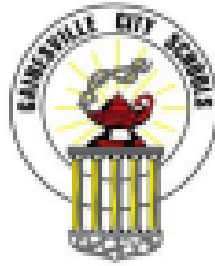


Board of Education

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Superintendent

GAINESVILLE CITY SCHOOL SYSTEM ***ONE GAINESVILLE***: *We will inspire, nurture, challenge, and prepare our students.*

ADVERTISEMENT:

REQUEST FOR PROPOSALS

Custodial Services

GAINESVILLE CITY SCHOOLS

The Gainesville City School System will receive proposals for custodial services existing for a period of three (3) years from July 1, 2026 thru June 30, 2029.

Proposals will be accepted from 04/17/2026 and no later than 05/18/2026 2:00 p.m.

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

Copies of the RFP are available on our website at:

https://gcssk12.net/departments/operations/bid_opportunities

The Gainesville City Board of Education reserves the right to reject any and all proposals and to waive technicalities.

**Gainesville City School System
Request for Proposals (RFP)
Contracted Custodial Services**

Basic Information - Gainesville City School System is a small K-12 public school system located at the foothills of the Blue Ridge Mountains, approximately 60 miles north of Atlanta.

Purpose - Gainesville City School System is soliciting proposals from interested and qualified Proposers to provide custodial services at eleven (11) locations in the Gainesville area.

Schedule of Events

RFP Release.	04/17/2026 thru 05/18/2026
Mandatory pre-bid meeting and walk through. ¹	04/29/2026 at 10:00am
Deadline for Receipt of Email Questions. ²	05/14/2026
Deadline for Receipt of Proposals	05/18/2026 by 2:00pm
Proposal Opening ³	05/19/2026 @ 9:00am
Interview of top candidates	05/21/2026
Board approval	06/1/2026

¹Pre-bid meeting to be held at The Fair Street School Gymnasium, 715 Fair Street, Gainesville, Ga. ²All email questions are to be addressed to ***david.presnell@gcssk12.net***

³Closed Session

Proposer Requirements - Should the Gainesville City School System Board of Education (GCSS BOE) elect to proceed with this project, the successful Proposer will be required to enter into an Agreement with GCSS BOE for implementation and operation of the Proposed System offered in the successful Proposer’s submittal in response to this RFP. All proposers must be E-Verified and must submit a contractor’s affidavit with their proposal. You can find a copy of the affidavit that is required on our website, *gcssk12.net* and also as Attachment “A” below.

Terms of Agreement - Any Agreement developed as a result of this RFP will commence and take effect on a date mutually agreed upon by the successful Proposer and the GCSS BOE and will be set forth in the Agreement. The contract shall begin July 1, 2026 and end on June 30, 2029. However, Georgia Code 20-2-506 requires that any multi-year agreement “*shall terminate absolutely and without further obligation on the part of the school system at the close of the calendar year in which it was executed and at the close of each succeeding calendar year for which it may be renewed.*” Furthermore, “*the contract may provide for automatic renewal unless*

positive action is taken by the school system to terminate such contract. The contract shall state the total obligation of the school system for the calendar year of execution and shall further state the total obligation which will be incurred in each calendar year renewal term if renewed.”

Accordingly, proposals should be for the periods July 1, 2026 to December 31, 2026, January 1, 2027 to December 31, 2027, January 1, 2028 to December 31, 2028, and January 1, 2029 to June 30, 2029. During this multi-year agreement, the contract will renew automatically at the end of each contract year if the Board does not notify the vendor in writing of its non-renewal intent by October 31 of the same year.

Also, in accordance with Georgia Code 20-2-506, this contract may be voided by the Board should the Board fail to fund this expense in any fiscal year budget, which runs from July 1 to June 30.

During the contract period, the Board or the successful bidder may terminate the agreement if a breach occurs which is not resolved within ninety days after written notice.

Payment - Invoices must be submitted by the end of the month, with payment made by the 10th of the next month. The monthly total should be the total contract price for the period divided by the number of months in the contract period.

Description of Need of Service - The overall scope of work is to provide complete custodial services as required for Gainesville City School System. To provide janitorial services, supplies and supervision to all locations listed below:

Location and Description of Facilities	Square Footage	Wood Gym Floor Sq./Ft	Total Number of Students and Staff
Gainesville High School 830 Century Place 7 Buildings	331,295	27,000	2,355
Horizon Academy 332 Washington Street NW 1 Building	32,640	N/A	450
Gainesville Middle School East 1581 Community Way 1 Building	219,800	15,755	1,000
Gainesville Middle School West 1279 McEver Road SW 1 Building	184,000	12,195	1,100
Gainesville Exploration Academy 1145 McEver Road 1 Building	76,300	N/A	695

Centennial Arts Academy 852 Century Place 2 Buildings	103,000	4,284	947
Satellite Office 715 Woods Mill Road 1 Building	120,800	9,120	725
Enota Multiple Intelligences Academy 1340 East Enota Avenue 1 Building	129,000	8,911	865
Fair Street IB World School 695 Fair Street 1 Building	104,000	9,976	592
New Holland Core Knowledge Academy 170 Barn Street 1 Building	76,300	N/A	704
Mundy Mill Learning Academy 4260 Mill Side Parkway 1 Building	129,000	11,075	704
Central Office 508 Oak Street 1 Building	18,000	N/A	60
Maintenance and Transportation 816 Woods Mill Road 1 Building	5,000	N/A	75

Proposal Delivery Instructions - Proposals shall consist of **one original and seven copies**.
Submit proposals to:

Gainesville City School System
Custodial RFP
Attention: Mr. David Presnell
715 Woods Mill Rd
Gainesville, GA 30501

Proposals will be received until May 18, 2026 at 2:00 p.m. No Proposals will be accepted after this time. To be accepted, all proposals are to be submitted, in sealed packages marked "Response to Custodial RFP". Proposals must be sent by U.S. Mail, courier service such as Federal Express or United Parcel Service or hand delivered. NO proposals will be accepted via fax transmission regardless of time of delivery. One original and seven (7) copies of each proposal should be sent or delivered to Gainesville City School System.

Contracts and Obligations - Contracts and obligations are contingent upon the Gainesville City

School System Board of Education having sufficient local funding at the time the contract is secured. Contracts and obligations will commence upon approval by the Gainesville City School System Board of Education.

Data Access - Any data (Data defined as any information, associated data and databases.) provided to vendors is intellectual property of Gainesville City School System Board of Education and as such must be provided to Gainesville City School System Board of Education upon request.

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 Gainesville City School System 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 Policy
 - a. \$ 1,000,000 Property Damage Per Occurrence
3. Workmen’s Compensation and Employers’ Liability
 - a. \$ 500,000 Bodily Injury Per Person
4. Umbrella of Excess Loss of Coverage
 - a. \$10,000,000 Per Occurrence
5. The proposer will provide an insurance certificate within 21 days after acceptance of contract.
6. Gainesville City School System must have 10 days’ notice of cancellation or change in insurance coverage and give its approval.
7. Gainesville City School System shall be named as an additional insured by Endorsement on the proposer’s policy as to the subject contract.

Assignment - Any attempt by the supplier to assign or otherwise transfer any interest in this Agreement without prior written consent of Gainesville City School System Board of Education shall be void.

Attorney’s Fees - The parties agree that in the event of dispute, each party will bear its own costs of litigation and attorney’s fees.

Compliance with Law - The vendor shall comply with all applicable federal, state and local statutes, regulations, ordinances or other legal requirements that apply to it or Gainesville City School System Board of Education.

Inconsistencies in Conditions - In the event there are inconsistencies between the specifications, scope of work and the proposal terms or conditions, contained herein, the proposal terms and

conditions will take precedence.

Indemnity - Respondent shall indemnify, defend and hold harmless Gainesville City School System Board of Education from and against any claims, losses, suits, charges, demands and expenses, including attorneys' fees, arising out of or related to (i) Respondent providing the services, (ii) any breach of any duty, representation, warranty or covenant, contractual or otherwise, by or attributable to Respondent and (iii) any act or omission attributable to Respondent.

Sequence of Events

- 04/17/2026 Advertise on the GCSS website and the Georgia DOAS Procurement website
- 05/18/2026 Receipt of Proposals by Gainesville City Schools by 2:00 p.m.
- 05/19/2026 Evaluation of Proposals by Gainesville City Schools Committee Completed
- 05/21/2026 Presentations and interviews of the highest ranked firms
- 06/01/2026 Recommendation of selected firm to Gainesville City Board of Education (Interview and BOE recommendation dates are subject to change)

EVALUATION OF PROPOSALS:

Committee - Evaluation of proposals submitted in response to the solicitation will be conducted by officials of the Gainesville City School System. In the process of evaluation, the total offeror's proposal will be considered. However, particular attention will be paid to those criteria which are referenced in the Proposal Criteria Format below. 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.

During the process of evaluation, the committee may need additional information. This need will be requested by Gainesville City School System and the proposer shall be responsible to respond in written form or in person as requested.

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 a cover letter and introduce the 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 "A").
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 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 (20 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 and Experience of Key Personnel Assigned to this Contract (25 Points)

1. Submit name, experience, training and qualifications of key personnel to be assigned to this contract (include titles).

TAB 4 Cost (30 Points)

1. Submit cost on the enclosed Bidding Schedule (Attachment "B")
2. Bid Bond
3. Number of total daily hours listed on Attachment "B" at each school.

TAB 5 Annual Report or Financial Statement (10 Points)

1. Submit a copy of the 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.

TAB 6 Exceptions taken to the RFP (0 Points)

TAB 7 Additional Information Not Requested (0 Points)

QUALIFICATIONS:

Each proposal shall submit evidence of qualifications which would influence the ability to satisfactorily perform the custodial services defined elsewhere in this document.

1. Proposer must be licensed to do business in the City of Gainesville, 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 Gainesville City Schools.

4. Proposer must demonstrate ability to manage a large 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 E-verify affidavit must accompany all proposals. (Attachment "A")
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.
7. Provide a Director of Custodial Services to manage the employees assigned to our facilities and provide that director with a cell phone to communicate with GCSS administrators and the Director of Maintenance and Operations 24 hours a day.
8. Provide vehicles to move equipment and supplies from location to location.
9. Provide onsite personnel to handle all persons seeking employment with the successful bidder. This includes accepting applications. Hold a job fair within the first month of contract.
10. All cleaning equipment, supplies, entry way floor mats, and labor. Including mats at all water fountains.
11. Successful proposer will also provide consumable supplies to perform all work functions. Consumable supplies include but are not limited to: trash bags, floor seal, finish, stripper, detergents, disinfectants, and foam hand soap with dispensers, hand sanitizer with dispensers, rags, carpet shampoo, mops, mop buckets, dust mops, brooms, brushes, and paper products for all locations.
12. Provide outside storage containers which meet all fire codes to store all flammable gases.
13. Provide "No Touch" bathroom machines with pressure wash and vacuum capabilities for each location. These machines must be able to dispense deodorizers, disinfectants and enzymes digesters and be used on a daily basis at each location.
14. Provide preferred rates for special conditions and events.
15. Provide uniforms for all janitorial personnel that must be worn at all times.
16. Successful bidder will supply photo ID badges for all janitorial personnel and ID's must be worn while performing their custodial duties and responsibilities.
17. Payroll – the proposer must supply time sheets for each building. The proposer must establish a time sheet accountability system for all employees. A copy of the payroll sheet documenting actual hours worked by each individual shall be submitted to the Custodial Coordinator for each pay period. The Custodial Coordinator or his representative will conduct a periodic review of the time sheets in comparison with the payroll sheet.
18. The successful bidder must comply with all statutes of the Equal Opportunity Employer Act and be a Drug-Free Employer in the State of Georgia. Criminal background checks on all employees must be maintained on file by the successful bidder. All personnel must be processed through E-Verify. Successful bidder must provide an E-Verify number and a signed contractor's affidavit when the bid is submitted. The E-Verify number and signed contractor's affidavit must be completed and submitted by January 1st of each contract year.

SPECIFICATIONS FOR CUSTODIAL SERVICES:

1. Proposals must describe a plan for continuous supervision of custodial staff.
2. Proposals must describe a plan for continuous training of custodial staff.
3. Proposals must describe a plan for the technical support of cleaning products, equipment and cleaning methods.

4. Proposals must describe the company's experience in institutional cleaning, particularly in school systems. References must be provided.
5. Proposals must detail the minimum number of employees that will be provided at each facility during the school/work day and the minimum number of employees provided after the school/work day. The number of hours per employee should also be detailed.
6. Provide a checklist of duties and responsibilities for each employee at their location on a weekly, monthly and quarterly basis.
7. The proposal should address how your company will respond to occasional requests for setting up cafeterias, gymnasiums, etc. for special functions. Also include in your proposal your response to occasional requests for unloading trucks which make deliveries to schools (furniture, copy paper, etc.; excluding food deliveries).
8. Proposals must include a schedule for conducting walk-thru evaluations on a quarterly basis at each location with GCSS designated personnel. Proposals must include a copy of the site survey to be used for performance evaluations by company representatives and GCSS personnel.
9. Proposals should include a plan to employ any GCSS employees that are willing to work after their contracted GCSS hours.
10. Proposals should describe any employee incentive programs for custodians, such as but not limited to recognition of quality work, birthdays, promotion opportunities, etc.
11. Proposals must describe their plan for providing and stocking paper products, soap and dispensers for all locations.
12. Proposals should include a plan for providing competitive bidding for all supplies.
13. The board desires outcome-based services, meaning all facilities are required to be cleaned to customer's satisfaction.
14. Proposals must include E-Verify number and Contractors Affidavit.
15. Proposals must include all insurance information requested in this RFP.

Note:

All specifications for custodial services inside and outside of buildings should not be interpreted as being prescriptive-based services. The GCSS Board of Education desires outcome-based services. Please reference Attachment "C" for Day Porter Job Description sample.

Services to be Performed INSIDE Buildings

- All restrooms (where applicable) will be cleaned daily with a "No-Touch" bathroom machine that has chemical releasing, pressure washing and vacuum capabilities. · All restrooms, offices, classrooms, gymnasiums, laboratories, cafeterias, auditoriums, gym and common areas must be cleaned daily – Monday thru Friday and after special events.
- Daily clean and mop all tile and vacuum carpeted floor areas.
- No cleaning in the kitchens will be required. Must empty trash from the kitchen on a daily basis.
- Custodial employees must remove trash and wipe down tables from the cafeterias during breakfast and lunch. All proposals should include details of this cleaning and should be specific as to the exact process being implemented by the successful bidder.
- Provide plungers and plunge toilets and sinks when necessary.
- Proposals must include a description of the mats to be furnished by the proposer. · Provide a "Team Cleaning" plan for holidays and summer breaks to help GCSS with our energy conservation guidelines.
- Proposal must include a plan for stripping and waxing tile floors and professionally cleaning

all carpets twice a year – summer and Christmas break. Include a daily schedule for buffing hallways and lobbies on a daily basis.

- Screen and refinish all gymnasium wood floors once a year (GHS, GMS, FSA, CAA, NGC, Enota, MMA)
- Walls must be cleaned. Proposals must describe any limits on cleaning walls, ceilings and windows above 10 feet high.

Services to be Performed OUTSIDE Buildings

- Walkways, porches and sidewalks will be swept or blown on a daily basis and pressure washed as needed. Pressure washing must be performed at least once each year at all entries to each school.
- Outside of the windows will be cleaned twice per year.
- Insect nests and webs will be cleaned and/or removed off buildings as needed. · Litter (paper, cans, bottles, sticks, etc.) will be picked up from campuses daily including playgrounds.

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 all exterior doors and windows and turn off lights before leaving room · Replace all plastic trash liners in waste receptacles

Weekly

- 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

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 (60")
- 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, remove all stains

Cafeteria Areas

Daily (five days per week)

- Spot clean interior glass to hand height (60") 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
- 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

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 (60")
- Sweep baseboards
- Clean bleachers, remove all trash, sweep, mop and clean floor underneath

Monthly

- High dust above hand height (60") 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.

Entire Building

- Ensure that the entire building is secure and that all exterior doors are properly closed and locked.

Working Hours

Normal school/office hours are from 7:00 a.m. to 4:00 p.m. Proposer's concentrated night cleaning must be undertaken after normal office/school hours. 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.) 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 p.m. at all schools. Times of evening hours must meet District approval.

Proposer shall provide full staff on all school staff work days, per school calendar, which will not be less than 190 days. This includes normal days of operation, furlough days and teacher workdays.

RESPONSIBILITIES OF PROPOSER:

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.
2. Only those employees who have been properly trained shall be assigned duties under this proposal.
3. Any employee whose work habits and/or conduct are deemed objectionable shall be removed from the School District upon request.
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.

Rules for Proposer's Employees – The proposer shall ascertain that all his employees abide by the following rules. Upon written request of the School District 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 School District. The report shall be submitted to the School District once per 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 School 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 except public pay phones, 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. These 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 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 School District administration and policies set forth by the District 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 ground other than for purposes expressly stated in this agreement.
13. Proposer's employees shall not allow any unauthorized persons in the school buildings (children, friends, or anyone else not authorized by the School District).

Proposal Sheet

Contract Price Quotation for Custodial Services

Proposal Deadline is 05/18/2026 at 2:00 PM

1. Total Contract price for custodial services for
July 1, 2026 thru December 31, 2026 \$ _____
2. Total Contract price for custodial services for
January 1, 2027 thru December 31, 2027 \$ _____
3. Total Contract price for custodial services for
January 1, 2028 thru December 31, 2028 \$ _____
4. Total Contract price for custodial services for
January 1, 2029 thru June 30, 2029 \$ _____ Total Contract Bid
\$ _____

Company Name and Address

Telephone/Fax numbers

Email address

Company website

Printed name of Authorized Company Representative

Signature of Authorized Company Representative and date

ATTACHMENT “A”

E-VERIFY AFFIDAVIT

**Georgia Security and Immigration Compliance Act:
E-Verify and SAVE Program Overview
[O.C.G.A. § 13-10-91]**

Pursuant to the “Georgia Security and Immigration Compliance Act,” Gainesville City School District 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 of subcontractors cannot enter a contract with the 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.

To register for the E-Verify Program, visit www.uscis.gov. Your bid will not be accepted without this E-Verify number.

Contractor Affidavit under O.C.G.A. § 13-10-91(b) (1)

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 engaged in the physical performance of services on behalf of (Gainesville City School System) has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, ____, 202__ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME

ON THIS THE _____ DAY OF _____, 202__.

NOTARY PUBLIC

My Commission Expires:

ATTACHMENT "B"**BIDDING SCHEDULE/PRICE – BUSINESS PROPOSAL**

School/Location	Bldg. Square Footage	Minimum Daily Hours	Total Monthly Cost	Total Annual Cost
Gainesville High School	331,295	178		
Horizon Academy	32,640	39		
Gainesville Middle School East	219,800	78		
Gainesville Middle School West	184,000	78		
Gainesville Exploration Academy	76,300	43		
Centennial Arts Academy	103,000	89		
Satellite Office	120,800	39		
Enota Multiple Intelligences Academy	129,000	44		
Fair Street IB World School	104,000	50		
New Holland Core Knowledge Academy	76,300	43		
Mundy Mill Learning Academy	129,000	44		
Central Office	18,000	4		
Maintenance & Transportation	5,000	2		
TOTALS	1,323,835	731		

ATTACHMENT "C" – DAY PORTER JOB DESCRIPTION

DAY PORTER JOB DESCRIPTION

GENERAL DUTIES

JOB GOAL: To contribute to the efficient operation of the school by performing custodial duties.

PERFORMANCE RESPONSIBILITIES:

1. Open the building each morning and/or secure the building at the end of the school day.
2. Inspect previous night's cleaning and correct deficiencies.
3. Inspect the building exterior for possible unauthorized entrance and/or vandalism.
4. Clean the cafeteria after breakfast and lunch.
5. Maintain inside and outside entrances of school.
6. Clean up after sick children.
7. Inspect frequently and keep all restrooms stocked with supplies.
8. Assemble and move furniture as needed.
9. Setup for school events as needed.
10. Clean water fountains daily.
11. Clean and maintain offices.
12. Clean and maintain the media center.
13. Other miscellaneous items deemed necessary by the school principal.

Duties of the Day Porter that are not appropriate:

- Handling of money (such as ice cream sales)
- Selling of ice cream
- Bus duty
- Handling of children
- Leaving work-site for errands
- Monitoring children during testing
- Answering school phone
- Fraternization with student