



# Hart County Charter System

## REQUEST FOR PROPOSALS

**ISSUE DATE:** March 31, 2026

**ISSUING AGENCY:** HART COUNTY SCHOOL DISTRICT

Locations Where Work Will Be Performed: Individual schools and facilities within the Hart County School District.

**PERIOD OF CONTRACT:** 12 months with Hart County Charter System having the option to extend for up to four additional one-year terms.

Sealed Proposals will be received until **Monday, May 4, 2026, at 2 PM** at the Hart County School District Board of Education Office located at 284 Campbell Drive, Hartwell, GA 30643 for furnishing the Goods/Services described herein.

\*\*\*\*\* **LATE PROPOSALS WILL NOT BE ACCEPTED** \*\*\*\*\*

### Schedule of Events:

- |   |                          |
|---|--------------------------|
| a. Owner issues public/website advertisement of RFP           | 3.31.2026                |
| b. Deadline for written questions/inquiries for clarification | 4.20.2026 <b>5:00 PM</b> |
| c. Deadline for submission of Statements of Qualifications    | 5.04.2026 <b>2:00 PM</b> |
| d. Owner completes evaluation                                 | 5.11.2026                |
| e. Committee interviews finalist firms (if deemed necessary)  | 5.18.2026 - 5.19.2026    |
| f. Board approval of Custodial Services Provider selected     | 6.15.2026                |

**INQUIRIES:** Proposers shall have until **Monday, April 20, 2026, 5:00p.m.**, to make any inquiries. All inquiries for information should be directed in writing to: Brooks Mewborn, 284 Campbell Drive, Hartwell, GA 30643 or via email at [bmewborn@hart.k12.ga.us](mailto:bmewborn@hart.k12.ga.us). Please use "Custodial RFP" in the subject line of the email.

PROPOSALS MAY BE DELIVERED (HAND DELIVERED, EXPRESS MAIL SERVICES, ETC.) OR MAILED (BY U.S. MAIL OR CERTIFIED MAIL) to Hart County School District, Associate Superintendent Brooks Mewborn, 284 Campbell Drive, Hartwell, GA 30643.

In compliance with the 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.

Name and Address of Firm: \_\_\_\_\_

Phone Number: \_\_\_\_\_ By: \_\_\_\_\_  
Signature in Ink

Date: \_\_\_\_\_ Title: \_\_\_\_\_  
Agent Authorized to Enter into Contract

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I. **PURPOSE OF REQUEST FOR PROPOSAL**

The purpose of this Request for Proposal is to solicit proposals from qualified proposers for custodial services for Hart County Charter System schools and facilities.

II. **NATURE OF PROPOSAL**

Each interested proposer shall be responsible for the review of this Request for Proposal, other information which may be requested, site visitation as required, and other information as it deems necessary for the submission of a comprehensive proposal which will represent the proposer's best offer as a supplier of custodial services for the Hart County Charter System.

Each proposal shall be complete, and it shall be outlined and identified by sections of this Request for Proposal to facilitate Hart County Charter System' review. In the preparation of each proposal attention should be given to the criteria referenced which may be used for purposes of review and award determination.

III. **PROGRAM REQUIREMENTS**

- A. General - The proposer shall furnish all management, employment, supervision, and cleaning personnel, equipment, cleaning supplies, tools, and other materials as required for performance under this Request for Proposal.
- B. Cleanliness - It will be the responsibility of the proposer to provide custodial services for the individual locations in keeping with high standards for an educational institution from the perspectives of sanitation, public relations, and protection of the facility. Therefore, the intent of this proposal request is to approach this matter from a level of cleanliness concept, and a detailed cleaning schedule is included for review and consideration.

IV. **SCOPE OF PROGRAM**

- A. General - The overall scope of work is to provide complete custodial services as required for Hart County School Charter System facilities. See Attachment "D".
- B. Through 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. Square footages quoted in Attachment "D" are approximations.

V. **SPECIAL REQUIREMENTS FOR THE SUBMISSION OF A PROPOSAL**

- A. Bid Bond - Your proposal must include either a bid bond issued by a surety or sureties licensed in Georgia or a certified check. The amount of surety shall be five percent (5%) of the total proposal amount. If a certified check is submitted in lieu of a bid bond, it must be made payable to the Hart County Charter System.
- B. Site Visits - It is the responsibility of the proposers to examine existing conditions prior to assembling their proposal. All proposers are encouraged to visit Hart County Charter System properties as required to assess conditions. Please contact Brooks Mewborn via email at [bmewborn@hart.k12.ga.us](mailto:bmewborn@hart.k12.ga.us) to arrange for site visits. Please use "Custodial RFP Site visits" in the subject line of the email.

- C. Copies of Proposal - Each proposal shall include one (1) digital copy (via jump drive) and six (6) separately bound identical copies. Submit proposals in a sealed envelope with proposer's name, RFP Reference, and project name clearly indicated as follows: Hart County Charter System Custodial Services.

*Failure to comply may result in rejection of proposal.*

- D. Acceptance/Rejection of Proposal -

1. The contract may be awarded to the qualified proposer whose proposal is determined by the Hart County Charter System to be most advantageous to Hart County Charter System. The committee's evaluation of criteria and other factors will be taken into consideration.
2. Hart County Charter System reserves the right to reject any or all proposals and to waive informalities and irregularities in proposals received.
3. This Request for Proposal does **not** commit the Hart County Charter System to contract for any requirements for this solicitation.
4. A written award or contract furnished to the successful proposer, within the time for acceptance specified in the proposal, shall be deemed to result in a binding contract without further action by either party.

- E. Waiver - Proposer agrees to waive any claims it has or may have against the Hart County Charter System, its Board employees, agents, members, representatives and legal counsel, arising out of or in connection with the: (1) administration, evaluation, recommendation or selection of any proposal or qualifications; (2) waiver of any representations under the proposal or documents; (3) approval or rejection of any proposal or qualifications; and (4) award of a contract.

- F. Unit and Total Cost - Each proposal shall include monthly and yearly unit and total cost figures.

## VI. **EVALUATION OF PROPOSALS**

- A. Committee - Evaluation of proposals submitted in response to the solicitation will be conducted by officials of the Hart County Charter System. In the process of evaluation, the total proposer's proposal will be considered. However, particular attention will be paid to those criteria which are referenced in section VI.(B) of this request. Each response will be assigned a numeric score rating by each evaluator, and the award will be predicated upon the composite ratings of officials referenced above in conjunction with any additional negotiations with proposers and the total cost for the program.

- B. Communication with Proposers during evaluation period-

- a. During the process of evaluation, the committee may need additional information. This need will be requested by the Hart County Charter System, and the proposer shall be responsible for responding in written form or in person as requested.
- b. Following completion of the initial evaluations, if deemed necessary by the committee, the firms deemed best qualified, at the sole discretion of the committee, may be granted an opportunity to appear before the Evaluation Committee to make an oral presentation and submit to an interview. **ALL PROPOSERS PLEASE HOLD May 18<sup>th</sup> and 19<sup>th</sup>, 2026 AVAILABLE FOR POTENTIAL INTERVIEWS.**

- C. Award Criteria - Specific criteria which will be utilized by the committee referenced

above and the relative weight given to each are listed below and must be included with the proposal.

#### PROPOSAL CRITERIA FORMAT

##### **TAB 1 Understanding & Ability to Meet all Service Requirements (15 Points)**

1. Submit cover letter and introduce company detailing the acceptance of requirements and policies stated within the RFP. The cover letter should be signed by a representative authorized to legally bind the firm.
2. Acknowledge receipt of any amendments.
3. Submit a completed copy of the E-Verify Affidavit (Attachment "B")
4. How long in business (Submit date organized).
5. Submit the number of employees currently on payroll
6. Submit a summary of understanding of the requirements, management practices, and capabilities of training proposer's employees. Summary should outline the proposer's ability to meet the physical responsibility requirements.
7. Submit information related to the company compensation package.
8. Submit a list of the new equipment to be used in the contract. Include a picture and specification sheet of each equipment item listed.
9. Submit a list of supplies and chemicals to be used in the contract.
10. Submit technique used for cleaning each type of floor.

##### **TAB 2 Satisfactory Record of Performance (25 Points)**

1. Submit experience in projects of similar size and scope
2. Provide a list of all current clients. Identify new clients that you have been providing services for over the past twelve (12) months. The client list should include the following: company name, mailing address, contact name, telephone number, project scope, project value, and dates of service.

##### **TAB 3 Training, Qualifications & Experience of key personnel who will be assigned to this contract (25 Points)**

1. Submit name, title, experience, training, & qualifications of key personnel to be assigned to this contract.

##### **TAB 4 Cost (25 Points)**

1. Submit Cost on the enclosed "Bidding Schedule/ Price - Business Proposal" (Attachment "D"), to include values for "BASE COST" and "TOTAL MAXIMUM CONTRACT PRICE" for both monthly and annual amounts.
2. Bid Bond
3. Number of total daily hours listed on Attachment "D" at each school.

##### **TAB 5 Annual Report or Financial Statement (10 Points)**

1. Submit a copy of current annual report or financial statement prepared by a Certified Public Accountant or submit a statement that such information shall be available if chosen for an interview with the Evaluation Committee.

Exceptions taken to the RFP **(0 Points)**

Additional Information Not Requested **(0 Points)**

- D. Negotiations - The Hart County Charter System may elect to make an award offer without conducting interviews or negotiations. However, after the proposals have been reviewed,

the Evaluation Committee may elect to interview selected proposers. The committee may then enter into additional negotiations.

## VII. **CONTRACT**

- A. Award - It is the full intent, assuming satisfactory proposals are received, to award a contract. If an award is made it will be for a one-year period and a fixed price, beginning on the date of the contract for the FY27 school year, with the ability of the Hart County Charter System to renew the contract for four (4) additional one-year terms. A termination for convenience provision will be included. Renewals will be made based upon the recommendations of the authorized representatives of the school system and the proposer. In case of extensions, the cost per month, which was submitted in the proposer's proposal, may be increased or decreased. During extensions, the cost figure may be changed in accordance with any change in United States Consumer Price Index over the preceding twelve months effective 90 days prior to the termination of the contract period. Final approval for any contract or extensions shall be made by the Hart County Charter System. This Request for Proposal shall be incorporated into any contract awarded.
- B. Assignment - No contract or its provisions may be assigned, sublet, or transferred without written consent of the District.
- C. Termination/Cancellation – The Hart County Charter System reserves the right to cancel the contract upon thirty days written notice to the proposer, with or without cause.
- D. Payments - Payment for services received will be made on a monthly basis. After approval, the invoice will be forwarded for payment. Payment shall be made within a reasonable timeframe. The Hart County Charter System is exempt from all state sales tax and federal excise tax, and these taxes must be deducted from any proposal. Prior to submitting an invoice on any given month, custodial service provider must consult with Associate Superintendent regarding adjustments to the invoice for the following items:
- a. General staffing penalty - The proposer should maintain 90% of required monthly employee hours at all times. For any month when staffing falls below 90%, a 1 % reduction from invoice will be required for each percent below.
  - b. Management staffing penalty - The proposer must maintain the required management staffing, including at a minimum (1) contract manager, (4) area managers, and (4) training personnel. A reduction in payment will be enforced for any vacancies beyond 30 days. Amount of penalty will be determined by Hart County Charter System's Associate Superintendent.
- E. Insurance - The proposer 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:
- 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. \$10,000,000 Per Occurrence
5. The proposer will provide an insurance certificate with 21 days after acceptance of contract.
6. Hart County School District must have IO days notice of cancellation or change in insurance coverage and give its approval.

The District shall be named as an additional insured by Endorsement on the proposer's policy as to the subject contract.

- F. Addenda -Any "Addenda" or Instruction to Proposer issued by Hart County School District prior to the time for receiving proposals shall be included in the resulting contract.

## VIII. RESPONSIBILITIES OF PROPOSER

- A. Contract Management Team - The District will require the following supervisory positions to be filled as the minimum acceptable to the District to manage this contract.

One (1) Contract Manager (Custodial Account Manager)- The Contract Manager shall reside in Hart County to represent the Contractor, and to be responsive to the Custodial Coordinator. This should be an executive position filled by an experienced manager. Contract Manager must have a cell phone with a local number and email access.

Four (4) Area Managers - Area Managers will be responsible for the total cleaning package for their assigned schools. The Area Managers shall be responsible for the hiring, firing and training of all employees in their area. The Area Managers shall be responsible for maintaining supplies and equipment and inspecting the work in their area. Communications concerning their areas shall be directed to the contract manager. Area Managers must each have a cell phone with a local number and email access. **AREA MANAGERS ARE RESPONSIBLE FOR MAINTAINING CONSISTENT COMMUNICATION WITH HART COUNTY SCHOOL DISTRICT BUILDING LEADERSHIP (PRINCIPAL OR DESIGNATED PERSON) TO ENSURE SATISFACTION WITH THE SERVICE PROVIDED.** Area Managers are required to meet regularly with building leadership (weekly at a minimum).

Building Supervisors - The proposer shall designate one, 8-hour, person at each location as "night supervisor". Communications from the principal shall be directed to the Proposer's Building Supervisor. The supervisor at each location shall notify the principal or site manager of any condition, deterioration, damage, safety hazard, menace or inoperative device promptly upon discovery. The principal shall notify the Custodial Coordinator who will communicate with the Associate Superintendent. The Proposer's Building Supervisor shall be on-site to supervise all cleaning activity and the cleaning employees on that site, as well as perform cleaning duties.

Four (4) Training Personnel - Trainers will be responsible for new employee training and continuous training for all employees.

- B. Proposer shall be familiar and in complete compliance with, OSHA, AHERA, SCDHEC, and EPA requirements and shall immediately report any loss of time or major injuries to the Custodial Coordinator.

The proposer shall be responsible for training his employees in the application of chemicals and the use of equipment to facilitate safe conditions for the employees, students, staff and faculty.

The proposer shall be responsible for training his employees in an approved Asbestos

Awareness Program.

C. Workmanship - The proposer's employees shall be thoroughly experienced and/or trained and certified in the trade or class in which they are employed. All work shall be performed according to the specifications covering the class or type of work and shall meet with the approval of the Custodial Coordinator. The proposer shall be responsible for providing the proper training for all of proposer's employees regarding the proper handling of equipment and application of cleansers, polishes, waxes, and other chemical substances. Documented quarterly training of all employees in cleaning techniques and safety regulations will be required. Damages resulting from the improper application or use of chemical substances will be the responsibility of the proposer. Additionally, the proposer is responsible for providing all training for his employees as required by AHERA, SCDHEC, OSHA, and EPA regulations. The proposer must have a semi-annual meeting with entire cleaning staff to discuss safety and district concerns. The Custodial Coordinator must be present at the meeting.

D. Chemicals, Materials and Equipment

1. The procurement and maintenance of all equipment, supplies, materials, and chemicals for the successful execution of this contractual obligation shall be the proposer's responsibility. Materials shall be stored neatly in areas designated by the district. School storage space will be provided as available at each school. Proposer shall be responsible for providing any extra storage space needed at the school. This may include but not limited to include storage containers, pods, etc. The district shall assume no responsibility for loss or damages of stored materials, chemicals and equipment. Damage to the District's storage facilities shall be the responsibility of the contractor.
2. District will provide locked storage spaces where available, but it shall not be responsible for losses that may be incurred due to theft and/or vandalism. Proposer's Building Supervisor will be responsible for checking supplies daily and making sure they are replenished.
3. Chemicals and equipment must meet or exceed system expectations.
4. OSHA requirements are commonly recognized with safety requirements. Proposer shall be responsible for maintaining Material Safety Data Sheets (MSDS) on each job site for all chemicals used in the cleaning process.
5. Vacuum cleaners used during the proposal period shall be HEPA approved. Proposer is responsible for proper operation and upkeep of HEPA vacuums.
6. Proposer must furnish all needed safety equipment and protective devices necessary for the safety of all building occupants and property of the District.
7. Proposer shall maintain proposer's equipment to present a neat appearance, be free from hazards, and to perform in a "like new" manner. All cleaning equipment shall be cleaned after work is completed each day.
8. Proposer shall maintain or replace at its own expense the washer and dryer at each school. District shall assume no responsibility for the washer and dryers. When contract period is over the proposer may only take the machines that they have replaced all others must be left. The custodial coordinator must approve of all machines being removed at the end of the contract.

E. Office and Storage Space

1. Proposer shall provide their own office space for operations and warehouse space for equipment storage. Office must be centrally located within the district.
2. All combustibles such as propane, gasoline etc. must be stored outside in wired cages. Proposer shall furnish wire cages to be placed in district approved areas.
3. The proposer, while performing his work, may utilize janitor closets in each school. Proposer must always maintain such room in a neat and sanitary condition. Mops shall be clean and hung to enhance drying; mop buckets shall be empty and clean

when stored.

F. On Monday morning at 9:00am the proposer shall provide weekly inspection reports of all facilities under this proposal to the Custodial Coordinator/Associate Superintendent.

G. Keys

1. All building keys except one (1) outside entry door key and alarm key shall be secured inside the building in a safe place assigned by the principal or site manager.
2. Keys, 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.
3. Two sets of keys will be furnished to the proposer for each facility by the District. The proposer will not have additional keys duplicated. If additional keys are needed, a request shall be made to the Custodial Coordinator/Associate Superintendent. The District's representative will make these additional keys and the proposer will be billed for the cost. It is extremely important that the proposer be responsible and accountable for the keys and security of the building. Upon termination of the contract, the proposer shall return all keys to the Custodial Coordinator/Associate Superintendent before the final payment is made. Proposer keys lost or stolen while in the possession of the proposer, will be replaced and all applicable locks re-keyed at the proposer's expense if it is determined that security of the facility has been compromised.
4. Employees shall not leave keys in doors or admit anyone into any building or office that is not a designated employee of the proposer.
5. It is the responsibility of the proposer to lock all exterior doors after students and teachers have left for the day. All exterior doors shall remain locked while the building is being cleaned. All doors which were unlocked upon entry will be immediately locked.

H. Security - The proposer shall be responsible for training employees in security requirements of the District and shall be responsible for the enforcement of the same. The District security requires that you provide them with a list of all employees hired by name, social security number, date of birth, sex, race, and address. The proposer shall have E-Verify checks of all applicants prior to employment. A copy of the E-Verify report must be issued to the Custodial Coordinator/Associate Superintendent upon request. Additionally, each employee shall be informed of the following:

1. The proposer shall be responsible for safeguarding against loss, theft, or damage of all District's property, materials, equipment, and accessories that might be exposed to the proposer's employee.
2. The area managers and day and night porters will be trained to secure buildings and set alarms. The Contract Manager will do this training with assistance from the Custodial Coordinator/Associate Superintendent.
3. The Custodial Coordinator/Associate Superintendent will provide the proposer the appropriate security code numbers for each building.
4. Guns, knives, or other dangerous weapons shall not be allowed on District property.
5. The proposer's employees working after normal school hours shall secure and keep all outside doors and windows locked while performing their duties, keep fire doors operable, and monitor unauthorized entries. The proposer's employees shall report any issues to the Principal or Site Manager immediately. Proposer's employees shall perform a "fire watch" function, shall upon completion of work secure doors and windows, turn off general lighting and shall report to the principal or site manager actions of students that abuse the physical plant.
6. The Proposer's Building Supervisor at each location shall secure the buildings.

I. Alarms

1. Each school is protected by an electrical surveillance system. Procedures to arm and disarm the system will be explained and provided to the proposer's day porters and night crew supervisors. Security system codes will only be provided to those proposer's employees absolutely essential to have them.
  2. Alarms caused by failure to disarm the system upon entry into the school or by carelessness on the part of the proposer's employees will result in a fine of \$100.00 per occurrence to be deducted from the monthly contract payment.
- J. **Alarm Activation/Deactivation** - The Proposer's Building Supervisor will insure the school/building alarm systems are deactivated and appropriate outside doors are unlocked at 6:00 a.m. each day, Monday through Friday. The proposer's night crew supervisor must insure that all doors and windows in the school/buildings are locked. The proposer's night crew supervisor must make sure the building is vacant and the alarm system is activated (armed) before leaving the premises.  
NOTE: Outside doors must be checked to insure that they can be locked before 4:00 p.m. each day. Problems encountered locking any exterior door must be called in to the Custodial Coordinator/Associate Superintendent. The successful proposer shall be provided the telephone number.
- K. During the normal school day, problems with the security system should be reported to the Principal who will report it to the Maintenance Department. After school hours, the proposer's night crew supervisor shall report the problem to the Custodial Coordinator/Associate Superintendent if the problem cannot be corrected and the alarm system set.
- L. Drug Free Workplace - All forms of tobacco products, alcohol, and drugs and paraphernalia are prohibited on District property.
- M. Damage or Theft - Proposer shall be responsible for the repair or replacement to the satisfaction of the District, any damage to the facility caused by any employee of the proposer. The proposer shall be responsible for any loss or damage to property including money, securities, merchandise, fixtures, and equipment belonging to the District or to any other person or organization to such extent as the District is legally liable for such loss or damage. If any such loss or damage was caused by the proposer or any employees thereof, while such employee is on the premises of the District as an employee of the proposer. Should it be determined that the proposer's employees are responsible, the proposer is legally liable. Proposer will always take a neutral position between employee and the District and investigate the matter in order to protect the relationship with the District.
- N. Proposer's Employees
1. All matters pertaining to recruiting, screening, hiring, compensating, retaining, and terminating shall be the exclusive responsibility of the proposer. These matters shall be done fully in compliance with all state and federal statutes and regulations pertaining to affirmative action, non-discrimination, wage and hour, insurance, background checks, and any other stipulations prudent to employee management under this proposal.
  2. Only those employees who have been properly trained shall be assigned duties.
  3. Any employee whose work habits and/or conduct are deemed objectionable shall be removed from the School District upon request of the Custodial Coordinator/Associate Superintendent.
  4. The proposer agrees to be responsible for and shall provide general supervision of all his employees working under this proposal. Whenever any employee is working, there shall be a designated supervisor directing all work.
  5. Any substitute worker or newly assigned custodian shall report to the main office

immediately upon entering the school building.

- P. Rules for Proposer's Employees - The proposer shall ascertain that all his employees abide by the following rules. Upon written request of the Custodial Coordinator/Associate Superintendent to the proposer, any proposer's employee who fails to abide by these rules will be immediately removed from the School District and replaced.
1. All employees shall be dressed in a manner authorized by the proposer. The employee shall be neat and clean in appearance. Uniforms shall be worn which fully identify the employee as a member of the proposer's work force. Uniforms must be approved by the District prior to placing order. Picture identification badges must be worn at all times while on the premises.
  2. Employees shall be of good integrity and character. A criminal background check shall be conducted on each potential employee prior to employment. **The proposer may not employ an individual with a criminal record without written permission from the District Superintendent or his/her designee.** The report shall be submitted to the District once a quarter and upon request. Employees shall not disturb any papers, boxes, or other materials except that in trash receptacles or designated areas for trash or unless such material is properly identified as trash.
  3. Employees shall report any property loss or damage to their supervisor immediately. The supervisor shall report such damage, within 24 hours to the district in writing, specifying the location and extent of the damage. Failure to report such damage, as required, may be construed as default of the contract.
  4. Employees shall not open drawers, file cabinets or use any telephone, or use any equipment, kitchen or otherwise, unless given specific approval by the school principal or principal's designee.
  5. Employees will be expected to honor reasonable requests from the building principal to rearrange or move furniture to accommodate changes in enrollment or to prepare for special activities.
  6. Proposer's employees shall not clean or move copy machines, office computers, or other office machines except when specifically requested by the school principal. The items may be dusted using a feather duster.
  7. Employees shall not engage in idle or unnecessary conversation with school employees, other employees of the proposer or visitors to the building.
  8. Employees shall not remove any article or materials from the premises, regardless of value. This is to include the contents of any item found in the trash containers in or around the premises. Trash items are to be placed in dumpsters or trash cans designated for that purpose.
  9. Employees shall abide by rules and regulations set forth by the District administration and policies set forth by the District's Board of Education.
  10. The proposer's supervisors must possess the ability to communicate effectively, both orally and in writing, with the custodial staff and other employees. The proposer's supervisors shall make contact on a regular basis with the school principal to ensure adequate communication concerning the project. The proposer's supervisors are responsible for reporting maintenance problems as they arise as well as other problems of mutual concern.
  11. The use or possession of alcoholic beverages or other non-prescription drugs will not be permitted on the contracted property. Proposer's employees who report for work showing evidence of any impaired conditions must not be permitted to remain on the premises.
  12. Proposer's employees shall not use any part of the building and/or grounds other than for purposes expressly stated in this agreement.
  13. Proposer's employees shall not allow any unauthorized persons in the school buildings (including spouses, children/grandchildren, friends, or anyone else not authorized by the District of the proposed).

- Q. Utilities - The District shall provide the proposer with all normal utilities required for cleaning of buildings, excluding telephone, necessary for performing this proposal (electricity, lights, water, gas). Upon written request from the Custodial Coordinator/Associate Superintendent, the proposer will comply with energy conservation requirements initiated by the District. Mechanical, heating, air conditioning, and telephone equipment rooms are considered off limits to proposer's forces. No custodial supplies are to be stored in these areas. The Custodial Coordinator shall define exceptions. **NO MECHANICAL EQUIPMENT WILL BE ADJUSTED OR OPERATED BY THE PROPOSER'S EMPLOYEES.** In the event of failure or trouble noted in any such items, the matter must be referred to the school principal. During evening cleaning operations, lights will be off except in the area in which actual cleaning is taking place.
- R. Working Hours - Proposer's concentrated night cleaning must be undertaken after normal office/school hours. Normal hours are from 7:00 a.m. to 4:00 p.m. From time to time the school building or part thereof, are used for meetings or program fulfillment before and after normal working hours. It is the cleaning proposer's responsibility to perform all duties with the frequencies required by this proposal regardless of the time vacated. (School principal is to provide a monthly activity calendar to assist proposer with schedule.) See Attachment "A" for Day Porter Duties and Hours. Each school is to be manned daily by porter(s) who are to keep the building neat and attractive by providing light cleaning and whatever other duties the principal may assign. The porter shall be accessible during the entire school day. All evening work shall be started after 4:00 p.m. and ended at a minimum of 10:00 pm. at all schools. Times of evening hours must meet District approval.

Proposer shall provide full staff on all school days when students are present, which will not be less than the equivalent of 180 days.

- S. Inclement Weather- In case of inclement weather, the proposer's Contract Manager will directly contact the Custodial Coordinator/Associate Superintendent and inform him/her of the status of cleaning in the facilities covered by this proposal. The Custodial Coordinator/Associate Superintendent will notify the proposer's Contract Manager of the scheduled make-up day(s). The Custodial Coordinator/Associate Superintendent will notify the proposer's Contract Manager if school is cancelled due to inclement weather. If the Facilities Department reports to work, a proposer's representative will be expected to be at each school to assist with removing walkways and entranceways of snow and ice and to properly disperse ice melt in these areas.
- T. Complaints and Supply Requests - The proposer shall correct all complaints and supply requests for services within a reasonable time period. All complaints, both major and minor, shall be investigated within 48 hours. Any complaint, which cannot be corrected during the same working day of which, is considered unreasonable or which cannot be dealt with for reasons beyond the proposer's control shall be specifically reported to the Custodial Coordinator/Associate Superintendent. Uncorrected complaints, if not considered unreasonable by the Custodial Coordinator/Associate Superintendent, shall be cause for the following actions by the District.
- U. Consumable Supplies - The proposer shall provide consumable supplies to perform all work functions. Consumable supplies include but are not limited to: trash bags, floor seal, finish, stripper, detergents, disinfectants, foam hand soap with dispensers, hand sanitizer with dispensers, rags, carpet shampoo, mops, mop buckets, dust mops, brooms, brushes, and wringers. All consumable supplies must meet district approval.
- V. Payroll - The proposer must supply payroll sheets for each building. The proposer

must establish a time sheet accountability system for an employee. **A** copy of the payroll sheet documenting actual hours worked by each individual shall be submitted to the Custodial Coordinator/Associate Superintendent for each pay period.

W. Extra Billing - It may become necessary for the cleaning proposer to perform duties over and above the scope of work outlined in this proposal. Prior to performing such duties, the proposer will develop an estimate of the cost of the work based on unit prices established within the cost proposal schedule. This estimate must be approved by the Associate Superintendent prior to work being performed.

X. Light Maintenance - Proposer will be required to accomplish minor maintenance within each individual facility. The responsibilities will be accomplished on an as required basis and will be at the specific instruction of the school Principal. All maintenance related supplies will be provided by Hart County School District. The following job responsibility outline is a sample overview for the nature of maintenance activities and responsibilities that will be required of and performed by the daytime custodians at each location.

1. Replace light bulbs.
2. Replace ceiling tiles when damaged.
3. Cut off water supply until maintenance employees can respond.
4. Assist maintenance employees in monitoring mechanical and boiler rooms for mechanical problems.
5. Clean all HVAC return and supply air grills in all classrooms and common areas on a quarterly basis.

IX. **QUALIFICATIONS**

A. Qualifications - Each proposer shall submit evidence of qualifications which would influence the ability to satisfactorily perform the custodial services defined elsewhere in this document (see evaluation criteria for additional pertinent details.)

1. Proposer must be licensed to do business in Hart County, Georgia.
2. Vendor must have been in the custodial services business for a minimum of five (5) years.
3. Proposer must currently have contracts, in satisfactory standing, with at least three school districts of a similar size to Hart County.
4. Proposer must demonstrate ability to manage a school district with current references and management expertise.
5. Proposer must register and participate in the federal work authorization program to verify information for all new employees. A signed Hart County affidavit must accompany all proposals. (Attachment "B")
6. Proposers may be required to furnish evidence in writing that they maintain permanent places of business and have adequate equipment, finances, and personnel to furnish the service offered satisfactorily and expeditiously

## X. SPECIFICATIONS

### Cleaning Schedule

## CLASSROOMS

### Daily

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

### Weekly

Replace all plastic trash liners in waste receptacles or more frequently if needed  
Low dust all horizontal surfaces to hand height (60") including desks, chairs and tables

Damp clean baseboards

- Damp clean window ledges  
Remove fingerprints from doors, frames, light switches, kick plates, handles and railings  
Vacuum chalk rails and/or damp wipe

### Monthly

- High dust above hand height (60") horizontal surfaces, including shelves, pipes, moldings, etc.
- Remove dust and cobwebs from ceiling areas  
Dust blinds  
Vacuum air vents

### Semi-Annually

Clean entire surface of student's desks and chairs  
Clean carpet to remove all stains, spills and soiled spots  
Clean windows and glass partitions (both sides)  
Buff composition floors Thanksgiving or Christmas break

### Annually

- Refinish all floors  
Drop and clean light fixtures

## OFFICES

### Daily (five days per week)

Empty wastebaskets and replace liners  
Dust furniture, including desks, chairs, tables, lamps, etc.  
Dust interior window ledges  
Dust telephones  
Spot clean all windows and glass partitions  
Spot clean desk tops  
Dust mop all composition floors (with chemically treated microfiber 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  
Spray buff composition floors  
Remove finger prints from all areas

- Wet Mop composition floors

### **Monthly**

High dust above hand height horizontal surfaces, including shelves, moldings, pipes, ducts, A/C Diffusers, etc  
Remove dust and cobwebs from ceiling areas  
Dust blinds

### **Semi-Annually**

Buff composition floors  
Wash windows  
Drop and clean light fixtures

### **Annually**

- Refinish all floors
- Deep clean all carpeting (coordinate with energy manager)

## **TEACHER WORK AREA AND DUPLICATION ROOMS**

### **Daily (five days per week)**

Empty wastebaskets and replace liners  
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  
Damp clean vending machines  
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
- Wet Mop composition floors

#### **Monthly**

High dust above hand height horizontal surfaces, including shelves, moldings, pipes, ducts, A/C Diffusers, etc  
Remove dust and cobwebs from ceiling areas

#### **Annually**

Damp clean all washable furniture  
Clean carpet to remove all stains, spills and soiled spots  
Refinish all floors

## **MEDIA CENTER**

#### **Daily (five days per week)**

Empty wastebaskets and replace liners  
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 with chemically treated dust mop  
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 baseboards  
Damp clean window ledges

#### **Monthly**

High dust above hand height horizontal surfaces, including shelves, ceilings, pipes, moldings, ducts, A/C Diffusers, etc  
Remove dust and cobwebs from ceiling areas

#### **Annually**

- Refinish all floors
  - Clean Carpets
- Drop and clean light fixtures

## **CAFETERIA AREAS**

### **Daily (five days per week)**

- Spot clean interior glass to hand height (70") after school hours
- Remove trash from cafeteria area
- Clean during lunch periods (wipe down tables, empty trash, and clean up spills)
- Sweep and mop after breakfast, lunch & **YMCA** as needed.
- Pick up tables and scrub floor daily.

### **Semi-Annually**

- Refinish all composition floors
- High dust above hand height horizontal surfaces, including shelves, ceiling, moldings, pipes, ducts, A/C Diffusers, etc
- Remove dust and cobwebs from ceiling areas

### **Annually**

- Drop and clean light fixtures

## **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 with chemically treated dust mop
- 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
- Spray and buff all composition floor (or as needed)
- Scrub all hard surface floors
- All exterior thresholds to be cleaned

### **Weekly**

- Damp clean baseboards
- Damp clean window ledges
- Dust furniture and fixtures

### **Monthly**

- High dust above hand height horizontal surfaces, including shelves, ceilings, pipes, moldings, ducts, A/C Diffusers, etc
- Remove dust and cobwebs from ceiling areas
- Clean all hall walls (more often if needed)

**Semi-Annually**

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

**Annually**

Drop and clean light fixtures

**RESTROOMS/DRESSING ROOMS****Daily**

Check restrooms throughout the school day  
Empty wastebaskets/dispensers and replace liners  
Clean, sanitize, and polish all vitreous fixtures including toilets, urinals and hand basins  
Clean and polish chrome fittings  
Clean and polish glass and mirrors  
Wash and sanitize exterior of containers  
Remove spots, stains and splashes from wall area and counter tops  
Sweep floors  
Disinfect and clean using bathroom cleaning machine at least daily and as often as needed  
Fill expendable supplies in restroom dispensers  
Wash and sanitize partitions

- Remove fingerprints from doors, frames, light switches, kick plates, push plates, handles, railings, etc

**Weekly**

Low dust horizontal surfaces to hand height (70")  
Damp clean baseboards  
Clean wall thoroughly with cleaning and sanitizing solution  
Wash and sanitize interior of wastebaskets  
Remove urinal cartridges and flush open drain thoroughly per manufacturer's recommendations for preventative maintenance.

**Monthly**

High dust above horizontal surfaces, including shelves, ceilings, moldings, ledges, pipes, ducts, A/C Diffusers, etc  
Remove dust and cobwebs from ceiling areas  
Machine scrub floors with germicidal disinfectant

**Waterless Urinal Maintenance**

Zurn (Approx. 15 District wide) Remove cartridge, clean, flush and refill fluid at 6 week intervals  
Other Fixture Types (Sloan) As per manufactures recommendations but not less than twice per year

# **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 with chemically treated mop per manufacturer's specifications or vacuum all carpeted areas  
Spot mop composition floors  
Spot clean carpeted areas and remove any stains, spills or soiled spots  
Scrub gym floor surfaces twice a week with disinfectant.

## **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, mop and clean floor underneath

## **Monthly**

- High dust above hand height (70") all horizontal surfaces including shelves and molding
- Remove dust and cobwebs from ceiling areas

\*Note: Scrub composition floors as needed

## **Special Events During Regular Cleaning Operation Hours (Ballgames, Plays, Concerts, PTA Meetings, Board Meetings, etc.)**

Check and maintain clean restrooms, halls, lobbies, etc

# **GROUNDS MAINTENANCE (INCLUDING ALL LAWNS, ALL SPORTS FIELDS, ALL PLAYGROUNDS, ALL LOADING DOCKS)**

## **Daily**

Remove trash and debris from grounds  
Empty trash containers  
Sweep entrances, doorways, walkways, steps and curbs  
Remove any graffiti from outside walls and sidewalks

## **Special Events During Regular Cleaning Operation Hours (Ballgames, Plays, Concerts, SGT Meetings, Board Meetings, etc.)**

Maintain clean restrooms, common areas, trash cans and area around concession stands  
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
- Clean and mop any accident that may occur during the day  
Maintain all window shades at same height
- Respond to clean up request by Account Manager  
Clean electrical rooms and storage closets

## **Instructional Culinary Lab at HCCA**

Daily sweeping of floors

Daily spot mopping

Daily trash removal

Twice a week fully mop labs

Full floor cleaning with machine twice a year (June and December)

Air vents cleaned as needed

## **Management of Energy Consumption**

Lights should only be turned on in areas where cleaning is taking place and are to be turned off immediately after cleaning each room

Cleaning personnel are only allowed to override established heating and cooling temperatures in areas where extensive time will be spent

All TV's, lights, computers off each night when securing building

## **Annually for All Schools**

**(Note: Annual services are to begin immediately following the end of each school year and be completed no later than July 31 of each year)**

Completely strip or scrub tile and refinish composition floors applying a minimum of six (6) coats of wax on all hallways, cafeterias, and high traffic areas and a minimum of five (5) coats of wax in all classrooms

Wash all windows and glass partitions on the inside and outside

Pressure wash main entrance to schools.

**USE OF MICROFIBER DUST MOPS AND MOPS ONLY NO COTTON MOPS!**

## **ATTACHMENT "B" E-VERIFY AFFIDAVIT**

### **Georgia Security and Immigration compliance Act: e-Verify and SAVE Program Overview [OCGA § 13-10-91]**

Pursuant to the "Georgia Security and Immigration Compliance Act," Hart County Charter System is required to have all of its contractors register and participate in the federal work authorization program to verify information of all new employees. Contractors or subcontractors cannot enter a contract with the Hart County School District for the physical performance of services unless the contractors or subcontractors register and participate in the federal work authorization program to verify information of all new employees. O.C.G.A. § 13-10-91. Each contractor is urged to complete the attached Affidavit.

Affirmative language will be included in contracts for the performance of services regarding the above requirement. The School District will require an affidavit from a contractor showing its compliance with the requirements of O.C.G.A. § 13-10-91 at the time a contract for the performance of physical services is executed. The contract shall include language referencing this obligation and providing that failure to supply an affidavit evidencing such compliance (or to continue to meet the statutory obligation during the life of the contract) shall constitute a material breach of the contract.

AFFIDAVIT

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 Hart County School System, Hartwell, Georgia, has registered and is participating in a federal work authorization program\* (an electronic verification of work authorization program operated by the U.S. Department of Homeland Security or any equivalent federal work authorization program operated by the U.S. Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 [IRCA), in accordance with the deadlines established in the referenced statute.

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 Hart County School System, contractor will secure from such subcontractor(s) similar verification of compliance with OCGA 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 the Hart County School System at the time of subcontractor(s) is retained to perform such services.

***\*The applicable federal work authorization program as of the effective date of the statute is the E-Verify program of the Systematic Alien Verification for Entitlements (SAVE) Program office of U.S. Citizenship and Immigration Service (USC/SJ. To register for the E-Verify Program visit [www.uscis.gov](http://www.uscis.gov)***  
***Your bid will not be accepted without this e-verify number.***

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

\_\_\_\_\_  
**Date**

**Printed Name:**  
\_\_\_\_\_

**Contractor's Vendor's E-Verify #:**  
\_\_\_\_\_

**SUBSCRIBED AND SWORN BEFORE ME ON THIS THE**

**DATE OF \_\_\_\_\_, 20**

\_\_\_\_\_  
**Notary Public**  
**My Commission Expires:**

\_\_\_\_\_



