shall furnish in a reasonably convenient location a container for use by the Contractor in the removal of wastepaper, trash, debris, etc.

C. Keys and Card Access - Keys and Card Access which may be utilized for the Contractor(s)'s employees will be furnished by the Owner.

ATTACHMENT A

CARPET CLEANING SERVICE RESPONSIBILITIES

1. Professional Clean through hot water extraction or similar type service all carpet areas in the facilities as listed in Attachment B.
2. Classrooms and All Areas Except Hallways Carpet Cleaning: Clean carpet in classrooms and all areas except hallways two (2) times per year.
 - Once (1) during the school's scheduled summer break.
 - Once (1) during the winter season breaks.
 - All carpet cleaning will require the moving of furniture as needed and returning it to its original location.
 - All carpet cleaning work hours will be limited to school scheduled breaks, holidays, weekends, and other times when the schools facilities are unoccupied.
 - See school calendar of events in Attachment C.
3. Cleaning Hallways: Clean all Hallway carpet three (3) times per year.
 - Once (1) during the school's scheduled summer break.
 - Once (1) during the winter season breaks.
 - Once (1) during February and March evening/night hours.
 - All carpet cleaning will require the moving of furniture as needed and returning it to its original location.
 - All carpet cleaning work hours will be limited to school scheduled breaks, holidays, weekends, and other times when the schools facilities are unoccupied.
 - See school calendar of events in Attachment C
4. Floor mats: Clean all entrance floor mats three (3) times including those located in classrooms and hallways.
5. Emergency Carpet Cleaning Services: Spills on carpet areas throughout the school year are a common occurrence. Dalton Public Schools requires all contractors offering services for this RFP to provide Emergency Carpet Cleaning Services. These services will be for spot cleaning carpet areas after hours as needed. Pricing for this service is listed on the pricing form on a per sq. ft. price.
6. Work Hours: All carpet cleaning work hours will be limited to school scheduled breaks, holidays, weekends, after hours and other times when the school facilities are unoccupied by students and staff.
7. Furniture Moving: All carpet cleaning will require the moving of furniture as needed and returning it to its original location.
8. Safety and Security: All contractor staff must adhere to the safety and security policies and procedures required by school facilities. Including, but not limited to, lockdowns during severe weather, active shooter and evacuations during fire alarms.

ATTACHMENT B

LIST OF LOCATIONS & APPROXIMATE CARPET SQ. FT.

DALTON PUBLIC SCHOOLS

Facility Name	Address	Approximate Carpet Sq.Ft.
Blue Ridge ES	100S Bogle St	59,183
Brookwood ES	501 Central Ave	47,509
City Park ES	405 School St	57,231
Annex at CP	105 N Thornton Ave	9,122
Park Creek ES	1500 Hale Bowen	70,527
Roan St ES	1116 Roan St	39,108
Westwood ES	708 Trammel St	36,921
Dalton High School*	1500 Manly St	175,713
The Dalton Academy**	1250 Cross Plains Trail	18,241
Dalton Jr High*, ***	1250 Cross plains Trail	112,174
Hammond Creek Middle	330 Pleasant Grove Dr	111,251
101 Building Enrollment	101 N Thornton Ave	14,266
201 Building Tech	201 E Franklin St	3,470
Harmon Field (Field House & Press Box)*	601 Vernon Ave	4,348
Ft Hill	104 Fort Hill Terrace	38,867
NorthStar	307 Fredrick St	26,481
*= includes footage for field houses, out buildings, etc.		
**= sq ft of The Dalton Academy only, located inside the Dalton Jr High		
***= sq ft of Dalton Jr High only, excludes Sq Ft of The Dalton Academy		

ATTACHMENT C

SCHOOL CALENDAR
2021-2022

DALTON PUBLIC SCHOOLS

Beginning June 1, 2021	Pre-registration for All New Students – DPS Enrollment Center 101 N. Thornton Ave.
Beginning Tuesday, Aug. 3-9	Professional Learning Days
Beginning Tuesday, August 3-9	School Orientations: Middle School - Morning; Elementary – Afternoon
Tuesday, August 10	First Day of School
Monday, September 6	Labor Day Holiday
Wednesday, September 29	Student Holiday/Staff Professional Learning Day
Monday, October 8	Staff & Student Holiday
Monday, October 11	Student & Staff Holiday
Monday - Friday, November 22-26	Thanksgiving Holidays *Last Day Before Winter Holidays; Early Dismissal for Students
Friday, December 17	
*End First Semester (86 days)	
Monday, January 3	Student Holiday/Staff Work Day
Tuesday, January 4	Classes Resume for Students after Winter Holidays
Monday, January 17	Staff & Student Holiday
Friday, February 18	Student Holiday/Staff Professional Learning Days
Monday & Tuesday, February 21 & 22	Mid-Winter Holiday
Wednesday, March 16	Early Dismissal for Students
Monday-Friday, April 4 – 8	Spring Holidays
Friday, April 15	Staff and Student Holiday **Last Student Day of School; Early Dismissal for Students **High School Graduations
Friday, May 27	
**End Second Semester (94 days)	
Monday, May 31	Memorial Day Holiday
Tuesday-Thursday, June 1-2	Staff Professional Learning Days
Friday-Tuesday, May 29- June 2	Staff Professional Make-Up Days

PROPOSAL PRICING FORM

“Request for Proposal # 0040 Carpet Cleaning Services”

Name of Company _____

Contact Person _____

Contact Phone No. _____

Please record pricing below:

TOTAL Carpet Cleaning Service Pricing: **(2x Rooms except Hallways, 3x Floor Mats and 3x Hallways)**

Facility Name	Approximate Carpet Sq. Ft.	Total Price Per Square Foot	Total Price Per Month	Total Price Per Year
Blue Ridge ES	59,183			
Brookwood ES	47,509			
City Park ES	57,231			
Annex at CP	9,122			
Park Creek ES	70,527			
Roan St ES	39,108			
Westwood ES	36,921			
Dalton High School*	175,713			
The Dalton Academy**	18,241			
Dalton Jr High *,***	112,174			
Hammond Creek Middle	111,251			
101 Building Enrollment	14,266			
201 Building Tech	3,470			
Harmon Field (Field House & Press Box)	4,348			
Ft Hill	38,867			
NorthStar	26,481			
*= includes footage for field houses, out buildings, etc.				
**= sq ft of The Dalton Academy only, located inside the Dalton Jr High				
***= sq ft of Dalton Jr High only, excludes Sq Ft of The Dalton Academy				

TOTAL Price per Month (12): _____

TOTAL Price Per Year: _____

Classrooms and areas except hallways only	_____	Price per Square Foot
Hallways only	_____	Price per Square Foot
Floor mats only	_____	Price per Square Foot
Emergency Carpet Cleaning Rate	_____	Price per Square Foot

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 **April 30, 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. Contractor accept the decision(s) of Dalton Public Schools and The Dalton Board of Education Dalton Public Schools as final and binding. Contractor waives all rights to dispute decision(s) results and agrees to hold Dalton Public Schools and The Dalton Board of Education harmless of any and all claims.
7. 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 **April 1, 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

Signature

Title

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