



REQUEST FOR PROPOSALS

COMPREHENSIVE CUSTODIAL SERVICES

RFP information	Solicitation details
Solicitation number	ACBOE-CUST-2026-01
Issue date	Tuesday, September 15, 2026
Mandatory preproposal meeting and walkthrough	Tuesday, September 22, 2026, 9:00 a.m. Eastern Time; begin at 249 Blackshear Highway, Baxley, Georgia 31513
Written questions due	Thursday, September 24, 2026, 2:00 p.m. Eastern Time
Anticipated final addendum	Tuesday, September 29, 2026
Sealed written proposals due	Friday, October 9, 2026, 2:00 p.m. Eastern Time
Issuing Officer	Dr. Ryan Flowers, Chief Operations Officer ryan.flowers@appling.k12.ga.us (912) 367-8600 ext. 152 Cell: (912) 347-3994

COMMUNICATIONS NOTICE. From release through award, all communications concerning this RFP must be directed to the Issuing Officer. Unauthorized contact with Board members, District employees, consultants, or evaluators may result in disqualification, consistent with District policy and applicable law.

Document control and contents

Document item	Solicitation details
RFP title	Comprehensive Custodial Services
Solicitation number	ACBOE-CUST-2026-01
Version	Initial public solicitation
Issue date	September 15, 2026
Addenda	None as of initial issue
Controlling deadline	October 9, 2026 at 2:00 p.m. Eastern Time

Section	Topic
1	Solicitation overview and procurement schedule
2	District background and desired outcomes
3	Scope of services and facilities
4	Contractor management, workforce safeguards, safety, supplies, and equipment
5	Performance standards, inspections, reporting, and remedies
6	Contract term, transition, pricing, and invoices
7	Instructions to Contractors and mandatory qualifications
8	Required proposal format
9	Evaluation, negotiations, and award
Appendix A	Facility schedule and service conditions
Appendix B	Cleaning frequencies and task specifications
Appendix C	Contract management and service continuity plan
Appendix D	Pricing forms
Appendix E	Performance scorecard and corrective action
Appendix F	Required certifications and proposal forms
Appendix G	Proposed custodial services agreement

COMPANION DOCUMENT. Appendices A through G are published together in the separate companion file, Appling County Custodial Services RFP Appendices. The companion file is incorporated into this RFP, and Contractors must review it and complete all applicable response forms.





1. Solicitation overview and procurement schedule

1.1 Procurement summary

Item	RFP statement
Procurement method	Competitive Request for Proposals; best-value selection
Award structure	One contractor for all listed facilities, supplies, consumables, and equipment
Contract type	All-inclusive fixed annual price with authorized unit-rate work
Initial term	December 1, 2026 through November 30, 2027
Renewal options	Up to three additional one-year options. Each renewal requires satisfactory performance, an annual financial-capacity review, available funding, and Board approval, and is subject to O.C.G.A. section 20-2-506.
Service baseline	Approximately 672,039 published service-area square feet. For the five instructional campuses, the Interior sq. ft. recorded in the District's Five-Year Local Facilities Plan is the controlling bidding area; Appendix A governs.

1.2 Procurement schedule

Milestone	Date / time
RFP release and public posting	Tuesday, September 15, 2026
Mandatory preproposal meeting and walkthrough	Tuesday, September 22, 2026, 9:00 a.m. ET
Written questions due	Thursday, September 24, 2026, 2:00 p.m. ET
District answers / anticipated final addendum	Tuesday, September 29, 2026
Sealed proposals due	Friday, October 9, 2026, 2:00 p.m. ET
Administrative review	October 12, 2026
Evaluation and reference checks	October 12-15, 2026
Interviews or clarifications, if used	October 15, 2026; finalist or Board presentations may be requested
Anticipated notice of intended award	October 16, 2026
Anticipated Board consideration	October 19, 2026; if deferred, November 2, 2026
Anticipated contract execution	Within five business days after Board approval
Transition and readiness	October 26-November 30, 2026; if Board action occurs November 2, transition begins November 9
Service commencement	Tuesday, December 1, 2026

Schedule control. The District may revise this schedule by written addendum. Contractors are responsible for monitoring the Georgia Procurement Registry and the District's official procurement posting for changes.

1.3 Questions, addenda, and common information

- Submit questions in writing to ryan.flowers@appling.k12.ga.us by the stated deadline. Identify the RFP number, section, page, and specific question.
- Only written addenda issued by the District may change this RFP. Oral statements, site comments, informal messages, or vendor interpretations do not modify the solicitation.
- The District will publish material answers and corrections through the official posting locations. Each Contractor must acknowledge every addendum on the required form.
- Information provided to one Contractor that is material to proposal preparation will be made available to all Contractors through the common addendum process.

2. District profile, procurement purpose, and desired outcomes

2.1 District and community profile

The Appling County School System serves approximately 3,400 students through three elementary schools, one middle school, one high school, and associated administrative, support, transportation, alternative-school, and athletic facilities. The District's central office is in Baxley, and its sites range from compact support buildings to multi-building instructional and athletic campuses.

Appling County covers approximately 508 square miles and had an estimated population of 19,100 as of July 1, 2025. Its dispersed rural service pattern is relevant to mobilization, supervision, emergency response, supply delivery, and dependable coverage. This procurement covers approximately 672,039 published service-area square feet. District enrollment and community figures are informational only; Appendix A controls facility data.

Profile sources: Appling County School System public information and U.S. Census Bureau QuickFacts. Facility sources are identified in Appendix A.

2.2 Procurement purpose and contractor opportunity

Through this RFP, the District is seeking one qualified contractor to deliver a complete, performance-based custodial program across the listed instructional, administrative, support, and athletic facilities. The Contractor will furnish management, supervision, labor, relief coverage, training, equipment, chemicals, cleaning supplies, restroom paper products, hand towels, soap, liners, dispensers, reporting, and related services necessary to meet the RFP requirements.

The District is looking for a dependable service partner that understands the daily demands of an occupied K-12 environment and can maintain consistent results across a dispersed, multi-building portfolio. The District will define required outcomes, safety rules, cleaning frequencies, response times, and acceptance measures, while the Contractor will remain responsible for its workforce, schedules, methods, supervision, supplies, and business operations. The District intends to award the full scope to one responsible Contractor unless another award structure is determined to be in its best interest and is permitted by this RFP and applicable law.

2.3 Stated goals and desired outcomes

- Provide safe, healthy, welcoming, and instruction-ready schools for students, employees, families, and visitors.
- Maintain APPA Level 2 - Ordinary Tidiness / Comprehensive Care, as operationalized by the District's scorecard and task schedule.
- Deliver consistent daily, periodic, event, summer, and emergency service at every included facility.
- Provide sufficient management, relief capacity, equipment, and supplies without shifting workforce-management duties to the District.





- Protect students, employees, facilities, access credentials, information, and District property.
- Maintain service continuity during absences, vacancies, school events, severe weather, infectious-disease concerns, and other operational disruptions.
- Create comparable, all-inclusive pricing with no unapproved bonuses, retention charges, supply surcharges, or other employee-related additions.
- Use measurable inspections, timely corrective action, reinspection, and repeated-failure remedies while providing respectful, accessible, and nondiscriminatory service.
- Complete an orderly transition without interruption to school operations.

3. Facilities and Scope of Service

3.1 Facility baseline

Facility	Address / location	Controlling sq. ft.
Appling County Elementary Complex	680 Blackshear Hwy., Baxley, GA 31513	223,058
Fourth District Elementary School	13396 Blackshear Hwy., Surrency, GA 31563	33,444
Altamaha Elementary School	344 Altamaha School Rd., Baxley, GA 31513	57,296
Appling County Middle School	2997 Blackshear Hwy., Baxley, GA 31513	105,662
Appling County High School	482 Blackshear Hwy., Baxley, GA 31513	209,140
Board of Education / Main Shop	249 Blackshear Hwy., Baxley, GA 31513	14,659
Transportation Office	Location and access details will be provided during the mandatory walkthrough and confirmed by addendum	3,080
Alternative School	Location and access details will be provided during the mandatory walkthrough and confirmed by addendum	2,400
ACHS Field House / Athletic Facilities	High-school campus; included areas will be identified during the walkthrough and confirmed by addendum	15,300
ACMS Athletic Facilities	Middle-school campus; included areas will be identified during the walkthrough and confirmed by addendum	8,000
TOTAL		672,039

3.2 Complete service responsibility

The Contractor shall provide all resources necessary to clean and support the covered facilities in accordance with this RFP, its accepted operating plan, Appendix B, manufacturer instructions, applicable safety requirements, and District schedules. No task or cost reasonably necessary to achieve the stated service outcome may be omitted merely because it is not repeated in every appendix.

- Daily custodial cleaning and sanitizing of instructional, administrative, athletic, common, and support spaces.
- Restroom, locker-room, shower, cafeteria, gymnasium, field-house, stadium, and event-area service.

- Routine, periodic, annual, summer, and school-break floor care, carpet extraction, window cleaning, high dusting, and deep cleaning.
- Trash collection, interior waste removal, dumpster placement as directed, litter policing, recycling support, and odor control.
- Restocking and management of paper products, hand towels, toilet tissue, hand soap, liners, and other listed consumables.
- Response to spills, bodily fluids, weather events, emergency conditions, contagious-disease concerns, and other District-authorized urgent needs using District-approved products labeled for the intended purpose.
- Setup, cleanup, and restoration for included school activities and authorized extra events as identified in the event schedule and price forms.
- Prompt reporting of maintenance, plumbing, pest, safety, security, vandalism, damage, and access issues discovered during performance.

3.3 District operating conditions

- Schools remain occupied by students, employees, families, and visitors during significant portions of the workday and during evening and weekend activities.
- The Contractor shall coordinate cleaning so it does not disrupt instruction, testing, student meals, extracurricular activities, Board meetings, or emergency operations.
- The District may change room use, schedules, student enrollment, or activity patterns without changing the gross facility inventory. Material scope changes will be handled through the Agreement's written-change process.
- The Contractor shall comply with site-specific access, alarm, key, energy-conservation, recycling, fire-safety, and emergency procedures.
- Known floor-surface types are listed by facility in Appendix B.8. The District has not provided square footage by floor-surface type. Each Contractor shall verify the location, approximate quantity, condition, finish, and required care of each surface during the mandatory walkthrough and shall identify any material discrepancy through the written-question process.
- The District will provide reasonable access, utilities, and coordination; the Contractor shall control its workforce, methods, supplies, and equipment.

3.4 Exclusions and separately authorized work

The base scope excludes building repairs, roof work, mechanical servicing, pest control, hazardous-material abatement, construction cleanup, snow/ice removal, pressure washing, light-bulb or lamp replacement, HVAC-filter replacement, and work above safe equipment limits. These excluded services are not part of the base scope or unit pricing. No extra work is billable unless added by written amendment or specifically authorized through a District-approved work authorization.

4. Contractor management, workforce safeguards, safety, supplies, and equipment

4.1 Performance-based service responsibility

- The Contractor shall continuously provide sufficient qualified personnel, supervision, relief coverage, equipment, supplies, and management resources to perform the complete scope and meet all required outcomes at every facility.





- The Contractor may organize and revise staffing levels, job classifications, facility assignments, shifts, labor hours, and work methods, but no change may reduce required service, violate safety or access requirements, change an accepted subcontractor or key manager without approval, or alter another material obligation.
- The proposal shall identify the Contract Manager and backup and present the Contractor's proposed staffing and coverage plan by facility and shift, including supervision, relief coverage, and plans for daily, periodic, event, emergency, vacancy, and absence coverage. The District's review of this plan does not authorize the District to manage the Contractor's workforce.
- Staffing shortages, turnover, call-outs, vacancies, overtime costs, recruiting difficulty, or internal scheduling decisions do not excuse missed work or deficient performance. The Contractor shall provide qualified relief coverage and other resources promptly whenever necessary to maintain service.
- School closures or shortened weeks do not eliminate periodic, project, floor-care, or deep-cleaning obligations; the parties will coordinate access and timing.

4.2 Contract management and site supervision

- Designate a qualified Contract Manager and backup with authority to receive District direction concerning results, coordinate access, commit resources, resolve deficiencies, and attend performance meetings.
- The Contract Manager shall conduct internal inspections, manage supplies and equipment, verify records, and ensure timely correction. Replacement requires prompt written notice and equal or better qualifications.
- Local service requests shall follow a simple school-based process. At a school, an employee reports a routine custodial concern to the assistant principal or designee. The assistant principal or designee reports the concern to the Contractor's designated site contact, who coordinates correction and reports completion. At a support facility, the designated site administrator follows the same process. Urgent health or safety concerns may be reported immediately. This process identifies the needed result and does not authorize District staff to direct individual employees or approve extra cost.

4.3 Service records and accountability

- Maintain reliable facility-level records for required daily, periodic, project, floor-care, event, emergency, and corrective work, and submit the Section 5.4 support with each invoice.
- The District may verify completed work and inspect records reasonably related to performance, safety, access, training, supplies, subcontractors, invoices, and contract compliance.
- Falsification of service, inspection, incident, safety, or invoice records is a material breach and may result in withholding, default, termination, and referral as appropriate.

4.4 Contractor personnel and workforce continuity

- The Contractor has exclusive responsibility for recruiting, hiring, compensation, classification, scheduling, supervision, evaluation, discipline, leave coverage, and termination of its employees and subcontractor personnel, subject to the benefit, continuity, screening, safety, and performance requirements in this RFP and the obligation to provide uninterrupted service.

- The Contractor shall maintain a written employee benefit plan that includes access to healthcare coverage for employees assigned to this contract who meet the plan's stated eligibility requirements. The proposal shall include a summary of the plan and describe eligibility, healthcare coverage offered, waiting periods, and the employee and employer shares of cost. The Contractor shall take the full cost of this benefit plan into consideration when developing its bid and include that cost in the annual and monthly base price. The Contractor remains solely responsible for plan administration and legal compliance, and the accepted benefit commitment becomes a material contract requirement.
- The District will communicate required results, access rules, safety concerns, and service deficiencies through the Contract Manager. Except for immediate safety or security direction, District personnel shall not assign daily tasks to, schedule, evaluate, or discipline individual Contractor employees.
- The contract price includes all workforce costs, including the required employee benefit plan and healthcare coverage. No separate employee-related or benefit-related payment is due unless approved by Board-authorized written amendment.
- The Contractor shall provide current custodial employees serving the District a fair opportunity to apply and be considered for available positions. The Contractor shall give timely notice of opportunities and conduct good-faith interviews for applicants who meet stated minimum qualifications. This requirement does not guarantee employment or limit the Contractor's responsibility for lawful hiring, screening, and personnel decisions. A continuity plan shall prevent absences, vacancies, turnover, or simultaneous needs from interrupting service.

4.5 Screening, identification, conduct, and campus safety

- Complete fingerprint-based criminal-history screening and any additional District-required eligibility review before an employee receives campus access. No unscreened person may work or train on District property.
- Provide current rosters and proof of clearance status without unnecessary sensitive information. The District may require removal of a person from its property without creating an employment relationship.
- Require uniforms, visible photo identification, sign-in/out, and compliance with key/card, alarm, restricted-area, photography, recording, confidentiality, and visitor rules.
- Prohibit weapons, alcohol, illegal drugs, tobacco/vaping, harassment, abusive or profane language, solicitation, unauthorized visitors, and unauthorized use of District equipment or information.
- Limit student interaction to what is incidental and necessary. Employees shall not discipline, transport, photograph, communicate privately with, or be alone with students except as unavoidable in an emergency and immediately reported.
- Immediately report suspected abuse, threats, weapons, drugs, bodily fluids, injury, property damage, theft, security breaches, lost keys/cards, or other safety incidents to the designated District official.

4.6 Training and safety program

- Provide documented new-hire and annual refresher training in cleaning methods, equipment, SDS/hazard communication, bloodborne-pathogen precautions, PPE, dilution, ergonomics, slips/falls, fire and emergency response, student safety, and District procedures.
- Maintain current Safety Data Sheets at each site and electronically; properly label and store chemicals; use District-approved commercial products only for labeled purposes and dilution; and maintain exposure-control, spill-response, injury-reporting, and workers' compensation procedures.





4.7 Equipment, supplies, and consumables

- Provide, maintain, repair, and replace all cleaning equipment, carts, vacuums, extractors, scrubbers, burnishers, tools, PPE, chemicals, paper products, hand towels, toilet tissue, soap, liners, and dispensers required for the scope.
- Each Contractor shall submit a proposed product list and current Safety Data Sheets with its proposal. At no cost to the District, each Contractor shall provide representative samples of proposed cleaning materials and paper products at the time and place announced by the District for inspection. Chemical samples shall remain in unopened manufacturer-labeled packaging and shall not be placed inside the sealed proposal package. No product may be brought to or used at a District facility until the Director of Operations provides written acceptance.
- Maintain a labeled, current, site-specific SDS station or binder at every serviced location, accessible on every work shift and containing an index, every applicable SDS, and spill and emergency information. Provide matching electronic copies; electronic access does not replace the on-site station.
- Update the station, site inventory, and District file before introducing a new or replacement product or upon receipt of a revised SDS. Train employees on labels, hazards, dilution, contact time, PPE, spills, and SDS access. The District may inspect these records and locations at any time.
- Maintain serviceable commercial-grade equipment, backup capacity, and at least a 30-day normal-use supply of cleaning materials, chemicals, liners, soap, toilet tissue, paper towels, and other required paper products at all times. Stock shall be held in District-approved on-site storage or another readily accessible location approved by the District. Submit an initial and annual equipment inventory showing description, ownership, assigned site, condition, and planned replacement.
- Contractor property remains its responsibility and shall be removed at contract end. District property shall be inventoried, protected, and returned in equivalent condition, normal wear excepted.
- Any proposed product substitution must be equal or better, compatible with building finishes and dispensers, supported by a current SDS when applicable, and accompanied by a sample when requested. Written District approval is required before use.

4.8 Infectious disease preparedness and response plan

Each Contractor shall submit with its proposal a written Infectious Disease Preparedness and Response Plan. The accepted plan becomes a material contract obligation and shall address COVID-19/SARS-CoV-2, influenza, norovirus and other gastrointestinal illness, and other communicable-disease or outbreak conditions that may affect District facilities.

- Identify the responsible manager, 24-hour contacts, decision authority, and coordination procedures with District operations, school administrators, school health personnel, and public-health officials.
- Define activation levels for routine prevention, targeted response, enhanced disinfection, partial closure, and District-wide response using then-current District direction and applicable public-health guidance.
- Address high-touch cleaning, isolation and reopening of affected areas, employee training, exposure control, bloodborne-pathogen precautions, PPE, waste and laundry handling, equipment decontamination, documentation, and protection of confidential health information.

- Identify District-accepted products and methods appropriate to the suspected pathogen, including SARS-CoV-2 when directed, and require compliance with label instructions for dilution, compatibility, wet-contact time, ventilation, PPE, and reentry.
- Provide workforce and supply continuity through trained relief, cross-training, call-out and escalation procedures, emergency stock, approved alternates, and alternate sourcing for disinfectants, PPE, liners, soap, and paper products.
- Include plan maintenance, training, readiness, required stock, and ordinary response in the fixed price. Extraordinary out-of-scope work requires advance written authorization except when immediate action is necessary and prior authorization is impracticable.

5. Performance standards, inspections, reporting, and remedies

5.1 Required appearance level

The Contractor shall maintain APPA Level 2 - Ordinary Tidiness / Comprehensive Care. Spaces must look clean, orderly, properly supplied, safe, and ready for use during ordinary observation. Minor recent dust or a light mark visible only on close inspection may be consistent with Level 2; visible buildup, odors, depleted supplies, overflow, unsafe conditions, repeated missed work, or Level 3-or-lower conditions are unacceptable. Appendix E provides the complete plain-language guide and inspection scorecard.

5.2 Inspection method

- The District may inspect any area at any time and will conduct at least one documented joint inspection per facility group each month.
- The monthly score uses the 100-point Appendix E scorecard. The minimum passing score is 90% overall and 95% for restroom/locker-room/shower items.
- The District may use representative sampling and expand the review when deficiencies indicate a broader condition. The Contractor may attend, correct, and submit evidence, but the District controls the final score.
- A passing score does not waive hidden, later-discovered, safety, access, recordkeeping, or task-frequency deficiencies.

5.3 Response and correction times

Priority	Required response
Emergency / critical	Immediate acknowledgment; on-site response within 30 minutes when staff are present or 60 minutes after-hours; contain and correct as soon as safely possible, generally within 2 hours.
Urgent	Acknowledge within 30 minutes and correct during the same shift or within 4 hours, whichever is earlier.
Routine	Correct by the end of the next business day unless the District approves a written schedule.
Periodic / project work	Correct or reschedule within two business days without affecting the next required cycle.

5.4 Monthly reporting and invoice support

- Facility-level service summary covering required routine, periodic, floor-care, event, emergency, and corrective work.





- Manager changes, material continuity issues, inspections, complaints, incidents, corrective actions, reinspections, and open deficiencies.
- Equipment outages, replacement status, consumable exceptions, product changes, and completed annual or special work.
- Invoice reconciliation showing base price, authorized extra work, replacement-service costs, withholdings, and other authorized adjustments.

5.5 Corrective action and remedies

Inspection findings and service deficiencies shall be documented in writing. The Contractor shall correct health, safety, access, sanitation, or service-interruption concerns immediately and other deficiencies within the time stated by the District.

- Failure to correct, repeated failure, or failure to pass reinspection may result in a written corrective-action plan, withholding of disputed amounts, replacement service at the Contractor's expense, default, termination, or another remedy available under the proposed Agreement and applicable law.
- The Contractor bears correction and reinspection costs. If a material deficiency is not timely corrected, the District may obtain replacement service and deduct the reasonable cost.
- Two failing monthly scores at the same facility in any rolling three-month period require a formal corrective-action plan. Three failures in six months may constitute repeated failure and grounds for default or termination.
- Immediate safety, screening, fraud, falsified-record, key/access, or student-conduct violations may support removal of one or more of the Contractor's employees from District property, withholding, default, or termination without waiting for the ordinary scoring cycle.

6. Contract term, transition, pricing, and invoices

6.1 Term and renewals

The anticipated initial term is December 1, 2026 through November 30, 2027. The District may exercise up to three additional one-year renewal options. Each renewal requires satisfactory performance, available funding, a current annual financial statement demonstrating the Contractor's continuing financial capacity, written recommendation by the District Contract Administrator, and Board approval. No renewal is automatic.

Georgia contracting law. Any resulting Agreement shall comply with O.C.G.A. section 20-2-506. It shall terminate absolutely and without further obligation to the District at the close of the calendar year in which it is executed and at the close of each succeeding calendar year unless lawfully renewed. The final Agreement shall state the District's total obligation for the year of execution and for each calendar-year renewal period, and no provision shall create a debt beyond the calendar year then authorized.

Renewal financial statement. At least 90 days before each proposed renewal, the Contractor shall provide its most recent year-end financial statement package, including at minimum a balance sheet and statement of income or operations, certified as accurate by an authorized company officer. The Contractor shall also provide a statement of cash flows and an independent accountant's compilation, review, or audit report when those documents are prepared in its ordinary course of business. The District may request reasonable

supporting information and may decline renewal if the submission is late, incomplete, materially adverse, or does not demonstrate fitness to continue the work.

6.2 Transition and readiness

Milestone	Minimum deliverable
Within 5 calendar days after notice	Name transition team; provide insurance, licenses, E-Verify affidavit, screening plan, proposed kickoff agenda, and information requests.
Within 10 calendar days	Provide final management and service-delivery plan, equipment/supply mobilization schedule, floor-care plan, access process, training plan, continuity plan, and risk log.
At least 10 days before start	Submit cleared access roster, training records, service-record demonstration, equipment inventory, approved product list/SDS, consumable stock plan, emergency contacts, and facility service schedules.
At least 5 days before start	Complete joint readiness inspection and correct every open item.
December 1, 2026	Begin service only after written District readiness confirmation.

6.3 All-inclusive pricing

- The annual and monthly base price includes every cost required for the scope: labor, overtime, relief, wages, the required employee benefit plan and healthcare coverage, payroll taxes, bonuses, retention, recruiting, screening, uniforms, training, management, supplies, consumables, equipment, repairs, depreciation, transportation, insurance, overhead, and profit.
- No surcharge, pass-through, allowance, delivery charge, administrative fee, fuel charge, supply escalation, or employee-related payment is due unless expressly priced in Appendix D and authorized by the Agreement.
- Contractors shall state facility prices, the total annual and monthly base price, event and extra-work unit rates, and any startup charge. The District does not require disclosure of internal wage, benefit, payroll, overhead, or profit allocations.
- The District is tax exempt to the extent provided by law. The Contractor remains responsible for taxes applicable to its operations, employees, property, and purchases.

6.4 Invoices and payment

- Invoice monthly in arrears in twelve equal installments of the annual base price, adjusted only for authorized extra work, withholdings, offsets, and other written adjustments allowed by the Agreement.
- Each invoice must include the performance and service-record support in Section 5.4 and identify the purchase order and contract period.
- The District may dispute, withhold, or offset unsupported or nonconforming charges while paying undisputed amounts in accordance with applicable law and District procedures.
- Extra work requires a written work authorization stating scope, price basis, maximum amount, and approving District official before work begins, except a documented emergency where advance authorization is impracticable.





7. Instructions to Contractors and mandatory qualifications

For proposal-submission and evaluation purposes, the term Contractor includes any company that submits or is preparing to submit a proposal, whether or not that company is ultimately selected for award.

7.1 Mandatory walkthrough

A representative authorized to prepare the Contractor's proposal must attend the common preproposal meeting and facility walkthrough. Registration begins at 8:30 a.m. on September 22, 2026 at 249 Blackshear Highway, Baxley, Georgia 31513. The District will control the route, sign-in, photography, safety, and access. Questions arising during the visit must be submitted in writing; oral responses are not binding. Failure to attend the full mandatory event may make a proposal nonresponsive. The Contractor shall use the walkthrough to verify the floor-surface schedule in Appendix B.8, including surface locations, approximate quantities, finishes, and any special care limitations.

7.2 Sealed written submission

Requirement	Instruction
Required copies	One signed original and five complete paper copies of the technical proposal; one separately sealed signed original and two paper copies of the price proposal.
Delivery	Dr. Ryan Flowers, Chief Operations Officer, Appling County Board of Education, 249 Blackshear Highway, Baxley, Georgia 31513.
Label	SEALED PROPOSAL - CUSTODIAL SERVICES - ACBOE-CUST-2026-01 - DO NOT OPEN BEFORE OCTOBER 9, 2026, 2:00 P.M. ET.
Deadline	Proposals must be physically received by October 9, 2026 at 2:00 p.m. ET. Postmarks, shipping notices, or attempted delivery do not establish receipt.
Separation	No cost information or federal tax identification number may appear in the technical proposal. Place the completed Appendix D price proposal, District New Vendor Application, and current signed IRS Form W-9 in a separate sealed administrative and price envelope. Place the notarized E-Verify affidavit in Tab 8 of the technical proposal.
Validity	Proposal remains valid for 120 calendar days after the deadline unless extended by written agreement.

7.2.1 Public sealed proposal and price opening

Contractors and members of the public may attend the sealed proposal opening at 2:00 p.m. Eastern Time on October 9, 2026 at the Appling County Board of Education, 249 Blackshear Highway, Baxley, Georgia 31513. Attendance is optional and does not affect proposal eligibility.

- At the deadline, the Issuing Officer will close receipt of proposals, secure the delivery area, and identify any package received after the deadline. Late proposals will not be opened except as necessary to identify the sender and will be handled under District procedure.
- District representatives will open each timely outer package in public, announce the Contractor's name, and record whether the required technical proposal and separately sealed administrative and price envelope appear to be present. The District will then open the price envelope and announce the Contractor's total annual base price. A sign-in sheet and opening log will be maintained.

- Technical proposal contents, unit prices, supporting pricing details, and confidential vendor information will not be read aloud. Only the Contractor's name and total annual base price will be announced. Each announced amount is preliminary and remains subject to arithmetic verification, responsiveness review, clarification, and the evaluation procedures in Section 9.
- No Contractor may correct, supplement, explain, or withdraw a proposal during the opening. The public opening is limited to receiving and announcing proposals; evaluators will not discuss or score proposals at the opening. Afterward, the District will conduct the administrative review, technical scoring, cost ranking, and award recommendation in a separate evaluation process. The opening is not an award and does not determine responsiveness, responsibility, final score, or price reasonableness. Evaluation and procurement records will be handled and released as required by applicable Georgia law.

7.3 Mandatory qualifications

Category	Minimum requirement
Legal status	Authorized to conduct business in Georgia and able to enter the proposed Agreement; submit the registration and license evidence listed in Appendix F.
Relevant experience	At least three years of successful custodial-services experience of comparable operational complexity; K-12 experience will be evaluated.
References	At least three comparable references for work performed within the most recent 36 months.
Capacity	Demonstrated management, staffing and coverage, service-delivery, continuity, equipment, supply, financial, safety, and transition capacity. Submit the most recent year-end financial statement package required by Section 6.1.
Insurance	Furnish with the proposal a current Certificate of Insurance (COI), schedules, endorsements, and supporting insurance evidence listed in Appendix F, including contractual liability, sexual abuse and molestation, products/completed operations, automobile liability, workers' compensation, employers' liability, and the required cancellation-notice evidence. Final District-specific certificates and endorsements are required before contract execution.
Eligibility	Legally eligible and not prohibited under Georgia law from contracting with the District; compliant with E-Verify and other applicable state and local requirements.
Walkthrough	Full attendance and sign-in at the mandatory preproposal meeting and walkthrough.

7.4 Public records and confidentiality

PUBLIC RECORDS NOTICE. Proposals and procurement records are subject to the Georgia Open Records Act and other applicable law. Contractors must not submit unnecessary confidential information. Any claimed trade secret must be specifically identified, supported as required by law, and accompanied by a redacted copy if requested. The District makes the final disclosure determination and does not promise blanket confidentiality.

7.5 District reservations

- Reject any or all proposals, cancel or reissue the RFP, or postpone award when in the District's best interest and permitted by law.
- Waive minor informalities that do not prejudice competition, but not waive material requirements.
- Verify information, contact references, inspect facilities/equipment, request limited clarifications, and determine responsibility.





- Conduct interviews, presentations, negotiations, or a best-and-final-offer process only as reserved and in a consistent manner.
- Award only after required approvals and execution of the Agreement; a notice of intended award is not a contract.
- Document the basis for responsiveness, responsibility, scoring, price reasonableness, recommendation, and award.

7.6 Protests

A Contractor must raise any objection to the terms of this RFP by the written-question deadline so the District can respond by addendum before proposals are due. After notice of intended award, a Contractor that submitted a proposal may submit a written protest to the Superintendent at 249 Blackshear Highway, Baxley, Georgia 31513, with an electronic copy to the Issuing Officer, no later than 5:00 p.m. Eastern Time on the fifth business day after the notice is posted. The protest must identify the procurement, the protesting Contractor, the specific action challenged, the factual and legal grounds, all supporting documents, and the requested relief. The Superintendent or designee may request additional information and will issue a written determination or refer the matter to the Board. Filing a protest does not automatically stay the procurement; the District may proceed when delay would materially harm District operations. The District's written determination and any Board action constitute the final local decision.

7.7 Nondiscrimination, equal opportunity, and accessibility

Each prospective Contractor and the selected Contractor shall comply with applicable nondiscrimination, equal-employment-opportunity, anti-harassment, anti-retaliation, and accessibility requirements. Applicability of a particular employment law may depend on employer size, activity, and other facts; this section does not expand or limit rights established by law.

- Do not unlawfully discriminate in any employment term because of race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, disability, genetic information, or another protected status; prohibit unlawful harassment and retaliation.
- As applicable, comply with Title VII, the Equal Pay Act, ADEA, ADA Titles I and II, GINA, 42 U.S.C. Section 1981, the Georgia Equal Employment for Persons with Disabilities Code, O.C.G.A. Title 34, Chapter 6A, and other applicable requirements.
- Do not block accessible routes or features; cooperate with reasonable modifications and effective communication within the work; and report conditions that may deny equal access.
- Train supervisors and assigned personnel, apply these requirements to approved subcontractors, investigate and correct reported violations, and notify the District of allegations affecting school safety, access, service, or compliance. Material or repeated violation may result in corrective action, removal, withholding, default, termination, or other remedies.

8. Required proposal format

Contractors shall use the following order and respond directly to each requirement. Marketing material may be included only when it supports a requested item. The District may disregard information outside the required structure.

Order	Section	Required content
Tab 1	Signed offer and executive summary	Authority to bind; contact; proposal validity; concise understanding, solution, benefits, and material assumptions.
Tab 2	Company qualifications and responsibility	Legal entity; history; ownership; Georgia registration; business licenses and permits; Certificate of Insurance and supporting insurance evidence; most recent year-end financial statement package; litigation, claims, safety, eligibility, and contract-termination disclosures.
Tab 3	Relevant experience and references	Comparable K-12 and other contracts, dates, values, square footage, scope, contact information, outcomes, and adverse performance.
Tab 4	Technical operating plan	Cleaning methods; scope compliance; daily and periodic work; floor-care methods and assumptions based on Appendix B.8; events; equipment; supplies; site SDS stations; consumables; sustainability; and a complete Infectious Disease Preparedness and Response Plan meeting Section 4.8.
Tab 5	Contract management and service continuity plan	Complete Appendix C; identify the Contract Manager and backup; provide the Contractor-determined staffing and coverage plan by facility and shift, including supervision and relief coverage; attach a summary of the required employee benefit plan including healthcare; and describe absence and vacancy coverage, emergency capacity, the local service-request process, and corrective-action reporting.
Tab 6	Quality and performance plan	APPA Level 2 approach; inspections; electronic service records; complaints; corrective action; invoice support; and continuity.
Tab 7	Transition and implementation	Detailed mobilization schedule through December 1; process for notifying, accepting applications from, and interviewing qualified current custodial employees; equipment and 30-day supply staging; readiness evidence; risk management.
Tab 8	Required forms and certifications	Every completed technical form in Appendix F, including addenda, exceptions, subcontractors, non-collusion, conflicts, nondiscrimination compliance, the notarized District E-Verify affidavit, and every required certification and signature. Submit confidential vendor forms only as directed below.
Separate sealed envelope	Price proposal	Complete Appendix D, including facility prices, inclusions and exclusions, unit and event rates, and any startup charge. Include the completed District New Vendor Application and a current signed IRS Form W-9 in this sealed administrative and price envelope. Do not place these confidential forms in the public technical copies.





9. Evaluation, negotiations, and award

9.1 Administrative and responsibility review

The District will first determine timely receipt, mandatory walkthrough attendance, signatures, required forms, separation of cost, minimum qualifications, responsiveness, and responsibility. A proposal that materially fails this review may be rejected without technical scoring.

9.2 Published scorecard

Factor	Points	Published basis
Technical approach and scope compliance	25	Understanding, methods, task/frequency compliance, equipment, supplies, floor care, events, safety, and practical execution.
Quality assurance, reporting, and performance management	20	APPA approach, inspections, service records, response, corrective action, continuity, and measurable results.
Price	20	Rank order of the verified initial annual base price, together with completeness, reasonableness, facility pricing, unit rates, exclusions, and price certainty.
Management, service-delivery capacity, and continuity	15	Qualifications and authority of the Contract Manager and backup; feasibility of the Contractor-determined staffing and coverage plan; benefit package including healthcare; facility and shift coverage; supervisory accountability; relief capacity; and ability to sustain required outcomes.
Relevant experience, references, and financial/operational capacity	10	Comparable performance, K-12 experience, references, current year-end financial statement, financial capacity, risk history, and responsibility.
Transition, emergency response, and service continuity	10	Readiness, current-employee opportunity process, mobilization, emergency coverage, risk controls, and exit transition.
TOTAL	100	One published scorecard controls the evaluation.

EVALUATION NOTICE. The published weights total 100 points. The District will evaluate the required performance outcomes and the feasibility of each Contractor's proposed staffing and coverage plan. No specific headcount, job classification, shift structure, or labor-hour minimum is prescribed. The Contractor retains responsibility for its workforce and for achieving every required result.

9.3 Price rank-order scoring

The District will rank responsive proposals from the lowest to the highest verified initial annual base price and assign price points as follows: first (lowest), 20 points; second, 18 points; third, 16 points; fourth, 14 points; fifth, 12 points; and sixth or lower, 10 points. Proposals with the same verified price will receive the same points, and the next lower price will receive the points for the next rank. Before ranking, the District will verify arithmetic, price completeness, exclusions, and consistency with the required scope. Unit prices will affect the ranking only if the District identifies evaluation quantities by addendum before proposals are due. Renewal adjustments are not included in the price ranking.

9.4 Evaluation process

- Evaluators independently score using only the published factors and documented instructions.
- The evaluation committee may meet to discuss evidence and establish a documented consensus score; individual and final records will be retained as required.
- References, responsibility information, site verification, interviews, or demonstrations may validate the same published factors. No unpublished preference or second point system will be used.
- Clarifications may not permit a material rewrite or give a Contractor an unfair advantage. If negotiations or best-and-final offers are used, similarly situated Contractors will be treated consistently.
- The recommended award will be made to the responsible Contractor whose proposal is most advantageous to the District under the published factors, subject to Board approval and contract execution.





RFP APPENDICES A-G

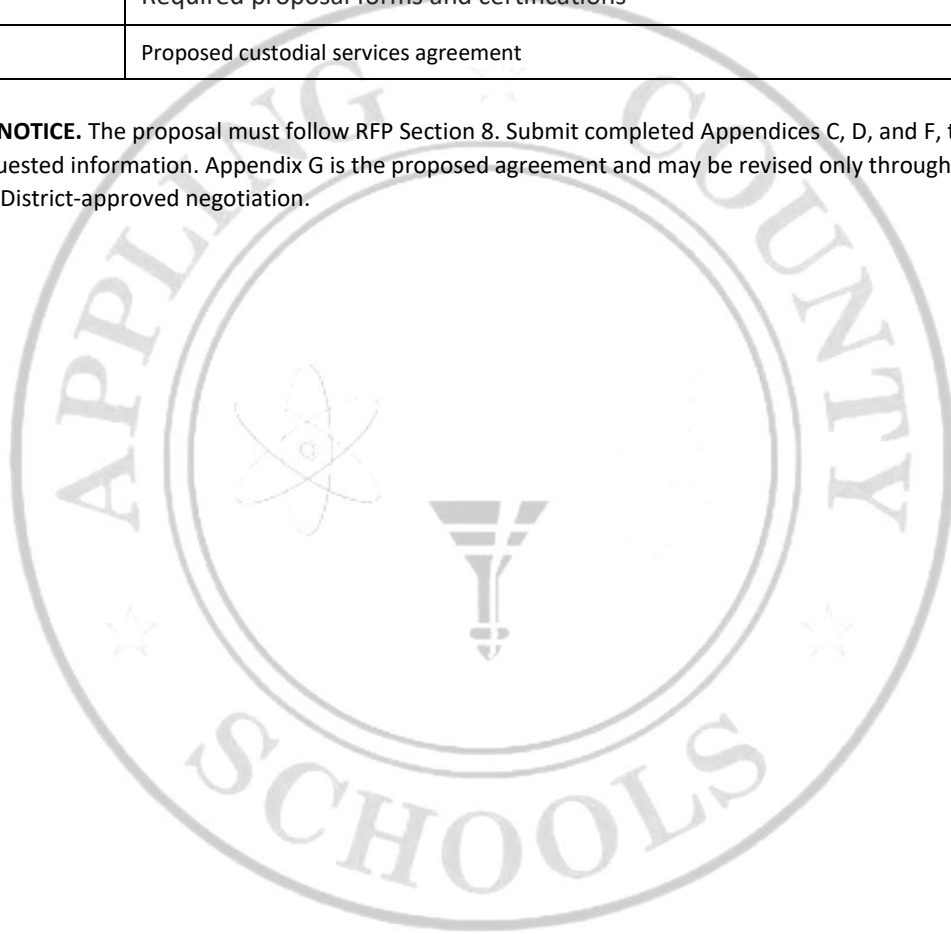
COMPREHENSIVE CUSTODIAL SERVICES

RFP information	Solicitation details
Solicitation number	ACBOE-CUST-2026-01
RFP issue date	Tuesday, September 15, 2026
Mandatory preproposal meeting and walkthrough	Tuesday, September 22, 2026, 9:00 a.m. Eastern Time
Sealed written proposals due	Friday, October 9, 2026, 2:00 p.m. Eastern Time
Issuing Officer	Dr. Ryan Flowers, Chief Operations Officer ryan.flowers@appling.k12.ga.us (912) 367-8600 ext. 152 Cell: (912) 347-3994

Appendix contents

Appendix	Topic
Appendix A	Facility schedule and service conditions
Appendix B	Cleaning frequencies and task specifications
Appendix C	Contract management and service continuity plan
Appendix D	Pricing forms
Appendix E	Performance scorecard and corrective action
Appendix F	Required proposal forms and certifications
Appendix G	Proposed custodial services agreement

SUBMISSION NOTICE. The proposal must follow RFP Section 8. Submit completed Appendices C, D, and F, together with any other requested information. Appendix G is the proposed agreement and may be revised only through a written addendum or District-approved negotiation.





Appendix A - Facility schedule and service conditions

How Contractors must use this appendix. The descriptions below use inventory information from the Appling County Five-Year Local Facilities Plan, System 601, generated August 8, 2026 and expiring June 30, 2028. For each instructional campus, the Plan's Interior sq. ft. is the controlling published square footage and overrides any inconsistent figure elsewhere in the procurement record. The walkthrough identifies actual service conditions, included structures, access, and exclusions; it does not change a controlling area unless the District issues a written addendum expressly doing so.

Facility	Address	Controlling sq. ft.	Facility-data source
Appling County Elementary Complex	680 Blackshear Hwy. Baxley, GA 31513	223,058	Five-Year Plan profile below
Fourth District Elementary School	13396 Blackshear Hwy. Surrency, GA 31563	33,444	Five-Year Plan profile below
Altamaha Elementary School	344 Altamaha School Rd. Baxley, GA 31513	57,296	Five-Year Plan profile below
Appling County Middle School	2997 Blackshear Hwy. Baxley, GA 31513	105,662	Five-Year Plan profile below
Appling County High School	482 Blackshear Hwy. Baxley, GA 31513	209,140	Five-Year Plan profile below
Board of Education / Main Shop	249 Blackshear Hwy. Baxley, GA 31513	14,659	Not separately inventoried in the Five-Year Plan; District-provided area subject to walkthrough confirmation and written addendum
Transportation Office	Location and access details will be provided during the mandatory walkthrough and confirmed by addendum	3,080	Not separately inventoried in the Five-Year Plan; District-provided area subject to walkthrough confirmation and written addendum
Alternative School	Location and access details will be provided during the mandatory walkthrough and confirmed by addendum	2,400	Not separately inventoried in the Five-Year Plan; District-provided area subject to walkthrough confirmation and written addendum
ACHS Field House / Athletic Facilities	High-school campus; included areas will be identified during the walkthrough and confirmed by addendum	15,300	Not separately inventoried in the Five-Year Plan; District-provided area subject to walkthrough confirmation and written addendum
ACMS Athletic Facilities	Middle-school campus; included areas will be identified during the walkthrough and confirmed by addendum	8,000	Not separately inventoried in the Five-Year Plan; District-provided area subject to walkthrough confirmation and written addendum

A.1 Five-Year Plan controlling-area schedule

The following schedule states the controlling square footage for the five instructional facilities. 'Exterior sq. ft.' and 'Interior sq. ft.' are labels used in the Local Facilities Plan. The Interior sq. ft. column controls proposal preparation, pricing comparison, and contract administration. Exterior sq. ft. is supplied only to describe the physical inventory and is not an alternate bidding area.

Facility	Controlling LFP interior sq. ft.	LFP bldgs.	Supplemental LFP exterior sq. ft.	Occupied dates
Altamaha Elementary / ID 1050	57,296	4	57,938	1981, 2000, 2008, 2012
Appling County Elementary / ID 1604	223,058	8	230,530	1977, 1986, 1994, 1995, 2013
Appling County Middle / ID 0195	105,662	4	110,517	1993, 2010, 2019
Appling County High / ID 0103	209,140	2	209,393	1976, 2003
Fourth District Elementary / ID 5050	33,444	2	33,740	1954, 1979

A.2 Contractor-facing facility profiles

The following Plan-based summary helps Contractors anticipate cleaning complexity. Unit counts are approximate room-category listings, not enrollment or a guarantee that every room remains in the same use. The controlling Interior sq. ft. remains the bidding area.

Facility	Interior sq. ft. / buildings	Instructional profile	Service considerations
Altamaha Elementary / ID 1050	57,296 / 4	33 units: 28 general classrooms; special education; media; art; music; PE	Cafeteria/kitchen, administration, restrooms, storage, mechanical areas; allow for travel and staging across four buildings.
Appling County Elementary / ID 1604	223,058 / 8	96 units: 86 general classrooms; two each of media, art, music, PE, and computer science	Largest dispersed elementary site; multiple food-service, clinic, restroom, storage, and support zones. Walkthrough will identify included building numbers and conditions.
Appling County Middle / ID 0195	105,662 / 4	54 units: 34 general classrooms; 10 science labs; PE, computer, art, family/consumer science, music, media, technology, and special education	Cafeteria/kitchen, clinic, offices, restrooms, support rooms, and weight room. Separately priced athletics require walkthrough confirmation.
Appling County High / ID 0103	209,140 / 2	63 units: 34 general classrooms; 8 science spaces; 13 career/technical labs; media, PE, fine arts, and special education	Theater, cafeteria/kitchen, clinic, offices, restrooms, and extensive specialized spaces. Field house and athletics are separately priced.
Fourth District Elementary / ID 5050	33,444 / 2	12 units: 9 general classrooms; art; media; PE	Older main building plus separate PE building; confirm food-service functions, floors, restrooms, entrances, walks, storage, and staging.

A.2.6 Support, alternative, and athletic facilities

Facility	District area estimate	Required walkthrough description
Board of Education / Main Shop	14,659	Contractors shall inspect the office, conference, public, restroom, break, shop, warehouse or storage, mechanical, and work-bay areas identified during the walkthrough.
Transportation Office	3,080	Contractors shall inspect the offices, driver areas, training or break space, restrooms, dispatch, shop or bays, parts storage, and exterior service areas identified during the walkthrough.
Alternative School	2,400	Contractors shall inspect the instructional rooms, offices, restrooms, food-service functions, occupied areas, security controls, and shared spaces identified during the walkthrough.





Facility	District area estimate	Required walkthrough description
ACHS Field House / Athletic Facilities	15,300	Contractors shall inspect the field house, locker and shower areas, training and coaches' areas, weight room, restrooms, concessions, storage, stadium, bleachers, press box, and walkways identified during the walkthrough, including seasonal and event service conditions.
ACMS Athletic Facilities	8,000	Contractors shall inspect all athletic and support areas identified during the walkthrough, including gymnasiums, locker and shower rooms, restrooms, concession areas, storage areas, bleachers, walkways, PA/press box areas, and seasonal facilities serving football, baseball, softball, and track. Contractors should consider observed site conditions and service demands when developing their proposed staffing, service approach, and pricing.

A.3 Walkthrough data to be provided equally

- Current facility drawings or usable floor plans, when available.
- A building-by-building reconciliation showing each structure included in the base price, cleanable versus excluded square footage, renovations, additions, portable units, vacant space, and construction plans.
- Room counts by type, including classrooms, laboratories, offices, media centers, cafeterias/kitchens, gyms, theaters, clinics, restrooms, locker/shower rooms, custodial closets, storage, mechanical rooms, and athletic/event areas.
- Flooring types and areas requiring stripping, recoating, sealing, extraction, wood-floor care, or manufacturer-specific methods.
- School, administrative, athletics, summer, holiday, testing, Board-meeting, and event schedules.
- Current dispenser types, consumable usage, storage areas, loading/access conditions, and available utilities.
- Known persistent issues, restricted areas, alarm/key procedures, photography restrictions, and after-hours contacts.

Appendix B - Cleaning frequencies and task specifications

The following frequencies are minimums. 'Daily' means each service day when the area is occupied or used. 'As needed' supplements, and does not reduce, the stated minimum. The Contractor must increase effort when conditions require it to maintain the performance standard.

B.0 APPA Level 2 cleaning standard

The service standard for this appendix is APPA Level 2 - Ordinary Tidiness / Comprehensive Care. APPA is a professional association serving educational facilities, including K-12 schools. Its custodial guidelines describe five levels of cleanliness that organizations may use to plan, communicate, and evaluate custodial service. Level 2 represents a consistently clean, orderly, well-maintained educational environment rather than a one-time deep-cleaned appearance.

APPA REFERENCE STATEMENT. This RFP uses APPA Level 2 as an industry performance benchmark. APPA is not a party to this solicitation and does not certify, approve, or endorse the District, a prospective Contractor, or the selected Contractor. The District's definitions, required frequencies, inspection scorecard, response times, and contract terms control if there is any difference in interpretation. Reference: APPA Custodial Staffing Guidelines for Educational Facilities, www.appa.org.

For this RFP, Level 2 is judged by the condition a person can reasonably observe during normal use. A minor recent mark or light dust visible only on close inspection may be acceptable. Visible buildup, persistent odor, overflow, depleted supplies, sticky or unsafe floors, recurring missed work, or a space that is not ready for its scheduled use does not meet Level 2.

Area or condition	APPA Level 2 expectation for this RFP
Floors and carpets	Clean, safe, and presentable at normal viewing distance; no obvious debris, sticky areas, traffic lanes, finish buildup, or recurring soil.
Surfaces, fixtures, glass, and touchpoints	Generally clean and free of visible accumulations, streaks, smudges, cobwebs, and repeated marks; furnishings returned to their proper position.
Restrooms, locker rooms, showers, and clinics	Visibly clean and sanitary, odor controlled, fixtures and partitions clean, floors dry and safe, and soap, tissue, towels, and liners continuously available.
Waste, recycling, and consumables	Containers emptied on schedule, lined where required, free of overflow and avoidable odor, and all required consumables adequately stocked.
Entrances, event areas, athletics, and immediate exterior approaches	Orderly, litter-free, safe, and ready for scheduled use, including prompt restoration following activities and weather-related tracking.
Safety, equipment, and readiness	Cleaning equipment is safe and serviceable; chemicals are labeled and supported by current SDS; required records are current; and each space is ready for students, employees, and visitors.

B.0.1 Where Level 2 applies

Unless a written exclusion or different requirement is stated, Level 2 applies to every serviced facility and area identified in Appendix A and this appendix. This includes classrooms, offices, corridors, entrances, libraries, auditoriums, cafeterias, restrooms, locker and shower rooms, clinics, gyms, field houses, stadium support areas, transportation and administrative spaces, the alternative school, event areas, and the grounds and walks immediately adjacent to serviced buildings.

The standard applies during regular school operations, evening and weekend activities, summer and break periods, and required event restoration. Restrooms, clinics, food-service areas, locker and shower rooms, bodily-fluid incidents, and infectious-disease response may require sanitation or disinfection beyond the





ordinary Level 2 appearance standard. Those additional requirements remain mandatory when stated elsewhere in the RFP.

B.0.2 How Level 2 works with the task frequencies

- The frequencies in Appendix B are minimum service intervals, not permission to allow a space to fall below Level 2 between scheduled visits.
- If a listed frequency does not maintain the required condition because of occupancy, weather, events, spills, or unusual use, the Contractor shall increase attention and service as needed within the fixed contract price.
- Completing a task does not establish acceptance when the resulting condition is still below Level 2, unsafe, improperly supplied, or not ready for use.
- Appendix E supplies the detailed plain-language guide, 100-point inspection scorecard, passing thresholds, and corrective-action process used by the District to evaluate performance.
- Emergency, bodily-fluid, outbreak, and infectious-disease work shall follow the more protective product, PPE, contact-time, documentation, and response requirements stated in the RFP and the accepted Infectious Disease Preparedness and Response Plan.

B.1 Corridors and entrances

Required task / outcome	Minimum frequency
Empty and clean trash receptacles; replace liners	Daily and as needed
Dust mop hard-surface floors	Twice daily
Wet mop floors; clean baseboards	Daily
Vacuum carpet; spot clean	Daily and as needed
Spot clean walls, doors, glass, rails, and touchpoints	Daily
High dust ledges, sills, and vents	Monthly
Burnish hard-surface floors	Twice weekly or as finish requires
Shallow scrub and recoat with compatible finish	Semiannually
Strip/refinish designated resilient hallway floors	Annually during approved break
Extract carpet	At least annually and as needed
Reseal designated ACMS concrete and ACHS terrazzo	Annually using District-approved system
Clean interior and exterior accessible windows up to 12 feet	Semiannually; interior at summer and winter break minimum

B.2 Classrooms, libraries, offices, auditoriums, and conference rooms

Required task / outcome	Minimum frequency
Empty trash; replace liners	Daily
Vacuum carpet and dust mop hard floors	Daily

Required task / outcome	Minimum frequency
Wet mop hard floors; clean baseboards	Classrooms twice weekly; offices weekly; spot mop daily
Spot clean walls, doors, partition glass, and touchpoints	Daily
Dust accessible horizontal surfaces without disturbing materials	Weekly; high dust monthly
Sanitize phones and common touchpoints	Weekly and as needed
Clean student desks	Sanitize weekly; full wash annually and as needed
Burnish/strip/refinish designated hard floors	Per approved annual floor-care plan
Carpet extraction	At least annually and as needed
Clean accessible interior/exterior windows	Semiannually

B.3 Restrooms, locker rooms, and showers

Required task / outcome	Minimum frequency
Empty receptacles; replace liners; remove sanitary waste	At least twice daily and as needed
Clean and disinfect toilets, urinals, sinks, fixtures, showers, and fountains	At least daily and as needed
Clean mirrors, partitions, doors, dispensers, and touchpoints	Daily
Restock soap, tissue, towels, and liners	Daily and continuously as needed
Dust/wet mop floors and clean baseboards	Daily minimum; spot service throughout occupied periods
Clean benches and locker-room surfaces	Daily
Machine scrub restroom floors	Twice monthly
Foam-clean approved shower/restroom surfaces	Weekly
Remove graffiti and report damage	Daily / immediately
Clean accessible windows	Semiannually

B.4 Cafeterias and lunchrooms

Required task / outcome	Minimum frequency
Empty trash and maintain waste stations	Daily and between meal sessions
Remove floor debris and spot clean table tops	Between breakfast/lunch sessions as coordinated
Dust mop, wet mop, sanitize spots, and clean baseboards	Daily
Spot clean walls, doors, and damaged/soiled areas	Daily
High dust ledges, sills, and vents	Monthly
Burnish, strip, and refinish designated floors	Per annual summer floor-care plan
Clean interior/exterior accessible windows	Monthly or as needed for appearance





B.5 Gymnasiums, weight rooms, field houses, stadiums, and athletic areas

Required task / outcome	Minimum frequency
Empty trash; dust mop hard floors; vacuum carpeted athletic and locker-room areas; spot clean	Daily when occupied
Wet mop hard floors and clean baseboards	Twice weekly and as needed
Clean walls, doors, partition glass, and touchpoints	Daily when used
Clean and disinfect restrooms, showers, locker rooms, benches, locker exteriors, and high-touch athletic surfaces	Daily and after each event or use
Police walkways and bleachers; remove event trash	Per event and next-morning readiness
Screen/recoat/wash wood athletic floors	Semiannually using manufacturer-compatible system
Machine scrub synthetic floors	Twice monthly
Strip/refinish designated VCT concession floors	Annually
Clean accessible windows	Semiannually

B.6 Exterior, grounds immediately adjacent to buildings, and periodic work

Required task / outcome	Minimum frequency
Remove litter from entrances, walks, immediate grounds, and designated parking areas	Daily
Clean entrance mats, glass, doors, and thresholds	Daily and weather-responsive
Complete interior/exterior high cleaning up to safe 12-foot limit	Semiannually
Support recycling and energy-conservation practices	Continuous
Report plumbing stoppages and make a safe initial plunger/auger attempt when trained and equipped	As needed; escalate immediately
Move light boxes/books and perform ordinary room/event setup	As authorized; heavy moving excluded

B.7 Emergency and health-response cleaning

- Maintain trained personnel and supplies for bodily fluids, vomit, blood, major spills, flooding, contamination, pest residue, weather entry, and other urgent needs.
- Activate and follow the District-accepted Infectious Disease Preparedness and Response Plan when the District identifies a suspected or confirmed communicable-disease concern or otherwise directs an enhanced response.
- Use universal precautions, appropriate PPE, exposure-control procedures, and District-approved products according to label directions.

- For COVID-19/SARS-CoV-2 response, use a District-approved commercial disinfectant labeled for the intended purpose and follow all label directions, including the required wet-contact time. Equivalent products require written District approval.
- Document the incident, area, response time, product, personnel, disposal, and release-to-occupancy decision as required by the District.

B.8 Facility flooring schedule

The known floor-surface types below were provided by the District. Square footage by surface type was not provided. Each Contractor shall verify surface locations, approximate quantities, condition, finish, and required care during the mandatory walkthrough. The Contractor shall identify any material discrepancy through the written-question process and shall include finish-specific daily, periodic, and restorative methods in its technical plan and base price.

Facility or building area	Known floor surfaces	Square footage by surface	Verification and care requirements
Appling County Elementary Complex	VCT tile; carpet; two gym floors; bathroom tile floors	Contractor to verify	Includes Primary School, Elementary School, common lunchroom, Pre-K Building, two gyms, and the small outdoor bathroom and storage building. Confirm locations and quantities.
Fourth District Elementary School	VCT tile; carpet; gym floor; bathroom tile floors	Contractor to verify	Includes the main building and separate gym. Confirm locations, quantities, finish condition, and manufacturer-compatible care.
Altamaha Elementary School	VCT tile; carpet; gym floor; bathroom tile floors	Contractor to verify	Includes the main building and connected gym. Confirm locations, quantities, finish condition, and manufacturer-compatible care.
Appling County Middle School	Concrete; VCT tile with an epoxy-finish appearance; carpet; middle-school gym floor; epoxy restroom flooring	Contractor to verify	Applies to the main middle-school building. Verify the VCT coating and compatible products before proposing restorative methods. The Athletic Complex Building is listed separately below.
Appling County High School	Terrazzo; carpet; high-school gym floor; epoxy restroom flooring; LVT; bathroom tile floors	Contractor to verify	Includes Main Building, Fine Arts Center, Weightroom Building, Coaches and Wrestling Building, and Fieldhouse. Confirm the distribution and condition of each surface.
Board of Education and Main Shop	VCT tile; carpet; bathroom tile floors	Contractor to verify	Confirm which listed surfaces are in the Board office and which support or shop areas have another exposed or coated surface.
Transportation Office	Painted concrete	Contractor to verify	Confirm coating condition, slip resistance, cleaning method, and any service areas excluded from routine custodial care.





Facility or building area	Known floor surfaces	Square footage by surface	Verification and care requirements
Alternative School	VCT tile	Contractor to verify	Confirm locations, quantity, finish condition, and manufacturer-compatible daily and restorative care.
ACHS Field House and Athletic Facilities	Included in the High School surface listing above	Contractor to verify	Walk each athletic building and identify the specific surface in locker rooms, showers, weight rooms, coaches areas, corridors, concessions, and support rooms.
ACMS Athletic Facilities	LVT; tile floors in restrooms	Contractor to verify	The Athletic Complex Building has LVT flooring and tile floors in the restrooms. During the walkthrough, verify the locations, approximate quantities, condition, finish, and manufacturer-compatible care requirements for these surfaces and identify any additional surface in locker rooms, showers, gym, corridors, concessions, or support rooms.

Appendix C - Contract management and service continuity plan

The District is purchasing complete custodial results. The Contractor will determine the staffing levels, job classifications, shifts, supervision, relief coverage, and labor hours necessary to meet the RFP requirements. The District will not manage individual employees, work schedules, wages, or internal business operations. This appendix asks the Contractor to explain its management, staffing and coverage approach, employee benefits, current-employee opportunities, local service requests, and continuity during absences, vacancies, emergencies, special events, and other demanding service periods.

The Contractor shall answer each question directly. A short supporting schedule or continuation page may be attached when necessary. General marketing material does not replace a complete response.

No.	Question and information requested	Contractor response
1	Who will serve as Contract Manager? Provide the person's name, title, work location, telephone number, email address, normal availability, and authority to receive District direction and commit company resources.	
2	Who will serve as backup manager? Provide the backup manager's name, title, contact information, availability, and the circumstances under which this person will assume responsibility.	
3	How will routine service continue? Explain how the Contractor will maintain all required cleaning during employee absences, vacancies, turnover, and other ordinary staffing disruptions.	
4	How will emergencies and peak periods be handled? Explain the Contractor's capacity for urgent or after-hours needs, simultaneous facility demands, special events, summer work, and major floor-care or project periods.	
5	How will performance problems be corrected and reported? Explain how the Contract Manager will receive a District notice, arrange timely correction, make the area available for reinspection, and report completion. Confirm that the Contractor will provide the management, personnel, equipment, supplies, and backup resources needed to meet the RFP requirements for the stated price.	





No.	Question and information requested	Contractor response
6	How will the proposed staffing and coverage plan support the required outcomes? Describe the Contractor-determined staffing approach by facility and shift, including supervision, site coverage, relief resources, and continuity during vacancies or absences. Explain how the plan will meet all required cleaning frequencies, APPA standards, response times, and inspection thresholds without District direction of individual employees.	
7	How will benefits and current-employee opportunities be provided? Attach or summarize the written employee benefit plan and describe healthcare eligibility, coverage offered, waiting periods, and employee and employer cost sharing. Confirm that the full cost of the proposed benefit plan is included in the annual and monthly base price. Explain how current custodial employees will be notified of openings, allowed to apply, and interviewed when they meet the stated minimum qualifications.	
8	How will the local service-request process work? Confirm that school employees will report routine concerns to the assistant principal or designee, who will report them to the Contractor's designated site contact. Explain acknowledgment, correction, escalation to the Contract Manager, and completion reporting. Address the equivalent process for support facilities.	

Appendix D - Pricing forms

D.1 Annual and monthly base price

Directions. Enter one firm annual price and the corresponding monthly invoice amount for every facility. The facility amounts must add to the total annual and monthly prices. Do not leave a line blank. The monthly amounts must reconcile to the annual price, subject only to final-installment rounding.

District expectation. The annual total is the evaluated base price and must include every cost required for the base scope. After award, the accepted annual total controls, and the twelve monthly payments will be scheduled from that amount.

Facility / price component	Annual price	Monthly invoice
Appling County Elementary Complex	\$ _____	\$ _____
Fourth District Elementary School	\$ _____	\$ _____
Altamaha Elementary School	\$ _____	\$ _____
Appling County Middle School	\$ _____	\$ _____
Appling County High School	\$ _____	\$ _____
Board of Education / Main Shop	\$ _____	\$ _____
Transportation Office	\$ _____	\$ _____
Alternative School	\$ _____	\$ _____
ACHS Field House / Athletic Facilities	\$ _____	\$ _____
ACMS Athletic Facilities	\$ _____	\$ _____
TOTAL ALL FACILITIES, SUPPLIES, CONSUMABLES, AND EQUIPMENT	\$ _____	\$ _____

D.2 Price inclusions and exclusions

Directions. Review every category and enter Included or identify the exact exception and proposed charge. List every exclusion or separately chargeable item in the final row and on the exceptions form. Do not rely on a separate fee schedule or general company policy. Do not price services expressly excluded by RFP Section 3.4 unless the District later requests them through a written addendum.

District expectation. The District is purchasing an all-inclusive service result and does not require disclosure of internal wages, payroll costs, overhead, or profit. Unless an exception is specifically listed and accepted in writing, the item is included in the base price and may not be charged later as a surcharge.

Price item	Contractor confirmation
All management, supervision, labor, overtime, relief, recruiting, training, screening, uniforms, payroll obligations, employee benefits, healthcare coverage, and other workforce costs	Included / Exception:
All chemicals, cleaning materials, paper products, soap, liners, consumables, product samples, and a continuously maintained 30-day normal-use stock	Included / Exception:
All equipment, carts, tools, vehicles, repair, replacement, maintenance, and backup capacity	Included / Exception:
All insurance, licenses, compliance, reporting, quality control, administration, overhead, and profit	Included / Exception:





Price item	Contractor confirmation
All routine, periodic, annual, summer, floor-care, emergency-readiness, and included-event obligations	Included / Exception:
Startup or mobilization charge, if any	\$_____ or None
Complete list of exclusions or separately chargeable items	List each item or state None.

D.3 Unit and event prices

Directions. Enter one firm per-labor-hour price for every listed service, or enter Included when the service is already covered by the base price. A labor hour means one employee working for one hour; for example, two employees working three hours equals six billable labor hours. Each rate must include supervision, supplies, equipment, transportation, overhead, and profit. No separate minimum charge applies unless the District authorizes it in writing before the work begins.

District expectation. A unit price applies only to work outside the base scope that the District authorizes in writing. A listed unit price does not make an included service or event separately chargeable.

Service	Unit	Firm unit price
High School gym cleanup	Per labor hour	\$_____
Middle School gym cleanup	Per labor hour	\$_____
High School football stadium cleanup	Per labor hour	\$_____
High School cafeteria non-school event	Per labor hour	\$_____
Middle School cafeteria non-school event	Per labor hour	\$_____
Elementary Complex cafeteria event	Per labor hour	\$_____
Fourth District cafeteria event	Per labor hour	\$_____
Altamaha cafeteria event	Per labor hour	\$_____
Fine Arts Center non-school event	Per labor hour	\$_____
Elementary Complex chair setup/removal and floor sweep	Per labor hour	\$_____
Additional approved custodial work	Per labor hour	\$_____
Emergency after-hours callout	Per labor hour	\$_____

D.4 Price certification

The Contractor certifies that its pricing is complete, accurate, and sufficient to perform every RFP requirement for the stated price. No required cost has been omitted with the expectation of charging the District later. A unit price does not convert a base-scope obligation into separately chargeable work. Only an exception expressly identified in the proposal and accepted by the District in writing may modify this certification.

Signature field	Entry
Contractor legal name	_____
Authorized representative / title	_____
Signature / date	_____





Appendix E - Performance scorecard and corrective action

This appendix tells Contractors exactly how the District will inspect custodial work, calculate the monthly facility score, and address work that does not meet the contract standard. Use it when preparing the proposal, training employees, conducting internal quality checks, and responding to a District inspection.

Important. Appendix B lists minimum cleaning frequencies. Completing a scheduled task does not create acceptance when the resulting condition is below APPA Level 2, unsafe, inadequately supplied, or not ready for use. The Contractor must increase effort as needed within the fixed contract price.

E.1 What APPA Level 2 means for this contract

Directions. Review the conditions below and build them into the Contractor's work methods, employee training, supervisory inspections, supply plan, and daily service decisions. Train every assigned manager and employee to recognize both an acceptable condition and a failing condition.

District expectation. APPA Level 2 - Ordinary Tidiness / Comprehensive Care is the minimum condition for every serviced area during normal use. The District expects a consistently clean, orderly, safe, supplied, and ready-to-use environment, not simply evidence that a task was attempted or a one-time deep cleaning was completed.

What the District will inspect	What acceptable Level 2 service looks like
Floors, carpets, base trim, edges, and corners	Hard floors are clean, safe, and presentable for their finish. Carpets are vacuumed and orderly. Edges and corners are free of accumulated soil, dust balls, residue, and finish buildup. Obvious traffic lanes, matted carpet, sticky areas, debris, gum, or recurring buildup do not pass.
Horizontal and vertical surfaces	Desks and District-approved surfaces, ledges, sills, doors, walls, glass, partitions, rails, vents, and touchpoints are clean on normal observation. Obvious or widespread dust, streaks, soil, cobwebs, splashes, fingerprints, or repeated marks do not pass.
Lighting and fixtures	Accessible fixtures are clean. Custodial staff promptly report burned-out or damaged lighting. Dirty fixtures, unreported outages, or custodial soil around fixtures do not meet the applicable standard.
Restrooms, locker rooms, and showers	Fixtures, tile, partitions, mirrors, dispensers, floors, drains, and touchpoints are visibly clean and sanitary. Areas are free of objectionable odor, standing water, avoidable residue, and buildup. Soap, tissue, towels, and liners remain adequately stocked.
Waste, recycling, and receptacles	Waste and recycling are removed on schedule. Containers do not overflow, are lined where required, and are reasonably clean inside and out. Old waste, avoidable odor, leakage, residue, stains from missed cleaning, or litter around containers do not pass.
Classrooms, offices, cafeterias, athletics, and special-use spaces	Each space is orderly, safe, and ready for scheduled use. All required area-specific cleaning is complete, disturbed furniture and equipment are returned as directed, and event or food-service support areas receive the stated service.
Entrances and immediate exterior approaches	Entrances, mats, thresholds, walks, doors, glass, and adjacent areas present a clean first impression and are free of avoidable litter, tracked soil, standing water, and slip hazards. Weather-related soil receives reasonable continuous attention.

What the District will inspect	What acceptable Level 2 service looks like
Supplies, equipment, safety, and records	Consumables are available when needed; equipment is clean, safe, and serviceable; chemicals are labeled and supported by current SDS; storage is orderly; and required records are accurate and current. A visually clean room may still fail for a safety, supply, access, or recordkeeping violation.

Where the line is drawn. A small amount of recent dust or a minor mark visible only on close inspection may be consistent with Level 2. Visible buildup, widespread soil, dull or matted traffic patterns, persistent odors, depleted supplies, overflow, unsafe conditions, or repeated missed work are unacceptable.

E.2 How the monthly facility inspection score works

Directions. The District will conduct at least one documented joint inspection for each facility each month. The Contractor may attend, provide relevant information, and correct an item, but the District determines the final score. Use the form below for the inspection record.

District expectation. A facility passes only when it earns at least 90 of 100 total points and at least 95% of the applicable restroom points. Representative sampling may be expanded when a deficiency suggests a broader condition.

Facility	_____	Inspection date	_____
District representative	_____	Contractor representative	_____
Notice or report number	_____	Reinspection date	_____

Inspection category	Points available / awarded	What the District will look for
Floors, carpets, baseboards, corners, and entrances	20 / ____	Clean, bright, safe, and free of buildup, debris, avoidable marks, residue, and excessive dust.
Surfaces, glass, fixtures, vents, and touchpoints	20 / ____	Clean on ordinary observation; no unacceptable accumulation of dust, dirt, streaks, smudges, or fingerprints.
Restrooms, locker rooms, and showers	25 / ____	Clean and sanitary; odor controlled; floors and partitions clean; dispensers working; supplies continuously adequate.
Trash, recycling, consumables, and odor control	15 / ____	Waste removed; containers clean; liners and supplies available; storage orderly; no avoidable odor or overflow.
Classrooms, offices, cafeterias, athletics, exterior approaches, and special-use areas	10 / ____	Required tasks and frequencies complete; areas are safe, orderly, and ready for intended use.
Safety, equipment, reporting, keys and access, and corrective action	10 / ____	Safe methods and products; PPE and SDS available; equipment serviceable; records accurate; incidents timely reported.
TOTAL	100 / ____	Passing requires at least 90 points overall and at least 95% of the applicable restroom points.





Overall score	____ / 100	Restroom score	____ / 25 or N/A
Facility result	☐ Pass ☐ Corrective action	Reinspection	☐ Yes ☐ No

E.3 What happens when service does not meet the standard

Directions. When the District gives notice of a deficiency, the Contractor must acknowledge the notice, protect students and staff when necessary, correct the condition, document the completed work, and notify the District when the area is ready for verification or reinspection.

District expectation. Health, safety, sanitation, access, and service-interruption concerns must be addressed immediately. Other deficiencies must be corrected within 24 hours unless the District gives a different deadline in writing.

If this occurs	What the Contractor must do
The facility passes the inspection	Continue required service and internal monitoring. A passing score does not excuse a hidden, later-discovered, safety, access, or recordkeeping problem.
The score is below the passing threshold or the District identifies a material deficiency	Acknowledge the notice, correct the problem within the stated time, and notify the District when the area is ready for reinspection.
The problem concerns health, safety, sanitation, access, or service interruption	Respond immediately, protect the area as needed, complete the correction, and notify the District when the area is safe and ready for use.
The same problem repeats, a deadline is missed, or the area fails reinspection	Submit a written corrective-action plan when directed and comply with the applicable remedies in the Agreement.

Available remedies. If the Contractor does not correct a deficiency or the problem repeats, the District may require a written corrective-action plan, withhold disputed amounts, obtain replacement service at the Contractor's expense, declare default, terminate the Agreement, or use another remedy available under the contract documents and applicable law.

Appendix F - Required proposal forms and certifications

Complete and return each form in the location stated in Section F.2

Purpose. This appendix collects the forms, supporting records, acknowledgments, and certifications the District will use to determine whether a proposal is complete, responsive, and submitted by a responsible Contractor. Complete and return the technical forms under Tab 8, except Forms F.10A and F.10B, which must be submitted in the separately sealed administrative and price envelope as directed.

Important. Complete every applicable blank and sign each required form. If an item does not apply, write 'Not Applicable' and briefly explain why. Do not leave a required item blank. Keep all pricing and the federal tax identification number out of the public-copy technical proposal and submit them only as directed in the separately sealed price response.

F.1 How to complete this appendix

Directions. Work through Sections F.2 through F.11 in order. Place the technical portions of this completed appendix under Tab 8. Place Forms F.10A and F.10B in the separately sealed administrative and price envelope. Place supporting qualification documents under the tab identified in the checklist, and clearly label every appendix with the Contractor's legal name and the related RFP section.

District expectation. The District should be able to confirm completeness without searching through marketing material or guessing which document answers a requirement. A missing signature, affidavit, acknowledgment, or required record may make the proposal nonresponsive or may delay or prevent award.

Step	Contractor action
1	Read the main RFP and Appendices A through G before completing these forms.
2	Complete each form, use 'Not Applicable' only with a short explanation, and attach the requested evidence.
3	Sign every required certification and obtain notarization for the E-Verify affidavit.
4	Use F.2 for a final completeness check and keep Appendix D in the separate sealed price envelope.

F.2 Final proposal submission checklist

Directions. Check each row only after the listed item is complete and placed in the stated location. This order matches Section 8 of the main RFP.

District expectation. The technical proposal must follow Tabs 1 through 8. Pricing must remain in a separate sealed inner envelope so the technical review is not influenced by cost information.

Check	Location	Required item
[]	Tab 1	Signed offer and executive summary, including the completed and signed F.3 form.
[]	Tab 2	Company qualifications and responsibility information required by Section 8, plus registration, license, annual financial statement, Certificate of Insurance, endorsements, and cancellation-notice evidence required by F.4.
[]	Tab 3	Relevant experience and completed reference form in F.5.
[]	Tab 4	Technical operating plan, including the Infectious Disease Preparedness and Response Plan required by Section 4.8.
[]	Tab 5	Completed Appendix C Contract Management and Service Continuity Plan.





Check	Location	Required item
[]	Tab 6	Quality and performance plan addressing APPA Level 2, inspections, records, complaints, and corrective action.
[]	Tab 7	Transition and implementation plan through the required service start date.
[]	Tab 8	This completed Appendix F, including subcontractors, exceptions, addenda, the notarized District E-Verify affidavit reproduced as Form F.10C, certifications in F.11, and every required signature.
[]	Separate sealed envelope	Completed Appendix D price proposal, completed District New Vendor Application reproduced as Form F.10A, and current signed IRS Form W-9 reproduced as Form F.10B. Do not place pricing, Social Security numbers, or federal tax identification numbers in the public-copy technical proposal.

F.3 Contractor information and signed offer

Directions. Enter the Contractor's full legal information exactly as it appears in official records. Identify one proposal contact and one person authorized to bind the Contractor, then have the authorized representative sign the offer below.

District expectation. Names, registrations, contact information, and signatures must be accurate, current, and consistent throughout the proposal. The District may verify the signer's authority before award.

Field	Contractor response
Legal name	_____
DBA or former names	_____ or None
Entity type and state of organization	_____
Principal business address	_____
Proposal contact	Name, title, email, and telephone: _____
Authorized contract signatory	Name, title, email, and telephone: _____
Georgia registration number	_____
Federal tax identification number	Submit securely with the separately sealed price proposal. Do not place it in the public-copy technical proposal.
E-Verify user identification number	_____

Signed offer. By signing below, the Contractor submits its proposal for the stated validity period and certifies that the proposal is truthful and complete, is made without collusion, and may be relied upon by the District subject only to exceptions expressly listed in F.7.

Signature field	Entry
Authorized representative	_____

Signature field	Entry
Title	_____
Signature and date	_____

F.4 Business registration licenses and insurance

Directions. Every Contractor shall furnish with its proposal a current Certificate of Insurance and the supporting evidence required below. Provide legible, current evidence for every applicable item and the same type of evidence for each proposed subcontractor based on its assigned work. If an item does not apply, identify the item and provide a short legal or factual explanation.

District expectation. The Contractor must be properly registered and authorized to perform the work and must carry every required coverage at no less than the stated limit. Upon award, the Appling County Board of Education shall be named as an additional insured under the selected Contractor's Commercial General Liability policy, including products/completed operations coverage, as further required by the proposed Agreement. The District may verify information directly with the issuing authority, insurer, or producer.

Evidence item	Document required with proposal
Georgia entity and trade-name status	Current Georgia registration and Certificate of Existence or Good Standing, or foreign authority as applicable, plus registration for each DBA used in the proposal.
Business authority and work-specific credentials	Current business or occupation-tax certificate and every license, certification, registration, or permit required for the proposed or subcontracted work. Identify the issuer, number, holder, scope, and expiration date.
General liability, sexual abuse and molestation, products/completed operations, and automobile liability	Current Certificate of Insurance and supporting endorsements showing: (1) Commercial General Liability, including contractual liability sufficient to support the indemnification and hold-harmless obligations in G.13 and sexual abuse and molestation coverage, with limits of at least \$1,000,000 each occurrence and \$2,000,000 general aggregate; (2) products/completed operations coverage with a limit of at least \$1,000,000 each occurrence; and (3) automobile liability of at least \$1,000,000 combined single limit for applicable owned, hired, and non-owned vehicles. Sexual abuse and molestation coverage may be evidenced within the general liability policy or by a separate policy or endorsement, but it may not be excluded from the Contractor's insurance program.
Workers' compensation and employers' liability	Current Certificate of Insurance (COI) showing Georgia statutory workers compensation and at least \$1,000,000 employers liability, or controlling evidence and a written explanation of a claimed lawful exemption.
Crime and umbrella or excess liability	Certificate of Insurance (COI) or other current evidence showing at least \$100,000 employee-dishonesty or crime coverage and \$2,000,000 per-occurrence and aggregate umbrella or excess liability.
Required policy terms	Certificate of Insurance, endorsements, specimen forms, or an authorized insurer or producer letter confirming that, upon award, the Appling County Board of Education will be included as an additional insured under the Commercial General Liability policy, including products/completed operations coverage, on a primary and noncontributory basis. The evidence must also confirm the required waiver-of-subrogation terms and provide the Board at least 30 days' advance written notice of any cancellation or material change or reduction in coverage. A Certificate of Insurance is evidence of coverage and does not replace any required policy endorsement.

Award-stage insurance evidence. Before contract execution, the apparent successful Contractor shall provide a final Certificate of Insurance and copies of all required endorsements naming the Appling County Board of Education as an additional insured under the Commercial General Liability policy, including products/completed operations coverage, on a primary and noncontributory basis. The certificates and endorsements must provide the Board at least 30 days' advance written notice of any cancellation or material change or reduction in coverage. The Contractor shall maintain all required coverage throughout





the term and place replacement coverage before any lapse. Expired, conditional, materially deficient, or unverifiable evidence may affect responsibility or delay or prevent award.

F.5 Relevant experience and references

Directions. Provide four references for current or recently completed contracts that are most comparable in size, complexity, occupied facilities, and service requirements. School-district or other multi-building public-facility experience is preferred when available.

District expectation. Provide complete contact information and enough scope detail for the District to make a meaningful comparison. The District may contact any listed client and may consider documented performance information from other lawful sources.

Client and project	Contact	Dates	Value	Comparable scope and result
_____	Name / email / phone	_____	\$ _____	Sq. ft. / buildings / services / result
_____	Name / email / phone	_____	\$ _____	Sq. ft. / buildings / services / result
_____	Name / email / phone	_____	\$ _____	Sq. ft. / buildings / services / result
_____	Name / email / phone	_____	\$ _____	Sq. ft. / buildings / services / result

F.6 Subcontractor disclosure

Directions. List every proposed subcontractor and the work it would perform. If none will be used, enter 'None' in the first row. Attach qualifications, applicable licenses, insurance evidence, and the required E-Verify documentation for each proposed subcontractor as directed.

District expectation. The Contractor remains fully responsible for all subcontracted work. No subcontractor may begin work or be replaced without the District's prior written approval.

Subcontractor	Scope	Share	Qualification	Control
Legal name or None	Proposed work	% or \$	License / experience	Management contact
Legal name or None	Proposed work	% or \$	License / experience	Management contact
Legal name or None	Proposed work	% or \$	License / experience	Management contact

F.7 Exceptions and requested changes

Directions. List each requested exception or change separately. Cite the exact RFP, appendix, or Agreement section; explain the effect and reason; and provide the replacement language requested. If the Contractor takes no exception, sign the no-exception statement below.

District expectation. Only exceptions clearly stated in this section will be considered. Silence, general reservations, proposal boilerplate, or language located elsewhere will not modify the District's requirements. The District may reject a material exception or consider it during evaluation and negotiations.

Reference	Requirement	Exception effect and reason	Requested language
Section	Exact requirement	_____	_____
Section	Exact requirement	_____	_____
Section	Exact requirement	_____	_____

No-exception statement. If no exceptions are requested, the authorized representative shall sign here: The Contractor takes no exception to the RFP, proposed Agreement, or appendices.

Authorized representative: _____ Signature: _____ Date: _____

F.8 Addenda acknowledgment

Directions. List every addendum issued for this solicitation and have the authorized representative sign the acknowledgment. If no addendum was issued, enter 'None issued.'

District expectation. The proposal must reflect every issued addendum. Failure to acknowledge a material addendum may make the proposal nonresponsive.

Addendum number	Date issued	Authorized representative initials
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Authorized signature: _____ Date: _____

F.9 E-Verify affidavit

Directions. Complete and notarize the District Contractor Affidavit reproduced as Form F.10C. Place the completed affidavit in Tab 8 of the technical proposal. Before any subcontractor begins work, submit every required subcontractor affidavit meeting O.C.G.A. section 13-10-91.

District expectation. The affidavit must be complete, signed, notarized, and consistent with the E-Verify number entered in F.3. Failure to submit a required contractor affidavit may make the proposal nonresponsive.

E-Verify submission check	Contractor response
Current contractor affidavit attached	☐ Yes ☐ No
E-Verify number matches F.3	☐ Yes ☐ No
Affidavit signed and notarized	☐ Yes ☐ No
Subcontractor affidavits	☐ Attached ☐ Not applicable ☐ Due before approved subcontractor begins work



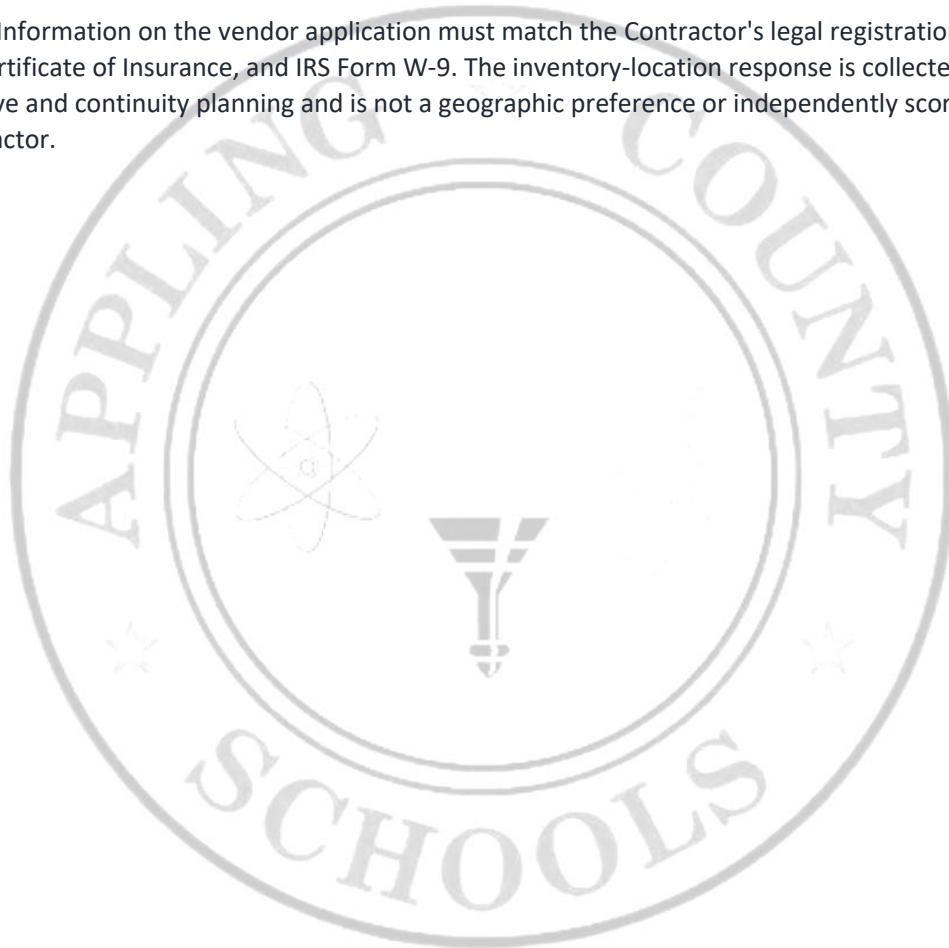


F.10 District Vendor Forms

Directions. The District's three-page vendor packet is reproduced on the following pages as Form F.10A, District New Vendor Application; Form F.10B, IRS Form W-9; and Form F.10C, Contractor E-Verify Affidavit. Complete every applicable field and sign or notarize each form where required.

Submission placement. Place Forms F.10A and F.10B in the separately sealed administrative and price envelope because they contain tax-identification and other nonpublic vendor information. Place the completed and notarized Form F.10C in Tab 8 of the technical proposal. Do not place a Social Security number, federal tax identification number, banking information, or pricing in the public-copy technical proposal.

District use. Information on the vendor application must match the Contractor's legal registration, signed proposal, Certificate of Insurance, and IRS Form W-9. The inventory-location response is collected for administrative and continuity planning and is not a geographic preference or independently scored evaluation factor.



Appling County Board of Education

Dr. Elgin Dixon
Superintendent
elgin.dixon@appling.k12.ga.us



249 Blackshear Highway
Baxley, Georgia 31513
Phone (912) 367-8600
Fax (912) 367-1011

NEW VENDOR APPLICATION FORM

Please complete all of the following information, where applicable:

Tax ID # (FEIN or SSN): _____

Organization Type: ☐ Corporation ☐ Individual/Sole Proprietor
 ☐ LLC ☐ Partnership/Limited Partnership

Name of Company/Firm (as shown on Federal Tax return): _____

Alternate name, if applicable (doing business as): _____

Mailing address: _____

City: _____ State: _____ Zip: _____ - _____

Contact person: _____ Business Ph#: (____) _____ - _____

Fax #: (____) _____ - _____ Email address (for Correspondence): _____

Company / Firm's website address: _____

Payment address (if different from address above): _____

City: _____ State: _____ Zip: _____ - _____

Has your company ever done business with Appling County Board of Education under any other names?
☐ Yes or ☐ No If yes, what name? _____

Is your inventory stocked in the State of Georgia? _____

If not, where is it stocked? _____

Requestor/Vendor's Signature: _____ Date: _____



TRADITION ★ PRIDE ★ EXCELLENCE

249 BLACKSHEAR HWY, BAXLEY, GA 31513

912-367-8600

WWW.APPLING.K12.GA.US





W-9

Form
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

**Request for Taxpayer
Identification Number and Certification**

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the
requester. Do not
send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)		
	2 Business name/disregarded entity name, if different from above.		
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate ☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. ☐ Other (see instructions)	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)	
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions ☐		
	5 Address (number, street, and apt. or suite no.). See instructions.	Requester's name and address (optional)	
6 City, state, and ZIP code			
7 List account number(s) here (optional)			

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
				-				-	
or									
Employer identification number									
				-					

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person	Date

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

EVERIFY

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 (name of public employer) 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 _____, _____, 20____ 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 _____

NOTARY PUBLIC

My Commission Expires:





F.11 Final contractor certifications and signature

Directions. Review each certification, confirm that all required disclosures are included, and have an authorized representative sign below. If any statement cannot truthfully be made, explain the issue in F.7 or in a clearly labeled appendix referenced from this section.

District expectation. The District will rely on these certifications when evaluating responsibility and making an award. The Contractor must promptly report any material change before award and throughout the contract term.

By signing below, the Contractor certifies that it: is eligible and properly authorized to contract with the District; has submitted truthful and complete information; has not colluded in preparing the proposal; has disclosed actual or potential conflicts of interest, material litigation or claims, eligibility concerns, contract terminations, and adverse performance required by the RFP; will maintain a drug-free workplace; will comply with the nondiscrimination, equal-opportunity, accessibility, anti-harassment, and anti-retaliation requirements in Section 7.7 and the proposed Agreement; will comply with applicable Georgia, local, and other governing legal requirements; and will promptly report any material change affecting these certifications.

Signature field	Entry
Contractor legal name	
Authorized representative and title	
Signature	
Date	

Appendix G - Proposed custodial services agreement

CONTRACTOR NOTICE. This proposed Agreement establishes the terms against which all Contractors must price and identify exceptions. The parties are not bound until the Board authorizes an award and authorized representatives execute the final Agreement.

This Custodial Services Agreement (Agreement) is entered by and between the Appling County Board of Education (District) and _____ (Contractor), effective _____, following the District's competitive Request for Proposals for Comprehensive Custodial Services, RFP No. ACBOE-CUST-2026-01.

G.1 Contract documents and order of precedence

The Agreement consists of: (1) Board-authorized amendments signed after execution; (2) this signed Agreement; (3) District addenda, in reverse chronological order; (4) the District's RFP and appendices; (5) the Contractor's accepted price response; (6) the Contractor's accepted technical proposal; and (7) other specifically listed exhibits.

A lower-priority document does not modify a higher-priority requirement unless the Agreement expressly identifies the accepted change. Contractor boilerplate, website terms, invoices, purchase-order acknowledgments, and clickwrap terms do not apply unless signed by an authorized District official.

G.2 Term, renewals, and funding

The initial service term is December 1, 2026 through November 30, 2027. Subject to the requirements below, the District may exercise up to three additional one-year renewal options by written Board-authorized notice. Each renewal requires satisfactory performance, available funding, a current annual financial statement demonstrating continuing financial capacity, and Board approval. No renewal is automatic.

Georgia law and annual termination. This Agreement is entered under and shall comply with O.C.G.A. section 20-2-506. It terminates absolutely and without further obligation to the District at the close of the calendar year in which it is executed and at the close of each succeeding calendar year unless lawfully renewed. The completed Agreement shall state the District's total obligation for the calendar year of execution and for each calendar-year renewal period. No provision creates a debt beyond the calendar year then authorized. The District's obligations are also conditioned on lawful appropriation and availability of funds.

At least 90 days before each proposed renewal, Contractor shall submit its most recent year-end financial statement package, including at minimum a balance sheet and statement of income or operations certified as accurate by an authorized company officer. Contractor shall also provide a statement of cash flows and an independent accountant's compilation, review, or audit report when prepared in its ordinary course. The District may request reasonable supporting information and may decline renewal when the submission is late, incomplete, materially adverse, or does not demonstrate fitness to continue performance.

Any requested renewal increase must be submitted at least 90 days before renewal and may not exceed the lower of 3.0% or the percentage change in the Consumer Price Index for All Urban Consumers (CPI-U), U.S. City Average, All Items, for the most recent twelve-month period available when notice is due. The District may reject an increase or decline renewal. No renewal, extension, or price adjustment is effective without written Board-authorized approval.

G.3 Scope and performance

Contractor shall perform all services and provide all labor, management, relief, equipment, supplies, consumables, reporting, and incidentals required by the contract documents. Contractor shall continuously provide sufficient qualified personnel, supervision, relief coverage, equipment, supplies, and management resources to meet every required result at every facility.





The cleaning frequencies, performance scorecard, response times, accepted Contract Management and Service Continuity Plan, employee benefit commitment including healthcare, current-employee opportunity process, transition plan, Infectious Disease Preparedness and Response Plan, and price forms are material obligations. Contractor controls staffing levels, job classifications, shifts, labor hours, internal assignments, and work methods; however, no staffing or operational decision excuses a required result, safety requirement, service frequency, response time, inspection threshold, or other obligation.

G.4 Price, invoices, taxes, and payment

The initial annual base price is \$_____, payable in twelve monthly installments of \$_____, less offsets, withholdings, and other authorized adjustments.

The price is all-inclusive and includes the employee benefit plan and healthcare commitment accepted with the proposal. No bonus, retention payment, benefit surcharge, labor-law adjustment, supply surcharge, equipment charge, event charge, or other amount is due except as expressly authorized by this Agreement and a written change.

Invoices must include required service, performance, and extra-work support. The District may withhold disputed or unsupported charges while paying undisputed amounts under applicable law and District procedures.

G.5 Personnel, management, and independent-contractor status

Contractor is an independent contractor and has exclusive control over recruiting, hiring, compensation, classification, scheduling, supervision, evaluation, discipline, leave coverage, and termination of its employees and subcontractor personnel, subject to the Agreement's benefits, continuity, screening, safety, and performance requirements and the obligation to provide uninterrupted service. No Contractor person is a District employee, agent, or beneficiary, and no person may bind the District.

Contractor shall determine and maintain the staffing levels, job classifications, shifts, supervision, relief coverage, labor hours, training, uniforms, and other resources needed to meet every contracted result. Contractor shall maintain the written employee benefit plan accepted with its proposal, including access to healthcare coverage for assigned employees who meet the plan's stated eligibility requirements, and shall include all related costs in the contract price. Internal workforce decisions, vacancies, absences, turnover, recruiting difficulty, benefit costs, or other increased costs do not excuse interrupted service or deficient performance.

The District will direct required outcomes, identify deficiencies, enforce access and safety rules, and may require removal of one or more of the Contractor's employees from District property. The District will not manage the Contractor's payroll, wages, work schedules, or ordinary personnel decisions. Contractor remains responsible for personnel decisions and uninterrupted service. Contractor shall provide current custodial employees serving the District a fair opportunity to apply and be considered and shall conduct good-faith interviews for applicants who meet stated minimum qualifications, without guaranteeing employment.

G.6 Screening, conduct, access, and incidents

No person may enter a worksite until all required criminal-history, eligibility, identification, and District access requirements are completed.

Contractor is responsible for badges, rosters, keys/cards, alarms, restricted areas, confidentiality, student-contact rules, and immediate incident reporting. Lost keys/cards and security failures may be charged to Contractor to the extent caused by Contractor or its personnel.

G.7 Equipment, products, supplies, and property

Contractor shall provide and maintain all required equipment, chemicals, cleaning materials, paper products, soap, liners, dispensers, storage, backup equipment, and inventory records. Contractor shall continuously maintain at least a 30-day normal-use supply of cleaning materials and paper products in District-approved on-site storage or another readily accessible location approved by the District.

Each Contractor shall submit a proposed product list and current Safety Data Sheets with its proposal and shall provide representative samples of proposed cleaning materials and paper products for District inspection at the time and place announced by the District. Chemical samples must remain in unopened manufacturer-labeled packaging and shall not be placed in the sealed proposal package. Before a product is brought to or used at a facility, Contractor shall obtain District acceptance and shall place its current SDS and product inventory in the site-specific SDS station or binder and provide electronic copies to the Director of Operations.

Products must be approved, properly labeled, used according to label and manufacturer instructions, and compatible with District finishes. Contractor shall train employees on chemical hazards and SDS access and shall repair damage caused by improper products, methods, or equipment.

Ownership follows the approved inventory. Contractor shall remove its property and return District property, keys, records, supplies, and spaces at termination.

G.8 Quality, inspection, records, and audit

The District may inspect at any time and will control acceptance scoring. Contractor shall timely correct deficiencies and cooperate in reinspections.

Contractor shall preserve and provide service-completion, screening, training, inspection, incident, equipment, supply, subcontract, invoice, and performance records for at least five years after final payment, or longer when required by law, the contract, an audit, a claim, or litigation.

The District and authorized auditors may inspect records reasonably related to performance, charges, compliance, and use of public funds.

G.9 Performance remedies, withholding, cover, and other remedies

The District may document missed work, delayed response, failed inspection, or other reduced service value and require timely correction or a written corrective-action plan.

If Contractor fails to timely perform or correct, the District may require a corrective-action plan, withhold payment, obtain replacement service and charge reasonable cost, require removal of one or more of the Contractor's employees from District property, declare default, exercise termination rights, or pursue other available remedies.

Acceptance, payment, indulgence, or failure to immediately enforce does not waive a requirement or remedy.

G.10 Changes and extra work

Only a written amendment or work authorization signed by an authorized District official may change scope, required performance, price, term, or other material obligations. At a school, employees shall report routine custodial concerns to the assistant principal or designee, who shall report them to the Contractor's designated site contact. The site contact shall coordinate correction, escalate unresolved issues to the Contract Manager, and report completion. At support facilities, the designated site administrator shall use the same process. This process does not authorize District personnel to supervise Contractor employees or approve additional payment.





Contractor shall notify the District before proceeding when it believes a direction changes cost or time. Performing work without required authorization waives additional compensation except for a documented emergency where prior authorization was impracticable.

G.11 Compliance, nondiscrimination, E-Verify, and subcontractors

Contractor shall comply with applicable law and requirements concerning licenses; employment; wages; safety; environmental protection; nondiscrimination; equal employment opportunity; accessibility; anti-harassment; anti-retaliation; immigration/E-Verify; and District operations.

Contractor shall not unlawfully discriminate in employment or contract performance because of race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, disability, genetic information, or other status protected by applicable law. As applicable, Contractor shall comply with the laws identified in RFP Section 7.7. Contractor shall train supervisors and assigned personnel, investigate and correct reported violations within its control, and promptly notify the District of an allegation affecting school safety, access, service delivery, or contract compliance.

Contractor shall perform services consistently with the District's obligations under Title II of the Americans with Disabilities Act, including protection of accessible routes and features and cooperation with reasonable modifications and effective-communication needs within the contracted work. These requirements apply to every approved subcontractor, and Contractor remains responsible for their compliance.

Contractor shall provide the required affidavit under O.C.G.A. § 13-10-91 and obtain required affidavits from subcontractors. No subcontractor may perform without prior District approval. Contractor remains fully responsible for all subcontracted work.

G.12 Insurance

Before work begins and throughout the term, Contractor shall maintain: (1) Commercial General Liability, including contractual liability sufficient to support G.13 and sexual abuse and molestation coverage, of at least \$1,000,000 each occurrence and \$2,000,000 general aggregate; (2) products/completed operations coverage of at least \$1,000,000 each occurrence; (3) automobile liability of at least \$1,000,000 combined single limit for applicable owned, hired, and non-owned vehicles; (4) workers' compensation at Georgia statutory limits and employers' liability of at least \$1,000,000; (5) employee-dishonesty/crime coverage of at least \$100,000; and (6) umbrella or excess liability of at least \$2,000,000 per occurrence and aggregate. Sexual abuse and molestation coverage may be provided within the general liability policy or by a separate policy or endorsement, but it shall not be excluded from Contractor's insurance program.

Upon award, the Appling County Board of Education shall be included as an additional insured under Contractor's Commercial General Liability policy, including products/completed operations coverage, on a primary and noncontributory basis. A final Certificate of Insurance and copies of all required endorsements must be accepted before work begins. The certificates and endorsements shall provide the Board at least 30 days' advance written notice of any cancellation or material change or reduction in coverage. A Certificate of Insurance is evidence of coverage and does not replace a required endorsement or amend the policy. Contractor shall maintain required waiver-of-subrogation terms, qualified insurers, and equivalent subcontractor coverage throughout the term and shall place replacement coverage before any lapse.

G.13 Indemnification

To the fullest extent permitted by Georgia law, Contractor shall indemnify, defend, and hold harmless the District, Board, and their officers and employees from third-party claims, damages, losses, and reasonable

costs to the extent arising from Contractor's or its personnel's negligent, reckless, willful, unlawful, or contract-breaching acts or omissions.

This clause does not require indemnification for the District's sole negligence and remains subject to applicable governmental defenses and Georgia law.

G.14 Confidentiality, data, and public records

Contractor shall use District information only for contract performance, restrict access, protect credentials and records, report loss or unauthorized disclosure immediately, and return or destroy information as directed and permitted by law.

Contractor acknowledges that records may be subject to the Georgia Open Records Act. Contractor shall promptly assist the District with lawful requests and may not disclose District records except as authorized or required by law.

G.15 Default and termination

For remediable breach, the District may provide written notice and a cure period appropriate to the breach, generally ten calendar days. The District may require immediate action for safety, sanitation, service interruption, security, screening, fraud, falsified records, abandonment, or material disruption.

The District may terminate for cause when Contractor fails to cure, repeatedly fails performance standards, becomes ineligible, abandons work, or materially breaches. The District may terminate for convenience on 90 days' written notice and for nonappropriation or lack of lawful funding as permitted by law.

Upon termination, Contractor is entitled only to payment for accepted service through the effective date, less offsets, cover costs, withholdings, and other amounts due.

G.16 Transition and closeout

At commencement, Contractor shall meet every readiness milestone. At expiration or termination, Contractor shall provide up to 60 days of orderly transition assistance at existing contract rates unless cause termination requires another remedy.

Contractor shall return keys/cards, records, District property, inventories, incident/open-item logs, schedules, and data; remove its property; restore storage/work areas; and reasonably coordinate with the District and successor without disrupting service.

G.17 Disputes, Georgia law, and venue

The parties shall first escalate operational disputes to the District Contract Administrator and Contractor manager, then to authorized executives. Performance shall continue during a dispute unless the District directs otherwise for safety or termination.

Georgia law governs without regard to conflicts principles. Venue for litigation shall lie in a court of competent jurisdiction in Appling County, Georgia. Nothing waives any immunity, defense, limitation, or protection available to the District.

G.18 General terms

Contractor may not assign the Agreement or payment rights, or subcontract material work, without prior written District consent. Force majeure excuses only performance actually prevented by events beyond reasonable control and requires prompt notice, mitigation, and continuity efforts.

The Agreement contains the entire agreement; amendments must be written and authorized. Invalid terms are severable; waiver must be written; obligations intended to survive do so; counterparts and lawful electronic signatures may be used.





G.19 Notices and contract administration

Notice / role	Information
District Contract Administrator	Dr. Ryan Flowers, Chief Operations Officer; 249 Blackshear Highway, Baxley, GA 31513; ryan.flowers@appling.k12.ga.us; (912) 367-8600 ext. 152 Cell: (912) 347-3994
Contractor notice	Name, title, address, email, and telephone to be completed at contract execution.
Invoice submission	Submit invoices as directed by the District Contract Administrator and reference the applicable purchase order and service month.
Emergency contacts	Contractor shall provide a 24/7 manager and backup number before mobilization.

G.20 Signatures

District	Contractor
APPLING COUNTY BOARD OF EDUCATION	CONTRACTOR: _____
By: _____	By: _____
Name / Title: _____	Name / Title: _____
Date: _____	Date: _____
Board authorization / minutes reference: _____	Georgia registration / E-Verify: _____