



PURCHASING DEPARTMENT

REQUEST FOR PROPOSAL

FOR

DPS SCHOOL FACILITY CLEANING

2020-2021 DALTON PUBLIC SCHOOLS

Health and Safety Project

BID NUMBER (#0033 DPS Facility Electrostatic Cleaning Project)

ISSUED July 20, 2020

Proposal Opening: August 3, 2020 – 11 a.m.

## Invitation to Bid

To: All Bidders

Dalton Public Schools invites you to bid to provide facility electrostatic cleaning for 101 Building, 101 North Thornton Ave., Dalton, Ga 30720, 201 Building, 201 East Franklin St., Dalton Ga 30720, 412 Building, 412 South Hamilton St, Dalton , Ga 30720, Harmon Field, 601 Vernon Ave., Dalton, Ga 30720, Central Office at City Hall, 300 West Waugh St., Dalton, Ga 30720, Blue Ridge (BR), 100 S Bogle St, Dalton Ga 30721, Brookwood (BW), 501 Central Ave, Dalton, Ga 30720, City Park (CP), 405 School St, Dalton Ga 30720, City Park of Annex, 105 North Thornton Ave., Dalton Ga 30720, Dalton High School and Athletic facilities (DHS) 1500 Manly St., Dalton GA, 30720, Morris Innovative High School, 104 Fort Hill Terrace, Dalton Ga 30721, Dalton Middle School and Field House (DMS) 1250 Cross Plains Trail, Dalton, GA. 30720, Park Creek (PC) 1500 Hale Bowen Drive, Dalton Ga 30720, Roan St School (ROAN) 1116 Roan St, Dalton, GA, 30721, Westwood (WW), 708 Trammel St Dalton, Ga 30720 and Forty Two(42) buses. Bid prices quoted shall remain effective until **June 30, 2020**. The prices in this bid supersede any other quote given to Dalton Public Schools to date on the same items.

Responses to this Invitation to Bid shall be submitted in a sealed envelope marked "Bid No. 0033 DPS Facility Electrostatic Cleaning Project." Bids may be mailed or delivered to Dalton Public Schools, Maintenance and Operations Building, 412 S. Hamilton St., P.O. Box 1408, Dalton, Georgia 30722-1408 or hand delivered to the Maintenance & Operations Department before bid opening time.

Bids 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 **August 3, 2020, at 11 a.m.**

Bidders 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 bid.

Dalton Public Schools reserves the right to accept or reject any and all bids, and to waive any irregularity in bids received to award the entire bid 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 bid may be forwarded to:

[rusty.lount@dalton.k12.ga.us](mailto: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  
706-876-4082

## General Terms and Conditions

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

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

2. Bids may be hand delivered to the Dalton Public Schools' Maintenance Department, 412 S. Hamilton St, Dalton Ga, prior to bid opening time.
3. Bids must be on the specifications forms provided within this Invitation to Bid, sealed within an envelope marked as shown in the cover letter.
4. No awards of any kind are made at the time of the bid opening. A copy of the bid tabulations and/or the awards will be available upon request after the bid has been awarded.
5. Bids must be submitted based on all Dalton Public school facility locations provided with this bid. Electrostatic cleaning services to cover the full structure inside the buildings. See this RFP's details for locations.
6. Vendor is responsible for the removal from the location any and all waste materials or other debris from the cleaning services provided and all cost associated with the disposal of the debris.
7. All Vendors MUST meet trucks to receive shipments. Dalton Public Schools personnel will not meet carrier to receive deliveries.
8. Bid submitted must in full to include any and all costs and charges. Dalton Public Schools will pay no additional charges.
9. The bidder's and manufacturer's representatives responsibilities to Dalton Public Schools include, but are not limited to, handling any problems with cleaning services, application, and cleanup as needed.
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. Bidders are at liberty to quote on substitutions provided complete specifications are included with the bid. Vendor is also required to describe all exceptions to our specifications. We need the URL for the manufacturer website for the products used and copies of MSDS sheets must be provided to the Director of Operations. If no substitutions are indicated, it will be assumed the quotations are based on the specifications. In any case, MSDS sheets must be provided on all products used within the Dalton Public Schools facilities. DPS reserves the right to accept a higher bid on items where the need to "match existing items previously purchased" exists and the lower bidder does not meet bid 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 bidder's name and bid item number. If samples are not used or destroyed in testing, the bidder must claim them within thirty (30) days from date of bid 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 and frequency of applications must be stated in definite terms and must be adhered to completely. This service is for one year and coverage of products used must be applied in a manner and frequency to meet a one year contract period.
13. Payment will be made quarterly. The amount of each purchase order invoicing will be paid quarterly only after the completion of services have been provided, inspected, and approved. The final inspection and approval must be made by an authorized representative of Dalton Public Schools.
14. The bidder, by submitting a bid, 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 bid to one vendor or to separate the bid 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 bids to best meet the interests of the school district.

BIDDER'S DECLARATION

The bidder understands, agrees and warrants:

1. That the bidder has carefully read and fully understands the full scope of the specifications. That the bidder has the capability to successfully undertake and complete the responsibilities and obligations in said specifications.
2. That the installer 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 bid.
3. That this bid may be withdrawn by requesting such withdrawal in writing at any time prior to August 3, 2020, 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 bids and to accept that bid or portions of the bid 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 bid the bidder 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 bidder.

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 bid.

BIDDER:

\_\_\_\_\_

Name

\_\_\_\_\_

Title

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

AFFIX CORPORATE SEAL *(If Applicable)*

CERTIFICATE OF NON-DISCRIMINATION

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

The bidder agrees not to discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, ancestry or disability. The vendor 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 bidders' non-compliance with this non-discrimination clause, the contract may be canceled or terminated by Dalton Public Schools. The bidders 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 bidder agrees to include this non-discrimination clause in any sub-contracts connected with the performance of this agreement.

BIDDER:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

NON-COLLUSION AFFIDAVIT

The following affidavit is to accompany the bid:

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 bidder to submit the attached bid. Affidavit further states as bidder, that they have not been a party to any collusion among bidders in restraint of competition by agreement to bid 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 bidders 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 bid 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 BID

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:

## Electrostatic Cleaning Service Project of Dalton Public Schools

### Specifications:

- URL for manufacturer website for product listed and MSDS sheets with complete description to accompany services provided.
- Price to be effective until **June 30, 2020**.
- Price quoted supersedes any other quote given to DPS to date on same items.

### SCOPE OF THE WORK:

Dalton Public Schools is requesting proposals for Electrostatic Cleaning of 17 school facilities and 42 buses for continuous surface protection.

### Square footage and facility locations to receive Electrostatic Cleaning services:

19,496 Sq Ft 101 Building, 101 North Thornton Ave., Dalton, Ga 30720  
5,623 Sq Ft 201 Building, 201 East Franklin St., Dalton Ga 30720  
23516 Sq Ft 412 Building, 412 South Hamilton St, Dalton, Ga 30720  
16,618 Sq Ft Harmon Field, 601 Vernon Ave., Dalton, Ga 30720  
18,000 Sq Ft Central Office at City Hall, 300 West Waugh St., Dalton, Ga 30720  
83,500 Sq Ft Blue Ridge, 100 S Bogle St, Dalton Ga 30721  
87,859 Sq Ft Brookwood, 501 Central Ave, Dalton, Ga 30720  
127,070 Sq Ft City Park, 405 School St, Dalton Ga 30720  
11,637 Sq Ft City Park of Annex, 105 North Thornton Ave., Dalton Ga 30720  
304,056 Sq Ft Dalton High School & Athletic Facilities, 1500 Manly St., Dalton GA, 30720  
32,954 Sq Ft Morris Innovative High School, 104 Fort Hill Terrace, Dalton Ga 30721  
243,880 Sq Ft Dalton Middle School & Field House, 1250 Cross Plains Trail, Dalton, GA. 30720  
104,682 Sq Ft Park Creek, 1500 Hale Bowen Drive, Dalton Ga 30720  
67,308 Sq Ft Roan St School, 1116 Roan St, Dalton, GA, 30721  
59,640 Sq Ft Westwood, 708 Trammel St Dalton, Ga 30720  
Forty Two(42) Buses length 40 ft.

Product Requirements: All applications must be Electrostatic. Electrostatic applications must be for continuous surface disinfection protection. Frequency of re-application must be indicated on this proposal. Products applied must be a colorless, odorless treatment for all facility surfaces.

Product Safety: Products used must be safe for children and adults. Staff, students, and community members will be in contact with treated surfaces. Vendors will provide MSDS sheets confirming the safety of their products usage in a school environment.

Time and Frequency: Product applications must be stated in definite terms and must be adhered to completely. Coverage of products used by vendor must be applied in a manner and frequency to provide continuous surface disinfection protection for a contract period of one year.

Contact Terms: Contracts are for one year and may include four one year renewals subject to pricing change percentage notices and right of refusal by owner.

Company History: Vendors will provide 3 references with contact information to include names, email address and Phone numbers.

**BID FORM**

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

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

Please record your pricing below:

1. Electrostatic Cleaning Services for all 17 facilities at Dalton Public Schools for one full year of continuous surface protection \_\_\_\_\_ Per Sf Ft \_\_\_\_\_
  - a. Activation and Mobilization costs \_\_\_\_\_
  - b. Frequency of treatment for continuous surface protection \_\_\_\_\_
  
2. Electrostatic Cleaning Services for all 42 Buses used by Dalton Public Schools for one full year of continuous surface protection \_\_\_\_\_
  - a. Frequency of treatment for continuous surface protection \_\_\_\_\_
  
3. Provide Three(3) references to include a minimum of names, email address, and phone numbers. School references are preferred.

All line items above and forms attached within this proposal must be completed in full.

NOTE: The Frequency of treatment will be scheduled with Dalton Public Schools at a time when the schools can be unoccupied. At the time of this Request for Proposal, Schools are scheduled to be empty for cleaning weekly on Wednesdays. However, this is subject to change and may require weekend or afternoon applications.