



CONTRACT DOCUMENTS FOR

21ITB130447C-GS (B)

**Janitorial Services for Selected Fulton County
Facilities (Group E, F, G, H & I)**

For

Department of Real Estate and Asset Management

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CONTRACT AGREEMENT

Contractor: QCS Cleaning Inc. dba Quality Cleaning Services, Inc. (B)

Contract No.: 21ITB130447C-GS, Janitorial Services for Selected Fulton County Facilities (Group E, F, G, H & I)

Address: 6308 Linecrest Drive
City, State Douglasville, GA 30134

Telephone: (770) 572-1440

Email: qcscleaning.cf@gmail.com

Contact: Clifford Featherstone
President/CEO

This Agreement made and entered into effective the 1st day of April 2022 by and between **FULTON COUNTY, GEORGIA**, a political subdivision of the State of Georgia, hereinafter referred to as "**County**", and **QCS CLEANING INC. DBA QUALITY CLEANING SERVICES, INC.**, hereinafter referred to as "**Contractor**", authorized to transact business in the State of Georgia.

WITNESSETH

WHEREAS, County through its Department of Real Estate and Asset Management hereinafter referred to as the "**Department**", desires to retain a qualified and experienced Contractor to perform Janitorial Services for Selected Fulton County Facilities Group G: (South Senior Centers - 8 Facilities), hereinafter, referred to as the "**Project**".

WHEREAS, Contractor has represented to County that it is experienced and has qualified and local staff available to commit to the Project and County has relied upon such representations.

NOW THEREFORE, for and in consideration of the mutual covenants contained herein, and for other good and valuable consideration, County and Contractor agree as follows:

ARTICLE 1. CONTRACT DOCUMENTS

County hereby engages Contractor, and Contractor hereby agrees, to perform the services hereinafter set forth in accordance with this Agreement, consisting of the following contract documents:

- I. Form of Agreement;
- II. Addenda;
- III. Exhibit A: General Conditions;
- IV. Exhibit B: Special Conditions [where applicable]
- V. Exhibit C: Scope of Work
- VI. Exhibit D: Compensation;
- VII. Exhibit E: Purchasing Forms;
- VIII. Exhibit F: Contract Compliance Forms;
- IX. Exhibit G: Insurance and Risk Management Form;
- X. Exhibit H: Bid Bond;
- XI. Payment and Performance Bonds

The foregoing documents constitute the entire Agreement of the parties pertaining to the Project hereof and is intended as a complete and exclusive statement of promises, representations, discussions, and agreements oral or otherwise that have been made in connection therewith. No modifications or amendment to this Agreement shall be binding upon the parties unless the same is in writing, conforms to Fulton County Purchasing Code §102-420 governing change orders, is signed by the County's and the Contractor's duly authorized representatives, and entered upon the meeting minutes of the Fulton County Board of Commissioners.

If any portion of the Contract Documents shall be in conflict with any other portion, the various documents comprising the Contract Documents shall govern in the following order of precedence: 1) the Agreement, 2) the Bid document, 3) any Addenda, 4) change orders, 5) the exhibits, and 6) portions of Contractor's proposal that was accepted by the County and made a part of the Contract Documents.

The Agreement was approved by the Fulton County Board of Commissioners on March 2, 2022, BOC# 22-0150 (B).

ARTICLE 2. **SEVERABILITY**

If any provision of this Agreement is held to be unenforceable for any reason, the unenforceability thereof shall not affect the remainder of the Agreement, which shall remain in full force and effect, and enforceable in accordance with its terms.

ARTICLE 3. **DESCRIPTION OF PROJECT**

County and Contractor agree the Project is to provide general cleaning for selected Fulton County facilities Group G: (South Senior Centers- 8 facilities). Furnish all materials, labor, tools, janitorial equipment cleaning supplies, restroom supplies (including feminine products, soap, toilet seat covers, toilet tissue, paper towels, and other required supplies) and equipment necessary to provide the highest quality janitorial services at these selected County facilities.

All exhibits referenced in this agreement are incorporated by reference and constitute an integral part of this Agreement as if they were contained herein.

ARTICLE 4. **SCOPE OF WORK**

Unless modified in writing by both parties in the manner specified in the agreement, duties of Contractor shall not be construed to exceed those services specifically set forth herein. Contractor agrees to provide all services, products, and data and to perform all tasks described in Exhibit C, Scope of Work.

ARTICLE 5. **SERVICES PROVIDED BY COUNTY**

Contractor shall gather from County all available non-privileged data and information pertinent to the performance of the services for the Project. Certain services as described in Exhibit C, Scope of Work, if required, will be performed and furnished by County in a timely manner so as not to unduly delay Contractor in the performance of said obligations. County shall have the final decision as to what data and information is pertinent.

County will appoint in writing a County authorized representative with respect to work to be performed under this Agreement until County gives written notice of the appointment of a successor. The County's authorized representative shall have complete authority to transmit instructions, receive information, and define County's policies, consistent with County rules and regulations. Contractor may rely upon written consents and approvals signed by the County's authorized representative that are consistent with County rules and regulations.

ARTICLE 6. **MODIFICATIONS**

If during the course of performing the Project, County and Contractor agree that it is necessary to make changes in the Project as described herein and referenced exhibits, such changes will be incorporated by written amendments in the form of Change Orders to this Agreement. Any such Change Order and/or supplemental agreement shall not become effective or binding unless approved by the Board of Commissioners and entered on the minutes. Such modifications shall conform to the requirements of the Fulton County Purchasing Code, §102-420 which is incorporated by reference herein.

ARTICLE 7. **SCHEDULE OF WORK**

Contractor shall not proceed to furnish such services and County shall not become obligated to pay for same until a written authorization to proceed (Notice to Proceed) has been sent to Contractor from County. The Contractor shall begin work under this Agreement no later than five (5) days after the effective date of notice to proceed.

ARTICLE 8. **MULTI-YEAR CONTRACT TERM**

The period of this Agreement shall consist of a series of Terms as defined below. The County is obligated only to pay such compensation under this Agreement as may lawfully be made from funds budgeted and appropriated for that purpose during the County's then current fiscal year.

a. Commencement Term

The "Commencement Term" of this Agreement shall begin on 1st day of April 2022, the starting date, and shall end absolutely and without further obligation on the part of the county on the 31st day of December 2022. The Commencement Term shall be subject to events of termination and the County's termination rights that are described elsewhere in this Agreement. Notwithstanding anything contained in this Agreement, the County's obligation to make payments provided under this Agreement shall be subject to the County's annual appropriations of funds for the goods, services, materials, property and/or supplies procured under this Agreement by the County's governing body and such obligation shall not constitute a pledge of the County's full faith and credit within the meaning of any constitutional debt limitation.

b. Renewal Terms

Unless the terms of this Agreement are fulfilled with no further obligation of the part of either party on or before the final date of the Commencement Term as stated above, or unless an event of termination as defined within this Agreement occurs during the Commencement Term, this Agreement may be renewed at the written option of the County upon the approval of the County Board of Commissioners for two (2) one-year ("Renewal Terms"). However, no Renewal Term of this Agreement shall be authorized, nor shall any Renewal Term of this Agreement commence unless and until each Renewal Term has first been approved in writing by the County Board of Commissioners for the calendar year of such Renewal Term. If approved by the County Board of Commissioners, the First Renewal Term shall begin on the 1st day of January 2023 and shall end no later than the 31st day of December 2023. If approved by the County Board of Commissioners, the Second Renewal Term shall begin on the 1st day of January 2024 and shall end no later than the 31st day of December 2024. If the County chooses not to exercise any Renewal Term as provided in this Section, then the Term of this Agreement then in effect shall also be deemed the "Ending Term" with no further obligation on the party of either party.

c. Term Subject to Events of Termination

All "Terms" as defined within this Section are subject to the section of this Agreement which pertain to events of termination and the County's rights upon termination.

d. Same Terms

Unless mutually agreed upon in writing by the parties, or otherwise indicated herein, all provisions and conditions of any Renewal Term shall be exactly the same as those contained within in this Agreement.

e. Statutory Compliance Regarding Purchase Contracts.

The parties intend that this Agreement shall, and this Agreement shall operate in conformity with and not in contravention of the requirements of O.C.G.A. § 36-60-13, as applicable, and in the event that this Agreement would conflict therewith, then this Agreement shall be interpreted and implemented in a manner consistent with such statute.

ARTICLE 9. COMPENSATION

Compensation for work performed by Contractor on Project shall be in accordance with the payment provisions and compensation schedule, attached as Exhibit D, Compensation.

The total contract amount for the Project shall not exceed \$194,646.00 (One Hundred Ninety-Four Thousand Six Hundred Forty Six dollars and No Cents), which is full payment for a complete scope of work.

ARTICLE 10. PERSONNEL AND EQUIPMENT

Contractor shall designate in writing a person(s) to serve as its authorized representative(s) who shall have sole authority to represent Contractor on all manners pertaining to this contract.

Contractor represents that it has secured or will secure, at its' own expense, all equipment and personnel necessary to complete this Agreement, none of whom shall be employees of or have any contractual relationship with County. All of the services required hereunder will be performed by Contractor under his supervision and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under law to perform such services.

Written notification shall be immediately provided to County upon change or severance of any of the authorized representative(s), listed key personnel or subcontractors performing services on this Project by Contractor. No changes or substitutions shall be permitted in Contractor's key personnel or subcontractors

as set forth herein without the prior written approval of the County. Requests for changes in key personnel or subcontractors will not be unreasonably withheld by County.

ARTICLE 11. **SUSPENSION OF WORK**

Suspension Notice: The County may by written notice to the Contractor, suspend at any time the performance of all or any portion of the services to be performed under this Agreement. Upon receipt of a suspension notice, the Contractor must, unless the notice requires otherwise:

- 1) Immediately discontinue suspended services on the date and to the extent specified in the notice;
- 2) Place no further orders or subcontracts for material, services, or facilities with respect to suspended services, other than to the extent required in the notice; and
- 3) Take any other reasonable steps to minimize costs associated with the suspension.

Notice to Resume: Upon receipt of notice to resume suspended services, the Contractor will immediately resume performance under this Agreement as required in the notice.

ARTICLE 12. **DISPUTES**

Except as otherwise provided in this Agreement, any dispute concerning a question of fact arising under this contract which is not disposed of by agreement shall be decided by the County. The representative shall reduce the decision to writing and mail or otherwise furnish a copy thereof to the Contractor. The Contractor shall have 30 days from date the decision is sent to appeal the decision to the County Manager or his designee by mailing or otherwise furnishing to the County Manager or designee, copy of the written appeal. The decision of the County Manager or his designee for the determination of such appeal shall be final and conclusive. This condition shall not be pleaded in any suit involving a question of fact arising under this Agreement, unless the same is fraudulent, or capricious, or arbitrary, or so grossly erroneous as necessarily to imply bad faith or is not supported by substantial evidence. In connection with any appeal proceeding under this clause, Contractor shall be afforded an opportunity to be heard and to offer evidence in support of an appeal. Pending any final decision of a dispute hereunder, Contractor shall proceed diligently with performance of the Agreement and in accordance with the decision of the County's designated representative.

ARTICLE 13. **TERMINATION OF AGREEMENT FOR CAUSE**

- (1) Either County or Contractor may terminate work under this Agreement in the event the other party fails to perform in accordance with the provisions

of the Agreement. Any party seeking to terminate this Agreement is required to give thirty (30) days prior written notice to the other party.

- (2) Notice of termination shall be delivered by certified mail with receipt for delivery returned to the sender.
- (3) **TIME IS OF THE ESSENCE** and if the Contractor refuses or fails to perform the work as specified in Exhibit C, Scope of Work and maintain the scheduled level of effort as proposed, or any separable part thereof, with such diligence as will insure completion of the work within the specified time period, or any extension or tolling there of, or fails to complete said work within such time. The County may exercise any remedy available under law or this Agreement. Failure to maintain the scheduled level of effort as proposed or deviation from the aforesaid proposal without prior approval of County shall constitute cause for termination
- (4) The County may, by written notice to Contractor, terminate Contractor's right to proceed with the Project or such part of the Project as to which there has been delay. In such event, the County may take over the work and perform the same to completion, by contract or otherwise, and Contractor shall be required to provide all copies of finished or unfinished documents prepared by Contractor under this Agreement.
- (5) Contractor shall be entitled to receive compensation for any satisfactory work completed on such documents as reasonably determined by the County.
- (6) Whether or not the Contractor's right to proceed with the work has been terminated, the Contractor shall be liable for any damage to the County resulting from the Contractor's refusal or failure to complete the work within the specified time period, and said damages shall include, but not be limited to, any additional costs associated with the County obtaining the services of another Contractor to complete the project.

ARTICLE 14. **TERMINATION FOR CONVENIENCE OF COUNTY**

Notwithstanding any other provisions, the County may terminate this Agreement for its convenience at any time by a written notice to Contractor. If the Agreement is terminated for convenience by the County, as provided in this article, Contractor will be paid compensation for those services actually performed. Partially completed tasks will be compensated for based on a signed statement of completion to be submitted by Contractor which shall itemize each task element and briefly state what work has been completed and what work remains to be done.

If, after termination, it is determined that the Contractor was not in default, or that the default was excusable, the rights and obligations of the parties shall be the same as if the termination had been issued for the convenience of the government.

ARTICLE 15. **WAIVER OF BREACH**

The waiver by either party of a breach or violation of any provision of this Agreement, shall not operate or be construed to be, a waiver of any subsequent breach or violation of the same or other provision thereof.

ARTICLE 16. **INDEPENDENT CONTRACTOR**

Contractor shall perform the services under this Agreement as an independent contractor and nothing contained herein shall be construed to be inconsistent with such relationship or status. Nothing in this Agreement shall be interpreted or construed to constitute Contractor or any of its agents or employees to be the agent, employee, or representative of County.

ARTICLE 17. **RESPONSIBILITY OF CONTRACTOR**

Contractor represents that it has, or will secure at its own expenses, all personnel appropriate to perform all work to be completed under this Agreement;

All the services required hereunder will be performed by Contractor or under the direct supervision of Contractor. All personnel engaged in the Project by Contractor shall be fully qualified and shall be authorized or permitted under applicable State and local law to perform such services.

None of the work or services covered by this Agreement shall be transferred, assigned, or subcontracted by Contractor without the prior written consent of the County.

ARTICLE 18. **INDEMNIFICATION**

18.1 Non-Professional Services Indemnification. Contractor hereby agrees to indemnify and hold harmless Fulton County, its Commissioners and their respective officers, members, employees, and agents (each, hereinafter referred to as an "Indemnified Person") from and against any and all claims, demands, liabilities, losses, costs or expenses, including attorneys' fees due to liability to a third party or parties, for any loss due to bodily injury (including death), personal injury, and property damage arising out of or resulting from the performance of this Agreement or any act or omission on the part of the Contractor, its agents, employees or others working at the direction of Contractor or on its behalf, or due to any breach of this Agreement by the Contractor or due to the application or violation of any pertinent Federal, State or local law, rule or regulation. This indemnification is binding upon to the successors and assigns of Contractor. This indemnification does not extend to

the sole negligence of the Indemnified Persons nor beyond the scope of this Agreement and the work undertaken thereunder. This indemnification survives the termination of this Agreement and shall also survive the dissolution or to the extent allowed by law, the bankruptcy of Contractor.

Contractor obligation to indemnify and hold harmless, as set forth hereinabove, shall also include, but is not limited to, any matter arising out of any actual or alleged infringement of any patent, trademark, copyright, or service mark, or other actual or alleged unfair competition disparagement of product or service, or other tort or any type whatsoever, or any actual or alleged violation of trade regulations.

Contractor further agrees to indemnify and hold harmless Fulton County, its Commissioners, officers, employees, subcontractors, successors, assigns and agents from and against any and all claims or liability for compensation under the Worker's Compensation Act, Disability Benefits Act, or any other employee benefits act arising out of injuries sustained by any employees of Consultant/Contractor. These indemnities shall not be limited by reason of the listing of any insurance coverage.

18.2 Notice of Claim. If an Indemnified Person receives written notice of any claim or circumstance which could give rise to indemnified losses, the receiving party shall promptly give written notice to Contractor and shall use best efforts to deliver such written notice within ten (10) Business Days. The notice must include a copy of such written notice of claim, or, if the Indemnified Person did not receive a written notice of claim, a description of the indemnification event in reasonable detail and the basis on which indemnification may be due. Such notice will not stop or prevent an Indemnified Person from later asserting a different basis for indemnification. If an Indemnified Person does not provide this notice within the ten (10) Business Day period, it does not waive any right to indemnification except to the extent that Contractor is prejudiced, suffers loss, or incurs additional expense solely because of the delay.

18.3 Defense. Contractor, at Contractor's own expense, shall defend each such action, suit, or proceeding or cause the same to be resisted and defended by counsel designated by the Indemnified Person and reasonably approved by Contractor (provided that in all instances the County Attorney of Fulton County Georgia shall be acceptable, and, for the avoidance of doubt, is the only counsel authorized to represent the County). If any such action, suit or proceedings should result in final judgment against the Indemnified Person, Contractor shall promptly satisfy and discharge such judgment or cause such judgment to be promptly satisfied and discharged. Within ten (10) Business Days after receiving written notice of the indemnification request, Contractor shall acknowledge in writing delivered to the Indemnified Person (with a copy to the County Attorney) that Contractor is defending the claim as required hereunder.

18.4 Separate Counsel.

18.4.1 Mandatory Separate Counsel. In the event that there is any potential conflict of interest that could reasonably arise in the representation of any Indemnified Person and Contractor in the defense of any action, suit or proceeding pursuant to Section 18.3 above or in the event that state or local law requires the use of specific counsel, (i) such Indemnified Person may elect in its sole and absolute discretion whether to waive such conflict of interest, and (ii) unless such Indemnified Person (and, as applicable, Contractor) elects to waive such conflict of interest, or in any event if required by state or local law, then the counsel designated by the Indemnified Person shall solely represent such Indemnified Person and, if applicable, Contractor shall retain its own separate counsel, each at Contractor's sole cost and expense.

18.4.2 Voluntary Separate Counsel. Notwithstanding Contractor's obligation to defend a claim, the Indemnified Person may retain separate counsel to participate in (but not control or impair) the defense and to participate in (but not control or impair) any settlement negotiations, provided that for so long as Contractor has complied with all of Contractor's obligations with respect to such claim, the cost of such separate counsel shall be at the sole cost and expense of such Indemnified Person (provided that if Contractor has not complied with all of Contractor's obligations with respect to such claim, Contractor shall be obligated to pay the cost and expense of such separate counsel). Contractor may settle the claim without the consent or agreement of the Indemnified Person, unless the settlement (i) would result in injunctive relief or other equitable remedies or otherwise require the Indemnified Person to comply with restrictions or limitations that adversely affect or materially impair the reputation and standing of the Indemnified Person, (ii) would require the Indemnified Person to pay amounts that Contractor or its insurer does not fund in full, (iii) would not result in the Indemnified Person's full and complete release from all liability to the plaintiffs or claimants who are parties to or otherwise bound by the settlement, or (iv) directly involves the County (in which case the County of Fulton County, Georgia shall be the only counsel authorized to represent the County with respect to any such settlement).

18.5 Survival. The provisions of this Article will survive any expiration or earlier termination of this Agreement and any closing, settlement or other similar event which occurs under this Agreement.

ARTICLE 19. COVENANT AGAINST CONTINGENT FEES

Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this Agreement upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees maintained by Contractor for the purpose of securing business and that Contractor has not received any non-County fee related to this Agreement without the prior written consent of County. For breach or violation of this

warranty, County shall have the right to annul this Agreement without liability or at its discretion to deduct from the Contract Price or consideration the full amount of such commission, percentage, brokerage, or contingent fee.

ARTICLE 20. **INSURANCE**

Contractor agrees to obtain and maintain during the entire term of this Agreement, all of the insurance required as specified in the Agreement documents, Exhibit G, Insurance and Risk Management Forms, with the County as an additional insured and shall furnish the County a Certificate of Insurance showing the required coverage. The cancellation of any policy of insurance required by this Agreement shall meet the requirements of notice under the laws of the State of Georgia as presently set forth in the Georgia Code.

ARTICLE 21. **PROHIBITED INTEREST**

Section 21.01 **Conflict of interest:**

Contractor agrees that it presently has no interest and shall acquire no interest direct or indirect that would conflict in any manner or degree with the performance of its service hereunder. Contractor further agrees that, in the performance of the Agreement, no person having any such interest shall be employed.

Section 21.02 **Interest of Public Officials:**

No member, officer or employee of County during his tenure shall have any interest, direct or indirect, in this Agreement or the proceeds thereof.

ARTICLE 22. **SUBCONTRACTING**

Contractor shall not subcontract any part of the work covered by this Agreement or permit subcontracted work to be further subcontracted without prior written approval of County.

ARTICLE 23. **ASSIGNABILITY**

Contractor shall not assign or subcontract this Agreement or any portion thereof without the prior expressed written consent of County. Any attempted assignment or subcontracting by Contractor without the prior expressed written consent of County shall at County's sole option terminate this Agreement without any notice to Contractor of such termination. Contractor binds itself, its successors, assigns, and legal representatives of such other party in respect to all covenants, agreements and obligations contained herein.

ARTICLE 24. **ANTI-KICKBACK CLAUSE**

Salaries of engineers, surveyors, draftsmen, clerical and technicians performing work under this Agreement shall be paid unconditionally and not less often than once a month without deduction or rebate on any account except only such payroll deductions as are mandatory by law. Contractor hereby promises to comply with all applicable "Anti-Kickback" Laws and shall insert appropriate provisions in all subcontracts covering work under this Agreement.

ARTICLE 25. **AUDITS AND INSPECTORS**

At any time during normal business hours and as often as County may deem necessary, Contractor shall make available to County and/or representatives of the County for examination all of its records with respect to all matters covered by this Agreement.

It shall also permit County and/or representative of the County to audit, examine and make copies, excerpts, or transcripts from such records of personnel, conditions of employment and other data relating to all matters covered by this Agreement. Contractor's records of personnel, conditions of employment, and financial statements (hereinafter "Information") constitute trade secrets and are considered confidential and proprietary by Contractor. To the extent County audits or examines such Information related to this Agreement, County shall not disclose or otherwise make available to third parties any such Information without Contractor's prior written consent unless required to do so by a court order. Nothing in this Agreement shall be construed as granting County any right to make copies, excerpts, or transcripts of such information outside the area covered by this Agreement without the prior written consent of Contractor. Contractor shall maintain all books, documents, papers, accounting records and other evidence pertaining to costs incurred on the Project and used in support of its proposal and shall make such material available at all reasonable times during the period of the Agreement and for eight years from the date of final payment under the Agreement, for inspection by County or any reviewing agencies and copies thereof shall be furnished upon request and at no additional cost to County. Contractor agrees that the provisions of this Article shall be included in any Agreements it may make with any subcontractors, assignee, or transferee.

ARTICLE 26. **ACCOUNTING SYSTEM**

Contractor shall have an accounting system, which is established, and maintaining in accordance with generally accepted accounting principles. Contractor must account for cost in a manner consistent with generally accepted accounting procedures, as approved by Fulton County.

ARTICLE 27. VERBAL AGREEMENT

No verbal agreement or conversation with any officer, agent or employee of County either before, during or after the execution of this Agreement, shall affect or modify any of the terms of obligations herein contained, nor shall such verbal agreement or conversation entitle Contractor to any additional payment whatsoever under the terms of this Agreement. All changes to this shall be in writing and the form of a change order in supplemental agreement, approved by the County, and entered on the Minutes of the Board of Commissioners.

ARTICLE 28. NOTICES

All notices shall be in writing and delivered in person or transmitted by certified mail, postage prepaid.

Notice to County, shall be addressed as follows:

Department of Real Estate and Asset Management
Director
141 Pryor Street, S.W., Suite G119
Atlanta, Georgia 30303
Telephone: (404) 612-5900
Email: joseph.davis@fultoncountyga.gov
Attention: Joseph N. Davis

With a copy to:

Department of Purchasing & Contract Compliance
Director
130 Peachtree Street, S.W., Suite 1168
Atlanta, Georgia 30303
Telephone: (404) 612-5800
Email: felicia.strong-whitaker@fultoncountyga.gov
Attention: Felicia Strong-Whitaker

Notices to Contractor shall be addressed as follows:

QCS Cleaning Inc. dba Quality Cleaning Services, Inc.
6308 Linecrest Drive
Douglasville, GA 30134
Telephone: (770) 572-1440
Email: qcscleaning.cf@gmail.com
Attention: Clifford Featherstone
President/CEO

ARTICLE 29. **JURISDICTION**

This Agreement will be executed and implemented in Fulton County. Further, this Agreement shall be administered and interpreted under the laws of the State of Georgia. Jurisdiction of litigation arising from this Agreement shall be in the Fulton County Superior Courts. If any part of this Agreement is found to be in conflict with applicable laws, such part shall be inoperative, null and void insofar as it is in conflict with said laws, but the remainder of this Agreement shall be in full force and effect.

Whenever reference is made in the Agreement to standards or codes in accordance with which work is to be performed, the edition or revision of the standards or codes current on the effective date of this Agreement shall apply, unless otherwise expressly stated.

ARTICLE 30. **EQUAL EMPLOYMENT OPPORTUNITY**

During the performance of this Agreement, Contractor agrees as follows:

Section 30.01 Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex or national origin;

Section 30.02 Contractor will, in all solicitations or advertisements for employees placed by, or on behalf of, Contractor state that all qualified applicants, will receive consideration for employment without regard to race, creed, color, sex or national origin;

Section 30.03 Contractor will cause the foregoing provisions to be inserted in all subcontracts for any work covered by the Agreement so that such provision will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

ARTICLE 31. **FORCE MAJEURE**

Neither County nor Contractor shall be deemed in violation of this Agreement if either is prevented from performing its obligations hereunder for any reason beyond its control, including but not limited to acts of God, civil or military authority, act of public enemy, accidents, fires, explosions, earthquakes, floods or catastrophic failures of public transportation, provided however, that nothing herein shall relieve or be construed to relieve Contractor from performing its obligations hereunder in the event of riots, rebellions or legal strikes.

ARTICLE 32. **OPEN RECORDS ACT**

The Georgia Open Records Act, O.C.G.A. Section 50-18-70 et seq., applies to this Agreement. The Contractor acknowledges that any documents or

computerized data provided to the County by the Contractor may be subject to release to the public. The Contractor also acknowledges that documents and computerized data created or held by the Contractor in relation to the Agreement may be subject to release to the public, to include documents turned over to the County. The Contractor shall cooperate with and provide assistance to the County in rapidly responding to Open Records Act requests. The Contractor shall notify the County of any Open Records Act requests no later than 24 hours following receipt of any such requests by the Contractor. The Contractor shall promptly comply with the instructions or requests of the County in relation to responding to Open Records Act requests.

ARTICLE 33. **INVOICING AND PAYMENT**

Contractor shall submit monthly invoices for work performed during the previous calendar month, in a form acceptable to the County and accompanied by all support documentation requested by the County, for payment and for services that were completed during the preceding phase. The County shall review for approval of said invoices. The County shall have the right not to pay any invoice or part thereof if not properly supported, or if the costs requested or a part thereof, as determined by the County, are reasonably in excess of the actual stage of completion.

Time of Payment: Invoices for payment shall be submitted to County by the first (1st) calendar day of the month to facilitate processing for payment in that same month. Invoices received after the first (1st) calendar day of the month may not be paid until the last day of the following month. The County shall make payments to Contractor by U.S. mail approximately thirty (30) days after receipt of a proper invoice. Parties hereto expressly agree that the above contract term shall supersede the rates of interest, payment periods, and contract and subcontract terms provided for under the Georgia Prompt Pay Act, O.C.G.A. 13-11-1 et seq., pursuant to 13-11-7(b), and the rates of interest, payment periods, and contract and subcontract terms provided for under the Prompt Pay Act shall have no application to this Agreement; parties further agree that the County shall not be liable for any interest or penalty arising from late payments.

Submittal of Invoices: Invoices shall be submitted as follows:

Via Mail:

Fulton County Government
141 Pryor Street, SW
Suite 7001
Atlanta, Georgia 30303
Attn: Finance Department – Accounts Payable

OR

Via Email:

Email: Accounts.Payable@fultoncountyga.gov

At minimum, original invoices must reference all of the following information:

- 1) Vendor Information
 - a. Vendor Name
 - b. Vendor Address
 - c. Vendor Code
 - d. Vendor Contact Information
 - e. Remittance Address
- 2) Invoice Details
 - a. Invoice Date
 - b. Invoice Number (uniquely numbered, no duplicates)
 - c. Purchase Order Reference Number
 - d. Date(s) of Services Performed
 - e. Itemization of Services Provided/Commodity Units
- 3) Fulton County Department Information (needed for invoice approval)
 - a. Department Name
 - b. Department Representative Name

Contractor's cumulative invoices shall not exceed the total not-to-exceed fee established for this Agreement.

County's Right to Withhold Payments: The County may withhold payments for services that involve disputed costs, involve disputed audits, or are otherwise performed in an inadequate fashion. Payments withheld by the County will be released and paid to the Contractor when the services are subsequently performed adequately and on a timely basis, the causes for disputes are reconciled or any other remedies or actions stipulated by the County are satisfied. The County shall promptly pay any undisputed items contained in such invoices.

Payment of Sub-Contractor/Suppliers: The Contractor must certify in writing that all sub-Contractor of the Contractor and suppliers have been promptly paid for work and materials and previous progress payments received. In the event the prime Contractor is unable to pay sub-Contractor or suppliers until it has received a progress payment from Fulton County, the prime Contractor shall pay all sub-Contractor or supplier funds due from said progress payments within forty-eight (48) hours of receipt of payment from Fulton County and in no event later than fifteen days as provided for by State Law.

Acceptance of Payments by Contractor; Release. The acceptance by the Contractor of any payment for services under this Agreement will, in each instance, operate as, and be a release to the County from, all claim and liability to the Contractor for work performed or furnished for or relating to the service for which payment was accepted, unless the Contractor within five (5) days of its

receipt of a payment, advises the County in writing of a specific claim it contends is not released by that payment.

ARTICLE 34. **TAXES**

The Contractor shall pay all sales, retail, occupational, service, excise, old age benefit and unemployment compensation taxes, consumer, use and other similar taxes, as well as any other taxes or duties on the materials, equipment, and labor for the work provided by the Contractor which are legally enacted by any municipal, county, state or federal authority, department or agency at the time bids are received, whether or not yet effective. The Contractor shall maintain records pertaining to such taxes as well as payment thereof and shall make the same available to the County at all reasonable times for inspection and copying. The Contractor shall apply for any and all tax exemptions which may be applicable and shall timely request from the County such documents and information as may be necessary to obtain such tax exemptions. The County shall have no liability to the Contractor for payment of any tax from which it is exempt.

ARTICLE 35. **PERMITS, LICENSES AND BONDS**

All permits and licenses necessary for the work shall be secured and paid for by the Contractor. If any permit, license, or certificate expires or is revoked, terminated, or suspended as a result of any action on the part of the Contractor, the Contractor shall not be entitled to additional compensation or time.

ARTICLE 36. **NON-APPROPRIATION**

This Agreement states the total obligation of the County to the Contractor for the calendar year of execution. Notwithstanding anything contained in this Agreement, the obligation of the County to make payments provided under this Agreement shall be subject to annual appropriations of funds thereof by the governing body of the County and such obligation shall not constitute a pledge of the full faith and credit of the County within the meaning of any constitutional debt limitation. The Director of Finance shall deliver written notice to the Contractor in the event the County does not intend to budget funds for the succeeding Contract year.

Notwithstanding anything contained in this Agreement, if sufficient funds have not been appropriated to support continuation of this Agreement for an additional calendar year or an additional term of the Agreement, this Agreement shall terminate absolutely and without further obligation on the part of the County at the close of the calendar year of its execution and at the close of each succeeding calendar year of which it may be renewed, unless a shorter termination period is provided or the County suspends performance pending the appropriation of funds.

ARTICLE 37. **WAGE CLAUSE**

Contractor shall agree that in the performance of this Agreement the Contractor will comply with all lawful agreements, if any, which the Contractor had made with any association, union, or other entity, with respect to wages, salaries, and working conditions, so as not to cause inconvenience, picketing, or work stoppage.

IN WITNESS THEREOF, the Parties hereto have caused this Contract to be executed by their duly authorized representatives as attested and witnessed and their corporate seals to be hereunto affixed as of the day and year date first above written.

OWNER:

FULTON COUNTY, GEORGIA

DocuSigned by:

Robert L. Pitts
14E1B4AA5F6A44A...

Robert L. Pitts, Chairman
Fulton County Board of Commissioners

CONTRACTOR:

**QCS CLEANING INC. DBA
QUALITY CLEANING SERVICES,
INC.**

DocuSigned by:

Clifford Featherstone
8DFF3F64357944B...

Clifford Featherstone
President/CEO

ATTEST:

DocuSigned by:

Tonya R. Grier
EEC476C4837648D...

Tonya R. Grier
Clerk to the Commission

(Affix County Seal)

DocuSigned by:



Secretary/
Assistant Secretary

(Affix Corporate Seal)

APPROVED AS TO FORM:

DocuSigned by:

Dennal Stewart
2277A2CEF73F4E4...

Office of the County Attorney

ATTEST:

Jonathan Montgomery

Notary Public

APPROVED AS TO CONTENT:

DocuSigned by:

Joseph N. Davis
E45C5C5F17FB417...

Department of Real Estate and Asset
Management
Joseph N. Davis, Director

Gwinnett
County: _____

Commission Expires: 11/24/2023

(Affix Notary Seal)

DocuSigned by:



2022-0150B

3/2/2022

ITEM#: _____ RM: _____
REGULAR MEETING



GEORGIA CORPORATIONS DIVISION

GEORGIA SECRETARY OF STATE
BRAD RAFFENSPERGER

[HOME \(/\)](#)

BUSINESS SEARCH

BUSINESS INFORMATION

Business Name: **QCS CLEANING, INC.**

Control Number: **08062370**

Business Type: **Domestic Profit Corporation**

Business Status: **Active/Owes Current Year AR**

Business Purpose: **NONE**

Principal Office Address: **6308 Linecrest Dr,
Douglasville, GA, 30134,
USA**

Date of Formation /
Registration Date: **8/8/2008**

State of Formation: **Georgia**

Last Annual Registration
Year: **2021**

REGISTERED AGENT INFORMATION

Registered Agent Name: **Featherstone, Clifford**

Physical Address: **6308 Linecrest Dr, Douglasville, GA, 30134, USA**

County: **Douglas**

OFFICER INFORMATION

Name	Title	Business Address
Clifford Featherstone	CFO	6308 Linecrest Dr, Douglasville, GA, 30134, USA
Clifford Featherstone	CEO	6308 Linecrest Dr, Douglasville, GA, 30134, USA
Lillian Gibson	Secretary	6308 Linecrest Dr, Douglasville, GA, 30134, USA

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Office of the Georgia Secretary of State Attn: 2 MLK, Jr. Dr. Suite 313, Floyd West Tower Atlanta, GA 30334-1530,
Phone: (404) 656-2817 Toll-free: (844) 753-7825, WEBSITE: <https://sos.ga.gov/>

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[Report a Problem?](#)

37. BIDDER REFERENCES (USE FORM BELOW)

List three (3) references of current customers who can verify the quality of service your company provides. The County prefers customers of similar size and scope of work to this proposal. **RETURN THIS FORM WITH YOUR BID.**

REFERENCE ONE

Government/Company Name: Fulton County Government
Address: 141 Pryor Street, SW, Suite G119, Atlanta, GA 30303
Contact Person and Title: James Morehead (Contract Administrator)
Phone: (404) 612-4446
Email: james.morehead@fultoncountyga.gov
Contract Period: 2010 - Present
Scope of Work: General Cleaning and Day Porter Services for Groups H Art Centers, Group G Senior Centers Central and South Group F Drug Court (DCTC) and Customer Service Center (WROC)

REFERENCE TWO

Government/Company Name: Fulton County Government
Address: 141 Pryor Street, SW, Suite G119, Atlanta, GA 30303
Contact Person and Title: Harry Jordan
Phone: (404) 613-6138
Email: harry.jordan@fultoncountyga.gov
Contract Period: 2010 - Present
Scope of Work: General Cleaning and Day Porter Services For Fulton County Selected Facilities: Senior Centers, Art Centers, WROC, DCTC and Department of Health

REFERENCE THREE

Government/Company Name: City of Douglasville
Address: 6695 Church Street, Douglasville, GA 30134
Contact Person and Title: Marcia Hampton
Phone: (770) 920-3000 or City Manager Assistant (678) 449-3184
Email: hampton@douglasvillega.gov
Contract Period: 2008 - 2018
Scope of Work: Cleaned five (5) government facilities and Cleaned two (2) Parks and Recreation Centers

ADDENDA

21ITB130447C-GS
Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I)

Section 2
Bid Form

The Bidder furthermore agrees that, in the case of a failure on his part to execute the Contract Agreement and Bonds within ten days after receipt of conformed contract documents for execution, the Bid Bond accompanying his bid and the monies payable thereon shall be paid into the funds of the Owner as liquidated damages for such failure. Enclosed is a Bid Bond in the approved form, in the sum of:

5% of Bid Amount _____ Dollars

(\$ _____) according to the conditions of "Instructions to Bidders" and provisions

thereof.

The undersigned acknowledges receipt of the following addenda (list by the number and date appearing on each addendum) and thereby affirms that its Bid considers and incorporates any modifications to the originally issued Bidding Documents included therein.

ADDENDUM # 1 DATED 10/18/2021

ADDENDUM # 2 DATED 10/19/2021

ADDENDUM # 3 DATED 10/19/2021

ADDENDUM # 4 DATED 10/26/2021

ADDENDUM# 5 DATED 11/02/2021

BIDDER: QCS Cleaning Inc. /DBA Quality Cleaning Services Inc.

Signed by: Clifford Featherstone
[Type or Print Name]

Title: President/CEO

Business Address: 6308 Linecrest Drive

Douglasville, GA 30134

Business Phone: (770) 572-1440



Thank you for your interest in our bid opportunities and we welcome you to submit a response. Please be sure to review and comply with all specifications and requirements.

Addendum Description

Clarification

Replace Section 7 Contract Compliance Requirements with revised Section 7 attached in Addendum No. 1.

Section 6 is correct and need to be completed and upload.

Notice Modifications

Notice Information	From Value	To Value
No entries		

Category Modifications

Added Categories
No Categories Added

Removed Categories
No Categories Removed

EXHIBIT A

GENERAL CONDITIONS

GENERAL CONDITIONS

1. Bids may be withdrawn upon receipt of a written request prior to the stated due date and time. If a firm seeks to withdraw a bid after the due date and time, the firm must present a notarized statement indicating that an error was made, with an explanation of how it occurred. The withdrawal request must be accompanied by documentation supporting the claim. Prior to approving or disapproving the request, an opinion will be obtained from Fulton County's Legal Counsel indicating whether the firm is bound by its bid submittal.

Bids for projects that are solicited pursuant to the Georgia Local Government Public Works Construction Law (O.C.G.A. § 36-91-1 et seq.) may be withdrawn as follows:

The County must advise Contractor in the invitation to bid of the number of days that Contractor will be required to honor their bids. If an Bidder is not selected within 60 days of opening the bids, any Bidder that is determined by the governmental entity to be unlikely of being selected for contract award will be released from the bid.

2. Fulton County shall be the sole judge of the quality and the applicability of all bids. Design, features, overall quality, local facilities, terms and other pertinent considerations will be taken into account in determining acceptability.
3. The successful Bidder must assume full responsibility for delivery of all goods and services proposed.
4. The successful Bidder must assume full responsibility for replacement of all defective or damaged goods and/or performance of contracted services within thirty (30) days' notice by the County of such defect, damage, or deficiency.
5. The successful Bidder must assume full responsibility for providing warranty service on all goods, materials, or equipment provided to the County with warranty coverage. Should a vendor be other than the manufacturer, the vendor and not the County is responsible for contacting the manufacturer. The Bidder is solely responsible for arranging for the service to be performed.
6. The successful Bidder shall be responsible for the proper training and certification of personnel used in the performance of the services proposed.
7. The successful Bidder shall not assign, transfer, convey, sublet, or otherwise dispose of any contract resulting from the invitation to bid or of

any of its rights, title, or interest therein without prior written consent of the Fulton County Board of Commissioners.

8. In case of default by the successful Bidder, Fulton County may procure the articles or services from another source and hold the successful Vendor responsible for any resultant excess cost.
9. All bids submitted to Fulton County are subject to the Georgia "Open Records Act", Official Code of Georgia, Annotated (O.C.G.A.) § 50-18-70 et seq.
10. All bids submitted to Fulton County involving Utility Contracting are subject to the Georgia law governing licensing of Utility Contractor, O.C.G.A. §43-14-8.2(h).

EXHIBIT B

SPECIAL CONDITIONS

No Special Conditions were required for this Project

EXHIBIT C

SCOPE OF WORK

SCOPE OF WORK

The Contractor shall provide general janitorial cleaning for selected Fulton County facilities which consist of: Group G: (South Senior Centers- 8 facilities), for the Department of Real Estate and Asset Management.

Scope of Work Summary:

The work will be performed at the various County facilities listed and/except any added/deleted during the life of this contract. The Contractor shall furnish all janitorial services and the labor, materials, cleaning supplies, restroom supplies (including feminine products, soap, toilet seat covers, toilet tissue, paper towels, and other required supplies) and equipment necessary to provide the highest quality of janitorial services at these selected facilities. Fulton County will accept original bid responses specifically tailored to solve our janitorial problems.

The apparent silence of this specification and any supplement thereto as to details, or the omission of a detailed description concerning any point, will be regarded as meaning only the best commercial practices are to prevail. Only materials of the highest quality, correct type, size, and design are to be used. County reserves the right to require Contractor to use alternate methods or products at no additional cost to the County if satisfactory results are not being achieved. Contractor performance will be evaluated in terms of the cleaning results achieved. All interpretations of this specification will be made upon the basis of this statement, with Fulton County interpretation to prevail.

Georgia Criminal Investigation Checks (GCIC) must be conducted by the Contractor at Contractor's expense on all employees, including sub-Contractor, assigned to clean County Facilities. National Crime Information Center (NCIC) checks must be conducted along with Fingerprint Cards by the Contractor at the Contractor's expense on all employees and subcontractors hired to perform work in Justice Facilities only. Said employees may be temporarily assigned to Justice Facilities upon the GCIC clearance, and then permanently assigned upon NCIC clearance and Fingerprint Card completion. The GCIC must be completed and forwarded to the Contract Administrator or designated County representative for review and approval prior to the start date of the contract. No employee may work at any Fulton County Facility prior to the approval of the GCIC and receipt of a Fulton County Temporary ID Card. Persons with convictions related to drug use, larceny, or offenses involving violence shall not be employees on this contract.

Contractor shall bid on the required cleaning for each group on which they desire to bid. Note that not all services apply to all facilities (e.g. most facilities do not include a locker room). It is the Contractor's responsibility to ensure that their bid for any facility has been calculated to include all appropriate services.

Contractor may also offer alternate bids for any location or group of locations. Any such alternate bid must clearly indicate the differences between it and the base bid with an explanation of why the bidder believes the alternate should be considered instead of (or in addition to) the base bid. Contractor may offer alternate pricing for award of multiple groups.

Contractor must be prepared to fully assume responsibilities of this contract and begin cleaning facilities within 30 days after notification of approval of award by the Fulton County Board of Commissioners. Employees assigned to clean Fulton County Facilities may not begin work prior to the approval of the GCIC and receipt of a Fulton County Temporary ID Card. Failure to adhere to this timeline will be grounds for selection of the next qualified Contractor to fulfill this contract.

It is highly recommended that Contractor visit all facilities on which they are bidding before submitting a bid. Failure to make such a visit will not relieve Contractor of the responsibility to: 1) submit a complete bid in proper form, or 2) properly clean a facility if awarded.

Any facilities which are added to or deleted from a cleaning group will be done so at the same price per square foot being charged for that group. Any additional facility which is added to the contract which does not reasonably belong to one of the existing groups will be added at a price per square foot which is mutually agreeable to both parties and within BOMA guidelines.

Any remarks or apparent errors in the specification or exceptions taken to the content of the specification must be clearly presented by the Contractor as an attachment titled "Remarks and Exceptions". Failure to do so is an agreement by the Contractor that they accept the terms and conditions of the specifications as written.

DEFINITIONS

BOMA Building Owners and Manager Association

Days - "Days" shall mean calendar days.

As Necessary- *Whenever needed as determined by Department of Real Estate and Asset Management Staff.*

Daily – Required each day the facility is opened to the public. If required more than one time per day, indicate number of times. (e.g. "3 x Daily" or "3/Day" for three time each day)

Weekly- The task will be performed once each week. If required more than one time per week (but less than daily) indicate number of times. (e.g., "2 x Weekly" or "2/Week" if task is to be done twice a week). If task will be done on specific day(s) of week, this will be detailed in the final work schedule as agreed with the Contract Administrator.

GCIC- Georgia Criminal Investigation Checks

NCIC- National Crime Information Center

Joint Review A committee consisting of executive management for both Fulton County and the Contractor, or any other members thereof who are empowered to make decisions on behalf of the County and Contractor.

Monthly: The task will be performed once each month. If required more than once per month (but less frequently than every week) indicate number of times per month. (e.g., "2 x Monthly" or "2/Month" if task is to be done twice a month.

Quarterly- The task will be performed once during every three –month period.

Yearly- The task is to be performed once during the contract year at time to be agreed with by the Contract Administrator. ("2 x Yearly" would mean semi-annually. "3/Year" would mean every four months").

Multi-term contracts - a contract executed for a specific period with the option to renew for additional periods of time.

CONTRACTOR'S ORGANIZATION

- Contractor shall demonstrate its ability to organize and manage janitorial projects at multiple sites.
- Contractor shall graphically illustrate the position of the Account Executive for this contract in the overall corporate organization. Contractor shall include a current resume of the Account Executive, Project Manager, and/or Site Manager, with emphasis on experience, responsibilities, current and expected workload of these people.
- Contractor shall show how corporate support is to be provided to the project.
- Contractor shall graphically demonstrate the relationship between the Account Executive and the Project/Site Manager. Detailed attention must be placed on the authority of these officers to execute key decisions under normal, urgent, and emergency situations.
- The Account Executive and the Project/Site Manager shall be accessible to the Fulton County Contract Administrator(s) twenty-four (24) hours per day, seven days per week. Contractor must show how it intends to provide this accessibility and the required coverage. Project/Site Managers must be physically at the facilities during cleaning hours. If the assigned Project/Site Manager is out sick, on vacation, terminated, or otherwise unavailable, the Fulton County Contract Administrator must be notified immediately (within 24 hours) of who on site is in charge of operations.

TRAINING

- Contractor shall include a comprehensive janitorial training plan which includes at a minimum specific training each employee involved in this contract (including supervisory and management personnel) has already received.
- Specific training each employee involved in the contract (including supervisory and management personnel) will receive during the term of this contract. Include the frequency of any repetitive training.

- Include details of when and where such training is to be accomplished. Fulton County reserves the right to observe any such training.
- Description of how the effectiveness of the training is to be measured.
- Details of specific training each floor care technician assigned to this contract has already received and will receive equivalent to the Fulton County Custodian.

KEY CONTROL AND SECURITY PLAN

- Contractor must include a plan showing how they will handle, and control keys issued to them as well as electronic security codes made known to them under this contract. Electronic codes are confidential and may not be shared among employees, relatives, or friends. This plan should indicate who will have the responsibility for all keys and how they plan to obtain keys from personnel who are terminated. Contractor shall be responsible for all keys issued to them. The contracted Contractor will replace all lost keys and broken keys at Contractor 's expense. In the event the loss of keys requires lock replacement, the cost of replacing locks of similar security requirements will also be charged to the Contractor. In facilities with electronic alarms systems, the contracted Contractor will be responsible for paying any fines assessed for law enforcement responses to false alarms attributable to Contractor's employees. Employees must sign in and out with security in facilities where guards are in place. Security may inspect bags at any time.

PILFERAGE OF ITEMS AND VANDALISM

- Contractor must indicate how they plan to make sure that valuable items are not broken, abused, or stolen. Failure to control pilferage and vandalism can be grounds for termination of this contract. Employees must have a background check completed prior to working on County property. The cost of replacing any items stolen or broken by Contractor's employees will be charged to the Contractor and Contractor will reimburse / replace item to Fulton County within ten working days or payment will be subtracted from the next scheduled payment to the Contractor by Fulton County.

THE USE OF SUBCONTRACTORS

- Contractor shall require each subcontractor, to the extent of the work to be performed by the subcontractors, to be bound to the Contractor by the terms of the Contract Documents, and to assume toward the Contractor all the obligations and responsibilities which the Contractor, by these Documents, assumes towards the County. Said agreement shall preserve and protect the rights of the County under the Contract Documents with respect to the work to be performed by the subcontractors so that the subcontracting thereof will not prejudice such rights, and shall allow to the subcontractors, unless specifically provided otherwise in the Contract agreement, the benefit of all rights, remedies, and redress against the Contractor that the Contract, by these Documents has against the County. Wherever appropriate, the Contractor shall require each subcontractor to enter into similar agreements with their subcontractors. All employee records must be

maintained by the Contractor and Subcontractors for a minimum of 3 years and accessible to Fulton County.

The Contractor shall make available to each proposed subcontractor, prior to the execution of such entities' agreement with the Contractor, copies of the Contract to which the subcontractors will be bound and identify to the subcontractors any terms and conditions of the proposed Contract which may be at variance with the contract. Each subcontractor shall similarly make copies of such documents available to their subcontractors, who shall also be bound therein.

- **In the event that a subcontractor fails to perform as required according to the Contract, the Contractor, at the written direction of the County and such notice as is proper according to the Contract, shall direct and guarantee the removal or replacement of said subcontractors at no cost to the County. If desired by the County, the work which was to be performed by subcontractors shall then be removed from the subcontractor's work and shall be performed by Contractor working directly for the County.**

QUALITY CONTROL PLAN

- Contractor must develop a comprehensive quality control plan. This plan must assure that all facilities are maintained at all times at the level of cleanliness defined in this package. The plan may be evaluated for effectiveness by a Fulton County Maintenance Manager or Inspector prior to start date of contract and may be reevaluated and revised at any time during the life of the contract. At a minimum, the Quality Control plan shall include the following information:
 - A. Identify who will be responsible for inspecting all facilities to insure cleanliness. Said employee(s) will interact with the Fulton County Maintenance Managers, Inspection Supervisors, and Inspectors to maintain the buildings at the standard required.
 - B. The method of selecting facilities for inspection, frequency of inspections of different service requirements, and method(s) for correcting deviations from standards.
 - C. Contractor must include in the plan a suitable method for inspecting and recording infrequently performed services.
 - D. The plan should show the action(s) necessary to prevent unsatisfactory service(s) from recurring.
 - E. This plan should include a suitable way to inform the Fulton County representative of any problem areas within the facility (e.g., lights burned out, doors not locking properly, dispensers not operating properly, etc.).
 - F. Contractor must develop a checklist, key control report, quality control report, staff security sign-in sheet, training calendar, periodic schedule, completed projects calendar (See Appendices) acceptable to Fulton

County to record the inspections. Include a sample checklist as part of this bid. All checklists must be given to the Fulton County Contract Administrator at the biweekly meetings with contractor. Failure to provide the inspection checklists will result in an adverse Contractor Performance Report.

- G. Contractor must also describe what the contingency plan is for providing services in accordance with contract specifications in the event employees are sick or do not report for work as scheduled, suppliers do not meet delivery schedules, sub-Contractor fail to provide service, or other problems arise.

Failure by the contractor to implement the approved plan and pursue it diligently from the commencement of the contract may be considered grounds for default.

DEFICIENCY REPORTING

- If a cleaning-related deficiency is noted by the County, the Building Maintenance Manager for the affected facility will notify the Contractor's Project Manager immediately by telephone and follow up in writing (the written document is hereafter referred to as a "Deficiency Notice"). The Maintenance Manager will stipulate in the Deficiency Notice the time period allowed for the Contractor to correct the deficiency.
- The Contractor's Project Manager shall provide a written response to the Maintenance Manager no later than the end of the correction time period stipulated in the Deficiency Notice – giving the status of the Contractor's actions to correct the deficiency. This response is to include what steps were taken to correct the specific deficiency and what procedure(s) have been put in place to prevent occurrence of similar problems. All such deficiency reports and their responses shall be discussed at the next regular meeting of the County's Building Services Manager/Supervisor along with the Contractor's Project Manager to ensure that they have been completely resolved. Failure to submit written responses may result in an adverse Contractor Performance Report.
- When a deficiency in a "periodic service" will not be corrected within the time period stipulated by the Building Service Supervisor, the Contractor must, within two working days, correct the deficiency. The Building Services Supervisor will determine if this is acceptable, make the appropriate notation on the Deficiency Notice and ensure the Contractor receives that information promptly.
 1. If deemed an acceptable corrective action and/or time frame by the Building Services Supervisor, the Contractor shall submit a report when the corrective action has been completed.
 2. If the Building Services Supervisor determines this response is unacceptable, the Building Services Supervisor shall notify the County's Contract Administrator in writing. The Contract Administrator shall follow the steps in this bid document relating to non-performance.

- The Contractor will be allowed to redo a service upon notification. However, Fulton County reserves the right to consider any required repeat service as a failure to perform. The Fulton County Contract Administrator will determine when the level of service has progressed to an unsatisfactory level. Failure to meet any or all of the requirements may result in a deduction of one percent (1%) of Contractor' monthly Invoice.

NON-PERFORMANCE

- If a deficiency is not properly addressed within the correction period given or if the same problem recurs, County will withhold a portion of the payment.
- Any decision to invoke the penalties delineated in this section will be made solely by the Building Services Manager or the Deputy Director of the Department of Real Estate and Asset Management of Fulton County or a designated representative thereof.
- No monies, exceeding \$1,000.00, will be withheld without prior written notification to the Contractor by the Building Services Manager or the Deputy Director of the Department of Real Estate and Asset Management of Fulton County.
- Contractor will be notified in writing of the intent by Fulton County to invoke a penalty. The bidder has three (3) working days to respond in writing to the notification and provide an explanation of what has been accomplished to preclude the problem from recurring. Failure to respond to the written notification can be grounds for termination of the contract. The written response must include verification and documentation of the Contractor's adherence to the QC Plan and will be subject to evaluation and modification by Department of Real and Asset Management to meet the County's needs.

PENALTIES FOR NON-PERFORMANCE

- The amount of any monies withheld will be based on the square footage of the portion of the facility which was not properly cleaned. Any area which has not been properly cleaned (even if it was partially cleaned) will be considered to be "not properly cleaned".
- If more than one area being serviced by Contractor has not been properly cleaned, the square footage of all such areas shall be added together to determine the total square footage which has not been properly cleaned.
- The amount withheld shall be calculated daily beginning the day after the stipulated correction date.
- The amount withheld shall be the "cost per cleanable square foot per day" times the number of square feet affected by the deficiency times the number of days the deficiency continues to exist. The amount withheld shall be cumulative.
- Calculation of amount to be withheld shall continue until County's Contract Administrator certifies in writing that deficiency has been cured or until

Contractor's Bonding Company has been notified to take appropriate action under the terms and conditions of the Contractor's Performance Bond.

- These factors will be recalculated for renewal years if bid price is different.
- Back charges---Corrective Actions by County or its' Designated Representative.

If, under the provisions of this Contract, Contractor is notified by Building Services Supervisor/County Representative to correct defective or nonconforming work, and Contractor states or by its actions indicates that it is unable or unwilling to proceed with corrective action in a reasonable time, Building Services Supervisor/County Representative may, upon written notice, proceed to accomplish the redesign, repair, rework or replacement of nonconforming work by the most expeditious means available and back charge Contractor for the costs incurred. Furthermore, if Building Services Supervisor/County Representative agrees to or is required to perform work for Contractor, such as cleanup, off-loading or completion of incomplete work, Building Services Supervisor/County Representative may, upon written notice, perform such work by the most expeditious means available and back charge Contractor for the costs incurred.

The cost of back charge work shall include: (1) Incurred labor costs including all payroll additives; (2) incurred net delivered material costs; (3) incurred lower-tier supplier and subcontractors costs directly related to performing the corrective action; (4) equipment and tool rentals at prevailing rates in the Jobsite area; and a factor of thirty-five percent (35%) applied to the total of items 1 through 4 mentioned above for overhead, supervision, and administrative costs.

- If a day porter fails to show for all or part of a scheduled assignment, a deduction will be made at the hourly rate. If a County Employee/County Representative is utilized in their absence, then a deduction of their pay rate shall be made for appropriate back charges.
- Contractor's failure to properly perform "Daily" tasks will be penalized by withholding the appropriate amount of money from the relevant invoice along with the appropriate back charges. Contractor's failure to perform a "Periodic" task (weekly, monthly, quarterly, etc.) will result in a written warning, with a deduction made if the service is not satisfactorily made good along with the appropriate back charges, if any.
- The safety and welfare of our citizens and the security of all facilities is a top priority throughout Fulton County. Therefore, it is essential that all contracted personnel receive a GCIC and be issued a temporary Fulton County ID Badge before working in any County Facility. The badge shall be worn in a clearly visible manner at all times when working in County facilities. If a contracted employee, who has been issued a Fulton County ID, is found to not have the ID in their possession while working at a County facility or bring relatives/unauthorized personnel in any County Facility to assist or accompany them during their work, the following penalties will apply. They are as follows:

First Occurrence- Written warning; temporary removal from the building until the proper ID is retrieved, removal of unauthorized personnel, and \$25 fine assessed to the Contractor.

Second Occurrence- Written warning to Contractor requesting that the offender is not allowed to work on Fulton County property and \$50 fine assessed to the Contractor. Also, County may exercise its option to offer the affected facility(s) to the next lowest bidder if it is considered to be in the best interest and safety of the County.

REMOVAL FOR CAUSE

- If Contractor through any cause shall fail to perform the Janitorial Services as specified in the Bid Documents in a satisfactory, timely and proper manner or in the event that any of the provisions or stipulations of this agreement are violated by Contractor, the County shall thereupon have the right to immediately terminate this agreement by written notice to Contractor. Said written notice will be sent via certified mail to Contractor at the last address given to the County by Contractor. Notification is considered complete upon mailing, via certified mail, by County. If the Contract is terminated by the County, Contractor will be compensated for the work satisfactorily performed up to and including the termination date.
- Any decision to invoke the penalties delineated in this section will be made solely by the Director/Deputy Director of the Department of Real Estate and Asset Management of Fulton County, and may be based upon recommendations from the Building Services Manager and Building Services Supervisors.
- The County reserves the rights to contact Contractor's bonding company to have them take appropriate action under the terms and conditions of the Contractor's performance bond.
- In the event contract is terminated due to breach of this agreement, the County retains all rights to compensation from Contractor for any and all losses resulting from that breach of contract, to include back charges plus punitive damages.

SERVICE REQUIREMENTS

The following is a general description of the personnel, services, materials, equipment, and utilities, as well as the standards the County expects from the successful bidder. Contractor must show that they are capable of delivering services equal to or better than these minimum service levels. While the County has made every effort to cover all the requirements in the Cleaning Schedule, we cannot guarantee that all elements have been specified. In cases where this has not been done, BOMA standards will prevail.

1. CONTRACTOR'S QUALIFICATIONS

- a. Contractors shall have a minimum of three (3) years demonstrable experience providing janitorial service for facilities of comparable usage and size.

- b. Contractors shall provide a list of contracts held over a period of not less than three years, and at least one reference must be less than three (3) years old, showing that the Contractors has recently performed this type and scope of work in facilities of similar size, type, and geographical dispersion.
- c. The listing must include:
 1. The work performed, (indicate if being done as prime- or sub-contractor), number of facilities, total square footage for all facilities, highest and lowest square footage per unit within the group of facilities, length of contract, contract administrator, and telephone number.
 2. Names, addresses, and phone numbers of at least three (3) individuals who can verify the bidder's ability to perform work of this type and scope.
 3. At least one reference must be less than three (3) years old, showing that the bidder has recently performed this type and scope of work in facilities of similar size, type, and geographical dispersion.

	Reference 1	Reference 2	Reference 3	Reference 4	Reference 5
Name of Contact					
Contract Term from when to when					
Prime or Subcontractors					
Total Square Feet Cleaned					
Contract Administrator					
Telephone Number					
Email Address					

4. Membership in any professional cleaning and/or certifying organization.
5. Training and professional certification of key individuals who will be involved in the Fulton County contract.

2. **PERSONNEL:**

A. Employees:

1. Contractor shall have in its employ at all times a sufficient number of capable and qualified contract and subcontract employees to enable it to properly, adequately, safely and economically operate, maintain, and account for the facility. If at any time it is deemed that the Contractor does not have the appropriate amount of employees employed in accordance with established BOMA standards to adequately provide the proper cleaning services to meet contractual specifications, (County has provided , in writing, the expected total of employees and/ or hours required to adequately clean the facilities and meet Fulton County standards), the County, or it's designated representative, can demand that the proper amount of personnel be assigned to each Facility to obtain the proper cleaning required by the Contract. Failure by the Contractor to continue to meet the required total of employees can be grounds for termination of the contract. All matters pertaining to the employment, with the exception of the items mentioned above, supervision, compensation, promotion, and discharge of such employees are the responsibility of the Contractor. County will not intervene in any internal disputes between Contractor and employee or Contractor and Vendor. Contractor's employees and vendors are not employees of the County and have no recourse from the County. The County may require dismissal from work any employee who is identified as a potential threat to the facility and its population. Each employee shall be a citizen of the United States or an alien who has been lawfully admitted for permanent residence as evidenced by Alien Registration Receipt Card Form I-151.
2. **Safety Training and Education** – Contractor is required to instruct each employee in the recognition and avoidance of unsafe conditions and the regulations applicable to their work environment to control or eliminate any hazards or other exposure to illness or injury. Employees required to handle or to use poisons, caustics, and other harmful substances shall be instructed regarding their safe handling and use, and be made aware of the potential hazards, personal hygiene, and personal protective measures required as conditions warrant throughout the life of the contract. Contractor will maintain MSDS at each location. Contractor will ensure that employees are trained on the building evacuation plan.

A formal training plan utilizing OSHA standards must be written and forwarded to the Contract Administrator. Written verification of past and future training sessions must also be submitted. The Contract Administrator must be notified of training in advance and may attend training sessions.

3. **Incident Reporting** – All incidents including, but not limited to, those resulting in treatment of an injury at a medical facility, response to the site by emergency medical personnel, or damage to property other than that of the Contractor shall be reported to the Contract Administrator by telephone within twenty-four (24) hours of the occurrence. A copy of each incident report which the Contractor (or subcontractors at any level) submits to their insurance carriers in regard to incidents and accidents occurring in relation to this contract shall be forwarded to the Contract Administrator as soon as possible, but in no event later than seven (7)

calendar days after the incident or accident occurred. Report of injury must be documented in accordance with OSHA standards, and a copy of the OSHA form 400 shall be immediately forwarded to the Contract Administrator.

4. **Protection** – The Contractor shall take all necessary precautions to prevent injury to the public, building occupants, or damage to property of others. For the purposes of this contract, the public or building occupants shall include all persons not employed by the Contractor or any subcontractors at any level working under this contract.

B. Supervision:

The Contractor will ensure that all work required by this contract is satisfactorily supervised, either by personal action, project manager, on-site supervisors, or a combination of these alternatives. The Contractor shall provide sufficient on-site supervision as is essential to carry out all the terms and conditions of this contract. The supervisor(s) shall be available at all times while contract work is in progress to receive notices, reports, or requests from either the County or the designated County Representative. If proper supervision is not available, due to unforeseen acts or circumstances beyond contractor's control, the assigned employee(s) must be fully conversant in English. **Supervisory employees must be fully conversant in English.**

3. MATERIALS, SUPPLIES, EQUIPMENT & UTILITIES:

A. Furnished by the County

1. Electrical power at existing outlets for the contractor to operate equipment necessary in the conduct of its work.
2. Hot and cold water as necessary,
3. Space within the building commensurate with the contractor's personnel complement and operational requirements including locker rooms if available, storage space, and janitor's closets, where available.

B. Furnished by the Contractor

1. The Contractor shall furnish all supplies, materials, equipment, and employee training necessary for the performance of the work of this contract unless otherwise specified herein, and all substances must be used in accordance with manufacturer's recommendations. Once supplies are installed, they become the property of Fulton County. These supplies and materials shall be of a quality and type customarily utilized by other contractor engaged in the profession of providing janitorial services. No later than five days prior to the contract starting date, the contractor shall submit a list giving the name of the manufacturer, the brand name, and intended use of each

of the materials that he proposes to use in the performance of the work. The Contract Administrator must approve the contractor's listing of supplies and materials prior to their use. The use of caustic or acid-based cleansers will not be approved. Materials or supplies shall not be used in performance under this contract (or placed or stored on County property) until the applicable Material Safety Data Sheets (MSDS) for all hazardous materials (products containing CAUTION or WARNING labels) have been furnished to the Contract Administrator. The Contractor shall use recycled products to the greatest extent possible.

Mandatory Chemicals

- High phenol coefficient germicidal cleaner
- Degreaser / germicidal disinfectant
- Sanitizers
- Furniture Polish
- Germicides
- Graffiti Remover
- All Purpose Cleaners
- Gum Remover
- Glass Cleaners
- Carpet Cleaner
- Fabric Cleaners
- Pool Surface Cleaner
- Deodorizers
- Hard Floor Cleaner
- Hard Floor Finisher
- Hard Floor Stripper
- **COVID-19 Fighting Products**

2. The Contractor shall not use any material which the contracting officer's representative determines would be unsuitable for the purpose or harmful to the surfaces to which applied. Costs for correcting damage caused by misused materials will be borne by the Contractor.
3. Any material being used which is not achieving desired results will be replaced with a more effective product.
4. All necessary cleaning equipment including power driven floor scrubbing machines, waxing, and polishing machines, industrial type vacuum cleaners, and all necessary motor trucks, etc., needed for the performance of the work of this contract shall be furnished by the contractor. Such equipment shall be of the size and type customarily used for work of this kind and shall meet the approval of the contracting officer's representative. Defective equipment shall be repaired or replaced within 72 hours. Propane driven equipment is banned.
5. All contracted personnel must be issued a temporary Fulton County ID Badge before working in any County Facility. The badge shall be worn in a clearly visible manner at all times when working in County facilities.

Penalties for Non-Performance describes in detail the actions that will apply for non-compliance.

4. SERVICES REQUIRED

A. Restroom Cleaning:

1. Restrooms are considered clean when all areas are clean and free of dirt, water streaks, mop marks and strings, gum, grease and tar. All porcelain, chrome, brass and metal fixtures must be clean and free of dust, spots, stains, rust, mold, encrustation and excess moisture.
2. **Restroom cleaning shall include:** sweeping, scrubbing and wet mopping all floors, cleaning all fixtures including metal, porcelain, brass and chrome surfaces, water closets, urinals, shelves, washbasins, shower stalls, mirrors, waste receptacles, dispensers and wall surfaces with germicidal, veridical, and bactericidal cleansers. Machine scrub all restroom floors using a material suitable for floor type. All grout and baseboards should be free from dirt and grime. Walls around and under sinks and toilets must be scrubbed and disinfected. Floors shall be free of strays and skipped areas. Walls, baseboards, and other surfaces shall not be streaked or marred and must be free of stains. All cleaning is to be done with a substance suitable for cleaning and disinfecting all surfaces. All waste receptacles must be emptied, cleaned (washed or wiped as necessary) and disinfected. New bags must be provided and inserted. All graffiti shall be removed where possible. Any repair costs associated with any damages to the surface material must be borne by the Contractor.
3. **Restocking:** Restroom cleaning shall also include restocking and supplying paper towels, soap, toilet paper, seat covers, urinal screens and deodorant blocks, and feminine hygiene products. All rolls and dispensers must be filled, and trash receptacle must be emptied and supplied with new bags. Open paper products will not be set on backs of toilets, sinks, or trash cans or broken fixtures.
4. **Restroom cleaning must be provided as many times as necessary daily to maintain cleanliness.**

B. Floors—Light furniture (other than desks, file cabinets, etc.) shall be moved and replaced.

1. **Sweeping:** Sweeping shall include removing all trash, dirt, cigarette butts, gum and foreign matter from all interior floor surfaces, garage areas, porches, loading and unloading ramps, interior and exterior walkways, stairwells, and courtyards. None of the above items shall be left in corners, behind radiators, under furniture or behind doors.
2. **Damp Mopping:** Damp mop all floors suitable for mopping. Damp mopping shall include removing all streaks, scuff marks, mop strands and marks, from all floors and baseboards utilizing a material and method

suitable for the type of floor cleaned. All surfaces must be free from splash marks. The finished area must have a uniform appearance. All floor drains must be cleaned, and traps filled with disinfectant to prevent sewer odor. Water used to mop must be fresh and changed after cleaning restrooms. Used water must be disposed of in an appropriate janitorial sink.

3. **Scrubbing and Re-coating Floors:** Remove several layers of wax and dirt using a material and method suitable for the floor type. The floor finish shall be uniform in appearance and all corners, edges and baseboards shall be free of debris and dirt.
4. **Stripping Floors:** Remove existing wax with a material suitable for floor type. All old wax shall be removed and there shall be no buildup in corners or crevices. The floors shall be uniform in appearance and not have any buildup of wax in any areas. There shall be no evidence of gum, rust, burns, scuffs or marks.
5. **Floor Finishing:** Floors shall be free of streaks and skipped areas. Walls, baseboards and other surfaces shall not be streaked or marred and must be free of stains. All floors must be evenly coated, and the appearance must be consistent in all areas.
6. **Burnishing:** Burnish all floors with equipment and chemicals suitable for the floor type. After burnishing, floors shall have a uniform luster and shall be free of streaks and mop strand marks. Walls, baseboards, and other surfaces shall not be streaked or marred and must be free of stains. All floors must be evenly burnished, and the appearance must be consistent in all areas. The use of propane burnishing equipment is prohibited.
7. **Vacuuming:** Vacuum all carpet, interior and exterior rugs, and walk-off mats. Carpets and rugs shall be clean and free from dust balls, dirt, and other debris. Nap on carpet and rugs shall lie in one direction when vacuuming is completed. Light furniture (other than desks, file cabinets, etc.) shall be moved and replaced. A crevice tool will be used where needed. No build-up of dust or debris around furniture or in corners is acceptable.
8. **Carpet Cleaning and Rug Extracting:** Vacuum all carpets and rugs prior to extraction utilizing a method suitable for the type of carpet or rug; remove all soil, spots, smears, and stains and spillages. After extracting, carpet or rugs must be thoroughly clean, present a uniform appearance and not result in excessive fuzziness from the extract process. Dry cleaning methods should be employed whenever appropriate.
9. **Spot Cleaning of Carpet:** Remove any evidence of excessive buildup of dirt, spillages, spots, smears, and stains. After removal, carpet shall show no visible signs of discoloration or fuzzing from harsh rubbings. Cleaned areas must blend with the adjacent carpeted areas.

10. **Stripping and Refinishing Hardwood/Laminate Floors:** Remove all floor finish material from wood floors. Apply a material suitable for floor type in accordance with manufacturer's instruction, or after instruction from Fulton County manager. Floor area must be evenly coated and provide a uniform appearance and luster. New finish should not show any stains or spots.
11. **Cleaning and Sealing Cement Floors:** As necessary, remove all existing floor finish material from cement floors. Apply anti-skid sealant suitable for cement floors. Buff if necessary, to a high gloss appearance. Floor area must be evenly coated and provide a uniform appearance and luster. New finish should not show any stains or spots.

C. General Cleaning

1. **Spot Cleaning and Damp Wiping of Surfaces:** Spot cleaning/damp wiping shall include the removal of all fingerprints, smudges, marks, or spots from surfaces with a cleaner suitable for disinfecting. This shall include doors, door frames, window frames, windowsills, walls and metal partitions, public telephone booths and guard stands. Damp wipe and clean marble wall surfaces and stone wainscoting. Spot cleaning/damp wiping will be considered clean when all areas are free of fingerprints, hand marks, smudges, dust, dirt and spots. All areas cleaned must not show any indication of discoloration or fading.
2. **Low Dusting:** Dust all surfaces within 70 inches of the floor. This shall include but is not limited to desks, bookcases, pictures, rails, wainscoting, window ledges, chair rungs, table legs and other furniture. There shall be no dust streaks in corners or crevices, on molding or ledges. There shall be no oils, spots or smudges or spider webs left on dusted surfaces.
3. **High Dusting:** Dust all surfaces above 70 inches. This shall include all items not covered in the paragraph on low dusting to include light fixtures. Dust tops of high bookcases, wall shelving, cabinets, vending machines, air conditioning and heating vents, ceiling molding, exposed pipes, and any other items as required. There shall be no dust streaks in corners or crevices, on molding or ledges. There shall be no oils, spots or smudges or spider webs left on dusted surfaces.
4. **Cleaning and Polishing Wood Surfaces:** Using a substance suitable for cleaning wood surfaces, clean and polish all paneling, wood baseboards, wainscoting, desks, chairs, picture frames and any other items requiring this treatment. Wood must have a uniform appearance without excessive oil residue, streaking and spots.
5. **Cleaning Drinking Fountains:** The porcelain or stainless-steel surface shall be free of dust, spots, stains, streaks, mold and mildew. The surface shall appear to be bright and have a uniform appearance. All fountains must be kept free of trash, ink, coffee grounds and other foreign material. Supply and replenish paper cups where dispensers are provided. Wipe down all surfaces with a disinfectant.

6. **Metal Cleaning and Polishing:** Polish all chrome, brass, and metal items with a non-acidic, non-abrasive cleanser. Cleaning shall include all brass rails and fixtures, metal thresholds, plant urns and door fixtures. Metal surfaces should be free of smears, stains, finger, and handprints. All surfaces should be bright and uniform in luster. Thresholds must be free of all soil, dirt, grease, and grime.
7. **Glass Cleaning:** Clean all interior and exterior glass to include doors, mirrors, and glass desktops. No window cleaning will be performed under this item. Glass shall be clean and free of dirt, dust, streaks, watermarks, spots, and grime.
8. **Window Cleaning:** All ground-level interior and exterior windows will be cleaned by contractor on a quarterly basis. Additionally, all entrance (interior and exterior) glass doors and windows at floor level will be cleaned daily. All interior and exterior glass, sills and frames shall be clean and free of dirt, dust, streaks, watermarks, spots, and grime. Windows shall not appear cloudy.
9. **Cleaning and Dusting Venetian Blinds, Mini-Blinds and Drapes:** Clean all Venetian blinds and drapery. Defective items must be reported to the Contract Administrator for replacement. All items removed for cleaning must be replaced within 48 hours of removal. Dust or vacuum drapes. Drapes and blinds must be free of dirt, dust, and grime.

D. Waste Removal (As many times as necessary)

1. **Trash Removal:** Empty all trash and waste receptacles in offices, courtyards, entryways, and docks, and remove to designated areas. Wash and steam clean all receptacles used in the collection of food remnants. Containers used for collection of trash must be made of a non-combustible or flame-resistant substance. All containers used for collection must be cleaned inside and outside daily. Provide plastic liners for waste receptacles and change daily and as many times necessary. Trash removal is considered to be satisfactory when no dirt, grime or residue remains on the inner or outer surface of the receptacles.
2. **Recycling Program:** The Contractor will work with Fulton County to assure that the recycling goals are met. This will include checking recycling bins to assure that correct items are placed in each bin, separating recyclable items from normal trash and emptying recycling bins when required by the Contract Administrator. Cardboard boxes shall be flattened by the Contractor and taken to a designated area on a daily basis. The plan should include how the respondent will train employees on handling recyclable materials.

E. Exterior Cleaning

1. Empty all trash and waste receptacles in courtyards, entryways, and docks and remove to designated areas on a daily basis. Wash and

steam clean all receptacles used in the collection of food remnants on a quarterly basis and away from food handling areas. Containers used for collection of trash must be made of non-combustible or flame-resistant substance. All containers used for collection must be cleaned inside and outside daily. Provide plastic liners for waste receptacles and change daily. Trash removal is considered to be satisfactory when no dirt, grim, or residue remains on the inner or outer surface of the receptacles.

2. Emptying and Cleaning Ashtrays and Urns:

Empty and clean all ashtrays and urns in entryways, lobbies, and corridors. Cigarette butts, matches and other discarded material must be removed from all receptacles and the receptacles cleaned. Clean receptacles will be free of dirt, dust, ashes, tar, streaks, and nicotine stains. Replace sand in receptacles where required.

F. Break Room Cleaning:

Empty all trash and waste receptacles in break room. Replace all waste can liners. Clean counter tops, sinks, pipe fittings, tabletops, chairs, exterior of refrigerator, microwave oven, and cupboards. Clean sofas and couches with a suitable chemical. Vacuum carpet and/or dust and mop floor. Shampoo carpet and/or strip, wax and refinish floor. Clean all doors, vents, light fixtures with appropriate chemical. Clean windowsills and walls, giving particular attention to walls around trash receptacles. Remove all cobwebs. Refill soap and paper towel dispensers (As necessary).

G. Special Areas

1. **Pressure Washing, Cleaning and Sealing Garage Area, Stage Area, Orchestra Pit, Amphitheater Seating Area and Loading Dock:** Utilizing a high-pressure washer or other appropriate equipment, scrub floors with a material suitable for cleaning. Aforementioned areas floors should appear clean and free of dirt, water streaks, mop marks and strings, gum, grease, tar and oil spots. Remove excess water from all floor/paved surfaces. These areas will be cleaned as necessary.
2. **Elevator Cleaning:** Clean all interior and exterior surfaces of elevators including doors and floor tracks. Clean all metal surfaces in accordance with the standard for metal cleaning. Work shall include but is not limited to vacuuming and shampooing of carpet, sweeping, and mopping floors, stripping floors and buffing as required. All elevators should be free of trash and debris and stains. Floors must present a uniform appearance in accordance with the standards listed above.
3. **Cleaning Storage Space and Mop Closets:** All storage and mop closets must be kept clean at all times. Storage spaces cannot be utilized for storing trash. All areas must be clean and free of spills, spots, stains, and offensive odors. All janitorial equipment must be neatly arranged. Closets will not be utilized as a storage area for flammable materials. All

containers used to store cleaning materials must be labeled in accordance with OSHA standards.

4. **Fitness Center Cleaning:** The Fitness Center is considered clean when all areas are clean and free of dust, spots, stains, rust, mold, encrustation, and excess moisture. Fitness Center cleaning includes vacuuming, sweeping, scrubbing and wet mopping all floors, cleaning all fixtures, including metal, porcelain, brass and chrome surfaces, water closets, urinals, shelves, wash basins, shower stalls, mirrors, and waste receptacles. All cleaning is to be done with a substance suitable for cleaning and disinfecting the surfaces. Fitness Center cleaning will also include emptying and cleaning waste receptacles and replacing trash liners, cleaning graffiti from all surfaces, and filling all dispensers with soap and paper supplies.
5. **Pool Deck Cleaning:** Pool Deck is considered clean when all areas are clean and free of dirt, mold, and mildew. All surfaces must be thoroughly cleaned and free from encrustation and excess water. All seats and cushions must be cleaned thoroughly and be free from mold and mildew. Pool deck cleaning will also include emptying and cleaning all trash receptacles, inserting new liners, wiping all reflectors and light panels, and cleaning all dressing rooms thoroughly. Return all bath towels and wash cloths to designated area. Periodic pressure washing must be done with chemicals prescribed and provided by Fulton County and/ or its designated representative.
6. **Medical Area Cleaning:** Contractor must wear gloves at all times while working within the medical area. At no time is the contractor to handle Medical Hazardous Waste. This waste must be handled by a separate medical waste management contractor through the site manager. All cleaning is to be done with a substance/germicide/disinfectant suitable for killing germs and disinfecting and must be cleaned in accordance with established medical standards. All staff cleaning medical areas must be trained in proper use of Personal Protective Equipment and procedures associated with handling hazardous materials.
7. **Beauty Salon:** The Beauty Salon is considered clean when all areas are clean and free of dusts, spots, stains, rust, mold, encrustation, and excess moisture. Beauty Salon cleaning includes vacuuming, sweeping, scrubbing, and wet mopping all floors, cleaning all fixtures, including metal, porcelain, brass and chrome surfaces, water closets, shelves, wash basins and mirrors. All cleaning is to be done with a substance suitable for cleaning and disinfecting the surfaces. Beauty Salon cleaning will also include emptying and cleaning waste receptacles and replacing trash liners, cleaning graffiti from all surfaces, and filling all dispensers with soap and paper supplies.
8. **Kitchen Cleaning—Offices & Restrooms:** Clean all Kitchen Offices and Restrooms in accordance with existing standards described in the bid document.

CLEANING SCHEDULE

Table A - General Cleaning Services to be Performed		Frequency of Service
1	Empty waste baskets and other trash receptacles, taking contents to designated area.	Daily
2	Clean waste receptacles and replace liners.	Daily
3	Remove refuse from sand urns and clean outside of containers.	Daily
4	Dust office furniture and damp wipe or polish all desktops where papers are cleared.	3 x Weekly
5	Dust window sills and all other surfaces up to 70" high	3 x Weekly
6	Clean all janitorial closets.	Weekly
7	Remove dirt and streaks from all surfaces (including glass doors, door frames, walls, threshold plates, brass, windows, partitions, and light switches) up to 70" high.	Daily
8	Dust all surfaces between 70" and 144" high.	Weekly
9	Remove dirt and streaks from all surfaces between 70" and 144" high.	Weekly
10	Dust Venetian blinds.	Weekly
11	Remove debris & dust top of vending machines	Weekly
12	Moves recycle paper in wheeled containers to designated area (and returns empty containers to normal locations).	As Necessary
13	Vacuum upholstered furniture	Monthly
14	Clean Venetian blinds.	2 x Year

Table B - Lavatory, Locker Room and Bathroom Cleaning Services to be Performed		Frequency of Service
1	Empty waste baskets and all other trash receptacles, including sanitary napkin dispensers.	Daily
2	Clean waste receptacles/replace waste basket liners.	Daily
3	Completely clean areas immediately around toilets and urinals. Clean, disinfect & deodorize all fixtures using high phenol coefficient germicidal cleaner (including showers).	Daily
4	Damp clean or polish and refill all dispensers.	Daily
5	Sweep and mop all floors using high phenol coefficient germicidal cleaner (including showers).	Daily
6	Clean & polish mirrors, bright work and enamel surfaces.	Daily

7	Clean walls and stall partitions (including showers).	Daily
8	Clean all baseboard and floor drain plates.	2 x per Month
9	Machine scrub all floors (including showers). Lift all mats and waffle mats inside and outside showers. Clean bottom of mats and floor under mats using high phenol coefficient germicidal cleaner.	Weekly
10	Vacuum all vents.	Quarterly
11	Clean and dust P-traps.	2 x per Year

Table C - Stairwell Cleaning Services to be Performed		Frequency of Service
1	Sweep stairwells for all facilities	3 x Week
2	Mop stairwells at all facilities.	Weekly

Table D - Floor Care Services to be Performed		Frequency of Service
1	Vacuum all carpeted areas including edges, corners, rugs and all floor matting.	2 x Week
2	Sweep and/or dust mop all non-carpeted areas.	2 x Week
3	Mop spillages in all non-carpeted areas.	Daily
4	Mop all non-carpeted areas	Daily
5	Spot clean all carpeted areas.	Daily
6	Maintain all hard floor surfaces by means of burnishing; using an approved, non-injurious cleaning solutions as well as an UL-approved floor finish that provides a high degree of slip resistance.	2 x Weekly
7	Strip and refinish all hard flooring.	2 x Yearly
8	Scrub and re-coat all floors.	2 x Monthly
9	Shampoo and extract all carpeting	3 x Year

Table E - Window Cleaning Services to Be Performed		Frequency of Service
1	Clean all interior windowsills and surfaces up to 70".	3 x Week
2	Clean all entrance glass doors and windows, interior and exterior surfaces	Daily
3	Clean all other interior and exterior glass doors and windows.	Quarterly

Table F - Exterior Cleaning To Be Performed		Frequency of Service
1	Empty all trash receptacles	Daily
2	Clean interior and exterior of trash receptacles and change liners	Daily
3	Police and remove all debris and trash from entry ways, exterior grounds, parking lots and landscape areas.	Daily

Table G – Medical/Dental Office Cleaning Services to be Performed		Frequency of Service
1	Empty wastebaskets and other trash receptacles, taking contents to designated area.	Daily
2	Clean all waste receptacles and replace liners	Daily
3	Dust office furniture and damp wipe or polish all desktops where papers are cleared.	3 x Week
4	Dust windowsills and other surfaces up to 70"	3 x Week
5	Remove dirt and streaks from doors, doorframes, walls, threshold plates, windows, partitions, brass and light switches.	Daily
6	Dust Venetian blinds	Weekly
7	Vacuum all carpets including edges, corners, rugs and all floor coverings.	3 x Week
8	Vacuum upholstered furniture.	Monthly
9	Clean all light fixtures and vents.	Monthly
10	Clean Venetian blinds.	2 x Year

Table H – Pool Deck Cleaning Services to be Performed		Frequency of Service
1	Clean deck around pool with a suitable germicidal disinfectant.	Daily
2	Clean all seats and cushions with mold and mildew disinfectant and cleaner	Daily
3	Empty and clean all waste receptacles, replacing liners	Daily
4	Clean all ledges, walls, doors & glass.	Daily
5	Clean all light fixtures and vents.	Monthly
6	Scrub Pool Deck utilizing approved chemicals	Monthly

Table I – Break-Room Cleaning Services to be Performed		Frequency of Service
1	Clean exterior of recycle bins, interior and exterior of waste baskets and other trash receptacles. Replace all waste basket liners.	Daily
2	Clean sinks, countertops, dispensing machines, plumbing fixtures, and pipe fittings with suitable chemicals.	Daily
3	Clean doors with suitable chemicals.	Daily
4	Sweep/dust mop all non-carpeted areas; mop spillages	Daily
5	Vacuum and spot clean all carpeted areas.	Daily
6	Refill all soap and paper towel dispensers	Daily
7	Clean brass and chrome surfaces with suitable chemical	2 x Weekly
8	Clean exterior of microwave oven, refrigerator & cupboards	2 x Weekly
9	Clean all light fixtures and vents	Monthly

FACILITIES LIST

Fulton County reserves the right to modify this listing, or the services required, at any time before, during or after the award of this package. Any modification to the list will be accompanied by a proportionate modification of the price based on the average price per cleanable square foot as awarded under this bid. Estimated square footage is listed for each facility. Gross square footage is defined for most buildings as the outside footprint of a building times the number of floors. Cleanable square footage is calculated from the gross square footage using a factor of 0.84, assuming that sixteen percent (16%) of a building consists of areas which are not accessible for cleaning. If errors in the square footage figures shown are discovered after bid opening, pricing for the group will prevail. It is strongly suggested that Contractor verify square footage prior to submitting their bids.

GROUP G SENIOR CENTERS (South)

Building Name	Address	ZIP	Total Sq. Ft.	Total Cleanable Sq. Ft.	Less Multipurpose Kitchen
H. J. C. Bowden	2885 Church Street	30349	34,652	29,108	25,088
Camp Truitt	4320 Herschel Road	30337	5,000	4,200	
Camp Truitt 4-H Ed Ctr	4300 Herschel Drive	30337	5,000	4,200	
Palmetto	Locke St & Turner Rd	30268	10,000	8,400	
Quality Living Services	4001 Danforth Road SW	30331	30,085	25,272	
Southeast	1650 Newton Circle SE	30312	7,660	6,434	
Hapeville	Central Park Drive	30354	8,522	7,158	
New Beginnings	66 Brooks Drive	30213	13,400	11,256	

DAY PORTERS

Day porters are normally required at all Senior Centers during the hours they are open. Bid hourly rate for providing this service. Number of service hours may vary for each facility. Duties of the day porters include, but are not limited to, continually maintaining cleanliness of and restocking restrooms, emptying outside waste receptacles, policing trash around building entrances, collecting and removing trash from the building, with special attention to lobby / reception areas, glass doors, etc., and responding to emergency cleanups. The majority of cleaning duties are to be accomplished after facility normal operating hours.

END OF SECTION

Remarks or Exceptions:

EXHIBIT D

COMPENSATION

COMPENSATION

The County agrees to compensate the Consultant as follows:

County agrees to compensate Contractor for all services performed under this Agreement in an amount not to exceed \$194,646.00 (One Hundred Ninety Four Thousand Six Hundred Forty Six dollars and No Cents), which is full payment for a complete scope of work. The detailed costs are provided in the attached Bid Form.

21ITB130447C-GS
Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I)

Section 2
Bid Form

BID FORM

Submitted To: Fulton County Government

Submitted By: QCS Cleaning Inc. /DBA Quality Cleaning Services Inc.

For: **21ITB130447C-GS, Janitorial Services for Selected Fulton County Facilities
(Groups E, F, G, H & I)**

Submitted on November 8, 2021.

The undersigned, as Bidder, hereby declares that the only person or persons interested in the Bid as principal or principals is or are named herein and that no other person than herein mentioned has any interest in this Bid or in the Contract to be entered into; that this Bid is made without connection with any other person, company or parties making a Bid; and that it is in all respects fair and in good faith without collusion or fraud.

The Bidder further declares that he has examined the site of the work and informed himself fully in regard to all conditions pertaining to the place where the work is to be done; that he has examined the Drawings and Specifications for the work and contractual documents relative thereto, and has read all instructions to Bidders and General Conditions furnished prior to the openings of bids; that he has satisfied himself relative to the work to be performed.

The Bidder proposes and agrees, if this Bid is accepted, to contract with the Board of Commissioners of Fulton County, Atlanta, Georgia, in the form of contract specified, to furnish all necessary materials, equipment, machinery, tools, apparatus, means of transportation and labor necessary, and to complete the construction of the work in full and complete accordance with the shown, noted, and reasonably intended requirements of the Specifications and Contract Documents to the full and entire satisfaction of the Board of Commissioners of Fulton County, Atlanta, Georgia, with a definite understanding that no money will be allowed for extra work except as set forth in the attached General Conditions and Contract Documents for the following prices.

THE BASE BID IS THE AMOUNT UPON WHICH THE BIDDER WILL BE FORMALLY EVALUATED AND WHICH WILL BE USED TO DETERMINE THE LOWEST RESPONSIBLE BIDDER.

The base bid may not be withdrawn or modified for a period of sixty (60) days following the receipt of bids.

TOTAL BASE BID AMOUNT (Total Base Bid Amount for each Janitorial Groups E, F, G, H & I for the Original Term FY2022)

\$ 1,131,951.44

(Dollar Amount In Numbers)

One Million One Hundred Thirty One Thousand Nine Hundred Fifty One and 44/100

(Dollar Amount in Words)

21ITB130447C-GS
 Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I)

Section 2
 Bid Form

GROUP E PRICING SHEET

GROUP E – South Fulton Libraries (Original Term- 2022)

BUILDING		Sq. Ft. Cost	Monthly Cost	Term – 12 Months	Annual Cost
Adams Park					
Total Sq. Ft.	7,500				
Cleanable Sq. Ft.	6,300	\$ 1.30	\$ 682.50	12	\$ 8,190.00
Cleveland					
Total Sq. Ft.	13,000				
Cleanable Sq. Ft.	10,920	\$ 1.30	\$ 1,183.00	12	\$ 14,196.00
College Park					
Total Sq. Ft.	7,500				
Cleanable Sq. Ft.	6,300	\$ 1.30	\$ 682.50	12	\$ 8,190.00
East Point*					
Total Sq. Ft.	10,000				
Cleanable Sq. Ft.	8,400	\$ 1.30	\$ 910.00	12	\$ 10,920.00
Fairburn Branch					
Total Sq. Ft.	9,580				
Cleanable Sq. Ft.	8,047	\$ 1.30	\$ 871.75	12	\$ 10,461.00
Hapeville					
Total Sq. Ft.	5,000				
Cleanable Sq. Ft.	4,200	\$ 1.30	\$ 455.00	12	\$ 5,460.00
South Fulton*					
Total Sq. Ft.	25,300				
Cleanable Sq. Ft.	21,252	\$ 1.30	\$ 2,302.30	12	\$ 27,627.60
S. Fulton Parking Deck					
Total Sq. Ft.	50,000				
Cleanable Sq. Ft.	42,000	\$ 1.30	\$ 4,550.00	12	\$ 54,600.00
Southwest Regional*					
Total Sq. Ft.	27,270				
Cleanable Sq. Ft.	22,906	\$ 1.30	\$ 2,481.48	12	\$ 29,777.80
Washington Park					
Total Sq. Ft.	7,500				
Cleanable Sq. Ft.	6,300	\$ 1.30	\$ 682.50	12	\$ 8,190.00
West End					
Total Sq. Ft.	7,500				
Cleanable Sq. Ft.	6,300	\$ 1.30	\$ 682.50	12	\$ 8,190.00
Wolf Creek Branch*					
Total Sq. Ft.	25,000				
Cleanable Sq. Ft.	21,000	\$ 1.30	\$ 2,275.00	12	\$ 27,300.00
Palmetto Branch					
Total Sq. Ft.	10,000				
Cleanable Sq. Ft.	8,400	\$ 1.30	\$ 910.00	12	\$ 10,920.00
CONTINUATION—GROUP E PRICING SHEET—SEE NEXT PAGE					\$

21ITB130447C-GS
 Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I)

Section 2
 Bid Form

BUILDING		Sq. Ft. Cost	Monthly Cost	Term – 12 Months	Annual Cost
Metropolitan Branch*					
Total Sq. Ft.	25,000				
Cleanable Sq. Ft.	21,000	\$ 1.30	\$ 2,275.00	12	\$ 27,300.00
Southeast Atlanta					
Total Sq. Ft.	15,000				
Cleanable Sq. Ft.	12,600	\$ 1.30	\$ 1,365.00	12	\$ 16,380.00
TOTAL COST FOR JANITORIAL SERVICES					\$ 267,702.00

All libraries are open Monday thru Saturday and require nightly cleaning six days a week. Those marked with “*” are open Sunday and require nightly cleaning seven days a week.

21ITB130447C-GS
 Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I)

Section 2
 Bid Form

GROUP E PRICING SHEET

GROUP E – South Fulton Libraries (1st Renewal Term- 2023)

BUILDING		Sq. Ft. Cost	Monthly Cost	Term – 12 Months	Annual Cost
Adams Park					
Total Sq. Ft.	7,500				
Cleanable Sq. Ft.	6,300	\$ 1.30	\$ 682.50	12	\$ 8,190.00
Cleveland					
Total Sq. Ft.	13,000				
Cleanable Sq. Ft.	10,920	\$ 1.30	\$ 1,183.00	12	\$ 14,196.00
College Park					
Total Sq. Ft.	7,500				
Cleanable Sq. Ft.	6,300	\$ 1.30	\$ 682.50	12	\$ 8,190.00
East Point*					
Total Sq. Ft.	10,000				
Cleanable Sq. Ft.	8,400	\$ 1.30	\$ 910.00	12	\$ 10,920.00
Fairburn Branch					
Total Sq. Ft.	9,580				
Cleanable Sq. Ft.	8,047	\$ 1.30	\$ 871.75	12	\$ 10,461.00
Hapeville					
Total Sq. Ft.	5,000				
Cleanable Sq. Ft.	4,200	\$ 1.30	\$ 455.00	12	\$ 5,460.00
South Fulton*					
Total Sq. Ft.	25,300				
Cleanable Sq. Ft.	21,252	\$ 1.30	\$ 2,302.30	12	\$ 27,627.60
S. Fulton Parking Deck					
Total Sq. Ft.	50,000				
Cleanable Sq. Ft.	42,000	\$ 1.30	\$ 4,550.00	12	\$ 54,600.00
Southwest Regional*					
Total Sq. Ft.	27,270				
Cleanable Sq. Ft.	22,906	\$ 1.30	\$ 2,481.48	12	\$ 29,777.80
Washington Park					
Total Sq. Ft.	7,500				
Cleanable Sq. Ft.	6,300	\$ 1.30	\$ 682.50	12	\$ 8,190.00
West End					
Total Sq. Ft.	7,500				
Cleanable Sq. Ft.	6,300	\$ 1.30	\$ 682.50	12	\$ 8,190.00
Wolf Creek Branch*					
Total Sq. Ft.	25,000				
Cleanable Sq. Ft.	21,000	\$ 1.30	\$ 2,275.00	12	\$ 27,300.00
Palmetto Branch					
Total Sq. Ft.	10,000				
Cleanable Sq. Ft.	8,400	\$ 1.30	\$ 910.00	12	\$ 10,920.00
CONTINUATION—GROUP E PRICING SHEET—SEE NEXT PAGE					\$

21ITB130447C-GS
 Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I)

Section 2
 Bid Form

BUILDING		Sq. Ft. Cost	Monthly Cost	Term – 12 Months	Annual Cost
Metropolitan Branch*					
Total Sq. Ft.	25,000				
Cleanable Sq. Ft.	21,000	\$ 1.30	\$ 2,275.00	12	\$ 27,300.00
Southeast Atlanta					
Total Sq. Ft.	15,000				
Cleanable Sq. Ft.	12,600	\$ 1.30	\$ 1,365.00	12	\$ 16,380.00
TOTAL COST FOR JANITORIAL SERVICES					\$ 267,702.00

All libraries are open Monday thru Saturday and require nightly cleaning six days a week. Those marked with “*” are open Sunday and require nightly cleaning seven days a week.

21ITB130447C-GS
Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I)

Section 2
Bid Form

GROUP E PRICING SHEET

GROUP E – South Fulton Libraries (2nd Renewal Term- 2024)

BUILDING		Sq. Ft. Cost	Monthly Cost	Term – 12 Months	Annual Cost
Adams Park					
Total Sq. Ft.	7,500				
Cleanable Sq. Ft.	6,300	\$ 1.30	\$ 682.50	12	\$ 8,190.00
Cleveland					
Total Sq. Ft.	13,000				
Cleanable Sq. Ft.	10,920	\$ 1.30	\$ 1,183.00	12	\$ 14,197.00
College Park					
Total Sq. Ft.	7,500				
Cleanable Sq. Ft.	6,300	\$ 1.30	\$ 682.50	12	\$ 8,190.00
East Point*					
Total Sq. Ft.	10,000				
Cleanable Sq. Ft.	8,400	\$ 1.30	\$ 910.00	12	\$ 10,920.00
Fairburn Branch					
Total Sq. Ft.	9,580				
Cleanable Sq. Ft.	8,047	\$ 1.30	\$ 871.75	12	\$ 10,461.00
Hapeville					
Total Sq. Ft.	5,000				
Cleanable Sq. Ft.	4,200	\$ 1.30	\$ 455.00	12	\$ 5,460.00
South Fulton*					
Total Sq. Ft.	25,300				
Cleanable Sq. Ft.	21,252	\$ 1.30	\$ 2,302.30	12	\$ 27,627.60
S. Fulton Parking Deck					
Total Sq. Ft.	50,000				
Cleanable Sq. Ft.	42,000	\$ 1.30	\$ 4,550.00	12	\$ 54,600.00
Southwest Regional*					
Total Sq. Ft.	27,270				
Cleanable Sq. Ft.	22,906	\$ 1.30	\$ 2,481.48	12	\$ 29,777.80
Washington Park					
Total Sq. Ft.	7,500				
Cleanable Sq. Ft.	6,300	\$ 1.30	\$ 682.50	12	\$ 8,190.00
West End					
Total Sq. Ft.	7,500				
Cleanable Sq. Ft.	6,300	\$ 1.30	\$ 682.50	12	\$ 8,190.00
Wolf Creek Branch*					
Total Sq. Ft.	25,000				
Cleanable Sq. Ft.	21,000	\$ 1.30	\$ 2,275.00	12	\$ 27,300.00
Palmetto Branch					
Total Sq. Ft.	10,000				
Cleanable Sq. Ft.	8,400	\$ 1.30	\$ 910.00	12	\$ 10,920.00
CONTINUATION—GROUP E PRICING SHEET—SEE NEXT PAGE					\$

21ITB130447C-GS
 Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I)

Section 2
 Bid Form

BUILDING		Sq. Ft. Cost	Monthly Cost	Term – 12 Months	Annual Cost
Metropolitan Branch*					
Total Sq. Ft.	25,000				
Cleanable Sq. Ft.	21,000	\$ 1.30	\$ 2,275.00	12	\$ 27,300.00
Southeast Atlanta					
Total Sq. Ft.	15,000				
Cleanable Sq. Ft.	12,600	\$ 1.30	\$ 1,365.00	12	\$ 16,380.00
TOTAL COST FOR JANITORIAL SERVICES					\$ 267,702.00

All libraries are open Monday thru Saturday and require nightly cleaning six days a week. Those marked with “*” are open Sunday and require nightly cleaning seven days a week.

21ITB130447C-GS
Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I)

Section 2
Bid Form

GROUP F (North) PRICING SHEET

GROUP F – Other Offices North (Original Term- 2022)

BUILDING		Sq. Ft. Cost	Monthly Cost	Term – 12 Months	Annual Cost
Drug Court Training Center					
Total Sq. Ft.	18,000				
Cleanable Sq. Ft.	15,120	\$ 1.15	\$ 1,449.00	12	\$ 17,388.00
Fulton County Customer Service Center (WROC)					
Total Sq. Ft.	54,994				
Cleanable Sq. Ft.	46,195	\$ 1.15	\$ 4,427.02	12	\$ 53,124.25
TOTAL COSTS FOR JANITORIAL SERVICES					\$ 70,512.25

Core hours for this facility are 7:00 a.m. to 9:00 p.m. Monday – Friday. Drug Court Training Center will require Day Porter and night cleaning five (5) times per week and six (6) times when open on Saturday. It will require two (2) Day Porters—8 hours each (i.e. One (1) Day Porter 8am-5pm; One (1) Day Porter 12pm-9pm). Saturday operating hours are usually from 8am-1pm.

Group F – Other Offices North (Original Term- 2022) (Day Porters)

Facility Name	Daily Hours	Days Per Year	Hours Per Year	Cost Per Hour	Cost Per Year
Drug Court Training Center	16	251	4016	\$ 13.50	\$ 54,216.00
Fulton County Customer Service Center (WROC)	21	251	5271	\$ 13.50	\$ 71,158.50
Total Cost for Day Porters	37	251	9,287	\$	\$ 125,374.50

Total Cost for Group F- Other Offices North (Original Term 2021)

Total Cost for Cleanable Sq. Ft for Janitorial Services (General Cleaning)	\$ 70,512.25
Total Cost for Day Porter Services for Group F Other Offices North Day Porters	\$ 125,374.50
Total Annual Cost for Janitorial Services and Day Porters Services	\$ 195,886.75

21ITB130447C-GS
 Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I)

Section 2
 Bid Form

GROUP F (North) PRICING SHEET

GROUP F – Other Offices North (1st Renewal Term- 2023)

BUILDING		Sq. Ft. Cost	Monthly Cost	Term – 12 Months	Annual Cost
Drug Court Training Center					
Total Sq. Ft.	18,000				
Cleanable Sq. Ft.	15,120	\$ 1.15	\$ 1,449.00	12	\$ 17,388.00
Fulton County Customer Service Center (WROC)					
Total Sq. Ft.	54,994				
Cleanable Sq. Ft.	46,195	\$ 1.15	\$ 4,427.02	12	\$ 53,124.25
TOTAL COSTS FOR JANITORIAL SERVICES					\$ 70,512.25

Core hours for this facility are 7:00 a.m. to 9:00 p.m. Monday – Friday. Drug Court Training Center will require Day Porter and night cleaning five (5) times per week and six (6) times when open on Saturday. It will require two (2) Day Porters—8 hours each (i.e. One (1) Day Porter 8am-5pm; One (1) Day Porter 12pm-9pm). Saturday operating hours are usually from 8am-1pm.

Group F - Other Offices North (1st Renewal Term- 2023) (Day Porters)

Facility Name	Daily Hours	Days Per Year	Hours Per Year	Cost Per Hour	Cost Per Year
Drug Court Training Center	16	251	4016	\$ 13.50	\$ 54,216.00
Fulton County Customer Service Center (WROC)	21	251	5271	\$ 13.50	\$ 71,158.50
Total Cost for Day Porters	37	251	9,287	\$ 13.50	\$ 125,374.50

Total Cost for Group F- Other Offices North (1st Renewal Term 2023)

Total Cost for Cleanable Sq. Ft for Janitorial Services (General Cleaning)	\$ 70,512.25
Total Cost for Day Porter Services for Group F Other Offices North Day Porters	\$ 125,374.50
Total Annual Cost for Janitorial Services and Day Porters Services	\$ 195,886.75

GROUP F (North) PRICING SHEET**GROUP F – Other Offices North
(2nd Renewal Term- 2024)**

BUILDING		Sq. Ft. Cost	Monthly Cost	Term – 12 Months	Annual Cost
Drug Court Training Center					
Total Sq. Ft.	18,000				
Cleanable Sq. Ft.	15,120	\$ 1.15	\$ 1,449.00	12	\$ 17,388.00
Fulton County Customer Service Center (WROC)					
Total Sq. Ft.	54,994				
Cleanable Sq. Ft.	46,195	\$ 1.15	\$ 4,427.02	12	\$ 53,124.25
TOTAL COSTS FOR JANITORIAL SERVICES					\$ 70,512.25

Core hours for this facility are 7:00 a.m. to 9:00 p.m. Monday – Friday. Drug Court Training Center will require Day Porter and night cleaning five (5) times per week and six (6) times when open on Saturday. It will require two (2) Day Porters—8 hours each (i.e. One (1) Day Porter 8am-5pm; One (1) Day Porter 12pm-9pm). Saturday operating hours are usually from 8am-1pm.

**Group F - Other Offices North (2nd Renewal Term- 2024)
(Day Porters)**

Facility Name	Daily Hours	Days Per Year	Hours Per Year	Cost Per Hour	Cost Per Year
Drug Court Training Center	16	251	4016	\$ 13.50	\$ 54,216.00
Fulton County Customer Service Center (WROC)	21	251	5271	\$ 13.50	\$ 71,158.50
Total Cost for Day Porters	37	251	9,287	\$ 13.50	\$ 125,374.50

Total Cost for Group F- Other Offices North- (2nd Renewal Term 2024)

Total Cost for Cleanable Sq. Ft for Janitorial Services (General Cleaning)	\$ 70,512.25
Total Cost for Day Porter Services for Group F Other Offices North Day Porters	\$ 125,374.50
Total Annual Cost for Janitorial Services and Day Porters Services	\$ 195,886.75

GROUP F (South) PRICING SHEET**GROUP F – Other Offices South
(Original Term- 2022)**

BUILDING		Sq. Ft. Cost	Monthly Cost	Term – 12 Months	Annual Cost
Public Safety Training Center					
Total Sq. Ft.	30,470				
Cleanable Sq. Ft.	25,595	\$ 1.15	\$ 2,452.85	12	\$ 29,434.25
Cooperative Extension					
Total Sq. Ft.	7,280				
Cleanable Sq. Ft.	6,115	\$ 1.15	\$ 586.02	12	\$ 7,032.25
Data Processing Storage					
Total Sq. Ft.	14,964				
Cleanable Sq. Ft.	12,570	\$ 1.15	\$ 1,204.62	12	\$ 14,455.50
Fulton Clubhouse for Youth					
Total Sq. Ft.	3,204				
Cleanable Sq. Ft.	2,691	\$ 1.15	\$ 257.89	12	\$ 3,094.65
Firing Range					
Total Sq. Ft.	712				
Cleanable Sq. Ft.	598	\$ 1.15	\$ 57.30	12	\$ 687.70
Information Technology Warehouse					
Total Sq. Ft.	600				
Cleanable Sq. Ft.	500	\$ 1.15	\$ 47.91	12	\$ 575.00
Sheriff Dept. Old National					
Total Sq. Ft.	2,000				
Cleanable Sq. Ft.	1,680	\$ 1.15	\$ 161.00	12	\$ 1,932.00
Bethlehem-Birdine Senior Center					
Total Sq. Ft.	5,237				
Cleanable Sq. Ft.	4,400	\$ 1.15	\$ 421.66	12	\$ 5,060.00
TOTAL COSTS FOR JANITORIAL SERVICES					\$ 62,271.35

Core hours for these facilities are 7:00 a.m. to 5:00 p.m. Monday – Friday. Be advised, hours may vary during the year. Human Services facilities will require night cleaning five (5) times per week. Bethlehem-Birdine Senior Center will require porter and night cleaning (5) times per week. Public Safety Training Center will require porter and night cleaning five (5) times per week. Data Processing and Information Technology will require night cleaning three (3) times per week (M-W-F). Firing Range and Sheriff Dept. will require night cleaning two (2) times per week (Tue-Thur). In some instances, weekend cleaning (i.e. Fulton County Sponsored Events) may be required. Some events are seasonal and will require cleaning after each scheduled event along with contractual periodic cleaning.

21ITB130447C-GS
 Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I)

Section 2
 Bid Form

**Group F – Other Offices South (Original Term- 2022)
 (Day Porters)**

Facility Name	Daily Hours	Days Per Year	Hours Per Year	Cost Per Hour	Cost Per Year
Public Safety Training Center	8	251	2008	\$ 13.50	\$ 27,108.00
Bethlehem-Birdine Senior Center	5	251	1255	\$ 13.50	\$ 16,942.50

Total Cost for Group F- Other Offices South- (Original Term 2022)

Total Cost for Cleanable Sq. Ft for Janitorial Services (General Cleaning)	\$ 62,271.35
Total Cost for Day Porter Services for Group F Other Offices South Day Porters	\$ 44,050.50
Total Annual Cost for Janitorial Services and Day Porters Services	\$ 106,321.85

21ITB130447C-GS
 Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I)

Section 2
 Bid Form

GROUP F (South) PRICING SHEET

GROUP F – Other Offices South (1st Renewal Term- 2023)

BUILDING		Sq. Ft. Cost	Monthly Cost	Term – 12 Months	Annual Cost
Public Safety Training Center					
Total Sq. Ft.	30,470				
Cleanable Sq. Ft.	25,595	\$ 1.15	\$ 2,452.85	12	\$ 29,434.25
Cooperative Extension					
Total Sq. Ft.	7,280				
Cleanable Sq. Ft.	6,115	\$ 1.15	\$ 586.02	12	\$ 7,032.25
Data Processing Storage					
Total Sq. Ft.	14,964				
Cleanable Sq. Ft.	12,570	\$ 1.15	\$ 1,204.62	12	\$ 14,455.50
Fulton Clubhouse for Youth					
Total Sq. Ft.	3,204				
Cleanable Sq. Ft.	2,691	\$ 1.15	\$ 257.89	12	\$ 3,094.65
Firing Range					
Total Sq. Ft.	712				
Cleanable Sq. Ft.	598	\$ 1.15	\$ 57.30	12	\$ 687.70
Information Technology Warehouse					
Total Sq. Ft.	600				
Cleanable Sq. Ft.	500	\$ 1.15	\$ 47.91	12	\$ 575.00
Sheriff Dept. Old National					
Total Sq. Ft.	2,000				
Cleanable Sq. Ft.	1,680	\$ 1.15	\$ 161.00	12	\$ 1,932.00
Bethlehem-Birdine Senior Center					
Total Sq. Ft.	5,237				
Cleanable Sq. Ft.	4,400	1.15	\$ 421.66	12	\$ 5,060.00
TOTAL COSTS FOR JANITORIAL SERVICES					\$ 62,271.35

Core hours for these facilities are 7:00 a.m. to 5:00 p.m. Monday – Friday. Be advised, hours may vary during the year. Human Services facilities will require night cleaning five (5) times per week. Bethlehem-Birdine Senior Center will require porter and night cleaning (5) times per week. Public Safety Training Center will require porter and night cleaning five (5) times per week. Data Processing and Information Technology will require night cleaning three (3) times per week (M-W-F). Firing Range and Sheriff Dept. will require night cleaning two (2) times per week (Tue-Thur). In some instances, weekend cleaning (i.e. Fulton County Sponsored Events) may be required. Some events are seasonal and will require cleaning after each scheduled event along with contractual periodic cleaning.

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**Group F - Other Offices South (1st Renewal- 2023)
 (Day Porters)**

Facility Name	Daily Hours	Days Per Year	Hours Per Year	Cost Per Hour	Cost Per Year
Public Safety Training Center	8	251	2008	\$ 13.50	\$ 27,108.00
Bethlehem-Birdline Senior Center	5	251	1255	\$ 13.50	\$ 16,942.50

Total Cost for Group F- Other Offices South- (1st Renewal Term 2023)

Total Cost for Cleanable Sq. Ft for Janitorial Services (General Cleaning)	\$ 62,271.35
Total Cost for Day Porter Services for Group F Other Offices South Day Porters	\$ 44,050.50
Total Annual Cost for Janitorial Services and Day Porters Services	\$ 106,321.85

GROUP F (South) PRICING SHEET**GROUP F – Other Offices South
(2nd Renewal Term 2024)**

BUILDING		Sq. Ft. Cost	Monthly Cost	Term – 12 Months	Annual Cost
Public Safety Training Center					
Total Sq. Ft.	30,470				
Cleanable Sq. Ft.	25,595	\$ 1.15	\$ 2,452.85	12	\$ 29,434.25
Cooperative Extension					
Total Sq. Ft.	7,280				
Cleanable Sq. Ft.	6,115	\$ 1.15	\$ 586.02	12	\$ 7,032.25
Data Processing Storage					
Total Sq. Ft.	14,964				
Cleanable Sq. Ft.	12,570	\$ 1.15	\$ 1,204.62	12	\$ 14,455.50
Fulton Clubhouse for Youth					
Total Sq. Ft.	3,204				
Cleanable Sq. Ft.	2,691	\$ 1.15	\$ 257.89	12	\$ 3,094.65
Firing Range					
Total Sq. Ft.	712				
Cleanable Sq. Ft.	598	\$ 1.15	\$ 57.30	12	\$ 687.70
Information Technology Warehouse					
Total Sq. Ft.	600				
Cleanable Sq. Ft.	500	\$ 1.15	\$ 47.91	12	\$ 575.00
Sheriff Dept. Old National					
Total Sq. Ft.	2,000				
Cleanable Sq. Ft.	1,680	\$ 1.15	\$ 161.00	12	\$ 1,932.00
Bethlehem-Birdine Senior Center					
Total Sq. Ft.	5,237				
Cleanable Sq. Ft.	4,400	\$ 1.15	\$ 421.66	12	\$ 5,060.00
TOTAL COSTS FOR JANITORIAL SERVICES					\$ 62,271.35

Core hours for these facilities are 7:00 a.m. to 5:00 p.m. Monday – Friday. Be advised, hours may vary during the year. Human Services facilities will require night cleaning five (5) times per week. Bethlehem-Birdine Senior Center will require porter and night cleaning (5) times per week. Public Safety Training Center will require porter and night cleaning five (5) times per week. Data Processing and Information Technology will require night cleaning three (3) times per week (M-W-F). Firing Range and Sheriff Dept. will require night cleaning two (2) times per week (Tue-Thur). In some instances, weekend cleaning (i.e. Fulton County Sponsored Events) may be required. Some events are seasonal and will require cleaning after each scheduled event along with contractual periodic cleaning

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**Group F - Other Offices South (2nd Renewal Term- 2024)
 (Day Porters)**

Facility Name	Daily Hours	Days Per Year	Hours Per Year	Cost Per Hour	Cost Per Year
Public Safety Training Center	8	251	2008	\$ 13.50	\$ 27,108.00
Bethlehem-Birdine Senior Center	5	251	1255	\$ 13.50	\$ 16,942.50

Total Cost for Group F- Other Offices South- (2nd Renewal Term 2024)

Total Cost for Cleanable Sq. Ft for Janitorial Services (General Cleaning)	\$ 62,271.35
Total Cost for Day Porter Services for Group F Other Offices South Day Porters	\$ 44,050.50
Total Annual Cost for Janitorial Services and Day Porters Services	\$ 106,321.85

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GROUP G PRICING SHEET

Group G- South Senior Centers (Original Term- 2022)

BUILDING	Sq. Ft.	\$/Per Sq. Ft. Cost	Monthly Cost	Premium Cost Per Hour	Annual Cost
HJC Bowden					
Total Sq. Ft.	34,652				
Cleanable Sq. Ft. (Less Kitchen)	25,088	\$ 1.08	\$ 2,257.92		\$ 27,095.04
Premium Event= 100 hrs.				\$ 25.00	\$ 2,500.00
Camp Truitt					
Total Sq. Ft.	5,000				
Cleanable Sq. Ft.	4,200	\$ 1.08	\$ 378.00		\$ 4,536.00
Palmetto					
Total Sq. Ft.	10,000				
Cleanable Sq. Ft.	8,400	\$ 1.08	\$ 756.00		\$ 9,072.00
Quality Living Services					
Total Sq. Ft.	30,085				
Cleanable Sq. Ft.	25,272	\$ 1.08	\$ 2,274.48		\$ 27,293.76
Hapeville					
Total Sq. Ft.	8,522				
Cleanable Sq. Ft.	7,158	\$ 1.08	\$ 644.22		\$ 7,730.64
Camp Truitt 4-H Ed Ctr					
Total Sq. Ft.	5,000				
Cleanable Sq. Ft.	4,200	\$ 1.08	\$ 378.00		\$ 4,536.00
New Beginnings					
Total Sq. Ft.	13,400				
Cleanable Sq. Ft.	11,256	\$ 1.08	\$ 1,013.04		\$ 12,156.48
Southeast					
Total Sq. Ft.	7,660				
Cleanable Sq. Ft.	6,434	\$ 1.08	\$ 579.06		\$ 6,948.72
TOTAL COST					\$ 101,868.64

**Group G- South Senior Centers
(Original Term- 2022)
(Day Porters)**

Facility Name	Daily Hours	Days Per Year	Hours Per Year	Cost Per Hour	Cost Per Year
Bowden Senior Center	16	251	4,016	\$ 13.00	\$ 52,208.00
Camp Truitt	5	251	1,255	\$ 13.00	\$ 16,315.00
Palmetto	5	251	1,255	\$ 13.00	\$ 16,315.00
Quality Living Services	8	251	2,008	\$ 13.00	\$ 26,104.00
Hapeville	5	251	1,255	\$ 13.00	\$ 16,315.00
New Beginnings	5	251	1,255	\$ 13.00	\$ 16,315.00
Southeast	5	251	1,255	\$ 13.00	\$ 16,315.00
Total Cost Day Porters	49	251	12,299	\$ 13.00	\$ 159,887.00

DAY PORTERS

Day porters are normally required at all Senior Centers during the hours they are open. Bid hourly rate for providing this service. Number of service hours may vary for each facility. Duties of the day porters include, but are not limited to, continually maintaining cleanliness of and restocking restrooms, emptying outside waste receptacles, policing trash around building entrances, collecting and removing trash from the building, with special attention to lobby / reception areas, glass doors, etc., and responding to emergency cleanups. The majority of cleaning duties are to be accomplished after facility normal operating hours.

**Total Cost for Group G- South Senior Centers-
(Original Term- 2022)**

Total Cost for Cleanable Sq. Ft for South Senior Centers (General Cleaning)	\$ 99,368.64
Total Cost for Day Porter Services for Group G South Senior Centers	\$ 159,887.00
Total Annual Cost for Group G South Senior Centers (Includes Premium Annual Cost)	\$ 2,500.00
Total Annual Cost for Group G South Senior Centers, General Cleaning, Day Porters and Premium Event Services	\$ 261,755.64

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GROUP G PRICING SHEET

Group G- South Senior Centers (1st Renewal Term- 2023)

BUILDING	Sq. Ft.	\$/Per Sq. Ft. Cost	Monthly Cost	Premium Cost Per Hour	Annual Cost
HJC Bowden					
Total Sq. Ft.	34,652				
Cleanable Sq. Ft. (Less Kitchen)	25,088	\$ 1.08	\$ 2,257.92		\$ 27,095.04
Premium Event= 100 hrs.				\$ 25.00	\$ 2,500.00
Camp Truitt					
Total Sq. Ft.	5,000				
Cleanable Sq. Ft.	4,200	\$ 1.08	\$ 378.00		\$ 4,536.00
Palmetto					
Total Sq. Ft.	10,000				
Cleanable Sq. Ft.	8,400	\$ 1.08	\$ 756.00		\$ 9,072.00
Quality Living Services					
Total Sq. Ft.	30,085				
Cleanable Sq. Ft.	25,272	\$ 1.08	\$ 2,274.48		\$ 27,293.76
Hapeville					
Total Sq. Ft.	8,522				
Cleanable Sq. Ft.	7,158	\$ 1.08	\$ 644.22		\$ 7,730.64
Camp Truitt 4-H Ed Ctr					
Total Sq. Ft.	5,000				
Cleanable Sq. Ft.	4,200	\$ 1.08	\$ 378.00		\$ 4,536.00
New Beginnings					
Total Sq. Ft.	13,400				
Cleanable Sq. Ft.	11,256	\$ 1.08	\$ 1,013.04		\$ 12,156.48
Southeast					
Total Sq. Ft.	7,660				
Cleanable Sq. Ft.	6,434	\$ 1.08	\$ 579.06		\$ 6,948.72
TOTALCOST					\$ 101,868.64

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**Group G- South Senior Centers
 (1st Renewal-2023)
 (Day Porters)**

Facility Name	Daily Hours	Days Per Year	Hours Per Year	Cost Per Hour	Cost Per Year
Bowden Senior Center	16	251	4,016	\$ 13.00	\$ 52,208.00
Camp Truitt	5	251	1,255	\$ 13.00	\$ 16,315.00
Palmetto	5	251	1,255	\$ 13.00	\$ 16,315.00
Quality Living Services	8	251	2,008	\$ 13.00	\$ 26,104.00
Hapeville	5	251	1,255	\$ 13.00	\$ 16,315.00
New Beginnings	5	251	1,255	\$ 13.00	\$ 16,315.00
Southeast	5	251	1,255	\$ 13.00	\$ 16,315.00
Total Cost Day Porters	49	251	12,299	\$ 13.00	\$ 159,887.00

DAY PORTERS

Day porters are normally required at all Senior Centers during the hours they are open. Bid hourly rate for providing this service. Number of service hours may vary for each facility. Duties of the day porters include, but are not limited to, continually maintaining cleanliness of and restocking restrooms, emptying outside waste receptacles, policing trash around building entrances, collecting and removing trash from the building, with special attention to lobby / reception areas, glass doors, etc., and responding to emergency cleanups. The majority of cleaning duties are to be accomplished after facility normal operating hours.

**Total Cost for Group G- South Senior Centers-
 (1st Renewal- 2023)**

Total Cost for Cleanable Sq. Ft for South Senior Centers (General Cleaning)	\$ 99,368.64
Total Cost for Day Porter Services for Group G South Senior Centers	\$ 159,887.00
Total Annual Cost for Group G South Senior Centers (Includes Premium Annual Cost)	\$ 2,500.00
Total Annual Cost Group G South Senior Centers, General Cleaning, Day Porters and Premium Event Services	\$ 261,755.64

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 Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I)

Section 2
 Bid Form

GROUP G PRICING SHEET

Group G- South Senior Centers (2nd Renewal Term- 2024)

BUILDING	Sq. Ft.	\$/Per Sq. Ft. Cost	Monthly Cost	Premium Cost Per Hour	Annual Cost
HJC Bowden					
Total Sq. Ft.	34,652				
Cleanable Sq. Ft. (Less Kitchen)	25,088	\$ 1.08	\$ 2,257.92		\$ 27,095.04
Premium Event= 100 hrs.				\$ 25.00	\$ 2,500.00
Camp Truitt					
Total Sq. Ft.	5,000				
Cleanable Sq. Ft.	4,200	\$ 1.08	\$ 378.00		\$ 4,536.00
Palmetto					
Total Sq. Ft.	10,000				
Cleanable Sq. Ft.	8,400	\$ 1.08	\$ 756.00		\$ 9,072.00
Quality Living Services					
Total Sq. Ft.	30,085				
Cleanable Sq. Ft.	25,272	\$ 1.08	\$ 2,274.48		\$ 27,293.76
Hapeville					
Total Sq. Ft.	8,522				
Cleanable Sq. Ft.	7,158	\$ 1.08	\$ 644.22		\$ 7,730.64
Camp Truitt 4-H Ed Ctr					
Total Sq. Ft.	5,000				
Cleanable Sq. Ft.	4,200	\$ 1.08	\$ 378.00		\$ 4,536.00
New Beginnings					
Total Sq. Ft.	13,400				
Cleanable Sq. Ft.	11,256	\$ 1.08	\$ 1013.04		\$ 12,156.48
Southeast					
Total Sq. Ft.	7,660				
Cleanable Sq. Ft.	6,434	\$ 1.08	\$ 579.06		\$ 6,948.72
TOTALCOST					\$ 101,868.64

**Group G- South Senior Centers
(2nd Renewal- 2024)
(Day Porters)**

Facility Name	Daily Hours	Days Per Year	Hours Per Year	Cost Per Hour	Cost Per Year
Bowden Senior Center	16	251	4,016	\$ 13.00	\$ 52,208.00
Camp Truitt	5	251	1,255	\$ 13.00	\$ 16,315.00
Palmetto	5	251	1,255	\$ 13.00	\$ 16,315.00
Quality Living Services	8	251	2,008	\$ 13.00	\$ 26,104.00
Hapeville	5	251	1,255	\$ 13.00	\$ 16,315.00
New Beginnings	5	251	1,255	\$ 13.00	\$ 16,315.00
Southeast	5	251	1,255	\$ 13.00	\$ 16,315.00
Total Cost Day Porters	49	251	12,299	\$ 13.00	\$ 159,887.00

DAY PORTERS

Day porters are normally required at all Senior Centers during the hours they are open. Bid hourly rate for providing this service. Number of service hours may vary for each facility. Duties of the day porters include, but are not limited to, continually maintaining cleanliness of and restocking restrooms, emptying outside waste receptacles, policing trash around building entrances, collecting and removing trash from the building, with special attention to lobby / reception areas, glass doors, etc., and responding to emergency cleanups. The majority of cleaning duties are to be accomplished after facility normal operating hours.

**Total Cost for Group G- South Senior Centers-
(2nd Renewal- 2024)**

Total Cost for Cleanable Sq. Ft for South Senior Centers (General Cleaning)	\$ 99,368.64
Total Cost for Day Porter Services for Group G South Senior Centers	\$ 159,887.00
Total Annual Cost for Group G South Senior Centers (Includes Premium Annual Cost)	\$ 2,500.00
Total Annual Cost Group G South Senior Centers, General Cleaning, Day Porters and Premium Event Services	\$ 261,755.64

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GROUP G South Senior Centers

PRICING RECAP JANITORIAL SERVICES	SOUTH
Initial Term	\$ 99,368.64
1st Renewal Term	\$ 99,368.64
2nd Renewal Term	\$ 99,368.64
TOTAL ALL TERMS	\$ 298,105.92
PREMIUM EVENT	
DAY PORTERS	
Initial Term	\$ 159,887.00
1st Renewal Term	\$ 159,887.00
2nd Renewal Term	\$ 159,887.00
TOTAL ALL TERMS	\$ 479,661.00
PREMIUM EVENT	\$
Initial Term	\$ 2,500.00
1st Renewal Term	\$ 2,500.00
2nd Renewal Term	\$ 2,500.00
Total PREMIUM EVENT	\$ 7,500.00

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 Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I)

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GROUP H PRICING SHEET

GROUP H – Art Centers (Original Term- 2022)

BUILDING		Sq. Ft. Cost	Monthly Cost	Term – 12 Months	Annual Cost
West End Arts Center					
Total Sq. Ft.	5,760				
Cleanable Sq. Ft.	4,838	\$ 2.00	\$ 806.33	12	\$ 9,676.00
Hammond House					
Total Sq. Ft.	6,200				
Cleanable Sq. Ft.	5,208	\$ 2.00	\$ 868.00	12	\$ 10,416.00
Aviation Community Cultural Ctr.					
Total Sq. Ft.	16,200				
Cleanable Sq. Ft.	13,608	\$ 2.00	\$ 2,268.00	12	\$ 27,216.00
TOTAL COSTS FOR JANITORIAL SERVICES					\$ 47,308.00
Day Porters					
Facility	Daily Hours	Days Per Year	Hours Per Year	Cost Per Hour	Cost Per Year
West End Arts Center	4	251	1,004	\$ 13.50	\$ 13,554.00
Hammond House	4	251	1,004	\$ 13.50	\$ 13,554.00
Aviation Cultural Center	4	251	1,004	\$ 13.50	\$ 13,554.00
Total Cost Day Porters	12	251	3,012	\$ 13.50	\$ 40,662.00

All Art Centers will require Day Porter support and nightly cleaning. In some instances weekend cleaning (i.e. Fulton County Sponsored Events) may be required.

Total Cost for Group H- Arts Centers- (Original Term 2022)

Total Cost for Cleanable Sq. Ft for Janitorial Services (General Cleaning)	\$ 47,308.00
Total Cost for Day Porter Services for Group H Arts Centers Day Porters	\$ 40,662.00
Total Annual Cost for Janitorial Services and Day Porters Services	\$ 87,970.00

GROUP H PRICING SHEET**GROUP H – Art Centers
(1st Renewal- 2023)**

BUILDING		Sq. Ft. Cost	Monthly Cost	Term – 12 Months	Annual Cost
West End Arts Center					
Total Sq. Ft.	5,760				
Cleanable Sq. Ft.	4,838	\$ 2.00	\$ 806.33	12	\$ 9,676.00
Hammond House					
Total Sq. Ft.	6,200				
Cleanable Sq. Ft.	5,208	\$ 2.00	\$ 868.00	12	\$ 10,416.00
Aviation Community Cultural Ctr.					
Total Sq. Ft.	16,200				
Cleanable Sq. Ft.	13,608	\$ 2.00	\$ 2,268.00	12	\$ 27,216.00
TOTAL COSTS FOR JANITORIAL SERVICES					\$ 47,308.00
Day Porters					
Facility	Daily Hours	Days Per Year	Hours Per Year	Cost Per Hour	Cost Per Year
West End Arts Center	4	251	1,004	\$ 13.50	\$ 13,554.00
Hammond House	4	251	1,004	\$ 13.50	\$ 13,554.00
Aviation Cultural Center	4	251	1,004	\$ 13.50	\$ 13,554.00
Total Cost Day Porters	12	251	3,012	\$ 13.50	\$ 40,662.00

All Art Centers will require Day Porter support and nightly cleaning. In some instances weekend cleaning (i.e. Fulton County Sponsored Events) may be required.

Total Cost for Group H- Arts Centers- (1st Renewal Term 2023)

Total Cost for Cleanable Sq. Ft for Janitorial Services (General Cleaning)	\$ 47,308.00
Total Cost for Day Porter Services for Group H Arts Centers Day Porters	\$ 40,662.00
Total Annual Cost for Janitorial Services and Day Porters Services	\$ 87,970.00

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GROUP H PRICING SHEET

GROUP H – Art Centers (2nd Renewal- 2024)

BUILDING		Sq. Ft. Cost	Monthly Cost	Term – 12 Months	Annual Cost
West End Arts Center					
Total Sq. Ft.	5,760				
Cleanable Sq. Ft.	4,838	\$ 2.00	\$ 806.33	12	\$ 9,676.00
Hammond House					
Total Sq. Ft.	6,200				
Cleanable Sq. Ft.	5,208	\$ 2.00	\$ 868.00	12	\$ 10,416.00
Aviation Community Cultural Ctr.					
Total Sq. Ft.	16,200				
Cleanable Sq. Ft.	13,608	\$ 2.00	\$ 2,268.00	12	\$ 27,216.00
TOTAL COSTS FOR JANITORIAL SERVICES					\$ 47,308.00
Day Porters					
Facility	Daily Hours	Days Per Year	Hours Per Year	Cost Per Hour	Cost Per Year
West End Arts Center	4	251	1,004	\$ 13.50	\$ 13,554.00
Hammond House	4	251	1,004	\$ 13.50	\$ 13,554.00
Aviation Cultural Center	4	251	1,004	\$ 13.50	\$ 13,554.00
Total Cost Day Porters	12	251	3,012	\$ 13.50	\$ 40,662.00

All Art Centers will require Day Porter support and nightly cleaning. In some instances weekend cleaning (i.e. Fulton County Sponsored Events) may be required.

Total Cost for Group H- Arts Centers- (2nd Renewal Term 2024)

Total Cost for Cleanable Sq. Ft for Janitorial Services (General Cleaning)	\$ 47,308.00
Total Cost for Day Porter Services for Group H Arts Centers Day Porters	\$ 40,662.00
Total Annual Cost for Janitorial Services and Day Porters Services	\$ 87,970.00

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GROUP I PRICING SHEET

GROUP I – Service Centers & North & South (Original Term- 2022)

BUILDING		Sq. Ft. Cost	Monthly Cost	Term – 12 Months	Annual Cost
North Service Center					
Total Sq. Ft.	53,821				
Cleanable Sq. Ft.	45,210	\$ 1.15	\$ 4,332.63	12	\$ 51,991.50
South Service Center					
Total Sq. Ft.	53,760				
Cleanable Sq. Ft.	45,158	\$ 1.15	\$ 4,327.64	12	\$ 51,931.70
Total Square Footage					
Total Sq. Ft.	107,581				
Cleanable Sq. Ft.	90,368	\$ 1.15	\$ 8,660.26	12	\$ 103,923.20
TOTAL COST FOR JANITORIAL SERVICES					\$ 103,923.20
Day Porters					
Facility	Daily Hours	Days Per Year	Hours Per Year	Cost Per Hour	Cost Per Year
North Service Center	16	251	4,016	\$ 13.50	\$ 54,216.00
South Service Center	16	251	4,016	\$ 13.50	\$ 54,216.00
Total Cost Day Porters	32	251	8,032	\$ 13.50	\$ 108,432.00

All Service Centers will require Day Porter support and nightly cleaning. Core hours for these facilities are 7:00 a.m. to 5:00 p.m., Monday thru Friday. In some instances weekend cleaning (i.e. Fulton County Sponsored Events) may be required.

Total Cost for Group I- North & South Service Centers- (Original Term 2022)

Total Cost for Cleanable Sq. Ft for Janitorial Services (General Cleaning)	\$ 103,923.20
Total Cost for Day Porter Services for Group I North & South Service Centers Day Porters	\$ 108,432.00
Total Annual Cost for Janitorial Services and Day Porters Services	\$ 212,355.20

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 Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I)

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GROUP I PRICING SHEET

GROUP I – Service Centers & North & South (1st Renewal Term- 2023)

BUILDING		Sq. Ft. Cost	Monthly Cost	Term – 12 Months	Annual Cost
North Service Center					
Total Sq. Ft.	53,821				
Cleanable Sq. Ft.	45,210	\$ 1.15	\$ 4,332.63	12	\$ 51,991.50
South Service Center					
Total Sq. Ft.	53,760				
Cleanable Sq. Ft.	45,158	\$ 1.15	\$ 4,327.64	12	\$ 51,931.70
Total Square Footage					
Total Sq. Ft.	107,581				
Cleanable Sq. Ft.	90,368	\$ 1.15	\$ 8,660.26	12	\$ 103,923.20
TOTAL COST FOR JANITORIAL SERVICES					\$ 103,923.20
Day Porters					
Facility	Daily Hours	Days Per Year	Hours Per Year	Cost Per Hour	Cost Per Year
North Service Center	16	251	4,016	\$ 13.50	\$ 54,216.00
South Service Center	16	251	4,016	\$ 13.50	\$ 54,216.00
Total Cost Day Porters	32	251	8,032	\$ 13.50	\$ 108,432.00

All Service Centers will require Day Porter support and nightly cleaning. Core hours for these facilities are 7:00 a.m. to 5:00 p.m., Monday thru Friday. In some instances weekend cleaning (i.e. Fulton County Sponsored Events) may be required.

Total Cost for Group I- North & South Service Centers- (1st Renewal Term 2023)

Total Cost for Cleanable Sq. Ft for Janitorial Services (General Cleaning)	\$ 103,923.20
Total Cost for Day Porter Services for Group I North & South Service Centers Day Porters	\$ 108,432.00
Total Annual Cost for Janitorial Services and Day Porters Services	\$ 212,355.20

GROUP I PRICING SHEET**GROUP I – Service Centers & North & South
(2nd Renewal Term- 2024)**

BUILDING		Sq. Ft. Cost	Monthly Cost	Term – 12 Months	Annual Cost
North Service Center					
Total Sq. Ft.	53,821				
Cleanable Sq. Ft.	45,210	\$ 1.15	\$ 4,332.63	12	\$ 51,991.50
South Service Center					
Total Sq. Ft.	53,760				
Cleanable Sq. Ft.	45,158	\$ 1.15	\$ 4,327.64	12	\$ 51,931.70
Total Square Footage					
Total Sq. Ft.	107,581				
Cleanable Sq. Ft.	90,368	\$ 1.15	\$ 8,660.26	12	\$ 103,923.20
TOTAL COST FOR JANITORIAL SERVICES					\$ 103,923.20
Day Porters					
Facility	Daily Hours	Days Per Year	Hours Per Year	Cost Per Hour	Cost Per Year
North Service Center	16	251	4,016	\$ 13.50	\$ 54,216.00
South Service Center	16	251	4,016	\$ 13.50	\$ 54,216.00
Total Cost Day Porters	32	251	8,032	\$ 13.50	\$ 108,432.00

All Service Centers will require Day Porter support and nightly cleaning. Core hours for these facilities are 7:00 a.m. to 5:00 p.m., Monday thru Friday. In some instances weekend cleaning (i.e. Fulton County Sponsored Events) may be required.

**Total Cost for Group I- North & South Service Centers-
(2nd Renewal Term 2024)**

Total Cost for Cleanable Sq. Ft for Janitorial Services (General Cleaning)	\$ 103,923.20
Total Cost for Day Porter Services for Group I North & South Service Centers Day Porters	\$ 108,432.00
Total Annual Cost for Janitorial Services and Day Porters Services	\$ 212,355.20

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Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I)

Section 2
Bid Form

Note: If the Bidder is a corporation, the Bid shall be signed by an officer of the corporation; if a partnership, it shall be signed by a partner. If signed by others, authority for signature shall be attached.

The full name and addresses of persons or parties interested in the foregoing Bid, as principals, are as follows:

Name	Address
Clifford Featherstone	6308 Linecrest Drive, Douglasville, GA 30134

END OF SECTION

EXHIBIT E

PURCHASING FORMS

STATE OF GEORGIA

COUNTY OF FULTON

**FORM A: GEORGIA SECURITY AND IMMIGRATION CONTRACTOR AFFIDAVIT
 AND AGREEMENT**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services¹ under a contract with [insert name of prime contractor] QCS Cleaning Inc. DBA Quality Cleaning Services on behalf of **Fulton County Government** has registered with and is participating in a federal work authorization program*,² in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services to this contract with **Fulton County Government**, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the **Fulton County Government** at the time the subcontractor(s) is retained to perform such service.

376094

EEV/Basic Pilot Program* User Identification Number

QCS Cleaning Inc. /DBA Quality Cleaning Services Inc.

BY: Authorized Officer of Agent
 (Insert Contractor Name)

President/CEO

Title of Authorized Officer or Agent of Contractor

Clifford Featherstone

Printed Name of Authorized Officer or Agent

Sworn to and subscribed before me this 1st day of November, 2021

Notary Public: Robin Common

County: Douglas

Commission Expires: 3/21/2023

Robin Common
 Notary Public, State of Georgia
 Douglas County
 My Commission Expires 03/21/2023

O.C.G.A. § 13-10-90(4), as amended by Senate Bill 160, provides that "physical performance of services" means any performance of labor or services for a public employer (e.g., Fulton County) using a bidding process (e.g., ITB, RFQ, RFP, etc.) or contract wherein the labor or services exceed \$2,499.99, except for those individuals licensed pursuant to title 26 or Title 43 or by the State Bar of Georgia and is in good standing when such contract is for service to be rendered by such individual.

²*[Any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security, or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603].

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 Janitorial Services for Selected Fulton County Facilities
 (Groups E, F, G, H & I)

Section 6

Purchasing Forms & Instructions

STATE OF GEORGIA

N/A

COUNTY OF FULTON

**FORM B: GEORGIA SECURITY AND IMMIGRATION SUBCONTRACTOR
 AFFIDAVIT**

By executing this affidavit, the undersigned subcontractor 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 services³ under a contract with **[insert name of prime contractor]** QCS Cleaning Inc. /DBA Quality Cleaning Services Inc. behalf of **Fulton County Government** has registered with and is participating in a federal work authorization program*,⁴ in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

N/A

EEV/Basic Pilot Program* User Identification Number

BY: Authorized Officer of Agent
 (Insert Subcontractor Name)

Title of Authorized Officer or Agent of Subcontractor

Printed Name of Authorized Officer or Agent

Sworn to and subscribed before me this 1st day of November, 2021

Notary Public: John Common

County: Douglas

Commission Expires: 3/21/2023

Robin Common
 Notary Public, State of Georgia
 Douglas County
 My Commission Expires 03/21/2023

³O.C.G.A. § 13-10-90(4), as amended by Senate Bill 160, provides that "physical performance of services" means any performance of labor or services for a public employer (e.g., Fulton County) using a bidding process (e.g., ITB, RFQ, RFP, etc.) or contract wherein the labor or services exceed \$2,499.99, except for those individuals licensed pursuant to title 26 or Title 43 or by the State Bar of Georgia and is in good standing when such contract is for service to be rendered by such individual.

⁴*[Any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603].

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Janitorial Services for Selected Fulton County Facilities
(Groups E, F, G, H & I)

Section 6

Purchasing Forms & Instructions

**FORM C2: CONTRACTOR'S GEORGIA GENERAL CONTRACTOR'S LICENSE
CERTIFICATION**

Contractor's Name: QCS Cleaning Inc. /DBA Quality Cleaning Services Inc.

General Contractor's License Number: 2021-12355

Expiration Date of License: 12/31/2021

I certify that the above information is true and correct and that the classification noted is applicable to the Bid for this Project.

Signed: Clifford Featherstone

Date: 10/13/2021

(ATTACH COPY OF LICENSE)

FORM D: DISCLOSURE FORM AND QUESTIONNAIRE

1. Please provide the names and business addresses of each of the Offeror's firm's officers and directors.

For the purposes of this form, the term "Offeror" means an entity that responds to a solicitation for a County contract by either submitting a proposal in response to a Request for Proposal or a Request for Qualification or a Bid in response to an Invitation to Bid. Describe accurately, fully and completely, their respective relationships with said Offeror, including their ownership interests and their anticipated role in the management and operations of said Offeror.

Clifford Featherstone
President/CEO
6308 Linecrest Drive
Douglasville, GA 30134
100%

2. Please describe the general development of said Offeror's business during the past five (5) years, or such shorter period of time that said Offeror has been in business.

Company Establish 1996
Incorporated 2008

3. Please state whether any employee, agent or representative of said Offeror who is or will be directly involved in the subject project has or has ever: (i) directly or indirectly had a business relationship with Fulton County; (ii) directly or indirectly received revenues from Fulton County; or (iii) directly or indirectly receives revenues from the result of conducting business on Fulton County property or pursuant to any contract with Fulton County. Please describe in detail any such relationship.

Nothing to Report

LITIGATION DISCLOSURE:

Failure to fully and truthfully disclose the information required, may result in the disqualification of your bid or proposal from consideration or termination of the Contract, once awarded.

1. Please state whether any of the following events have occurred in the last five (5) years with respect to said Offeror. If any answer is yes, explain fully the following:

- (a) whether a petition under the federal bankruptcy laws or state insolvency laws was filed by or against said Offeror, or a receiver fiscal agent or similar officer was appointed by a court for the business or property of said Offeror;

Circle One: YES

☒ NO

- (b) whether Offeror was subject of any order, judgment, or decree not subsequently reversed, suspended or vacated by any court of competent jurisdiction, permanently enjoining said Offeror from engaging in any type of business practice, or otherwise eliminating any type of business practice; and

Circle One: YES

☒ NO

- (c) whether said Offeror's business was the subject of any civil or criminal proceeding in which there was a final adjudication adverse to said Offeror, which directly arose from activities conducted by the business unit or corporate division of said Offeror which submitted a bid or proposal for the subject project. If so please explain.

Circle One: YES

☒ NO

2. Have you or any member of your firm or team to be assigned to this engagement ever been indicted or convicted of a criminal offense within the last five (5) years?

Circle One: YES

☒ NO

3. Have you or any member of your firm or team been terminated (for cause or otherwise) from any work being performed for Fulton County or any other Federal, State or Local Government?

Circle One: YES

☒ NO

4. Have you or any member of your firm or team been involved in any claim or litigation adverse to Fulton County or any other federal, state or local government, or private entity during the last three (3) years?

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Janitorial Services for Selected Fulton County Facilities
(Groups E, F, G, H & I)

Section 6

Purchasing Forms & Instructions

- Circle One: YES ☒ NO
5. Has any offeror, member of offeror's team, or officer or any of them (with respect to any matter involving the business practices or activities of his or her employer), been notified within the five (5) years preceding the date of this offer that any of them are the target of a criminal investigation, grand jury investigation, or civil enforcement proceeding?

Circle One: YES ☒ NO

If you have answered "YES" to any of the above questions, please indicate the name(s) of the person(s), the nature, and the status and/or outcome of the information, indictment, conviction, termination, claim or litigation, the name of the court and the file or reference number of the case, as applicable. Any such information should be provided on a separate page, attached to this form and submitted with your proposal.

NOTE: If any response to any question set forth in this questionnaire has been disclosed in any other document, a response may be made by attaching a copy of such disclosure. (For example, said Offeror's most recent filings with the Securities and Exchange Commission ("SEC") may be provided if they are responsive to certain items within the questionnaire.) However, for purposes of clarity, Offeror should correlate its responses with the exhibits by identifying the exhibit and its relevant text.

Disclosures must specifically address, completely respond and comply with all information requested and fully answer all questions requested by Fulton County. Such disclosure must be submitted at the time of the bid or proposal submission and included as a part of the bid/proposal submitted for this project. Disclosure is required for Offerors, joint venture partners and first-tier subcontractors.

Failure to provide required disclosure, submit officially signed and notarized documents or respond to any and all information requested/required by Fulton County can result in the bid/proposal declared as non-responsive. This document must be completed and included as a part of the bid/proposal package along with other required documents.

[SIGNATURES ON NEXT PAGE]

21ITB130447C-GS
Janitorial Services for Selected Fulton County Facilities
(Groups E, F, G, H & I)

Section 6

Purchasing Forms & Instructions

Under penalty of perjury, I declare that I have examined this questionnaire and all attachments hereto, if applicable, to the best of my knowledge and belief, and all statements contained hereto are true, correct, and complete.

On this _____ day of _____, 20__

Clifford Featherstone
(Legal Name of Proponent) (Date)

(Signature of Authorized Representative) (Date)

President / CEO
(Title)

Sworn to and subscribed before me,

This 15th day of November, 2021

Robin Common
(Notary Public)

Robin Common
Notary Public, State of Georgia
Douglas County
(Seal) Commission Expires 03/21/2023

Commission Expires 3/21/2023
(Date)



CITY OF DOUGLASVILLE

6695 Church St. | Douglasville GA 30134

Robin Common | 678.449.3078 | P.O. Box 219 Douglasville GA 30133

OCCUPATIONAL TAX CERTIFICATE

Business Name: QUALITY CLEANING SERVICES

Owner: QCS CLEANING INC.

Address: 6308 LINECREST DR
Douglasville, GA 30134

Issue Date: 12/15/2020

Comment(s):

Restriction(s):

License No: 2021-12355

EXPIRES: 12/31/2021

Class: RESIDENTIAL BUSINESS

Karin Callan | Finance Director

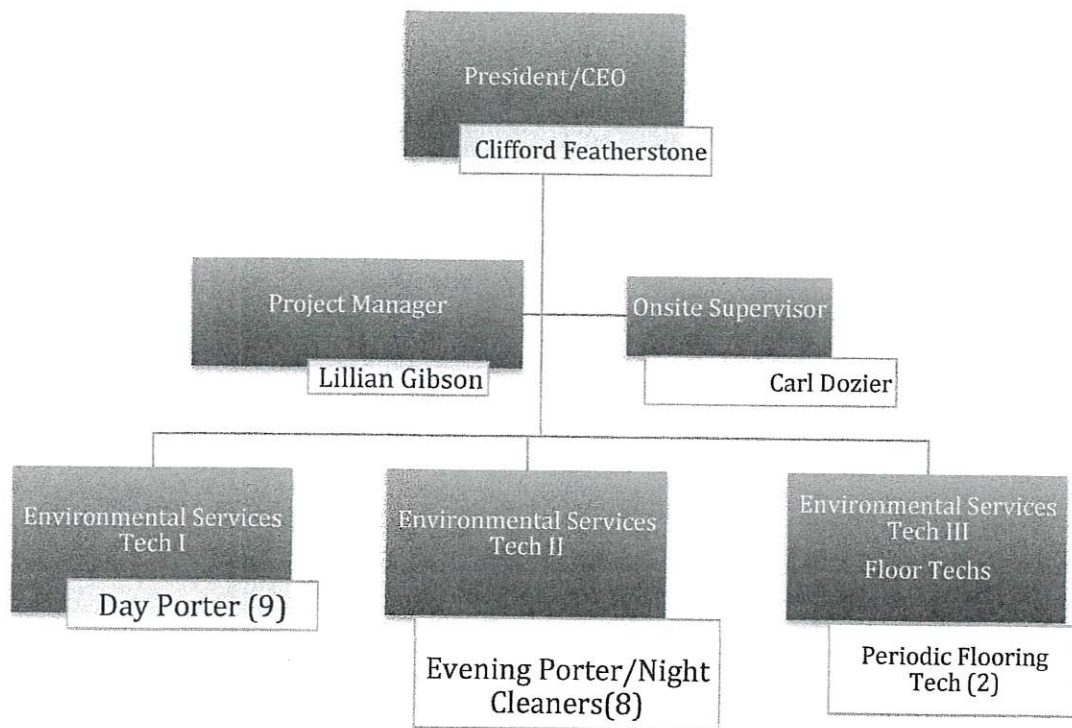
LICENSING ONLY



Cleaning Inc.

Organizational Chart

For
21ITB130447C-GS
Janitorial Services for Selected Fulton County Facilities (Group G)
Senior Centers (South) 2022



President/CEO: Clifford Featherstone will be the direct point of contact for this contract.

Project Manager: Lillian Gibson will be responsible for maintaining project operations.

Onsite Supervisor: Carl Dozier will supervise and inspect all facilities and will become the alternate point of contact 24/7 if Project Manager is unavailable.

Environmental Services Tech I: Eight (8) will be assigned to location per contract and One (1) will be on call. Techs will handle the duties of the Day Porter per the scope of work in this contract and will be under the direct supervision of the onsite supervisor (Carl Dozier).

Environmental Services Tech II: Two (2) will be assigned to location. They will handle the evening porter duties as well as the night cleaning.

Environmental Services Tech III: Two (2) will be responsible for all major periodic flooring duties. (Strip/Waxing, Polishing, Spray buffing and Carpet cleaning etc.)



RESUME

Clifford Featherstone
President/CEO

PROFESSIONAL SUMMARY

Over 25 successful years of operations as a accomplished President/CEO with a solid history of achievement in leadership, teamwork, organization and customer service skills. A motivated leader with strong organizational and prioritization abilities. Areas of expertise include Management, Team Building and Safety Coordinator.

Skills

QS 9000, ISO 9000-9004, Kaizen Facilitator, Cost Reduction and Safety Coordinator, Sales Marketing, Project Management, Training Coordinator, Customer Service Relations

Experience

President/CEO Jan 1996-Present
QCS Cleaning Inc. – Gwinnett, GA

- Develop scope of work for commercial facility project functions, such as consultation, site assessment, environmental studies, surveying, or field support services.
- Coordinate or direct development, work assessment, environmental services, or maintenance activities to ensure that facility project needs and objectives are met.
- Manage site assessments or environmental studies for maintaining a clean and safe environment for commercial properties.
- Manage and supervise all employees and supervisors.
- Maintain communication with Contract Administrators.

Director of Environmental Services (Contract) April 2004-Nov 2007
Inner Harbour Hospital – Douglasville, GA

- Manage and direct the work of the Environmental Services Department to ensure that all infection control standards are met.
- Responsible for implementation of an integrated waste management program including infectious and biohazards waste disposal, recycling and waste prevention programs, linen distribution and collection.

- Performed related duties as required to ensure aseptic/sanitary conditions are maintained.

Production Manager
ITT Automotive – NC

Jan 1991-Nov 1995

- Responsible for maintaining production schedules, planning cost reduction, safety coordinator and customer relations.
- Directly managed and trained fifty (50) employees.
- Responsible for Quality Assurance Engineering for technical support process validation and calibration of components, process, machinery, documentation control.
- Generated and developed statistical process control charts.

Sergeant E-5
United States Army-Columbus, GA

Oct 1986-Nov 1990

- Squad Leader for seven (7) soldiers of 3rd Battalion 75th Ranger Regiment (Airborne)
- Responsible for weapons training, land navigations, mission plans.

Education

B.S. Business
University of Maryland – Aschaffenburg, W Germany

Oct 1989

Basic Non Commission Officer Course
United States Army – Ft Benning, GA

Feb 1989

Primary Leadership Development Course
United States Army – Ft Benning, GA

Apr 1987

EXHIBIT F

CONTRACT COMPLIANCE FORMS

EXHIBIT A – PROMISE OF NON-DISCRIMINATION

"Know all persons by these presents, that I/We (Clifford Featherstone),
Name

President/CEO GCS Cleaning Inc. DBA Quality Cleaning & Co.
Title Company Name

Hereinafter "Company", in consideration of the privilege to bid on or obtain contracts funded, in whole or in part, by Fulton County, hereby consent, covenant and agree as follows:

- 1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin or gender in connection with any bid submitted to Fulton County for the performance of any resulting there from,
- 2) That it is and shall be the policy of this Company to provide equal opportunity to all businesses seeking to contract or otherwise interested in contracting with this Company without regard to the race, color, gender or national origin of the ownership of this business,
- 3) That the promises of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption,
- 4) That the promise of non-discrimination as made and set forth herein shall be made a part of, and incorporated by reference into, any contract or portion thereof which this Company may hereafter obtain,
- 5) That the failure of this Company to satisfactorily discharge any of the promises of non-discrimination as made and set forth herein shall constitute a material breach of contract entitling the Board to declare the contract in default and to exercise any and all applicable rights and remedies, including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and/or forfeiture of compensation due and owing on a contract; and
- 6) That the bidder shall provide such information as may be required by the Director of Purchasing & Contract Compliance pursuant to Section 102.436 of the Fulton County Non-Discrimination in Purchasing and Contracting Policy.

NAME: Clifford Featherstone TITLE: President/CEO

SIGNATURE: Clifford Featherstone

ADDRESS: 6308 Senecrest Dr., Marysville, GA 30134

PHONE NUMBER: 770-572-1440 EMAIL: gcscleaning.ce@gmail.com

EXHIBIT B1 - SCHEDULE OF INTENDED SUBCONTRACTOR UTILIZATION

This form **must** be completed and **submitted with the bid/proposal**. All prime bidders/proposers **must** submit this form which lists all intended subcontractors/suppliers who will be utilized under the scope of work/services.

Prime Bidder/Proposer Company Name QCS Cleaning Inc. DBA Quality Cleaning Svc Inc

ITB/RFP Name & Number: 21 ITB 130447 C - GS

1. My firm, as Prime Bidder/Proposer on this scope of work/service(s) is NOT ☐, is ☒ a minority or female owned and controlled business enterprise. ☒ African American (AABE); ☐ Asian American (ABE); ☐ Hispanic American (HBE); ☐ Native American (NABE); ☐ White Female American (WFBE); ☐ Small Business (SBE); ☐ Service Disable Veteran (SDVBE) ☐ Disadvantage Business (DBE) **If yes, Prime must submit a copy of recent certification.

☒ Male or ☐ Female (Check the appropriate boxes).

Indicate below the portion of work, including, percentage of bid/proposal amount that your firm will carry out directly as the Prime Contractor:

\$ _____ Or 100% %

2. This information below must be completed and submitted with the bid/proposal if a **joint venture (JV)** approach is to be undertaken. Please provide JV breakdown information below and attach a copy of the executed Joint Venture Agreement.

JV Partner(s) information:

<u>Business Name</u>		<u>Business Name</u>	
(a.)		(b.)	
% of JV		% of JV	
Ethnicity		Ethnicity	
Gender		Gender	
Certified (Y or N)		Certified (Y or N)	
Agency		Agency	
Date Certified		Date Certified	

3. Lists all Sub-Contractor/suppliers participating on the project. **(COMPLETE Exhibit B2 FORM)**

Total Dollar Value of Certified Subcontractors: (\$) 0

Total Percentage of Certified Subcontractors: (%) 0%

CERTIFICATION: The undersigned certifies that he/she has read, understands and agrees to be bound by the Bid/Proposer provisions, including the accompanying Exhibits and other terms and conditions regarding sub-contractor utilization. The undersigned further certifies that he/she is legally authorized by the Bidder/Proposer to make the statement and representation in this Exhibit and that said statements and representations are true and correct to the best of his/her knowledge and belief. The undersigned understands and agrees that if any of the statements and representations are made by the Bidder/Proposer knowing them to be false, or if there is a failure of the intentions, objectives and commitments set forth herein, then in any such event the Contractor's acts or failure to act, as the case may be, shall constitute a material breach of the contract, entitling the County to terminate the Contract for default. The right to so terminate shall be in addition to, and in lieu of, any other rights and remedies the County may have for other defaults under the contract.

By submitting this form, it is understood that every firm listed as a subcontractor has been properly notified and will participate.

Signature: Jeffrey Featherline Title: President/CEO

Business or Corporate Name: QCS Cleaning Inc.

Address: 6308 Lincrest Dr; Douglasville, GA 30134

Telephone: (770) 572-1440

Fax Number: (770) 489-6186

Email Address: qcs cleaning.cf@gmail.com

UTILIZATION REPORT – Post Award

The awarded vendor(s) are required to report **all** payments to the prime contractor, subcontractors and sub-consultants (if applicable) during the project using the B2GNow software program. This requirement will be further explained by the Office of Contract Compliance upon determination of all awarded contracts.



Cleaning Inc.
6308 Linecrest Drive
Douglasville, GA 30134
770-572-1440

Equal Business Opportunity Plan
(EBO)

Quality Cleaning Services is fully committed to outline a plan of action to encourage and achieve diversity and equality in all available procurement and contracting opportunities with current and future solicitations as follows:

1. As a potential contractor with Fulton County, Quality Cleaning Services will provide written documentation demonstrating that, for all work performed on projects in Fulton County region as a contractor, at least seventeen percent (17%) of the total project dollars awarded will be subcontracted to or expended for services performed by one or more MBE's AND at least seventeen percent (17%) of the total project dollars awarded to Quality Cleaning Services will be subcontracted to or expended for services performed by one or more FBE's.
2. Quality Cleaning Services outreach efforts will also include the private sector and or government entity, (such as the Office of Contract and Compliance) that awarded the contract, other private sector and government entities, or local MBE and FBE organizations to identify qualified, available businesses, including MBE's and FBE's regardless of race, gender or ethnicity.
3. Quality Cleaning Services will place notices of opportunities for subcontracting work for qualified firms in newspapers, trade journals, and other relevant publications, including publications specially targeting MBE's and FBE's or communicate such notices of opportunities via the internet or by other available media or means.
4. Quality Cleaning Services will submit invitations to bid to potential qualified businesses including MBE's and FBE's regardless of race, gender and ethnicity.
5. Quality Cleaning Services will include such notices and invitations a full Disclosure of the criteria upon which bids, proposals and quotes would be evaluated, and also include contact information and inquiries, submissions, or request to review all necessary bid documents.
6. Quality Cleaning Services will promptly respond to inquiries, provided necessary physical access and time for interested businesses to fully review all necessary bid documents, and otherwise provided information, and

provide access and time to allow business to prepare bids and quotes, regardless of race, gender or ethnicity.

7. Quality Cleaning Services will consider, hire, or otherwise utilize qualified available businesses, including MBE's and FBE's regardless of race, gender or ethnicity.
8. All selected subcontractors will receive training and membership provided by a professional qualified Quality Cleaning Services staff such as Just in Time Systems, Flow Charting, MSDS Training, Safety training and the latest up to date cleaning techniques.

Thank You,

A handwritten signature in cursive script, reading "Clifford Featherstone".

Clifford Featherstone
President, Quality Cleaning Services Inc.

EXHIBIT G

INSURANCE AND RISK MANAGEMENT FORMS

SECTION 5

INSURANCE AND RISK MANAGEMENT PROVISIONS

The following is the minimum insurance and limits that the Contractor/Vendor must maintain. If the Contractor/Vendor maintains higher limits than the minimum shown below, Fulton County Government requires and shall be entitled to coverage for the higher limits maintained by the Contractor/Vendor.

It is Fulton County Government's practice to obtain Certificates of Insurance from our Contractors and Vendors. Insurance must be written by a licensed agent in a company licensed to write insurance in the State of Georgia, with an A.M. Best rating of at least A- VI, subject to final approval by Fulton County. Respondents shall submit with the bid/proposal evidence of insurability satisfactory to Fulton County Government as to form and content. Either of the following forms of evidence is acceptable:

- A letter from an insurance carrier stating that upon your firm/company being the successful Bidder/Respondent that a Certificate of Insurance shall be issued in compliance with the Insurance and Risk Management Provisions outlined below.
- A Certificate of Insurance complying with the Insurance and Risk Management Provisions outlined below (Request for Bid/Proposal number and Project Name, Number and Description must appear on the Certificate of Insurance).
- A combination of a specific policy written with an umbrella policy covering liabilities in excess of the required limits is acceptable to achieve the applicable insurance coverage levels.

Any and all Insurance Coverage(s) and Bonds required under the terms and conditions of the contract shall be maintained during the entire length of the contract, including any extensions or renewals thereto, and until all work has been completed to the satisfaction of Fulton County Government. Evidence of said insurance coverages shall be provided on or before the inception date of the Contract.

Accordingly the Respondent shall provide a certificate evidencing the following:

1. WORKERS COMPENSATION/EMPLOYER'S LIABILITY INSURANCE – STATUTORY (In compliance with the Georgia Workers Compensation Acts, including but not limited to U.S. Longshoremen and Harbor Workers Act and any other State or Federal Acts or Provisions in which jurisdiction may be granted)

Employer's Liability Insurance	BY ACCIDENT	EACH ACCIDENT	\$1,000,000
Employer's Liability Insurance	BY DISEASE	POLICY LIMIT	\$1,000,000
Employer's Liability Insurance	BY DISEASE	EACH EMPLOYEE	\$1,000,000

2. COMMERCIAL GENERAL LIABILITY INSURANCE (Including contractual Liability Insurance)

Bodily Injury and Property Damage Liability	Each Occurrence	\$1,000,000
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Janitorial Services for Selected Fulton County Facilities
(Groups E, F, G, H & I)

Section 5

Insurance and Risk Management Provisions

(Other than Products/Completed Operations)	General Aggregate	\$2,000,000
Products\Completed Operation	Aggregate Limit	\$2,000,000
Personal and Advertising Injury	Limits	\$1,000,000
Damage to Rented Premises	Limits	\$100,000
3. BUSINESS AUTOMOBILE LIABILITY INSURANCE		
Bodily Injury & Property Damage	Each Occurrence	\$1,000,000
(Including operation of non-owned, owned, and hired automobiles).		
4. UMBRELLA LIABILITY Per Occurrence		
(in excess of above noted coverage)		
5. FIDELITY BOND AND CRIME		
(Employee Dishonesty-Theft)	Per Occurrence	\$100,000
*Above to include 3 rd Party Coverage		
6. CONTRACTOR'S POLLUTION LIABILITY		
	Per Occurrence	\$500,000

Certificates of Insurance

Contractor/Vendor shall provide written notice to Fulton County Government immediately if it becomes aware of or receives notice from any insurance company that coverage afforded under such policy or policies shall expire, be cancelled or altered. Certificates of Insurance are to list Fulton County Government, Its Officials, Officers and Employees as an Additional Insured (except for Workers' Compensation), using ISO Additional Insured Endorsement form CG 2010 (11/85 version), its' equivalent or on a blanket basis.

The Contractor/Vendor insurance shall apply as Primary Insurance before any other insurance or self-insurance, including any deductible, non-contributory, and Waiver of Subrogation provided in favor of Fulton County Government.

If Fulton County Government shall so request, the Contractor/Vendor shall furnish the County for its inspection and approval such policies of insurance with all endorsements, or confirmed specimens thereof certified by the insurance company to be true and correct copies.

Additional Insured under the General Liability, Auto Liability, Umbrella Policies (with exception of Workers Compensation and Professional Liability), with no Cross Suits exclusion.

Such certificates and notices must identify the "Certificate Holder" as follows:

Fulton County Government – Purchasing and Contract Compliance
Department
130 Peachtree Street, S.W.
Suite 1168
Atlanta, Georgia 30303-3459

Certificates must list Project Name (where applicable).

Important:

The obligations for the Contractor/Vendor to procure and maintain insurance shall not be constructed to waive or restrict other obligations. It is understood that neither failure to comply nor full compliance with the foregoing insurance requirements shall limit or relieve the Contractor/Vendor from any liability incurred as a result of their activities/operations in conjunction with the Contract and/or Scope of Work.

USE OF PREMISES

Contractor/Vendor shall confine its apparatus, the storage of materials and the operations of its workers to limits/requirements indicated by law, ordinance, permits and any restrictions of Fulton County Government and shall not unreasonably encumber the premises with its materials (Where applicable).

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

Professional Services Indemnification. With respect to liability, damages, costs, expenses (including reasonable attorney's fees and expenses incurred by any of them), claims, suits and judgments that arise or are alleged to arise out of the Consultant/Contractor's acts, errors, or omissions in the performance of professional services, the Consultant/Contractor shall indemnify, release, and hold harmless Fulton County, its Commissioners and their respective officers, members, employees and agents (each, hereinafter referred to as an "Indemnified Person"), from and against liability, damages, costs, expenses (including reasonable attorney's fees and expenses incurred by any of them), claims, suits and judgments only to the extent such liability is caused by the negligence of the Consultant/Contractor in the delivery of the Work under this Agreement, but such indemnity is limited to those liabilities caused by a Negligent Professional Act, as defined below. This indemnification survives the termination of this Agreement and shall also survive the dissolution or to the extent allowed by law, the bankruptcy of Consultant/Contractor.

For the purposes of the Professional Services Indemnity above, a "Negligent Professional Act" means a negligent act, error, or omission in the performance of Professional Services (or by any person or entity, including joint ventures, for whom Consultant/Contractor is liable) that causes liability and fails to meet the applicable professional standard of care, skill and ability under similar conditions and like surrounding circumstances, as is ordinarily employed by others in their profession.

Consultant/Contractor obligation to indemnify and hold harmless, as set forth hereinabove, shall also include, but is not limited to, any matter arising out of any actual or alleged infringement of any patent, trademark, copyright, or service mark, or other actual or alleged unfair competition disparagement of product or service, or other tort or any type whatsoever, or any actual or alleged violation of trade regulations.

Consultant/Contractor further agrees to indemnify and hold harmless Fulton County, its Commissioners, officers, employees, subcontractors, successors, assigns and agents from and against any and all claims or liability for compensation under the Worker's Compensation Act, Disability Benefits Act, or any other employee benefits act arising out of injuries sustained by any employees of Consultant/Contractor. These indemnities shall not be limited by reason of the listing of any insurance coverage.

21ITB130447C-GS
Janitorial Services for Selected Fulton County Facilities
(Groups E, F, G, H & I)

Section 5

Insurance and Risk Management Provisions

PROTECTION OF PROPERTY

Contractor/Vendor will adequately protect its own work from damage, will protect Fulton County Government's property from damage or loss and will take all necessary precautions during the progress of the work to protect all persons and the property of others from damage or loss.

Contractor/Vendor shall take all necessary precautions for the safety of employees of the work and shall comply with all applicable provisions of the Federal, State and local safety laws and building codes to prevent accidents or injury to persons on, about, or adjacent to the premises where work is being performed.

Contractor/Vendor shall erect and properly maintain at all times as required by the conditions and progress of the work, all necessary safeguards for the protection of its employees, Fulton County Government employees and the public and shall post all applicable signage and other warning devices to protect against potential hazards for the work being performed (Where applicable).

CONTRACTOR/VENDOR ACKNOWLEDGES HAVING READ, UNDERSTANDING, AND AGREEING TO COMPLY WITH THE AFOREMENTIONED STATEMENTS, AND THE REPRESENTATIVE OF THE CONTRACTOR/VENDOR IDENTIFIED BELOW IS AUTHORIZED TO SIGN CONTRACTS ON BEHALF OF THE RESPONDING CONTRACTOR/VENDOR.

COMPANY: GCSCleaning Inc. / DBA SIGNATURE: Clifford Featherstone
Quality Cleaning Services Inc.
NAME: Clifford Featherstone TITLE: President/CEO DATE: 3/15/22

ACORD**CERTIFICATE OF LIABILITY INSURANCE**DATE (MM/DD/YY)
03/04/2022**PRODUCER**King & French Insurance Agency, Inc.
2080-B Fairburn Road

Douglasville, GA 30134

Phone:

Fax:

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE**INSURED**Quality Cleaning Services
6308 Linecrest Drive

Douglasville, GA 30134

INSURER A: Occidental Fire & Casualty of NC**INSURER B:** Westfield**INSURER C:** Western Surety**INSURER D:** Commercial Union-NCCI**INSURER E:****COVERAGES**

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> OWNER'S & CONTRACTOR'S PROT <input type="checkbox"/> <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	BDR04122010	03/04/2022	12/31/2022	EACH OCCURRENCE	3,000,000
					FIRE DAMAGE (Any one fire)	100,000
					MEDICAL EXPENSE (Any one person)	5,000
					PERSONAL & ADVERTISING INJURY	1,000,000
					GENERAL AGGREGATE	3,000,000
					PRODUCTS-COM/OP AGGREGATE	2,000,000
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> <input type="checkbox"/>	CW3717849	03/04/2022	12/31/2022	COMBINED SINGLE LIMIT (Each accident)	1,000,000
					BODILY INJURY (Per person)	
					BODILY INJURY (Per accident)	
					PROPERTY DAMAGE (Per accident)	
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> <input type="checkbox"/>				AUTO ONLY - EACH ACCIDENT	
					OTHER THAN AUTO ONLY:	EA. ACC.
						AGG.
C	EXCESS LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION	CW3717849	03/04/2022	12/31/2022	EACH OCCURRENCE	2,000,000
					AGGREGATE	
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	MZ(98)H603185	03/04/2022	12/31/2022	<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER	
					E.L. EACH ACCIDENT	1,000,000
					E.L. DISEASE - EACH EMPLOYEE	1,000,000
					E.L. DISEASE - POLICY LIMIT	1,000,000
	OTHER <input type="checkbox"/>					

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

21ITB130447C-GS Janitorial Services for Selected Fulton County Facilities (Group G South Senior Centers)

CERTIFICATE HOLDER

ADDITIONAL INSURED; INSURER LETTER:

CANCELLATIONFulton County Department of Purchasing & Contract Compliance
130 Peachtree Street, S.W. Suite 1168
Atlanta, GA 30303

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL _____ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

Verified by PDFFiller

SECTION 5

INSURANCE AND RISK MANAGEMENT PROVISIONS

The following is the minimum insurance and limits that the Contractor/Vendor must maintain. If the Contractor/Vendor maintains higher limits than the minimum shown below, Fulton County Government requires and shall be entitled to coverage for the higher limits maintained by the Contractor/Vendor.

It is Fulton County Government's practice to obtain Certificates of Insurance from our Contractors and Vendors. Insurance must be written by a licensed agent in a company licensed to write insurance in the State of Georgia, with an A.M. Best rating of at least A- VI, subject to final approval by Fulton County. Respondents shall submit with the bid/proposal evidence of insurability satisfactory to Fulton County Government as to form and content. Either of the following forms of evidence is acceptable:

- A letter from an insurance carrier stating that upon your firm/company being the successful Bidder/Respondent that a Certificate of Insurance shall be issued in compliance with the Insurance and Risk Management Provisions outlined below.
- A Certificate of Insurance complying with the Insurance and Risk Management Provisions outlined below (Request for Bid/Proposal number and Project Name, Number and Description must appear on the Certificate of Insurance).
- A combination of a specific policy written with an umbrella policy covering liabilities in excess of the required limits is acceptable to achieve the applicable insurance coverage levels.

Any and all Insurance Coverage(s) and Bonds required under the terms and conditions of the contract shall be maintained during the entire length of the contract, including any extensions or renewals thereto, and until all work has been completed to the satisfaction of Fulton County Government. Evidence of said insurance coverages shall be provided on or before the inception date of the Contract.

Accordingly the Respondent shall provide a certificate evidencing the following:

1. WORKERS COMPENSATION/EMPLOYER'S LIABILITY INSURANCE – STATUTORY (In compliance with the Georgia Workers Compensation Acts, including but not limited to U.S. Longshoremen and Harbor Workers Act and any other State or Federal Acts or Provisions in which jurisdiction may be granted)

Employer's Liability Insurance	BY ACCIDENT	EACH ACCIDENT	\$1,000,000
Employer's Liability Insurance	BY DISEASE	POLICY LIMIT	\$1,000,000
Employer's Liability Insurance	BY DISEASE	EACH EMPLOYEE	\$1,000,000

2. COMMERCIAL GENERAL LIABILITY INSURANCE (Including contractual Liability Insurance)

Bodily Injury and Property Damage Liability	Each Occurrence	\$1,000,000
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21ITB130447C-GS

Janitorial Services for Selected Fulton County Facilities
(Groups E, F, G, H & I)

Section 5

Insurance and Risk Management Provisions

(Other than Products/Completed Operations)	General Aggregate	\$2,000,000
Products\Completed Operation	Aggregate Limit	\$2,000,000
Personal and Advertising Injury	Limits	\$1,000,000
Damage to Rented Premises	Limits	\$100,000
3. BUSINESS AUTOMOBILE LIABILITY INSURANCE		
Bodily Injury & Property Damage	Each Occurrence	\$1,000,000
(Including operation of non-owned, owned, and hired automobiles).		
4. UMBRELLA LIABILITY Per Occurrence		
(in excess of above noted coverage)		
5. FIDELITY BOND AND CRIME		
(Employee Dishonesty-Theft)	Per Occurrence	\$100,000
*Above to include 3 rd Party Coverage		
6. CONTRACTOR'S POLLUTION LIABILITY		
	Per Occurrence	\$500,000

Certificates of Insurance

Contractor/Vendor shall provide written notice to Fulton County Government immediately if it becomes aware of or receives notice from any insurance company that coverage afforded under such policy or policies shall expire, be cancelled or altered. Certificates of Insurance are to list Fulton County Government, Its Officials, Officers and Employees as an Additional Insured (except for Workers' Compensation), using ISO Additional Insured Endorsement form CG 2010 (11/85 version), its' equivalent or on a blanket basis.

The Contractor/Vendor insurance shall apply as Primary Insurance before any other insurance or self-insurance, including any deductible, non-contributory, and Waiver of Subrogation provided in favor of Fulton County Government.

If Fulton County Government shall so request, the Contractor/Vendor shall furnish the County for its inspection and approval such policies of insurance with all endorsements, or confirmed specimens thereof certified by the insurance company to be true and correct copies.

Additional Insured under the General Liability, Auto Liability, Umbrella Policies (with exception of Workers Compensation and Professional Liability), with no Cross Suits exclusion.

Such certificates and notices must identify the "Certificate Holder" as follows:

Fulton County Government – Purchasing and Contract Compliance
Department
130 Peachtree Street, S.W.
Suite 1168
Atlanta, Georgia 30303-3459

Certificates must list Project Name (where applicable).

Important:

The obligations for the Contractor/Vendor to procure and maintain insurance shall not be constructed to waive or restrict other obligations. It is understood that neither failure to comply nor full compliance with the foregoing insurance requirements shall limit or relieve the Contractor/Vendor from any liability incurred as a result of their activities/operations in conjunction with the Contract and/or Scope of Work.

USE OF PREMISES

Contractor/Vendor shall confine its apparatus, the storage of materials and the operations of its workers to limits/requirements indicated by law, ordinance, permits and any restrictions of Fulton County Government and shall not unreasonably encumber the premises with its materials (Where applicable).

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

Professional Services Indemnification. With respect to liability, damages, costs, expenses (including reasonable attorney's fees and expenses incurred by any of them), claims, suits and judgments that arise or are alleged to arise out of the Consultant/Contractor's acts, errors, or omissions in the performance of professional services, the Consultant/Contractor shall indemnify, release, and hold harmless Fulton County, its Commissioners and their respective officers, members, employees and agents (each, hereinafter referred to as an "Indemnified Person"), from and against liability, damages, costs, expenses (including reasonable attorney's fees and expenses incurred by any of them), claims, suits and judgments only to the extent such liability is caused by the negligence of the Consultant/Contractor in the delivery of the Work under this Agreement, but such indemnity is limited to those liabilities caused by a Negligent Professional Act, as defined below. This indemnification survives the termination of this Agreement and shall also survive the dissolution or to the extent allowed by law, the bankruptcy of Consultant/Contractor.

For the purposes of the Professional Services Indemnity above, a "Negligent Professional Act" means a negligent act, error, or omission in the performance of Professional Services (or by any person or entity, including joint ventures, for whom Consultant/Contractor is liable) that causes liability and fails to meet the applicable professional standard of care, skill and ability under similar conditions and like surrounding circumstances, as is ordinarily employed by others in their profession.

Consultant/Contractor obligation to indemnify and hold harmless, as set forth hereinabove, shall also include, but is not limited to, any matter arising out of any actual or alleged infringement of any patent, trademark, copyright, or service mark, or other actual or alleged unfair competition disparagement of product or service, or other tort or any type whatsoever, or any actual or alleged violation of trade regulations.

Consultant/Contractor further agrees to indemnify and hold harmless Fulton County, its Commissioners, officers, employees, subcontractors, successors, assigns and agents from and against any and all claims or liability for compensation under the Worker's Compensation Act, Disability Benefits Act, or any other employee benefits act arising out of injuries sustained by any employees of Consultant/Contractor. These indemnities shall not be limited by reason of the listing of any insurance coverage.

CERTIFICATE OF LIABILITY INSURANCE

03/04/2022

Douglasville, GA 30134

Phone:

Fax:

INSURED

Quality Cleaning Services
6308 Linecrest Drive

Douglasville, GA 30134

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE

INSURER A: Occidental Fire & Casualty of NC

INSURER B: Westfield

INSURER C: Western Surety

INSURER D: Commercial Union-NCCI

INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS
21ITB130447C-GS Janitorial Services for Selected Fulton County Facilities (Group G South Senior Centers)

CERTIFICATE HOLDER

ADDITIONAL INSURED: INSURER LETTER:

CANCELLATION

Fulton County Department of Purchasing & Contract Compliance
130 Peachtree Street, S.W. Suite 1168
Atlanta, GA 30303

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL _____ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

Verified by PDFFiller

Veronika

EXHIBIT H

PAYMENT & PERFORMANCE BONDS

POWER OF ATTORNEY

(Irrevocable)

Know All Men by These Presents:

No. SP

43403197

That this Power of Attorney is not valid or in effect unless attached to the bond which it authorizes executed, but may be detached by the approving officer if desired. That Western Surety Company, corporation, does hereby make, constitute and appoint the following TWO 2 authorized individuals:

AUTHORIZED INDIVIDUALS	AUTHORIZED INDIVIDUALS
JOHN D WEISBROT	PATRICIA A TINSMAN

In the City of PIPERSVILLE, State of PENNSYLVANIA, with limited authority, its true and Lawful Attorney(s) in fact with full power and authority hereby conferred, to sign, execute, acknowledge and deliver for and on its behalf as Surety, the following described bond:

ONE CONTRACT SURETY: BID, PERFORMANCE AND PAYMENT BOND, UNDERTAKING, OR OTHER OBLIGATORY INSTRUMENT OF A SIMILAR NATURE IN AMOUNTS NOT EXCEEDING ONE MILLION AND NO/100 DOLLARS (**1,000,000.00).

The acknowledgement and execution of such bond by the said Attorney in Fact shall be as binding upon this Company as if such bond had been executed and acknowledged by the regularly elected offices of this Company.

All authority hereby conferred shall expire and terminate, without notice, unless before midnight of

December 31, 2022, but until such time shall be irrevocable and in full force and effect.

WESTERN SURETY COMPANY further certifies that the following is a true exact copy of section 7 of the By-Laws of Western Surety Company, duly adopted and now in force, to-wit: "Section 7 all bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary any Assistant Secretary, Treasurer, or any Vice President, or by such other offices as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys in Fact or Agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal may be printed by facsimile."

The penal amount of the bond herein described may be increased if there is attached to this Power, written authority so authorizing in the form of an endorsement, letter or telegram signed by the Underwriter Manager, Underwriter Consultant, Underwriter Specialist, Underwriter, President, Vice President, Assistant Vice President, Treasurer, Secretary or Assistant Secretary of Western Surety Company specifically authorizing said increase.

IN WITNESS WHEREOF, Western Surety Company has caused these presents to be executed by its Vice President with its corporate seal annexed this 7th day of March 2022 **WESTERN SURETY COMPANY**

STATE OF SOUTH DAKOTA

By

Paul T. Birk
Vice President

COUNTY OF MINNEHAHA

On this 7th day of Marchin the year 2022

before me a Notary Public, personally

Appeared Paul T. Birk, who being by me duly sworn, acknowledged that he the above Power of Attorney as the aforesaid officer of WESTERN SURETY COMPANY and acknowledged said instrument to be the voluntary act and deed of the said corporation.



S. Petrik

Notary Public, South Dakota

My Commission Expires March 11, 2023

I, the undersigned officer of Western Surety Company, a stock corporation of the State of South Dakota, do hereby certify that the attached Power of Attorney is in full force and effect and its irrevocable; and furthermore, that section 7 of the By-Laws of the company as set forth in the Power of Attorney, is now in force.

In testimony whereof, I have hereunto set my hand and the seal of Western Surety Company this 7th day of March, 2022

WESTERN SURETY COMPANY

IMPORTANT: This date must be filled in before it is attached To this bond and it must be the same date as the bond.

Form 749-11-2016

By

Paul T. Birk
Vice President



Western Surety Company

PAYMENT BOND ANNUAL BOND FOR MULTI-YEAR CONTRACT

Bond No. 43403197

KNOW ALL MEN BY THESE PRESENTS, That we, QCS Cleaning Inc. DBA Quality Cleaning Services Inc.

of 6308 Linecrest Drive, Douglasville, GA 30134 (hereinafter called the Principal), and
Western Surety Company (hereinafter called the Surety),

are held and firmly bound unto Fulton County

(hereinafter called the Obligee), in the full and just sum of

One Hundred Ninety Four Thousand Six Hundred Fourty Six and 00/100 Dollars 194,646.00

to the payment of which sum, well and truly to be made, the said Principle and Surety bind themselves, their heirs, administrators, executors, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the above bonded Principal has entered into a certain written contract with the above mentioned Obligee dated April 1, 2022 to December 31, 2022 for a period of One (1) Which contract is hereby referred to and made part hereof as fully and to the same extent as if copied at length herein.

WHEREAS, the Obligee has agreed to accept a bond guaranteeing the payment of said contract for a period of only one year.

NOW, THEREFORE, THE CONDITION OF THE ABOVE OBLIGATION IS SUCH, that if principal shall in accordance with applicable Statutes, promptly make payment to all persons supply labor and material in the Prosecution of the work provided for in said contract, and any and all duly authorized modifications of said Contract that may hereafter be made, notice of which modifications to Surety being waived, then this obligation to be void; otherwise to remain in full force and effect.

Provided, however, that this bond is subject to the following conditions and provisions:

1. This bond is for the term beginning April 1, 2022 and ending December 31, 2022.
2. No claim, action, suit or proceeding, except as hereinafter set forth; shall be had or maintained against the Surety on this instrument unless same be bought or instituted and process served upon the Surety within six months after the completion of the contract.
3. The total amount of the Surety's liability under this bond shall in no event exceed the penal sum hereof.
4. The bond may be extended for additional terms at the option of the Surety, by continuation certificate executed by the Surety.

Signed and sealed this 7th day of April, 2022

QCS Cleaning Inc. DBA Quality Cleaning Services Inc.

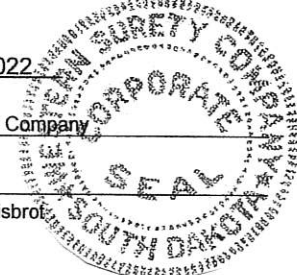
By: 



Western Surety Company

By: 

Attorney-in-Fact John D. Weisbrodt



PERFORMANCE BOND
(See instructions on reverse)

DATE BOND EXECUTED (Must be same or later than date of contract)

04/01/2022

OMB Control Number: 9000-0045
Expiration Date: 12/31/2022

Paperwork Reduction Act Statement - This information collection meets the requirements of 44 USC § 3507, as amended by section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget (OMB) control number. The OMB control number for this collection is 9000-0045. We estimate that it will take 60 minutes to read the instructions, gather the facts, and answer the questions. Send only comments relating to our time estimate, including suggestions for reducing this burden, or any other aspects of this collection of information to: General Services Administration, Regulatory Secretariat Division (M1V1CB), 1800 F Street, NW, Washington, DC 20405

PRINCIPAL (Legal name and business address)

QCS Cleaning Inc. DBA
Quality Cleaning Services Inc.
6308 Linecrest Drive
Douglasville, GA 30134

TYPE OF ORGANIZATION ("X" one)

☐ INDIVIDUAL ☐ PARTNERSHIP ☐ JOINT VENTURE
☒ CORPORATION ☐ OTHER (Specify)

STATE OF INCORPORATION
Georgia

SURETY(IES) (Name(s) and business address(es))

Western Surety Company
333 South Wabash Ave
41st Floor
Chicago, IL 60604

PENAL SUM OF BOND

MILLION(S)	THOUSAND(S)	HUNDRED(S)	CENTS
	194	646	0

CONTRACT DATE

04/01/2022

CONTRACT NUMBER

211TB130447C-GS
Janitorial Services for Selected
County Facilities (Group G South
Senior Centers)

OBLIGATION:

We, the Principal and Surety(ies), are firmly bound to the United States of America (hereinafter called the Government) in the above penal sum. For payment of the penal sum, we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally. However, where the Sureties are corporations acting as co-sureties, we, the Sureties, bind ourselves in such sum "jointly and severally" as well as "severally" only for the purpose of allowing a joint action or actions against any or all of us. For all other purposes, each Surety binds itself, jointly and severally with the Principal, for the payment of the sum shown opposite the name of the Surety. If no limit of liability is indicated, the limit of liability is the full amount of the penal sum.

CONDITIONS:

The Principal has entered into the contract identified above.

THEREFORE:

The above obligation is void if the Principal-

(a)(1) Performs and fulfills all the understanding, covenants, terms, conditions, and agreements of the contract during the original term of the contract and any extensions thereof that are granted by the Government, with or without notice of the Surety(ies) and during the life of any guaranty required under the contract, and

(2) Performs and fulfills all the undertakings, covenants, terms, conditions, and agreements of any and all duly authorized modifications of the contract that hereafter are made. Notice of those modifications to the Surety(ies) are waived.

(b) Pays to the Government the full amount of the taxes imposed by the Government, if the said contract is subject to 41 USC Chapter 31, Subchapter III, Bonds, which are collected, deducted, or withheld from wages paid by the Principal in carrying out the construction contract with respect to which this bond is furnished.

WITNESS:

The Principal and Surety(ies) executed this performance bond and affixed their seals on the above date.

PRINCIPAL

SIGNATURE(S)	1. <i>Clifford Featherstone</i> (Seal)	2. _____ (Seal)	3. _____ (Seal)
	NAME(S) & TITLE(S) (Typed)	1. Clifford Featherstone President/CEO Quality Cleaning	2. _____

INDIVIDUAL SURETY(IES)

SIGNATURE(S)	1. _____ (Seal)	2. _____ (Seal)
	NAME(S) (Typed)	1. _____

CORPORATE SURETY(IES)


SURETY A	NAME & ADDRESS	Western Surety Company 101 S Phillips Avenue Sioux Falls, SD 57104	STATE OF INCORPORATION	South Dakota	LIABILITY LIMIT (\$)	1,000,000
	SIGNATURE(S)	1. <i>Paul T. Bruffat</i>	2. _____			
	NAME(S) & TITLE(S) (Typed)	1. Paul Bruffat Vice President	2. _____			

AUTHORIZED FOR LOCAL REPRODUCTION
Previous edition is NOT usable

STANDARD FORM 25 (REV. 8/2016)
Prescribed by GSA-FAR (48 CFR 51.228(b))

CORPORATE SURETY(IES) (Continued)

SURETY B	NAME & ADDRESS		STATE OF INCORPORATION	LIABILITY LIMIT (\$)	Corporate Seal
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) (Typed)	1.	2.		
SURETY C	NAME & ADDRESS		STATE OF INCORPORATION	LIABILITY LIMIT (\$)	Corporate Seal
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) (Typed)	1.	2.		
SURETY D	NAME & ADDRESS		STATE OF INCORPORATION	LIABILITY LIMIT (\$)	Corporate Seal
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) (Typed)	1.	2.		
SURETY E	NAME & ADDRESS		STATE OF INCORPORATION	LIABILITY LIMIT (\$)	Corporate Seal
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) (Typed)	1.	2.		
SURETY F	NAME & ADDRESS		STATE OF INCORPORATION	LIABILITY LIMIT (\$)	Corporate Seal
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) (Typed)	1.	2.		
SURETY G	NAME & ADDRESS		STATE OF INCORPORATION	LIABILITY LIMIT (\$)	Corporate Seal
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) (Typed)	1.	2.		

BOND PREMIUM		RATE PER THOUSAND (\$)	TOTAL (\$)
		30.00	5,839.38

INSTRUCTIONS

- This form is authorized for use in connection with Government contracts. Any deviation from this form will require the written approval of the Administrator of General Services.
- Insert the full legal name and business address of the Principal in the space designated "Principal" on the face of the form. An authorized person shall sign the bond. Any person signing in a representative capacity (e.g., an attorney-in-fact) must furnish evidence of authority if that representative is not a member of the firm, partnership, or joint venture, or an officer of the corporation involved.
- (a) Corporations executing the bond as sureties must appear on the Department of the Treasury's list of approved sureties and must act within the limitations listed therein. The value put into the LIABILITY LIMIT block is the penal sum (i.e., the face value) of bonds, unless a co-surety arrangement is proposed.
 (b) When multiple corporate sureties are involved, their names and addresses shall appear in the spaces (Surety A, Surety B, etc.) headed "CORPORATE SURETY(IES)." In the space designated "SURETY(IES)" on the face of the form, insert only the letter identifier corresponding to each of the sureties. Moreover, when co-surety arrangements exist, the parties may allocate their respective limitations of liability under the bonds, provided that the sum total of their liability equals 100% of the bond penal sum.
 (c) When individual sureties are involved, a completed Affidavit of Individual Surety (Standard Form 28) for each individual surety shall accompany the bond. The government may require the surety to furnish additional substantiating information concerning its financial capability.
- Corporations executing the bond shall affix their corporate seals. Individuals shall execute the bond opposite the words "Corporate Seal", and shall affix an adhesive seal if executed in Maine, New Hampshire, or any other jurisdiction requiring adhesive seals.
- Type the name and title of each person signing this bond in the space provided.

BID BOND

**21ITB130447C-GS, Janitorial Services for Selected Fulton County Facilities
(Groups E, F, G, H, & I)**

**STATE OF GEORGIA
COUNTY OF FULTON**

KNOW ALL MEN BY THESE PRESENTS, THAT WE _____
_____ Clifford Featherstone QCS Cleaning Inc DBA/ Quality Cleaning Services
hereinafter called the PRINCIPAL, and _____
_____ Western Surety Company
hereinafter call the SURETY, a corporation chartered and existing under the laws of the State of
_____ South Dakota _____ and duly authorized to transact Surety business in the
State of Georgia, are held and firmly bound unto the Fulton County Government (COUNTY), in
the penal sum of _____ 5% of Bid Amount _____
_____ Dollars and Cents (\$ _____ 5% of Bid Amount _____) good and lawful money of the
United States of America, to be paid upon demand of the COUNTY, to which payment well and
truly to be made we bind ourselves, our heirs, executors, and administrators and assigns, jointly
and severally and firmly by these presents.

WHEREAS the PRINCIPAL has submitted to the COUNTY, for **21ITB130447C-GS, Janitorial
Services for Selected Fulton County Facilities (Groups E, F, G, H, & I)**, a Bid;

WHEREAS the PRINCIPAL desires to file this Bond in accordance with law:

NOW THEREFORE: The conditions of this obligation are such that if the Bid be accepted, the
PRINCIPAL shall within ten (10) calendar days after receipt of written notification from the
COUNTY of the award of the Contract execute the Contract in accordance with the Bid and upon
the terms, conditions and prices set forth therein, in the form and manner required by the
COUNTY, and execute sufficient and satisfactory Performance and Payments Bonds payable to
the COUNTY, each in the amount of one hundred percent (100%) of the total contract price, in
form and with security satisfactory to said COUNTY, then this obligation to be void; otherwise, to
be and remain in full force and virtue in law; and the SURETY shall upon failure of the
PRINCIPAL to comply with any or all of the foregoing requirements within the time specified
above immediately pay to the COUNTY, upon demand the amount hereof in good and lawful
money of the United States of America, not as a penalty, but as liquidated damages.

In the event suit is brought upon this Bond by the COUNTY and judgment is recovered, the SURETY shall pay all costs incurred by the COUNTY in such suit, including attorney's fees to be fixed by the Court.

Enclosed is a Bid Bond in the approved form, in the amount of 5% of Bid Amount Dollars

(\$ 5% of Bid Amount) being in the amount of five percent (5%) of the Contract Sum.

The money payable on this bond shall be paid to the COUNTY, for the failure of the Bidder to execute a Contract within ten (10) days after receipt of the Contract and at the same time furnish a Payment Bond and Performance Bond.

(SIGNATURES ON NEXT PAGE)

IN TESTIMONY THEREOF, the PRINCIPAL and SURETY have caused these presents to be
duly signed and sealed this 29th day of October, 2021

ATTEST:

Clifford Featherstone QCS Cleaning Inc DBA/ Quality Cleaning Services
PRINCIPAL



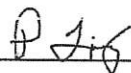


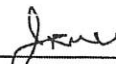
CERTIFICATE AS TO CORPORATE PRINCIPAL

_____, certify that I am the Secretary of the
Corporation named as principal in the within bond; that _____, who
signed the said bond of said corporation; that I know this signature, and his/her signature thereto
is genuine; and that said bond was duly signed, sealed and attested for in behalf of said
Corporation by authority of its governing body.



Western Surety Company
SURETY


(SEAL)

BY 
John D. Weisbrot, Attorney-in-Fact

END OF SECTION

PRESENTATIONS TO THE BOARD**Metropolitan Atlanta Rapid Transit Authority**

- 22-0146** **Board of Commissioners**
MARTA Quarterly Update

Fulton DeKalb Hospital Authority

- 22-0147** **Board of Commissioners**
Fulton DeKalb Hospital Authority Quarterly Update

COUNTY MANAGER'S ITEMS**Open & Responsible Government**

- 22-0148** **County Manager**
Presentation of COVID-19 Operational Response Update.

- 22-0149** **Purchasing and Contract Compliance**
Request ratification of emergency procurement - County Manager, Countywide Emergency Procurements.

- 22-0150** **Real Estate and Asset Management**
Request approval of lowest responsible bidders - Department of Real Estate and Asset Management, 21ITB130447C-GS, Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I) in the total amount of \$771,929.00 with (A) Chi-ADA Corporation, (Atlanta, GA) in the amount of \$437,224.00 for Groups E (South Libraries), F (Other Offices North) & (Other Offices South), & H (Arts Centers); (B) Quality Cleaning Services, Inc. (Douglasville, GA) in the amount of \$194,646.00 for Group G (South Senior Centers); and (C) American Facility Services, Inc. (Alpharetta, GA) in the amount of \$140,059.00 for Group I (North & South Service Centers), to provide the highest quality cleaning services for selected Fulton County facilities effective April 1, 2022, through December 31, 2022, with two renewal options.

Health and Human Services

- 22-0151** **Senior Services**
Request approval to increase spending authority - Department of Senior Services, 17RFP109210A-FB, Comprehensive Nutrition Care, with Open Hand Atlanta (Atlanta, GA) in an amount not to exceed \$313,074.00 to provide home delivered meals, nutritional screening, nutrition education, and nutrition counseling for Fulton County residents aged 60 and above. Effective upon BOC approval.



**CONTRACT DOCUMENTS FOR
21ITB130447C-GS (C)**

**Janitorial Services for Selected Fulton County
Facilities (Group E, F, G, H & I)**

For

Department of Real Estate and Asset Management

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ARTICLE 28.	<u>NOTICES</u>
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EXHIBIT B:	<u>SPECIAL CONDITIONS</u>
EXHIBIT C:	<u>SCOPE OF WORK</u>
EXHIBIT D:	<u>COMPENSATION</u>
EXHIBIT E:	<u>PURCHASING FORMS</u>
EXHIBIT F:	<u>CONTRACT COMPLIANCE FORMS</u>
EXHIBIT G:	<u>INSURANCE AND RISK MANAGEMENT FORMS</u>
EXHIBIT H:	<u>PAYMENT & PERFORMANCE BONDS</u>

CONTRACT AGREEMENT

Contractor: American Facility Services, Inc. (C)

Contract No.: 21ITB130447C-GS, Janitorial Services for Selected Fulton County Facilities (Group E, F, G, H & I)

Address: 1325 Union Hill Industrial Court, Suite A
City, State Alpharetta, GA 30004

Telephone: (770) 740-1613

Email: kmccann@amfacility.com

Contact: Kevin McCann
President

This Agreement made and entered into effective the 1st day of April 2022 by and between **FULTON COUNTY, GEORGIA**, a political subdivision of the State of Georgia, hereinafter referred to as "**County**", and **AMERICAN FACILITY SERVICES, INC.**, hereinafter referred to as "**Contractor**", authorized to transact business in the State of Georgia.

WITNESSETH

WHEREAS, County through its Department of Real Estate and Asset Management hereinafter referred to as the "**Department**", desires to retain a qualified and experienced Contractor to perform Janitorial Services for Selected Fulton County Facilities (Group I) North and South Service Centers), hereinafter, referred to as the "**Project**".

WHEREAS, Contractor has represented to County that it is experienced and has qualified and local staff available to commit to the Project and County has relied upon such representations.

NOW THEREFORE, for and in consideration of the mutual covenants contained herein, and for other good and valuable consideration, County and Contractor agree as follows:

ARTICLE 1. CONTRACT DOCUMENTS

County hereby engages Contractor, and Contractor hereby agrees, to perform the services hereinafter set forth in accordance with this Agreement, consisting of the following contract documents:

- I. Form of Agreement;
- II. Addenda;
- III. Exhibit A: General Conditions;
- IV. Exhibit B: Special Conditions [where applicable]
- V. Exhibit C: Scope of Work
- VI. Exhibit D: Compensation;
- VII. Exhibit E: Purchasing Forms;
- VIII. Exhibit F: Contract Compliance Forms;
- IX. Exhibit G: Insurance and Risk Management Form;
- X. Exhibit H: Bid Bond;
- XI. Exhibit H: Payment and Performance Bonds

The foregoing documents constitute the entire Agreement of the parties pertaining to the Project hereof and is intended as a complete and exclusive statement of promises, representations, discussions, and agreements oral or otherwise that have been made in connection therewith. No modifications or amendment to this Agreement shall be binding upon the parties unless the same is in writing, conforms to Fulton County Purchasing Code §102-420 governing change orders, is signed by the County's and the Contractor's duly authorized representatives, and entered upon the meeting minutes of the Fulton County Board of Commissioners.

If any portion of the Contract Documents shall be in conflict with any other portion, the various documents comprising the Contract Documents shall govern in the following order of precedence: 1) the Agreement, 2) the Bid document, 3) any Addenda, 4) change orders, 5) the exhibits, and 6) portions of Contractor's proposal that was accepted by the County and made a part of the Contract Documents.

The Agreement was approved by the Fulton County Board of Commissioners on March 2, 2022, BOC# 22-0150 (C).

ARTICLE 2. **SEVERABILITY**

If any provision of this Agreement is held to be unenforceable for any reason, the unenforceability thereof shall not affect the remainder of the Agreement, which shall remain in full force and effect, and enforceable in accordance with its terms.

ARTICLE 3. **DESCRIPTION OF PROJECT**

County and Contractor agree the Project is to provide general cleaning for selected Fulton County facilities (Group I) North and South Service Centers. Furnish all materials, labor, tools, janitorial equipment cleaning supplies, restroom supplies (including feminine products, soap, toilet seat covers, toilet tissue, paper towels, and other required supplies) and equipment necessary to provide the highest quality janitorial services at these selected County facilities.

All exhibits referenced in this agreement are incorporated by reference and constitute an integral part of this Agreement as if they were contained herein.

ARTICLE 4. **SCOPE OF WORK**

Unless modified in writing by both parties in the manner specified in the agreement, duties of Contractor shall not be construed to exceed those services specifically set forth herein. Contractor agrees to provide all services, products, and data and to perform all tasks described in Exhibit C, Scope of Work.

ARTICLE 5. **SERVICES PROVIDED BY COUNTY**

Contractor shall gather from County all available non-privileged data and information pertinent to the performance of the services for the Project. Certain services as described in Exhibit C, Scope of Work, if required, will be performed and furnished by County in a timely manner so as not to unduly delay Contractor in the performance of said obligations. County shall have the final decision as to what data and information is pertinent.

County will appoint in writing a County authorized representative with respect to work to be performed under this Agreement until County gives written notice of the appointment of a successor. The County's authorized representative shall have complete authority to transmit instructions, receive information, and define County's policies, consistent with County rules and regulations. Contractor may rely upon written consents and approvals signed by the County's authorized representative that are consistent with County rules and regulations.

ARTICLE 6. **MODIFICATIONS**

If during the course of performing the Project, County and Contractor agree that it is necessary to make changes in the Project as described herein and referenced exhibits, such changes will be incorporated by written amendments in the form of Change Orders to this Agreement. Any such Change Order and/or supplemental agreement shall not become effective or binding unless approved by the Board of Commissioners and entered on the minutes. Such modifications shall conform to the requirements of the Fulton County Purchasing Code, §102-420 which is incorporated by reference herein.

ARTICLE 7. **SCHEDULE OF WORK**

Contractor shall not proceed to furnish such services and County shall not become obligated to pay for same until a written authorization to proceed (Notice to Proceed) has been sent to Contractor from County. The Contractor shall begin work under this Agreement no later than five (5) days after the effective date of notice to proceed.

ARTICLE 8. **MULTI-YEAR CONTRACT TERM**

The period of this Agreement shall consist of a series of Terms as defined below. The County is obligated only to pay such compensation under this Agreement as may lawfully be made from funds budgeted and appropriated for that purpose during the County's then current fiscal year.

a. Commencement Term

The "Commencement Term" of this Agreement shall begin on 1st day of April 2022, the starting date, and shall end absolutely and without further obligation on the part of the county on the 31st day of December 2022. The Commencement Term shall be subject to events of termination and the County's termination rights that are described elsewhere in this Agreement. Notwithstanding anything contained in this Agreement, the County's obligation to make payments provided under this Agreement shall be subject to the County's annual appropriations of funds for the goods, services, materials, property and/or supplies procured under this Agreement by the County's governing body and such obligation shall not constitute a pledge of the County's full faith and credit within the meaning of any constitutional debt limitation.

b. Renewal Terms

Unless the terms of this Agreement are fulfilled with no further obligation of the part of either party on or before the final date of the Commencement Term as stated above, or unless an event of termination as defined within this Agreement occurs during the Commencement Term, this Agreement may be renewed at the written option of the County upon the approval of the County Board of Commissioners for two (2) one-year ("Renewal Terms"). However, no Renewal Term of this Agreement shall be authorized, nor shall any Renewal Term of this Agreement commence unless and until each Renewal Term has first been approved in writing by the County Board of Commissioners for the calendar year of such Renewal Term. If approved by the County Board of Commissioners, the First Renewal Term shall begin on the 1st day of January 2023 and shall end no later than the 31st day of December 2023. If approved by the County Board of Commissioners, the Second Renewal Term shall begin on the 1st day of January 2024 and shall end no later than the 31st day of December 2024. If the County chooses not to exercise any Renewal Term as provided in this Section, then the Term of this Agreement then in effect shall also be deemed the "Ending Term" with no further obligation on the party of either party.

c. Term Subject to Events of Termination

All "Terms" as defined within this Section are subject to the section of this Agreement which pertain to events of termination and the County's rights upon termination.

d. Same Terms

Unless mutually agreed upon in writing by the parties, or otherwise indicated herein, all provisions and conditions of any Renewal Term shall be exactly the same as those contained within in this Agreement.

e. Statutory Compliance Regarding Purchase Contracts.

The parties intend that this Agreement shall, and this Agreement shall operate in conformity with and not in contravention of the requirements of O.C.G.A. § 36-60-13, as applicable, and in the event that this Agreement would conflict therewith, then this Agreement shall be interpreted and implemented in a manner consistent with such statute.

ARTICLE 9. COMPENSATION

Compensation for work performed by Contractor on Project shall be in accordance with the payment provisions and compensation schedule, attached as Exhibit D, Compensation.

The total contract amount for the Project shall not exceed \$140,059.00 (One Hundred Forty Thousand Fifty-Nine Dollars and No Cents), which is full payment for a complete scope of work.

ARTICLE 10. PERSONNEL AND EQUIPMENT

Contractor shall designate in writing a person(s) to serve as its authorized representative(s) who shall have sole authority to represent Contractor on all manners pertaining to this contract.

Contractor represents that it has secured or will secure, at its' own expense, all equipment and personnel necessary to complete this Agreement, none of whom shall be employees of or have any contractual relationship with County. All of the services required hereunder will be performed by Contractor under his supervision and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under law to perform such services.

Written notification shall be immediately provided to County upon change or severance of any of the authorized representative(s), listed key personnel or subcontractors performing services on this Project by Contractor. No changes or

substitutions shall be permitted in Contractor's key personnel or subcontractors as set forth herein without the prior written approval of the County. Requests for changes in key personnel or subcontractors will not be unreasonably withheld by County.

ARTICLE 11. **SUSPENSION OF WORK**

Suspension Notice: The County may by written notice to the Contractor, suspend at any time the performance of all or any portion of the services to be performed under this Agreement. Upon receipt of a suspension notice, the Contractor must, unless the notice requires otherwise:

- 1) Immediately discontinue suspended services on the date and to the extent specified in the notice;
- 2) Place no further orders or subcontracts for material, services, or facilities with respect to suspended services, other than to the extent required in the notice; and
- 3) Take any other reasonable steps to minimize costs associated with the suspension.

Notice to Resume: Upon receipt of notice to resume suspended services, the Contractor will immediately resume performance under this Agreement as required in the notice.

ARTICLE 12. **DISPUTES**

Except as otherwise provided in this Agreement, any dispute concerning a question of fact arising under this contract which is not disposed of by agreement shall be decided by the County. The representative shall reduce the decision to writing and mail or otherwise furnish a copy thereof to the Contractor. The Contractor shall have 30 days from date the decision is sent to appeal the decision to the County Manager or his designee by mailing or otherwise furnishing to the County Manager or designee, copy of the written appeal. The decision of the County Manager or his designee for the determination of such appeal shall be final and conclusive. This condition shall not be pleaded in any suit involving a question of fact arising under this Agreement, unless the same is fraudulent, or capricious, or arbitrary, or so grossly erroneous as necessarily to imply bad faith, or is not supported by substantial evidence. In connection with any appeal proceeding under this clause, Contractor shall be afforded an opportunity to be heard and to offer evidence in support of an appeal. Pending any final decision of a dispute hereunder, Contractor shall proceed diligently with performance of the Agreement and in accordance with the decision of the County's designated representative.

ARTICLE 13. **TERMINATION OF AGREEMENT FOR CAUSE**

- (1) Either County or Contractor may terminate work under this Agreement in the event the other party fails to perform in accordance with the provisions of the Agreement. Any party seeking to terminate this Agreement is required to give thirty (30) days prior written notice to the other party.
- (2) Notice of termination shall be delivered by certified mail with receipt for delivery returned to the sender.
- (3) **TIME IS OF THE ESSENCE** and if the Contractor refuses or fails to perform the work as specified in Exhibit C, Scope of Work and maintain the scheduled level of effort as proposed, or any separable part thereof, with such diligence as will ensure completion of the work within the specified time period, or any extension or tolling there of, or fails to complete said work within such time. The County may exercise any remedy available under law or this Agreement. Failure to maintain the scheduled level of effort as proposed or deviation from the aforesaid proposal without prior approval of County shall constitute cause for termination
- (4) The County may, by written notice to Contractor, terminate Contractor's right to proceed with the Project or such part of the Project as to which there has been delay. In such event, the County may take over the work and perform the same to completion, by contract or otherwise, and Contractor shall be required to provide all copies of finished or unfinished documents prepared by Contractor under this Agreement.
- (5) Contractor shall be entitled to receive compensation for any satisfactory work completed on such documents as reasonably determined by the County.
- (6) Whether or not the Contractor's right to proceed with the work has been terminated, the Contractor shall be liable for any damage to the County resulting from the Contractor's refusal or failure to complete the work within the specified time period and said damages shall include, but not be limited to, any additional costs associated with the County obtaining the services of another Contractor to complete the project.

ARTICLE 14. **TERMINATION FOR CONVENIENCE OF COUNTY**

Notwithstanding any other provisions, the County may terminate this Agreement for its convenience at any time by a written notice to Contractor. If the Agreement is terminated for convenience by the County, as provided in this article, Contractor will be paid compensation for those services actually performed. Partially completed tasks will be compensated for based on a signed statement of completion to be submitted by Contractor which shall itemize each

task element and briefly state what work has been completed and what work remains to be done.

If, after termination, it is determined that the Contractor was not in default, or that the default was excusable, the rights and obligations of the parties shall be the same as if the termination had been issued for the convenience of the government.

ARTICLE 15. WAIVER OF BREACH

The waiver by either party of a breach or violation of any provision of this Agreement, shall not operate or be construed to be, a waiver of any subsequent breach or violation of the same or other provision thereof.

ARTICLE 16. INDEPENDENT CONTRACTOR

Contractor shall perform the services under this Agreement as an independent contractor and nothing contained herein shall be construed to be inconsistent with such relationship or status. Nothing in this Agreement shall be interpreted or construed to constitute Contractor or any of its agents or employees to be the agent, employee or representative of County.

ARTICLE 17. RESPONSIBILITY OF CONTRACTOR

Contractor represents that it has, or will secure at its own expenses, all personnel appropriate to perform all work to be completed under this Agreement;

All the services required hereunder will be performed by Contractor or under the direct supervision of Contractor. All personnel engaged in the Project by Contractor shall be fully qualified and shall be authorized or permitted under applicable State and local law to perform such services.

None of the work or services covered by this Agreement shall be transferred, assigned, or subcontracted by Contractor without the prior written consent of the County.

ARTICLE 18. INDEMNIFICATION

18.1 Non-Professional Services Indemnification. Contractor hereby agrees to indemnify and hold harmless Fulton County, its Commissioners and their respective officers, members, employees, and agents (each, hereinafter referred to as an "Indemnified Person") from and against any and all claims, demands, liabilities, losses, costs or expenses, including attorneys' fees due to liability to a third party or parties, for any loss due to bodily injury (including death), personal injury, and property damage arising out of or resulting from the performance of this Agreement or any act or omission on the part of the Contractor, its agents, employees or others working at the direction of Contractor or on its behalf, or due to any breach of this Agreement by the

Contractor or due to the application or violation of any pertinent Federal, State or local law, rule or regulation. This indemnification is binding upon to the successors and assigns of Contractor. This indemnification does not extend to the sole negligence of the Indemnified Persons nor beyond the scope of this Agreement and the work undertaken thereunder. This indemnification survives the termination of this Agreement and shall also survive the dissolution or to the extent allowed by law, the bankruptcy of Contractor.

Contractor obligation to indemnify and hold harmless, as set forth hereinabove, shall also include, but is not limited to, any matter arising out of any actual or alleged infringement of any patent, trademark, copyright, or service mark, or other actual or alleged unfair competition disparagement of product or service, or other tort or any type whatsoever, or any actual or alleged violation of trade regulations.

Contractor further agrees to indemnify and hold harmless Fulton County, its Commissioners, officers, employees, subcontractors, successors, assigns and agents from and against any and all claims or liability for compensation under the Worker's Compensation Act, Disability Benefits Act, or any other employee benefits act arising out of injuries sustained by any employees of Consultant/Contractor. These indemnities shall not be limited by reason of the listing of any insurance coverage.

18.2 Notice of Claim. If an Indemnified Person receives written notice of any claim or circumstance which could give rise to indemnified losses, the receiving party shall promptly give written notice to Contractor and shall use best efforts to deliver such written notice within ten (10) Business Days. The notice must include a copy of such written notice of claim, or, if the Indemnified Person did not receive a written notice of claim, a description of the indemnification event in reasonable detail and the basis on which indemnification may be due. Such notice will not stop or prevent an Indemnified Person from later asserting a different basis for indemnification. If an Indemnified Person does not provide this notice within the ten (10) Business Day period, it does not waive any right to indemnification except to the extent that Contractor is prejudiced, suffers loss, or incurs additional expense solely because of the delay.

18.3 Defense. Contractor, at Contractor's own expense, shall defend each such action, suit, or proceeding or cause the same to be resisted and defended by counsel designated by the Indemnified Person and reasonably approved by Contractor (provided that in all instances the County Attorney of Fulton County Georgia shall be acceptable, and, for the avoidance of doubt, is the only counsel authorized to represent the County). If any such action, suit or proceedings should result in final judgment against the Indemnified Person, Contractor shall promptly satisfy and discharge such judgment or cause such judgment to be promptly satisfied and discharged. Within ten (10) Business Days after receiving written notice of the indemnification request, Contractor

shall acknowledge in writing delivered to the Indemnified Person (with a copy to the County Attorney) that Contractor is defending the claim as required hereunder.

18.4 Separate Counsel.

18.4.1 Mandatory Separate Counsel. In the event that there is any potential conflict of interest that could reasonably arise in the representation of any Indemnified Person and Contractor in the defense of any action, suit or proceeding pursuant to Section 18.3 above or in the event that state or local law requires the use of specific counsel, (i) such Indemnified Person may elect in its sole and absolute discretion whether to waive such conflict of interest, and (ii) unless such Indemnified Person (and, as applicable, Contractor) elects to waive such conflict of interest, or in any event if required by state or local law, then the counsel designated by the Indemnified Person shall solely represent such Indemnified Person and, if applicable, Contractor shall retain its own separate counsel, each at Contractor's sole cost and expense.

18.4.2 Voluntary Separate Counsel. Notwithstanding Contractor's obligation to defend a claim, the Indemnified Person may retain separate counsel to participate in (but not control or impair) the defense and to participate in (but not control or impair) any settlement negotiations, provided that for so long as Contractor has complied with all of Contractor's obligations with respect to such claim, the cost of such separate counsel shall be at the sole cost and expense of such Indemnified Person (provided that if Contractor has not complied with all of Contractor's obligations with respect to such claim, Contractor shall be obligated to pay the cost and expense of such separate counsel). Contractor may settle the claim without the consent or agreement of the Indemnified Person, unless the settlement (i) would result in injunctive relief or other equitable remedies or otherwise require the Indemnified Person to comply with restrictions or limitations that adversely affect or materially impair the reputation and standing of the Indemnified Person, (ii) would require the Indemnified Person to pay amounts that Contractor or its insurer does not fund in full, (iii) would not result in the Indemnified Person's full and complete release from all liability to the plaintiffs or claimants who are parties to or otherwise bound by the settlement, or (iv) directly involves the County (in which case the County of Fulton County, Georgia shall be the only counsel authorized to represent the County with respect to any such settlement).

18.5 Survival. The provisions of this Article will survive any expiration or earlier termination of this Agreement and any closing, settlement or other similar event which occurs under this Agreement.

ARTICLE 19. COVENANT AGAINST CONTINGENT FEES

Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this Agreement upon an agreement or understanding

for a commission, percentage, brokerage or contingent fee, excepting bona fide employees maintained by Contractor for the purpose of securing business and that Contractor has not received any non-County fee related to this Agreement without the prior written consent of County. For breach or violation of this warranty, County shall have the right to annul this Agreement without liability or at its discretion to deduct from the Contract Price or consideration the full amount of such commission, percentage, brokerage or contingent fee.

ARTICLE 20. **INSURANCE**

Contractor agrees to obtain and maintain during the entire term of this Agreement, all of the insurance required as specified in the Agreement documents, Exhibit G, Insurance and Risk Management Forms, with the County as an additional insured and shall furnish the County a Certificate of Insurance showing the required coverage. The cancellation of any policy of insurance required by this Agreement shall meet the requirements of notice under the laws of the State of Georgia as presently set forth in the Georgia Code.

ARTICLE 21. **PROHIBITED INTEREST**

Section 21.01 **Conflict of interest:**

Contractor agrees that it presently has no interest and shall acquire no interest direct or indirect that would conflict in any manner or degree with the performance of its service hereunder. Contractor further agrees that, in the performance of the Agreement, no person having any such interest shall be employed.

Section 21.02 **Interest of Public Officials:**

No member, officer or employee of County during his tenure shall have any interest, direct or indirect, in this Agreement or the proceeds thereof.

ARTICLE 22. **SUBCONTRACTING**

Contractor shall not subcontract any part of the work covered by this Agreement or permit subcontracted work to be further subcontracted without prior written approval of County.

ARTICLE 23. **ASSIGNABILITY**

Contractor shall not assign or subcontract this Agreement or any portion thereof without the prior expressed written consent of County. Any attempted assignment or subcontracting by Contractor without the prior expressed written consent of County shall at County's sole option terminate this Agreement without any notice to Contractor of such termination. Contractor binds itself, its successors, assigns,

and legal representatives of such other party in respect to all covenants, agreements and obligations contained herein.

ARTICLE 24. **ANTI-KICKBACK CLAUSE**

Salaries of engineers, surveyors, draftsmen, clerical and technicians performing work under this Agreement shall be paid unconditionally and not less often than once a month without deduction or rebate on any account except only such payroll deductions as are mandatory by law. Contractor hereby promises to comply with all applicable "Anti-Kickback" Laws and shall insert appropriate provisions in all subcontracts covering work under this Agreement.

ARTICLE 25. **AUDITS AND INSPECTORS**

At any time during normal business hours and as often as County may deem necessary, Contractor shall make available to County and/or representatives of the County for examination all of its records with respect to all matters covered by this Agreement.

It shall also permit County and/or representative of the County to audit, examine and make copies, excerpts or transcripts from such records of personnel, conditions of employment and other data relating to all matters covered by this Agreement. Contractor's records of personnel, conditions of employment, and financial statements (hereinafter "Information") constitute trade secrets and are considered confidential and proprietary by Contractor. To the extent County audits or examines such Information related to this Agreement, County shall not disclose or otherwise make available to third parties any such Information without Contractor's prior written consent unless required to do so by a court order. Nothing in this Agreement shall be construed as granting County any right to make copies, excerpts or transcripts of such information outside the area covered by this Agreement without the prior written consent of Contractor. Contractor shall maintain all books, documents, papers, accounting records and other evidence pertaining to costs incurred on the Project and used in support of its proposal and shall make such material available at all reasonable times during the period of the Agreement and for eight years from the date of final payment under the Agreement, for inspection by County or any reviewing agencies and copies thereof shall be furnished upon request and at no additional cost to County. Contractor agrees that the provisions of this Article shall be included in any Agreements it may make with any subcontractors, assignee, or transferee.

ARTICLE 26. **ACCOUNTING SYSTEM**

Contractor shall have an accounting system, which is established, and maintaining in accordance with generally accepted accounting principles. Contractor must account for cost in a manner consistent with generally accepted accounting procedures, as approved by Fulton County.

ARTICLE 27. VERBAL AGREEMENT

No verbal agreement or conversation with any officer, agent or employee of County either before, during or after the execution of this Agreement, shall affect or modify any of the terms of obligations herein contained, nor shall such verbal agreement or conversation entitle Contractor to any additional payment whatsoever under the terms of this Agreement. All changes to this shall be in writing and the form of a change order in supplemental agreement, approved by the County, and entered on the Minutes of the Board of Commissioners.

ARTICLE 28. NOTICES

All notices shall be in writing and delivered in person or transmitted by certified mail, postage prepaid.

Notice to County, shall be addressed as follows:

Department of Real Estate and Asset Management
Director
141 Pryor Street, S.W., Suite 6001
Atlanta, Georgia 30303
Telephone: (404) 612-5900
Email: joseph.davis@fultoncountyga.gov
Attention: Joseph N. Davis

With a copy to:

Department of Purchasing & Contract Compliance
Director
130 Peachtree Street, S.W., Suite 1168
Atlanta, Georgia 30303
Telephone: (404) 612-5800
Email: felicia.strong-whitaker@fultoncountyga.gov
Attention: Felicia Strong-Whitaker

Notices to Contractor shall be addressed as follows:

American Facility Services, Inc.
1325 Union Hill Industrial, Suite A
Alpharetta, GA 30004
Telephone: (770) 740-1613
Email: kmccann@amfacility.com
Attention: Kevin McCann, President

ARTICLE 29. **JURISDICTION**

This Agreement will be executed and implemented in Fulton County. Further, this Agreement shall be administered and interpreted under the laws of the State of Georgia. Jurisdiction of litigation arising from this Agreement shall be in the Fulton County Superior Courts. If any part of this Agreement is found to be in conflict with applicable laws, such part shall be inoperative, null and void insofar as it is in conflict with said laws, but the remainder of this Agreement shall be in full force and effect.

Whenever reference is made in the Agreement to standards or codes in accordance with which work is to be performed, the edition or revision of the standards or codes current on the effective date of this Agreement shall apply, unless otherwise expressly stated.

ARTICLE 30. **EQUAL EMPLOYMENT OPPORTUNITY**

During the performance of this Agreement, Contractor agrees as follows:

Section 30.01 Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex or national origin;

Section 30.02 Contractor will, in all solicitations or advertisements for employees placed by, or on behalf of, Contractor state that all qualified applicants, will receive consideration for employment without regard to race, creed, color, sex or national origin;

Section 30.03 Contractor will cause the foregoing provisions to be inserted in all subcontracts for any work covered by the Agreement so that such provision will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

ARTICLE 31. **FORCE MAJEURE**

Neither County nor Contractor shall be deemed in violation of this Agreement if either is prevented from performing its obligations hereunder for any reason beyond its control, including but not limited to acts of God, civil or military authority, act of public enemy, accidents, fires, explosions, earthquakes, floods or catastrophic failures of public transportation, provided however, that nothing herein shall relieve or be construed to relieve Contractor from performing its obligations hereunder in the event of riots, rebellions or legal strikes.

ARTICLE 32. **OPEN RECORDS ACT**

The Georgia Open Records Act, O.C.G.A. Section 50-18-70 et seq., applies to this Agreement. The Contractor acknowledges that any documents or

computerized data provided to the County by the Contractor may be subject to release to the public. The Contractor also acknowledges that documents and computerized data created or held by the Contractor in relation to the Agreement may be subject to release to the public, to include documents turned over to the County. The Contractor shall cooperate with and provide assistance to the County in rapidly responding to Open Records Act requests. The Contractor shall notify the County of any Open Records Act requests no later than 24 hours following receipt of any such requests by the Contractor. The Contractor shall promptly comply with the instructions or requests of the County in relation to responding to Open Records Act requests.

ARTICLE 33. **INVOICING AND PAYMENT**

Contractor shall submit monthly invoices for work performed during the previous calendar month, in a form acceptable to the County and accompanied by all support documentation requested by the County, for payment and for services that were completed during the preceding phase. The County shall review for approval of said invoices. The County shall have the right not to pay any invoice or part thereof if not properly supported, or if the costs requested or a part thereof, as determined by the County, are reasonably in excess of the actual stage of completion.

Time of Payment: Invoices for payment shall be submitted to County by the first (1st) calendar day of the month to facilitate processing for payment in that same month. Invoices received after the first (1st) calendar day of the month may not be paid until the last day of the following month. The County shall make payments to Contractor by U.S. mail approximately thirty (30) days after receipt of a proper invoice. Parties hereto expressly agree that the above contract term shall supersede the rates of interest, payment periods, and contract and subcontract terms provided for under the Georgia Prompt Pay Act, O.C.G.A. 13-11-1 et seq., pursuant to 13-11-7(b), and the rates of interest, payment periods, and contract and subcontract terms provided for under the Prompt Pay Act shall have no application to this Agreement; parties further agree that the County shall not be liable for any interest or penalty arising from late payments.

Submittal of Invoices: Invoices shall be submitted as follows:

Via Mail:

Fulton County Government
141 Pryor Street, SW
Suite 7001
Atlanta, Georgia 30303
Attn: Finance Department – Accounts Payable

OR

Via Email:

Email: Accounts.Payable@fultoncountyga.gov

At minimum, original invoices must reference all of the following information:

- 1) Vendor Information
 - a. Vendor Name
 - b. Vendor Address
 - c. Vendor Code
 - d. Vendor Contact Information
 - e. Remittance Address
- 2) Invoice Details
 - a. Invoice Date
 - b. Invoice Number (uniquely numbered, no duplicates)
 - c. Purchase Order Reference Number
 - d. Date(s) of Services Performed
 - e. Itemization of Services Provided/Commodity Units
- 3) Fulton County Department Information (needed for invoice approval)
 - a. Department Name
 - b. Department Representative Name

Contractor's cumulative invoices shall not exceed the total not-to-exceed fee established for this Agreement.

County's Right to Withhold Payments: The County may withhold payments for services that involve disputed costs, involve disputed audits, or are otherwise performed in an inadequate fashion. Payments withheld by the County will be released and paid to the Contractor when the services are subsequently performed adequately and on a timely basis, the causes for disputes are reconciled or any other remedies or actions stipulated by the County are satisfied. The County shall promptly pay any undisputed items contained in such invoices.

Payment of Sub-Contractor/Suppliers: The Contractor must certify in writing that all sub-Contractor of the Contractor and suppliers have been promptly paid for work and materials and previous progress payments received. In the event the prime Contractor is unable to pay sub-Contractor or suppliers until it has received a progress payment from Fulton County, the prime Contractor shall pay all sub-Contractor or supplier funds due from said progress payments within forty-eight (48) hours of receipt of payment from Fulton County and in no event later than fifteen days as provided for by State Law.

Acceptance of Payments by Contractor; Release. The acceptance by the Contractor of any payment for services under this Agreement will, in each instance, operate as, and be a release to the County from, all claim and liability

to the Contractor for work performed or furnished for or relating to the service for which payment was accepted, unless the Contractor within five (5) days of its receipt of a payment, advises the County in writing of a specific claim it contends is not released by that payment.

ARTICLE 34. **TAXES**

The Contractor shall pay all sales, retail, occupational, service, excise, old age benefit and unemployment compensation taxes, consumer, use and other similar taxes, as well as any other taxes or duties on the materials, equipment, and labor for the work provided by the Contractor which are legally enacted by any municipal, county, state or federal authority, department or agency at the time bids are received, whether or not yet effective. The Contractor shall maintain records pertaining to such taxes as well as payment thereof and shall make the same available to the County at all reasonable times for inspection and copying. The Contractor shall apply for any and all tax exemptions which may be applicable and shall timely request from the County such documents and information as may be necessary to obtain such tax exemptions. The County shall have no liability to the Contractor for payment of any tax from which it is exempt.

ARTICLE 35. **PERMITS, LICENSES AND BONDS**

All permits and licenses necessary for the work shall be secured and paid for by the Contractor. If any permit, license or certificate expires or is revoked, terminated, or suspended as a result of any action on the part of the Contractor, the Contractor shall not be entitled to additional compensation or time.

ARTICLE 36. **NON-APPROPRIATION**

This Agreement states the total obligation of the County to the Contractor for the calendar year of execution. Notwithstanding anything contained in this Agreement, the obligation of the County to make payments provided under this Agreement shall be subject to annual appropriations of funds thereof by the governing body of the County and such obligation shall not constitute a pledge of the full faith and credit of the County within the meaning of any constitutional debt limitation. The Director of Finance shall deliver written notice to the Contractor in the event the County does not intend to budget funds for the succeeding Contract year.

Notwithstanding anything contained in this Agreement, if sufficient funds have not been appropriated to support continuation of this Agreement for an additional calendar year or an additional term of the Agreement, this Agreement shall terminate absolutely and without further obligation on the part of the County at the close of the calendar year of its execution and at the close of each succeeding calendar year of which it may be renewed, unless a shorter

termination period is provided or the County suspends performance pending the appropriation of funds.

ARTICLE 37. **WAGE CLAUSE**

Contractor shall agree that in the performance of this Agreement the Contractor will comply with all lawful agreements, if any, which the Contractor had made with any association, union, or other entity, with respect to wages, salaries, and working conditions, so as not to cause inconvenience, picketing, or work stoppage.

IN WITNESS THEREOF, the Parties hereto have caused this Contract to be executed by their duly authorized representatives as attested and witnessed and their corporate seals to be hereunto affixed as of the day and year date first above written.

OWNER:

FULTON COUNTY, GEORGIA

DocuSigned by:

Robert L. Pitts

14E1B4AA5F6A44A...

Robert L. Pitts, Chairman
Fulton County Board of Commissioners

CONTRACTOR:

**AMERICAN FACILITY
SERVICES, INC.**

DocuSigned by:

Kevin McCann

F75AE4DC6E12455...

Kevin McCann
President

ATTEST:

DocuSigned by:

Tonya R. Grier

EEC476C4837648D...

Tonya R. Grier
Clerk to the Commission

(Affix County Seal)

DocuSigned by:



Secretary/
Assistant Secretary

(Affix Corporate Seal)

APPROVED AS TO FORM:

DocuSigned by:

Denval Stewart

2277A2CEF73F4E4...

Office of the County Attorney

ATTEST:

Andrea Lorraine Nugent

Notary Public

APPROVED AS TO CONTENT:

DocuSigned by:

Joseph N. Davis

E45C5C5F17FB417...

Department of Real Estate and Asset
Management
Joseph N. Davis, Director

Fulton
County: _____

Commission Expires: 10/02/2023

(Affix Notary Seal)

DocuSigned by:



2022-0150C 3/2/2022
ITEM#: _____ RM: _____
REGULAR MEETING

STATE OF GEORGIA**Secretary of State****Corporations Division****313 West Tower****2 Martin Luther King, Jr. Dr.****Atlanta, Georgia 30334-1530****ANNUAL REGISTRATION*****Electronically Filed*****Secretary of State****Filing Date: 3/29/2021 12:17:27 PM****BUSINESS INFORMATION**

CONTROL NUMBER	K108611
BUSINESS NAME	AMERICAN FACILITY SERVICES, INC.
BUSINESS TYPE	Domestic Profit Corporation
EFFECTIVE DATE	03/29/2021
ANNUAL REGISTRATION PERIOD	2021

PRINCIPAL OFFICE ADDRESS

ADDRESS	1325 UNION HILL INDUSTRIAL CT, SUITE A, ALPHARETTA, GA, 30004-5693, USA
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REGISTERED AGENT

NAME	ADDRESS	COUNTY
BCS Corporate Services, Inc.	33 South Main Street, Suite 300, Alpharetta, GA, 30009, USA	Fulton

OFFICERS INFORMATION

NAME	TITLE	ADDRESS
KEVIN MCCANN	CEO	1325 Union Hill Industrial Court Suite A, Alpharetta, GA, 30004, USA
Harold Angel	SECRETARY	1325 Union Hill Industrial Court, Suite A, Alpharetta, GA, 30004, USA
Harold Angel	CFO	1325 Union Hill Industrial Court, Suite A, Alpharetta, GA, 30004, USA

AUTHORIZER INFORMATION

AUTHORIZER SIGNATURE	Melisa Dotson
AUTHORIZER TITLE	Authorized Person

ADDENDA

21ITB130447C-GS
Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I)

Section 2
Bid Form

The Bidder furthermore agrees that, in the case of a failure on his part to execute the Contract Agreement and Bonds within ten days after receipt of conformed contract documents for execution, the Bid Bond accompanying his bid and the monies payable thereon shall be paid into the funds of the Owner as liquidated damages for such failure. Enclosed is a Bid Bond in the approved form, in the sum of:

_____ 5% of total bid amount _____ Dollars

(\$ 5% of total bid) according to the conditions of "Instructions to Bidders" and provisions

thereof.

The undersigned acknowledges receipt of the following addenda (list by the number and date appearing on each addendum) and thereby affirms that its Bid considers and incorporates any modifications to the originally issued Bidding Documents included therein.

ADDENDUM #	<u>1</u>	DATED	<u>10/19/21</u>
ADDENDUM #	<u>2</u>	DATED	<u>10/19/21</u>
ADDENDUM #	<u>3</u>	DATED	<u>10/19/21</u>
ADDENDUM #	<u>4</u>	DATED	<u>10/26/21</u>

BIDDER: _____

Signed by: Harold Angel for American Facility Services, Inc.
[Type or Print Name]

Title: Vice President

Business Address: 1325 Union Hill Industrial Court, Suite A

Alpharetta, GA 30004

Business Phone: 770-740-1613



Thank you for your interest in our bid opportunities and we welcome you to submit a response. Please be sure to review and comply with all specifications and requirements.

Addendum Description

Clarification

Replace Section 7 Contract Compliance Requirements with revised Section 7 attached in Addendum No. 1.

Section 6 is correct and need to be completed and upload.

Notice Modifications

Notice Information	From Value	To Value
No entries		

Category Modifications

Added Categories
No Categories Added

Removed Categories
No Categories Removed

EXHIBIT A

GENERAL CONDITIONS

GENERAL CONDITIONS

1. Bids may be withdrawn upon receipt of a written request prior to the stated due date and time. If a firm seeks to withdraw a bid after the due date and time, the firm must present a notarized statement indicating that an error was made, with an explanation of how it occurred. The withdrawal request must be accompanied by documentation supporting the claim. Prior to approving or disapproving the request, an opinion will be obtained from Fulton County's Legal Counsel indicating whether the firm is bound by its bid submittal.

Bids for projects that are solicited pursuant to the Georgia Local Government Public Works Construction Law (O.C.G.A. § 36-91-1 et seq.) may be withdrawn as follows:

The County must advise Contractor in the invitation to bid of the number of days that Contractor will be required to honor their bids. If an Bidder is not selected within 60 days of opening the bids, any Bidder that is determined by the governmental entity to be unlikely of being selected for contract award will be released from the bid.

2. Fulton County shall be the sole judge of the quality and the applicability of all bids. Design, features, overall quality, local facilities, terms and other pertinent considerations will be taken into account in determining acceptability.
3. The successful Bidder must assume full responsibility for delivery of all goods and services proposed.
4. The successful Bidder must assume full responsibility for replacement of all defective or damaged goods and/or performance of contracted services within thirty (30) days' notice by the County of such defect, damage or deficiency.
5. The successful Bidder must assume full responsibility for providing warranty service on all goods, materials, or equipment provided to the County with warranty coverage. Should a vendor be other than the manufacturer, the vendor and not the County is responsible for contacting the manufacturer. The Bidder is solely responsible for arranging for the service to be performed.
6. The successful Bidder shall be responsible for the proper training and certification of personnel used in the performance of the services proposed.
7. The successful Bidder shall not assign, transfer, convey, sublet, or otherwise dispose of any contract resulting from the invitation to bid or of

any of its rights, title, or interest therein without prior written consent of the Fulton County Board of Commissioners.

8. In case of default by the successful Bidder, Fulton County may procure the articles or services from another source and hold the successful Vendor responsible for any resultant excess cost.
9. All bids submitted to Fulton County are subject to the Georgia "Open Records Act", Official Code of Georgia, Annotated (O.C.G.A.) § 50-18-70 et seq.
10. All bids submitted to Fulton County involving Utility Contracting are subject to the Georgia law governing licensing of Utility Contractor, O.C.G.A. §43-14-8.2(h).

EXHIBIT B

SPECIAL CONDITIONS

No Special Conditions were required for this Project

EXHIBIT C

SCOPE OF WORK

SCOPE OF WORK

The Contractor shall provide general janitorial cleaning for selected Fulton County facilities which consist of: (Group I) North and South Service Centers) for the Department of Real Estate and Asset Management.

Scope of Work Summary:

The work will be performed at the various County facilities listed and/except any added/deleted during the life of this contract. The Contractor shall furnish all janitorial services and the labor, materials, cleaning supplies, restroom supplies (including feminine products, soap, toilet seat covers, toilet tissue, paper towels, and other required supplies) and equipment necessary to provide the highest quality of janitorial services at these selected facilities. Fulton County will accept original bid responses specifically tailored to solve our janitorial problems.

The apparent silence of this specification and any supplement thereto as to details, or the omission of a detailed description concerning any point, will be regarded as meaning only the best commercial practices are to prevail. Only materials of the highest quality, correct type, size, and design are to be used. County reserves the right to require Contractor to use alternate methods or products at no additional cost to the County if satisfactory results are not being achieved. Contractor performance will be evaluated in terms of the cleaning results achieved. All interpretations of this specification will be made upon the basis of this statement, with Fulton County interpretation to prevail.

Georgia Criminal Investigation Checks (GCIC) must be conducted by the Contractor at Contractor's expense on all employees, including sub-Contractor, assigned to clean County Facilities. National Crime Information Center (NCIC) checks must be conducted along with Fingerprint Cards by the Contractor at the Contractor's expense on all employees and subcontractors hired to perform work in Justice Facilities only. Said employees may be temporarily assigned to Justice Facilities upon the GCIC clearance, and then permanently assigned upon NCIC clearance and Fingerprint Card completion. The GCIC must be completed and forwarded to the Contract Administrator or designated County representative for review and approval prior to the start date of the contract. No employee may work at any Fulton County Facility prior to the approval of the GCIC and receipt of a Fulton County Temporary ID Card. Persons with convictions related to drug use, larceny, or offenses involving violence shall not be employees on this contract.

Contractor shall bid on the required cleaning for each group on which they desire to bid. Note that not all services apply to all facilities (e.g. most facilities do not include a locker room). It is the Contractor's responsibility to ensure that their bid for any facility has been calculated to include all appropriate services.

Contractor may also offer alternate bids for any location or group of locations. Any such alternate bid must clearly indicate the differences between it and the base bid with an explanation of why the bidder believes the alternate should be considered instead of (or in addition to) the base bid. Contractor may offer alternate pricing for award of multiple groups.

Contractor must be prepared to fully assume responsibilities of this contract and begin cleaning facilities within 30 days after notification of approval of award by the Fulton County Board of Commissioners. Employees assigned to clean Fulton County Facilities may not begin work prior to the approval of the GCIC and receipt of a Fulton County Temporary ID Card. Failure to adhere to this timeline will be grounds for selection of the next qualified Contractor to fulfill this contract.

It is highly recommended that Contractor visit all facilities on which they are bidding before submitting a bid. Failure to make such a visit will not relieve Contractor of the responsibility to: 1) submit a complete bid in proper form, or 2) properly clean a facility if awarded.

Any facilities which are added to or deleted from a cleaning group will be done so at the same price per square foot being charged for that group. Any additional facility which is added to the contract which does not reasonably belong to one of the existing groups will be added at a price per square foot which is mutually agreeable to both parties and within BOMA guidelines.

Any remarks or apparent errors in the specification or exceptions taken to the content of the specification must be clearly presented by the Contractor as an attachment titled "Remarks and Exceptions". Failure to do so is an agreement by the Contractor that they accept the terms and conditions of the specifications as written.

DEFINITIONS

BOMA Building Owners and Manager Association

Days - "Days" shall mean calendar days.

As Necessary- *Whenever needed as determined by Department of Real Estate and Asset Management Staff.*

Daily – Required each day the facility is opened to the public. If required more than one time per day, indicate number of times. (e.g. "3 x Daily" or "3/Day" for three time each day)

Weekly- The task will be performed once each week. If required more than one time per week (but less than daily) indicate number of times. (e.g., "2 x Weekly" or "2/Week" if task is to be done twice a week). If task will be done on specific day(s) of week, this will be detailed in the final work schedule as agreed with the Contract Administrator.

GCIC- Georgia Criminal Investigation Checks

NCIC- National Crime Information Center

Joint Review A committee consisting of executive management for both Fulton County and the Contractor, or any other members thereof who are empowered to make decisions on behalf of the County and Contractor.

Monthly: The task will be performed once each month. If required more than once per month (but less frequently than every week) indicate number of times per month. (e.g., "2 x Monthly" or "2/Month" if task is to be done twice a month.

Quarterly- The task will be performed once during every three –month period.

Yearly- The task is to be performed once during the contract year at time to be agreed with by the Contract Administrator. ("2 x Yearly" would mean semi-annually. "3/Year" would mean every four months").

Multi-term contracts - a contract executed for a specific period with the option to renew for additional periods of time.

CONTRACTOR'S ORGANIZATION

- Contractor shall demonstrate its ability to organize and manage janitorial projects at multiple sites.
- Contractor shall graphically illustrate the position of the Account Executive for this contract in the overall corporate organization. Contractor shall include a current resume of the Account Executive, Project Manager, and/or Site Manager, with emphasis on experience, responsibilities, current and expected workload of these people.
- Contractor shall show how corporate support is to be provided to the project.
- Contractor shall graphically demonstrate the relationship between the Account Executive and the Project/Site Manager. Detailed attention must be placed on the authority of these officers to execute key decisions under normal, urgent, and emergency situations.
- The Account Executive and the Project/Site Manager shall be accessible to the Fulton County Contract Administrator(s) twenty-four (24) hours per day, seven days per week. Contractor must show how it intends to provide this accessibility and the required coverage. Project/Site Managers must be physically at the facilities during cleaning hours. If the assigned Project/Site Manager is out sick, on vacation, terminated, or otherwise unavailable, the Fulton County Contract Administrator must be notified immediately (within 24 hours) of who on site is in charge of operations.

TRAINING

- Contractor shall include a comprehensive janitorial training plan which includes at a minimum specific training each employee involved in this contract (including supervisory and management personnel) has already received.
- Specific training each employee involved in the contract (including supervisory and management personnel) will receive during the term of this contract. Include the frequency of any repetitive training.

- Include details of when and where such training is to be accomplished. Fulton County reserves the right to observe any such training.
- Description of how the effectiveness of the training is to be measured.
- Details of specific training each floor care technician assigned to this contract has already received and will receive equivalent to the Fulton County Custodian.

KEY CONTROL AND SECURITY PLAN

- Contractor must include a plan showing how they will handle, and control keys issued to them as well as electronic security codes made known to them under this contract. Electronic codes are confidential and may not be shared among employees, relatives, or friends. This plan should indicate who will have the responsibility for all keys and how they plan to obtain keys from personnel who are terminated. Contractor shall be responsible for all keys issued to them. The contracted Contractor will replace all lost keys and broken keys at Contractor's expense. In the event the loss of keys requires lock replacement, the cost of replacing locks of similar security requirements will also be charged to the Contractor. In facilities with electronic alarms systems, the contracted Contractor will be responsible for paying any fines assessed for law enforcement responses to false alarms attributable to Contractor's employees. Employees must sign in and out with security in facilities where guards are in place. Security may inspect bags at any time.

PILFERAGE OF ITEMS AND VANDALISM

- Contractor must indicate how they plan to make sure that valuable items are not broken, abused, or stolen. Failure to control pilferage and vandalism can be grounds for termination of this contract. Employees must have a background check completed prior to working on County property. The cost of replacing any items stolen or broken by Contractor's employees will be charged to the Contractor and Contractor will reimburse / replace item to Fulton County within ten working days or payment will be subtracted from the next scheduled payment to the Contractor by Fulton County.

THE USE OF SUBCONTRACTORS

- Contractor shall require each subcontractor, to the extent of the work to be performed by the subcontractors, to be bound to the Contractor by the terms of the Contract Documents, and to assume toward the Contractor all the obligations and responsibilities which the Contractor, by these Documents, assumes towards the County. Said agreement shall preserve and protect the rights of the County under the Contract Documents with respect to the work to be performed by the subcontractors so that the subcontracting thereof will not prejudice such rights, and shall allow to the subcontractors, unless specifically provided otherwise in the Contract agreement, the benefit of all rights, remedies, and redress against the Contractor that the Contract, by these Documents has against the County. Wherever appropriate, the Contractor shall require each subcontractor to enter into similar agreements with their subcontractors. All employee records must be

maintained by the Contractor and Subcontractors for a minimum of 3 years and accessible to Fulton County.

The Contractor shall make available to each proposed subcontractor, prior to the execution of such entities' agreement with the Contractor, copies of the Contract to which the subcontractors will be bound and identify to the subcontractors any terms and conditions of the proposed Contract which may be at variance with the contract. Each subcontractor shall similarly make copies of such documents available to their subcontractors, who shall also be bound therein.

- **In the event that a subcontractor fails to perform as required according to the Contract, the Contractor, at the written direction of the County and such notice as is proper according to the Contract, shall direct and guarantee the removal or replacement of said subcontractors at no cost to the County. If desired by the County, the work which was to be performed by subcontractors shall then be removed from the subcontractor's work and shall be performed by Contractor working directly for the County.**

QUALITY CONTROL PLAN

- Contractor must develop a comprehensive quality control plan. This plan must assure that all facilities are maintained at all times at the level of cleanliness defined in this package. The plan may be evaluated for effectiveness by a Fulton County Maintenance Manager or Inspector prior to start date of contract and may be reevaluated and revised at any time during the life of the contract. At a minimum, the Quality Control plan shall include the following information:
 - A. Identify who will be responsible for inspecting all facilities to insure cleanliness. Said employee(s) will interact with the Fulton County Maintenance Managers, Inspection Supervisors, and Inspectors to maintain the buildings at the standard required.
 - B. The method of selecting facilities for inspection, frequency of inspections of different service requirements, and method(s) for correcting deviations from standards.
 - C. Contractor must include in the plan a suitable method for inspecting and recording infrequently performed services.
 - D. The plan should show the action(s) necessary to prevent unsatisfactory service(s) from recurring.
 - E. This plan should include a suitable way to inform the Fulton County representative of any problem areas within the facility (e.g., lights burned out, doors not locking properly, dispensers not operating properly, etc.).
 - F. Contractor must develop a checklist, key control report, quality control report, staff security sign-in sheet, training calendar, periodic schedule, completed projects calendar (See Appendices) acceptable to Fulton

County to record the inspections. Include a sample checklist as part of this bid. All checklists must be given to the Fulton County Contract Administrator at the biweekly meetings with contractor. Failure to provide the inspection checklists will result in an adverse Contractor Performance Report.

- G. Contractor must also describe what the contingency plan is for providing services in accordance with contract specifications in the event employees are sick or do not report for work as scheduled, suppliers do not meet delivery schedules, sub-Contractor fail to provide service, or other problems arise.

Failure by the contractor to implement the approved plan and pursue it diligently from the commencement of the contract may be considered grounds for default.

DEFICIENCY REPORTING

- If a cleaning-related deficiency is noted by the County, the Building Maintenance Manager for the affected facility will notify the Contractor's Project Manager immediately by telephone and follow up in writing (the written document is hereafter referred to as a "Deficiency Notice"). The Maintenance Manager will stipulate in the Deficiency Notice the time period allowed for the Contractor to correct the deficiency.
- The Contractor's Project Manager shall provide a written response to the Maintenance Manager no later than the end of the correction time period stipulated in the Deficiency Notice – giving the status of the Contractor's actions to correct the deficiency. This response is to include what steps were taken to correct the specific deficiency and what procedure(s) have been put in place to prevent occurrence of similar problems. All such deficiency reports and their responses shall be discussed at the next regular meeting of the County's Building Services Manager/Supervisor along with the Contractor's Project Manager to ensure that they have been completely resolved. Failure to submit written responses may result in an adverse Contractor Performance Report.
- When a deficiency in a "periodic service" will not be corrected within the time period stipulated by the Building Service Supervisor, the Contractor must, within two working days, correct the deficiency. The Building Services Supervisor will determine if this is acceptable, make the appropriate notation on the Deficiency Notice and ensure the Contractor receives that information promptly.
 1. If deemed an acceptable corrective action and/or time frame by the Building Services Supervisor, the Contractor shall submit a report when the corrective action has been completed.
 2. If the Building Services Supervisor determines this response is unacceptable, the Building Services Supervisor shall notify the County's Contract Administrator in writing. The Contract Administrator shall follow the steps in this bid document relating to non-performance.

- The Contractor will be allowed to redo a service upon notification. However, Fulton County reserves the right to consider any required repeat service as a failure to perform. The Fulton County Contract Administrator will determine when the level of service has progressed to an unsatisfactory level. Failure to meet any or all of the requirements may result in a deduction of one percent (1%) of Contractor' monthly Invoice.

NON-PERFORMANCE

- If a deficiency is not properly addressed within the correction period given or if the same problem recurs, County will withhold a portion of the payment.
- Any decision to invoke the penalties delineated in this section will be made solely by the Building Services Manager or the Deputy Director of the Department of Real Estate and Asset Management of Fulton County or a designated representative thereof.
- No monies, exceeding \$1,000.00, will be withheld without prior written notification to the Contractor by the Building Services Manager or the Deputy Director of the Department of Real Estate and Asset Management of Fulton County.
- Contractor will be notified in writing of the intent by Fulton County to invoke a penalty. The bidder has three (3) working days to respond in writing to the notification and provide an explanation of what has been accomplished to preclude the problem from recurring. Failure to respond to the written notification can be grounds for termination of the contract. The written response must include verification and documentation of the Contractor's adherence to the QC Plan and will be subject to evaluation and modification by Department of Real and Asset Management to meet the County's needs.

PENALTIES FOR NON-PERFORMANCE

- The amount of any monies withheld will be based on the square footage of the portion of the facility which was not properly cleaned. Any area which has not been properly cleaned (even if it was partially cleaned) will be considered to be "not properly cleaned".
- If more than one area being serviced by Contractor has not been properly cleaned, the square footage of all such areas shall be added together to determine the total square footage which has not been properly cleaned.
- The amount withheld shall be calculated daily beginning the day after the stipulated correction date.
- The amount withheld shall be the "cost per cleanable square foot per day" times the number of square feet affected by the deficiency times the number of days the deficiency continues to exist. The amount withheld shall be cumulative.
- Calculation of amount to be withheld shall continue until County's Contract Administrator certifies in writing that deficiency has been cured or until

Contractor's Bonding Company has been notified to take appropriate action under the terms and conditions of the Contractor's Performance Bond.

- These factors will be recalculated for renewal years if bid price is different.
- Back charges---Corrective Actions by County or its' Designated Representative.

If, under the provisions of this Contract, Contractor is notified by Building Services Supervisor/County Representative to correct defective or nonconforming work, and Contractor states or by its actions indicates that it is unable or unwilling to proceed with corrective action in a reasonable time, Building Services Supervisor/County Representative may, upon written notice, proceed to accomplish the redesign, repair, rework or replacement of nonconforming work by the most expeditious means available and back charge Contractor for the costs incurred. Furthermore, if Building Services Supervisor/County Representative agrees to or is required to perform work for Contractor, such as cleanup, off-loading or completion of incomplete work, Building Services Supervisor/County Representative may, upon written notice, perform such work by the most expeditious means available and back charge Contractor for the costs incurred.

The cost of back charge work shall include: (1) Incurred labor costs including all payroll additives; (2) incurred net delivered material costs; (3) incurred lower-tier supplier and subcontractors costs directly related to performing the corrective action; (4) equipment and tool rentals at prevailing rates in the Jobsite area; and a factor of thirty-five percent (35%) applied to the total of items 1 through 4 mentioned above for overhead, supervision, and administrative costs.

- If a day porter fails to show for all or part of a scheduled assignment, a deduction will be made at the hourly rate. If a County Employee/County Representative is utilized in their absence, then a deduction of their pay rate shall be made for appropriate back charges.
- Contractor's failure to properly perform "Daily" tasks will be penalized by withholding the appropriate amount of money from the relevant invoice along with the appropriate back charges. Contractor's failure to perform a "Periodic" task (weekly, monthly, quarterly, etc.) will result in a written warning, with a deduction made if the service is not satisfactorily made good along with the appropriate back charges, if any.
- The safety and welfare of our citizens and the security of all facilities is a top priority throughout Fulton County. Therefore, it is essential that all contracted personnel receive a GCIC and be issued a temporary Fulton County ID Badge before working in any County Facility. The badge shall be worn in a clearly visible manner at all times when working in County facilities. If a contracted employee, who has been issued a Fulton County ID, is found to not have the ID in their possession while working at a County facility or bring relatives/unauthorized personnel in any County Facility to assist or accompany them during their work, the following penalties will apply. They are as follows:

First Occurrence- Written warning; temporary removal from the building until the proper ID is retrieved, removal of unauthorized personnel, and \$25 fine assessed to the Contractor.

Second Occurrence- Written warning to Contractor requesting that the offender is not allowed to work on Fulton County property and \$50 fine assessed to the Contractor. Also, County may exercise its option to offer the affected facility(s) to the next lowest bidder if it is considered to be in the best interest and safety of the County.

REMOVAL FOR CAUSE

- If Contractor through any cause shall fail to perform the Janitorial Services as specified in the Bid Documents in a satisfactory, timely and proper manner or in the event that any of the provisions or stipulations of this agreement are violated by Contractor, the County shall thereupon have the right to immediately terminate this agreement by written notice to Contractor. Said written notice will be sent via certified mail to Contractor at the last address given to the County by Contractor. Notification is considered complete upon mailing, via certified mail, by County. If the Contract is terminated by the County, Contractor will be compensated for the work satisfactorily performed up to and including the termination date.
- Any decision to invoke the penalties delineated in this section will be made solely by the Director/Deputy Director of the Department of Real Estate and Asset Management of Fulton County, and may be based upon recommendations from the Building Services Manager and Building Services Supervisors.
- The County reserves the rights to contact Contractor's bonding company to have them take appropriate action under the terms and conditions of the Contractor's performance bond.
- In the event contract is terminated due to breach of this agreement, the County retains all rights to compensation from Contractor for any and all losses resulting from that breach of contract, to include back charges plus punitive damages.

SERVICE REQUIREMENTS

The following is a general description of the personnel, services, materials, equipment, and utilities, as well as the standards the County expects from the successful bidder. Contractor must show that they are capable of delivering services equal to or better than these minimum service levels. While the County has made every effort to cover all the requirements in the Cleaning Schedule, we cannot guarantee that all elements have been specified. In cases where this has not been done, BOMA standards will prevail.

1. CONTRACTOR'S QUALIFICATIONS

- a. Contractors shall have a minimum of three (3) years demonstrable experience providing janitorial service for facilities of comparable usage and size.

- b. Contractors shall provide a list of contracts held over a period of not less than three years, and at least one reference must be less than three (3) years old, showing that the Contractors has recently performed this type and scope of work in facilities of similar size, type, and geographical dispersion.
- c. The listing must include:
 - 1. The work performed, (indicate if being done as prime- or sub-contractor), number of facilities, total square footage for all facilities, highest and lowest square footage per unit within the group of facilities, length of contract, contract administrator, and telephone number.
 - 2. Names, addresses, and phone numbers of at least three (3) individuals who can verify the bidder's ability to perform work of this type and scope.
 - 3. At least one reference must be less than three (3) years old, showing that the bidder has recently performed this type and scope of work in facilities of similar size, type, and geographical dispersion.

	Reference 1	Reference 2	Reference 3	Reference 4	Reference 5
Name of Contact					
Contract Term from when to when					
Prime or Subcontractors					
Total Square Feet Cleaned					
Contract Administrator					
Telephone Number					
Email Address					

- 4. Membership in any professional cleaning and/or certifying organization.
- 5. Training and professional certification of key individuals who will be involved in the Fulton County contract.

2. **PERSONNEL:**

A. Employees:

1. Contractor shall have in its employ at all times a sufficient number of capable and qualified contract and subcontract employees to enable it to properly, adequately, safely and economically operate, maintain, and account for the facility. If at any time it is deemed that the Contractor does not have the appropriate amount of employees employed in accordance with established BOMA standards to adequately provide the proper cleaning services to meet contractual specifications, (County has provided , in writing, the expected total of employees and/ or hours required to adequately clean the facilities and meet Fulton County standards), the County, or it's designated representative, can demand that the proper amount of personnel be assigned to each Facility to obtain the proper cleaning required by the Contract. Failure by the Contractor to continue to meet the required total of employees can be grounds for termination of the contract. All matters pertaining to the employment, with the exception of the items mentioned above, supervision, compensation, promotion, and discharge of such employees are the responsibility of the Contractor. County will not intervene in any internal disputes between Contractor and employee or Contractor and Vendor. Contractor's employees and vendors are not employees of the County and have no recourse from the County. The County may require dismissal from work any employee who is identified as a potential threat to the facility and its population. Each employee shall be a citizen of the United States or an alien who has been lawfully admitted for permanent residence as evidenced by Alien Registration Receipt Card Form I-151.
2. **Safety Training and Education** – Contractor is required to instruct each employee in the recognition and avoidance of unsafe conditions and the regulations applicable to their work environment to control or eliminate any hazards or other exposure to illness or injury. Employees required to handle or to use poisons, caustics, and other harmful substances shall be instructed regarding their safe handling and use, and be made aware of the potential hazards, personal hygiene, and personal protective measures required as conditions warrant throughout the life of the contract. Contractor will maintain MSDS at each location. Contractor will ensure that employees are trained on the building evacuation plan.

A formal training plan utilizing OSHA standards must be written and forwarded to the Contract Administrator. Written verification of past and future training sessions must also be submitted. The Contract Administrator must be notified of training in advance and may attend training sessions.

3. **Incident Reporting** – All incidents including, but not limited to, those resulting in treatment of an injury at a medical facility, response to the site by emergency medical personnel, or damage to property other than that of the Contractor shall be reported to the Contract Administrator by telephone within twenty-four (24) hours of the occurrence. A copy of each incident report which the Contractor (or subcontractors at any level)

submits to their insurance carriers in regard to incidents and accidents occurring in relation to this contract shall be forwarded to the Contract Administrator as soon as possible, but in no event later than seven (7) calendar days after the incident or accident occurred. Report of injury must be documented in accordance with OSHA standards, and a copy of the OSHA form 400 shall be immediately forwarded to the Contract Administrator.

4. **Protection** – The Contractor shall take all necessary precautions to prevent injury to the public, building occupants, or damage to property of others. For the purposes of this contract, the public or building occupants shall include all persons not employed by the Contractor or any subcontractors at any level working under this contract.

B. Supervision:

The Contractor will ensure that all work required by this contract is satisfactorily supervised, either by personal action, project manager, on-site supervisors, or a combination of these alternatives. The Contractor shall provide sufficient on-site supervision as is essential to carry out all the terms and conditions of this contract. The supervisor(s) shall be available at all times while contract work is in progress to receive notices, reports, or requests from either the County or the designated County Representative. If proper supervision is not available, due to unforeseen acts or circumstances beyond contractor's control, the assigned employee(s) must be fully conversant in English. **Supervisory employees must be fully conversant in English.**

3. MATERIALS, SUPPLIES, EQUIPMENT & UTILITIES:

A. Furnished by the County

1. Electrical power at existing outlets for the contractor to operate equipment necessary in the conduct of its work.
2. Hot and cold water as necessary,
3. Space within the building commensurate with the contractor's personnel complement and operational requirements including locker rooms if available, storage space, and janitor's closets, where available.

B. Furnished by the Contractor

1. The Contractor shall furnish all supplies, materials, equipment, and employee training necessary for the performance of the work of this contract unless otherwise specified herein, and all substances must be used in accordance with manufacturer's recommendations. Once supplies are installed, they become the property of Fulton County. These supplies and materials shall be of a quality and type customarily utilized by other contractor engaged in the profession of

providing janitorial services. No later than five days prior to the contract starting date, the contractor shall submit a list giving the name of the manufacturer, the brand name, and intended use of each of the materials that he proposes to use in the performance of the work. The Contract Administrator must approve the contractor's listing of supplies and materials prior to their use. The use of caustic or acid based cleansers will not be approved. Materials or supplies shall not be used in performance under this contract (or placed or stored on County property) until the applicable Material Safety Data Sheets (MSDS) for all hazardous materials (products containing CAUTION or WARNING labels) have been furnished to the Contract Administrator. The Contractor shall use recycled products to the greatest extent possible.

Mandatory Chemicals

- High phenol coefficient germicidal cleaner
- Degreaser / germicidal disinfectant
- Sanitizers
- Furniture Polish
- Germicides
- Graffiti Remover
- All Purpose Cleaners
- Gum Remover
- Glass Cleaners
- Carpet Cleaner
- Fabric Cleaners
- Pool Surface Cleaner
- Deodorizers
- Hard Floor Cleaner
- Hard Floor Finisher
- Hard Floor Stripper
- **COVID-19 Fighting Products**

2. The Contractor shall not use any material which the contracting officer's representative determines would be unsuitable for the purpose or harmful to the surfaces to which applied. Costs for correcting damage caused by misused materials will be borne by the Contractor.
3. Any material being used which is not achieving desired results will be replaced with a more effective product.
4. All necessary cleaning equipment including power driven floor scrubbing machines, waxing, and polishing machines, industrial type vacuum cleaners, and all necessary motor trucks, etc., needed for the performance of the work of this contract shall be furnished by the contractor. Such equipment shall be of the size and type customarily used for work of this kind and shall meet the approval of the contracting officer's representative. Defective equipment shall be repaired or replaced within 72 hours. Propane driven equipment is banned.

5. All contracted personnel must be issued a temporary Fulton County ID Badge before working in any County Facility. The badge shall be worn in a clearly visible manner at all times when working in County facilities. Penalties for Non-Performance describes in detail the actions that will apply for non-compliance.

4. SERVICES REQUIRED

A. Restroom Cleaning:

1. Restrooms are considered clean when all areas are clean and free of dirt, water streaks, mop marks and strings, gum, grease and tar. All porcelain, chrome, brass and metal fixtures must be clean and free of dust, spots, stains, rust, mold, encrustation and excess moisture.
2. **Restroom cleaning shall include:** sweeping, scrubbing and wet mopping all floors, cleaning all fixtures including metal, porcelain, brass and chrome surfaces, water closets, urinals, shelves, washbasins, shower stalls, mirrors, waste receptacles, dispensers and wall surfaces with germicidal, veridical, and bactericidal cleansers. Machine scrub all restroom floors using a material suitable for floor type. All grout and baseboards should be free from dirt and grime. Walls around and under sinks and toilets must be scrubbed and disinfected. Floors shall be free of strays and skipped areas. Walls, baseboards and other surfaces shall not be streaked or marred and must be free of stains. All cleaning is to be done with a substance suitable for cleaning and disinfecting all surfaces. All waste receptacles must be emptied, cleaned (washed or wiped as necessary) and disinfected. New bags must be provided and inserted. All graffiti shall be removed where possible. Any repair costs associated with any damages to the surface material must be borne by the Contractor.
3. **Restocking:** Restroom cleaning shall also include restocking and supplying paper towels, soap, toilet paper, seat covers, urinal screens and deodorant blocks, and feminine hygiene products. All rolls and dispensers must be filled, and trash receptacle must be emptied and supplied with new bags. Open paper products will not be set on backs of toilets, sinks, or trash cans or broken fixtures.
4. **Restroom cleaning must be provided as many times as necessary daily to maintain cleanliness.**

B. Floors—Light furniture (other than desks, file cabinets, etc.) shall be moved and replaced.

1. **Sweeping:** Sweeping shall include removing all trash, dirt, cigarette butts, gum and foreign matter from all interior floor surfaces, garage areas, porches, loading and unloading ramps, interior and exterior walkways, stairwells, and courtyards. None of the above items shall be left in corners, behind radiators, under furniture or behind doors.

2. **Damp Mopping:** Damp mop all floors suitable for mopping. Damp mopping shall include removing all streaks, scuff marks, mop strands and marks, from all floors and baseboards utilizing a material and method suitable for the type of floor cleaned. All surfaces must be free from splash marks. The finished area must have a uniform appearance. All floor drains must be cleaned, and traps filled with disinfectant to prevent sewer odor. Water used to mop must be fresh and changed after cleaning restrooms. Used water must be disposed of in an appropriate janitorial sink.
3. **Scrubbing and Re-coating Floors:** Remove several layers of wax and dirt using a material and method suitable for the floor type. The floor finish shall be uniform in appearance and all corners, edges and baseboards shall be free of debris and dirt.
4. **Stripping Floors:** Remove existing wax with a material suitable for floor type. All old wax shall be removed and there shall be no buildup in corners or crevices. The floors shall be uniform in appearance and not have any buildup of wax in any areas. There shall be no evidence of gum, rust, burns, scuffs or marks.
5. **Floor Finishing:** Floors shall be free of streaks and skipped areas. Walls, baseboards, and other surfaces shall not be streaked or marred and must be free of stains. All floors must be evenly coated, and the appearance must be consistent in all areas.
6. **Burnishing:** Burnish all floors with equipment and chemicals suitable for the floor type. After burnishing, floors shall have a uniform luster and shall be free of streaks and mop strand marks. Walls, baseboards, and other surfaces shall not be streaked or marred and must be free of stains. All floors must be evenly burnished, and the appearance must be consistent in all areas. The use of propane burnishing equipment is prohibited.
7. **Vacuuming:** Vacuum all carpet, interior and exterior rugs, and walk-off mats. Carpets and rugs shall be clean and free from dust balls, dirt, and other debris. Nap on carpet and rugs shall lie in one direction when vacuuming is completed. Light furniture (other than desks, file cabinets, etc.) shall be moved and replaced. A crevice tool will be used where needed. No build-up of dust or debris around furniture or in corners is acceptable.
8. **Carpet Cleaning and Rug Extracting:** Vacuum all carpets and rugs prior to extraction utilizing a method suitable for the type of carpet or rug; remove all soil, spots, smears, and stains and spillages. After extracting, carpet or rugs must be thoroughly clean, present a uniform appearance and not result in excessive fuzziness from the extract process. Dry cleaning methods should be employed whenever appropriate.
9. **Spot Cleaning of Carpet:** Remove any evidence of excessive buildup of dirt, spillages, spots, smears, and stains. After removal, carpet shall

show no visible signs of discoloration or fuzzing from harsh rubbings. Cleaned areas must blend with the adjacent carpeted areas.

10. **Stripping and Refinishing Hardwood/Laminate Floors:** Remove all floor finish material from wood floors. Apply a material suitable for floor type in accordance with manufacturer's instruction, or after instruction from Fulton County manager. Floor area must be evenly coated and provide a uniform appearance and luster. New finish should not show any stains or spots.
11. **Cleaning and Sealing Cement Floors:** As necessary, remove all existing floor finish material from cement floors. Apply anti-skid sealant suitable for cement floors. Buff if necessary, to a high gloss appearance. Floor area must be evenly coated and provide a uniform appearance and luster. New finish should not show any stains or spots.

C. General Cleaning

1. **Spot Cleaning and Damp Wiping of Surfaces:** Spot cleaning/damp wiping shall include the removal of all fingerprints, smudges, marks, or spots from surfaces with a cleaner suitable for disinfecting. This shall include doors, door frames, window frames, windowsills, walls and metal partitions, public telephone booths and guard stands. Damp wipe and clean marble wall surfaces and stone wainscoting. Spot cleaning/damp wiping will be considered clean when all areas are free of fingerprints, hand marks, smudges, dust, dirt and spots. All areas cleaned must not show any indication of discoloration or fading.
2. **Low Dusting:** Dust all surfaces within 70 inches of the floor. This shall include but is not limited to desks, bookcases, pictures, rails, wainscoting, window ledges, chair rungs, table legs and other furniture. There shall be no dust streaks in corners or crevices, on molding or ledges. There shall be no oils, spots or smudges or spider webs left on dusted surfaces.
3. **High Dusting:** Dust all surfaces above 70 inches. This shall include all items not covered in the paragraph on low dusting to include light fixtures. Dust tops of high bookcases, wall shelving, cabinets, vending machines, air conditioning and heating vents, ceiling molding, exposed pipes and any other items as required. There shall be no dust streaks in corners or crevices, on molding or ledges. There shall be no oils, spots or smudges or spider webs left on dusted surfaces.
4. **Cleaning and Polishing Wood Surfaces:** Using a substance suitable for cleaning wood surfaces, clean and polish all paneling, wood baseboards, wainscoting, desks, chairs, picture frames and any other items requiring this treatment. Wood must have a uniform appearance without excessive oil residue, streaking and spots.
5. **Cleaning Drinking Fountains:** The porcelain or stainless-steel surface shall be free of dust, spots, stains, streaks, mold and mildew. The surface shall appear to be bright and have a uniform appearance. All

fountains must be kept free of trash, ink, coffee grounds and other foreign material. Supply and replenish paper cups where dispensers are provided. Wipe down all surfaces with a disinfectant.

6. **Metal Cleaning and Polishing:** Polish all chrome, brass, and metal items with a non-acidic, non-abrasive cleanser. Cleaning shall include all brass rails and fixtures, metal thresholds, plant urns and door fixtures. Metal surfaces should be free of smears, stains, finger, and handprints. All surfaces should be bright and uniform in luster. Thresholds must be free of all soil, dirt, grease, and grime.
7. **Glass Cleaning:** Clean all interior and exterior glass to include doors, mirrors, and glass desktops. No window cleaning will be performed under this item. Glass shall be clean and free of dirt, dust, streaks, watermarks, spots, and grime.
8. **Window Cleaning:** All ground-level interior and exterior windows will be cleaned by contractor on a quarterly basis. Additionally, all entrance (interior and exterior) glass doors and windows at floor level will be cleaned daily. All interior and exterior glass, sills and frames shall be clean and free of dirt, dust, streaks, watermarks, spots, and grime. Windows shall not appear cloudy.
9. **Cleaning and Dusting Venetian Blinds, Mini-Blinds and Drapes:** Clean all Venetian blinds and drapery. Defective items must be reported to the Contract Administrator for replacement. All items removed for cleaning must be replaced within 48 hours of removal. Dust or vacuum drapes. Drapes and blinds must be free of dirt, dust and grime.

D. Waste Removal (As many times as necessary)

1. **Trash Removal:** Empty all trash and waste receptacles in offices, courtyards, entryways, and docks, and remove to designated areas. Wash and steam clean all receptacles used in the collection of food remnants. Containers used for collection of trash must be made of a non-combustible or flame-resistant substance. All containers used for collection must be cleaned inside and outside daily. Provide plastic liners for waste receptacles and change daily and as many times necessary. Trash removal is considered to be satisfactory when no dirt, grime or residue remains on the inner or outer surface of the receptacles.
2. **Recycling Program:** The Contractor will work with Fulton County to assure that the recycling goals are met. This will include checking recycling bins to assure that correct items are placed in each bin, separating recyclable items from normal trash and emptying recycling bins when required by the Contract Administrator. Cardboard boxes shall be flattened by the Contractor and taken to a designated area on a daily basis. The plan should include how the respondent will train employees on handling recyclable materials.

E. Exterior Cleaning

1. Empty all trash and waste receptacles in courtyards, entryways, and docks and remove to designated areas on a daily basis. Wash and steam clean all receptacles used in the collection of food remnants on a quarterly basis and away from food handling areas. Containers used for collection of trash must be made of non-combustible or flame-resistant substance. All containers used for collection must be cleaned inside and outside daily. Provide plastic liners for waste receptacles and change daily. Trash removal is considered to be satisfactory when no dirt, grim, or residue remains on the inner or outer surface of the receptacles.

2. **Emptying and Cleaning Ashtrays and Urns:**

Empty and clean all ashtrays and urns in entryways, lobbies, and corridors. Cigarette butts, matches and other discarded material must be removed from all receptacles and the receptacles cleaned. Clean receptacles will be free of dirt, dust, ashes, tar, streaks, and nicotine stains. Replace sand in receptacles where required.

F. Break Room Cleaning:

Empty all trash and waste receptacles in break room. Replace all waste can liners. Clean counter tops, sinks, pipe fittings, tabletops, chairs, exterior of refrigerator, microwave oven, and cupboards. Clean sofas and couches with a suitable chemical. Vacuum carpet and/or dust and mop floor. Shampoo carpet and/or strip, wax and refinish floor. Clean all doors, vents, light fixtures with appropriate chemical. Clean windowsills and walls, giving particular attention to walls around trash receptacles. Remove all cobwebs. Refill soap and paper towel dispensers (As necessary).

G. Special Areas

1. **Pressure Washing, Cleaning and Sealing Garage Area, Stage Area, Orchestra Pit, Amphitheater Seating Area and Loading Dock:** Utilizing a high-pressure washer or other appropriate equipment, scrub floors with a material suitable for cleaning. Aforementioned areas floors should appear clean and free of dirt, water streaks, mop marks and strings, gum, grease, tar and oil spots. Remove excess water from all floor/paved surfaces. These areas will be cleaned as necessary.
2. **Elevator Cleaning:** Clean all interior and exterior surfaces of elevators including doors and floor tracks. Clean all metal surfaces in accordance with the standard for metal cleaning. Work shall include but is not limited to vacuuming and shampooing of carpet, sweeping, and mopping floors, stripping floors and buffing as required. All elevators should be free of trash and debris and stains. Floors must present a uniform appearance in accordance with the standards listed above.

3. **Cleaning Storage Space and Mop Closets:** All storage and mop closets must be kept clean at all times. Storage spaces cannot be utilized for storing trash. All areas must be clean and free of spills, spots, stains, and offensive odors. All janitorial equipment must be neatly arranged. Closets will not be utilized as a storage area for flammable materials. All containers used to store cleaning materials must be labeled in accordance with OSHA standards.
4. **Fitness Center Cleaning:** The Fitness Center is considered clean when all areas are clean and free of dust, spots, stains, rust, mold, encrustation, and excess moisture. Fitness Center cleaning includes vacuuming, sweeping, scrubbing and wet mopping all floors, cleaning all fixtures, including metal, porcelain, brass and chrome surfaces, water closets, urinals, shelves, wash basins, shower stalls, mirrors, and waste receptacles. All cleaning is to be done with a substance suitable for cleaning and disinfecting the surfaces. Fitness Center cleaning will also include emptying and cleaning waste receptacles and replacing trash liners, cleaning graffiti from all surfaces, and filling all dispensers with soap and paper supplies.
5. **Pool Deck Cleaning:** Pool Deck is considered clean when all areas are clean and free of dirt, mold, and mildew. All surfaces must be thoroughly cleaned and free from encrustation and excess water. All seats and cushions must be cleaned thoroughly and be free from mold and mildew. Pool deck cleaning will also include emptying and cleaning all trash receptacles, inserting new liners, wiping all reflectors and light panels, and cleaning all dressing rooms thoroughly. Return all bath towels and wash cloths to designated area. Periodic pressure washing must be done with chemicals prescribed and provided by Fulton County and/ or its designated representative.
6. **Medical Area Cleaning:** Contractor must wear gloves at all times while working within the medical area. At no time is the contractor to handle Medical Hazardous Waste. This waste must be handled by a separate medical waste management contractor through the site manager. All cleaning is to be done with a substance/germicide/disinfectant suitable for killing germs and disinfecting and must be cleaned in accordance with established medical standards. All staff cleaning medical areas must be trained in proper use of Personal Protective Equipment and procedures associated with handling hazardous materials.
7. **Beauty Salon:** The Beauty Salon is considered clean when all areas are clean and free of dusts, spots, stains, rust, mold, encrustation, and excess moisture. Beauty Salon cleaning includes vacuuming, sweeping, scrubbing, and wet mopping all floors, cleaning all fixtures, including metal, porcelain, brass and chrome surfaces, water closets, shelves, wash basins and mirrors. All cleaning is to be done with a substance suitable for cleaning and disinfecting the surfaces. Beauty Salon cleaning will also include emptying and cleaning waste receptacles and replacing trash liners, cleaning graffiti from all surfaces, and filling all dispensers with soap and paper supplies.

8. **Kitchen Cleaning—Offices & Restrooms:** Clean all Kitchen Offices and Restrooms in accordance with existing standards described in the bid document.

CLEANING SCHEDULE

Table A - General Cleaning Services to be Performed		Frequency of Service
1	Empty waste baskets and other trash receptacles, taking contents to designated area.	Daily
2	Clean waste receptacles and replace liners.	Daily
3	Remove refuse from sand urns and clean outside of containers.	Daily
4	Dust office furniture and damp wipe or polish all desktops where papers are cleared.	3 x Weekly
5	Dust window sills and all other surfaces up to 70" high	3 x Weekly
6	Clean all janitorial closets.	Weekly
7	Remove dirt and streaks from all surfaces (including glass doors, door frames, walls, threshold plates, brass, windows, partitions, and light switches) up to 70" high.	Daily
8	Dust all surfaces between 70" and 144" high.	Weekly
9	Remove dirt and streaks from all surfaces between 70" and 144" high.	Weekly
10	Dust Venetian blinds.	Weekly
11	Remove debris & dust top of vending machines	Weekly
12	Moves recycle paper in wheeled containers to designated area (and returns empty containers to normal locations).	As Necessary
13	Vacuum upholstered furniture	Monthly
14	Clean Venetian blinds.	2 x Year

Table B - Lavatory, Locker Room and Bathroom Cleaning Services to be Performed		Frequency of Service
1	Empty waste baskets and all other trash receptacles, including sanitary napkin dispensers.	Daily
2	Clean waste receptacles/replace waste basket liners.	Daily
3	Completely clean areas immediately around toilets and urinals. Clean, disinfect & deodorize all fixtures using high phenol coefficient germicidal cleaner (including showers).	Daily
4	Damp clean or polish and refill all dispensers.	Daily

5	Sweep and mop all floors using high phenol coefficient germicidal cleaner (including showers).	Daily
6	Clean & polish mirrors, bright work and enamel surfaces.	Daily
7	Clean walls and stall partitions (including showers).	Daily
8	Clean all baseboard and floor drain plates.	2 x per Month
9	Machine scrub all floors (including showers). Lift all mats and waffle mats inside and outside showers. Clean bottom of mats and floor under mats using high phenol coefficient germicidal cleaner.	Weekly
10	Vacuum all vents.	Quarterly
11	Clean and dust P-traps.	2 x per Year

Table C - Stairwell Cleaning Services to be Performed		Frequency of Service
1	Sweep stairwells for all facilities	3 x Week
2	Mop stairwells at all facilities.	Weekly

Table D - Floor Care Services to be Performed		Frequency of Service
1	Vacuum all carpeted areas including edges, corners, rugs and all floor matting.	2 x Week
2	Sweep and/or dust mop all non-carpeted areas.	2 x Week
3	Mop spillages in all non-carpeted areas.	Daily
4	Mop all non-carpeted areas	Daily
5	Spot clean all carpeted areas.	Daily
6	Maintain all hard floor surfaces by means of burnishing; using an approved, non-injurious cleaning solutions as well as an UL-approved floor finish that provides a high degree of slip resistance.	2 x Weekly
7	Strip and refinish all hard flooring.	2 x Yearly
8	Scrub and re-coat all floors.	2 x Monthly
9	Shampoo and extract all carpeting	3 x Year

Table E - Window Cleaning Services to Be Performed		Frequency of Service
1	Clean all interior windowsills and surfaces up to 70".	3 x Week
2	Clean all entrance glass doors and windows, interior and exterior surfaces	Daily

3	Clean all other interior and exterior glass doors and windows.	Quarterly
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Table F - Exterior Cleaning To Be Performed		Frequency of Service
1	Empty all trash receptacles	Daily
2	Clean interior and exterior of trash receptacles and change liners	Daily
3	Police and remove all debris and trash from entry ways, exterior grounds, parking lots and landscape areas.	Daily

Table G - Medical/Dental Office Cleaning Services to be Performed		Frequency of Service
1	Empty wastebaskets and other trash receptacles, taking contents to designated area.	Daily
2	Clean all waste receptacles and replace liners	Daily
3	Dust office furniture and damp wipe or polish all desktops where papers are cleared.	3 x Week
4	Dust windowsills and other surfaces up to 70"	3 x Week
5	Remove dirt and streaks from doors, doorframes, walls, threshold plates, windows, partitions, brass and light switches.	Daily
6	Dust Venetian blinds	Weekly
7	Vacuum all carpets including edges, corners, rugs and all floor coverings.	3 x Week
8	Vacuum upholstered furniture.	Monthly
9	Clean all light fixtures and vents.	Monthly
10	Clean Venetian blinds.	2 x Year

Table H - Pool Deck Cleaning Services to be Performed		Frequency of Service
1	Clean deck around pool with a suitable germicidal disinfectant.	Daily
2	Clean all seats and cushions with mold and mildew disinfectant and cleaner	Daily
3	Empty and clean all waste receptacles, replacing liners	Daily
4	Clean all ledges, walls, doors & glass.	Daily
5	Clean all light fixtures and vents.	Monthly
6	Scrub Pool Deck utilizing approved chemicals	Monthly

Table I – Break-Room Cleaning Services to be Performed		Frequency of Service
1	Clean exterior of recycle bins, interior and exterior of waste baskets and other trash receptacles. Replace all waste basket liners.	Daily
2	Clean sinks, countertops, dispensing machines, plumbing fixtures, and pipe fittings with suitable chemicals.	Daily
3	Clean doors with suitable chemicals.	Daily
4	Sweep/dust mop all non-carpeted areas; mop spillages	Daily
5	Vacuum and spot clean all carpeted areas.	Daily
6	Refill all soap and paper towel dispensers	Daily
7	Clean brass and chrome surfaces with suitable chemical	2 x Weekly
8	Clean exterior of microwave oven, refrigerator & cupboards	2 x Weekly
9	Clean all light fixtures and vents	Monthly

FACILITIES LIST

Fulton County reserves the right to modify this listing, or the services required, at any time before, during or after the award of this package. Any modification to the list will be accompanied by a proportionate modification of the price based on the average price per cleanable square foot as awarded under this bid. Estimated square footage is listed for each facility. Gross square footage is defined for most buildings as the outside footprint of a building times the number of floors. Cleanable square footage is calculated from the gross square footage using a factor of 0.84, assuming that sixteen percent (16%) of a building consists of areas which are not accessible for cleaning. If errors in the square footage figures shown are discovered after bid opening, pricing for the group will prevail. It is strongly suggested that Contractor verify square footage prior to submitting their bids.

GROUP I SERVICE CENTERS (NORTH) & (SOUTH)

Building Name	Address	ZIP	Total Sq. Ft.	Total Cleanable Sq. Ft.
North Service Center	7741 Roswell Road	30350	53,821	45,210
South Service Center	5600 Stonewall Tell Road	30349	53,760	45,158

All Service Centers will require Day Porter support and nightly cleaning. In some instances, weekend cleaning (i.e., Fulton County Sponsored Events) may be required.

END OF SECTION

Remarks or Exceptions:

EXHIBIT D

COMPENSATION

COMPENSATION

The County agrees to compensate the Consultant as follows:

County agrees to compensate Contractor for all services performed under this Agreement in an amount not to \$140,059.00 (One Hundred Forty Thousand Fifty-Nine Dollars and No Cents), which is full payment for a complete scope of work. The detailed costs are provided in the attached Bid Form.

21ITB130447C-GS
Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I)

Section 2
Bid Form

BID FORM

Submitted To: Fulton County Government

Submitted By: American Facility Services, Inc.

For: **21ITB130447C-GS, Janitorial Services for Selected Fulton County Facilities
(Groups E, F, G, H & I)**

Submitted on November 8, 2021.

The undersigned, as Bidder, hereby declares that the only person or persons interested in the Bid as principal or principals is or are named herein and that no other person than herein mentioned has any interest in this Bid or in the Contract to be entered into; that this Bid is made without connection with any other person, company or parties making a Bid; and that it is in all respects fair and in good faith without collusion or fraud.

The Bidder further declares that he has examined the site of the work and informed himself fully in regard to all conditions pertaining to the place where the work is to be done; that he has examined the Drawings and Specifications for the work and contractual documents relative thereto, and has read all instructions to Bidders and General Conditions furnished prior to the openings of bids; that he has satisfied himself relative to the work to be performed.

The Bidder proposes and agrees, if this Bid is accepted, to contract with the Board of Commissioners of Fulton County, Atlanta, Georgia, in the form of contract specified, to furnish all necessary materials, equipment, machinery, tools, apparatus, means of transportation and labor necessary, and to complete the construction of the work in full and complete accordance with the shown, noted, and reasonably intended requirements of the Specifications and Contract Documents to the full and entire satisfaction of the Board of Commissioners of Fulton County, Atlanta, Georgia, with a definite understanding that no money will be allowed for extra work except as set forth in the attached General Conditions and Contract Documents for the following prices.

THE BASE BID IS THE AMOUNT UPON WHICH THE BIDDER WILL BE FORMALLY
EVALUATED AND WHICH WILL BE USED TO DETERMINE THE LOWEST RESPONSIBLE
BIDDER.

The base bid may not be withdrawn or modified for a period of sixty (60) days following the receipt of bids.

TOTAL BASE BID AMOUNT (Total Base Bid Amount for each Janitorial Groups E, F, G, H & I for the Original Term FY2022)

\$ 1,232,642.48

(Dollar Amount in Numbers)

One million, two hundred thirty two thousand, six hundred forty two dollars and forty eight cents
(Dollar Amount in Words)

21ITB130447C-GS
 Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I)

Section 2
 Bid Form

GROUP I PRICING SHEET

GROUP I – Service Centers & North & South (Original Term- 2022)

BUILDING		Sq. Ft. Cost	Monthly Cost	Term – 12 Months	Annual Cost
North Service Center					
Total Sq. Ft.	53,821				
Cleanable Sq. Ft.	45,210	\$ 0.06	\$ 2,712.60	12	\$ 32,551.20
South Service Center					
Total Sq. Ft.	53,760				
Cleanable Sq. Ft.	45,158	\$ 0.06	\$ 2,709.48	12	\$ 32,513.76
Total Square Footage					
Total Sq. Ft.	107,581				
Cleanable Sq. Ft.	90,368	\$ 0.06	\$ 5,422.08	12	\$ 65,064.96
TOTAL COST FOR JANITORIAL SERVICES					\$ 130,129.92
Day Porters					
Facility	Daily Hours	Days Per Year	Hours Per Year	Cost Per Hour	Cost Per Year
North Service Center	16	251	4,016	\$	\$ 60,240.00
South Service Center	16	251	4,016	\$	\$ 60,240.00
Total Cost Day Porters	32	251	8,032	\$	\$ 120,480.00

All Service Centers will require Day Porter support and nightly cleaning. Core hours for these facilities are 7:00 a.m. to 5:00 p.m., Monday thru Friday. In some instances weekend cleaning (i.e. Fulton County Sponsored Events) may be required.

Total Cost for Group I- North & South Service Centers- (Original Term 2022)

Total Cost for Cleanable Sq. Ft for Janitorial Services (General Cleaning)	\$ 130,129.92
Total Cost for Day Porter Services for Group I North & South Service Centers Day Porters	\$ 120,480.00
Total Annual Cost for Janitorial Services and Day Porters Services	\$ 250,609.92

GROUP I PRICING SHEET**GROUP I – Service Centers & North & South
(1st Renewal Term- 2023)**

BUILDING		Sq. Ft. Cost	Monthly Cost	Term – 12 Months	Annual Cost
North Service Center					
Total Sq. Ft.	53,821				
Cleanable Sq. Ft.	45,210	\$ 0.06	\$ 2,712.60	12	\$ 32,551.20
South Service Center					
Total Sq. Ft.	53,760				
Cleanable Sq. Ft.	45,158	\$ 0.06	\$ 2,709.48	12	\$ 32,513.76
Total Square Footage					
Total Sq. Ft.	107,581				
Cleanable Sq. Ft.	90,368	\$ 0.06	\$ 5,422.08	12	\$ 65,064.96
TOTAL COST FOR JANITORIAL SERVICES					\$ 130,129.92
Day Porters					
Facility	Daily Hours	Days Per Year	Hours Per Year	Cost Per Hour	Cost Per Year
North Service Center	16	251	4,016	\$	\$ 60,240.00
South Service Center	16	251	4,016	\$	\$ 60,240.00
Total Cost Day Porters	32	251	8,032	\$	\$ 120,480.00

All Service Centers will require Day Porter support and nightly cleaning. Core hours for these facilities are 7:00 a.m. to 5:00 p.m., Monday thru Friday. In some instances weekend cleaning (i.e. Fulton County Sponsored Events) may be required.

**Total Cost for Group I- North & South Service Centers-
(1st Renewal Term 2023)**

Total Cost for Cleanable Sq. Ft for Janitorial Services (General Cleaning)	\$ 130,129.92
Total Cost for Day Porter Services for Group I North & South Service Centers Day Porters	\$ 120,480.00
Total Annual Cost for Janitorial Services and Day Porters Services	\$ 250,609.92

21ITB130447C-GS
 Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I)

Section 2
 Bid Form

GROUP I PRICING SHEET

GROUP I – Service Centers & North & South (2nd Renewal Term- 2024)

BUILDING		Sq. Ft. Cost	Monthly Cost	Term – 12 Months	Annual Cost
North Service Center					
Total Sq. Ft.	53,821				
Cleanable Sq. Ft.	45,210	\$ 0.06	\$ 2,712.60	12	\$ 32,551.20
South Service Center					
Total Sq. Ft.	53,760				
Cleanable Sq. Ft.	45,158	\$ 0.06	\$ 2,709.48	12	\$ 32,513.76
Total Square Footage					
Total Sq. Ft.	107,581				
Cleanable Sq. Ft.	90,368	\$ 0.06	\$ 5,422.08	12	\$ 65,064.96
TOTAL COST FOR JANITORIAL SERVICES					\$ 130,129.92
Day Porters					
Facility	Daily Hours	Days Per Year	Hours Per Year	Cost Per Hour	Cost Per Year
North Service Center	16	251	4,016	\$ 15.00	\$ 60,240.00
South Service Center	16	251	4,016	\$ 15.00	\$ 60,240.00
Total Cost Day Porters	32	251	8,032	\$ 15.00	\$ 120,480.00

All Service Centers will require Day Porter support and nightly cleaning. Core hours for these facilities are 7:00 a.m. to 5:00 p.m., Monday thru Friday. In some instances weekend cleaning (i.e. Fulton County Sponsored Events) may be required.

Total Cost for Group I- North & South Service Centers- (2nd Renewal Term 2024)

Total Cost for Cleanable Sq. Ft for Janitorial Services (General Cleaning)	\$ 130,129.92
Total Cost for Day Porter Services for Group I North & South Service Centers Day Porters	\$ 120,480.00
Total Annual Cost for Janitorial Services and Day Porters Services	\$ 250,609.92

21ITB130447C-GS
Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I)

Section 2
Bid Form

Note: If the Bidder is a corporation, the Bid shall be signed by an officer of the corporation; if a partnership, it shall be signed by a partner. If signed by others, authority for signature shall be attached.

The full name and addresses of persons or parties interested in the foregoing Bid, as principals, are as follows:

Name	Address
Kevin McCann, President	1325 Union Hill Industrial Court, Suite A Alpharetta, GA 30004
Harold Angel, Vice President	1325 Union Hill Industrial Court, Suite A Alpharetta, GA 30004

END OF SECTION

EXHIBIT E

PURCHASING FORMS

21ITB130447C-GS
 Janitorial Services for Selected Fulton County Facilities
 (Groups E, F, G, H & I)

Section 6

Purchasing Forms & Instructions

STATE OF GEORGIA

COUNTY OF FULTON

**FORM A: GEORGIA SECURITY AND IMMIGRATION CONTRACTOR AFFIDAVIT
 AND AGREEMENT**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services¹ under a contract with **[insert name of prime contractor]** American Facility Services, Inc. on behalf of Fulton County Government has registered with and is participating in a federal work authorization program², in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

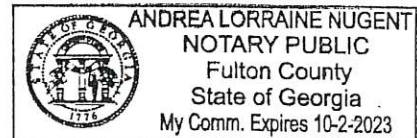
The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services to this contract with Fulton County Government, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the Fulton County Government at the time the subcontractor(s) is retained to perform such service.

114358

EEV/Basic Pilot Program* User Identification Number

Harold Angel
 BY: Authorized Officer of Agent
 (Insert Contractor Name)

Vice President
 Title of Authorized Officer or Agent of Contractor
Harold Angel
 Printed Name of Authorized Officer or Agent



Sworn to and subscribed before me this 5th day of November, 2021.

Notary Public: Andrea Lorraine Nugent

County: Fulton

Commission Expires: 10/2/23

¹O.C.G.A. § 13-10-90(4), as amended by Senate Bill 160, provides that "physical performance of services" means any performance of labor or services for a public employer (e.g., Fulton County) using a bidding process (e.g., ITB, RFQ, RFP, etc.) or contract wherein the labor or services exceed \$2,499.99, except for those individuals licensed pursuant to title 26 or Title 43 or by the State Bar of Georgia and is in good standing when such contract is for service to be rendered by such individual.

²[Any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603].

21ITB130447C-GS
 Janitorial Services for Selected Fulton County Facilities
 (Groups E, F, G, H & I)

Section 6

Purchasing Forms & Instructions

STATE OF GEORGIA

COUNTY OF FULTON

FORM B: GEORGIA SECURITY AND IMMIGRATION SUBCONTRACTOR
 AFFIDAVIT

By executing this affidavit, the undersigned subcontractor 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 services³ under a contract with **[insert name of prime contractor]** American Facility Services, Inc. behalf of **Fulton County Government** has registered with and is participating in a federal work authorization program*,⁴ in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

1398227

EEV/Basic Pilot Program* User Identification Number

[Signature]
 BY: Authorized Officer of Agent Acsential Technologies, Inc.
 (Insert Subcontractor Name)

CEO

Title of Authorized Officer or Agent of Subcontractor

Courtney Collins

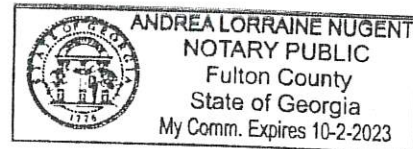
Printed Name of Authorized Officer or Agent

Sworn to and subscribed before me this 1st day of November, 2021.

Notary Public: [Signature]

County: Fulton

Commission Expires: 10/2/23



³O.C.G.A. § 13-10-90(4), as amended by Senate Bill 160, provides that "physical performance of services" means any performance of labor or services for a public employer (e.g., Fulton County) using a bidding process (e.g., ITB, RFQ, RFP, etc.) or contract wherein the labor or services exceed \$2,499.99, except for those individuals licensed pursuant to title 26 or Title 43 or by the State Bar of Georgia and is in good standing when such contract is for service to be rendered by such individual.

⁴[Any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603].

FORM D: DISCLOSURE FORM AND QUESTIONNAIRE

1. Please provide the names and business addresses of each of the Offeror's firm's officers and directors.

For the purposes of this form, the term "Offeror" means an entity that responds to a solicitation for a County contract by either submitting a proposal in response to a Request for Proposal or a Request for Qualification or a Bid in response to an Invitation to Bid. Describe accurately, fully and completely, their respective relationships with said Offeror, including their ownership interests and their anticipated role in the management and operations of said Offeror.

Kevin McCann, President, 1325 Union Hill Industrial Court, Suite A, Alpharetta, GA 30004
Harold Angel, Vice President, 1325 Union Hill Industrial Court, Suite A, Alpharetta, GA 30004

2. Please describe the general development of said Offeror's business during the past five (5) years, or such shorter period of time that said Offeror has been in business.

We have grown from annual revenues of \$23M to over \$50M over the past five years and anticipate the same growth for the future by maintaining, monitoring and improving upon the quality of our services. American Facility Services currently conducts business in nine southeastern states and has over 1,000 employees, 150 existing clients, and 400 contracts in place. Over the past five years, we have maintained a similar customer base. Our range of customers is wide, from small offices to large contracts with multiple facilities requiring specific considerations and the majority of our customers renew their contracts with us.

3. Please state whether any employee, agent or representative of said Offeror who is or will be directly involved in the subject project has or has ever: (i) directly or indirectly had a business relationship with Fulton County; (ii) directly or indirectly received revenues from Fulton County; or (iii) directly or indirectly receives revenues from the result of conducting business on Fulton County property or pursuant to any contract with Fulton County. Please describe in detail any such relationship.

- i) no
- ii) no
- iii) no

LITIGATION DISCLOSURE:

Failure to fully and truthfully disclose the information required, may result in the disqualification of your bid or proposal from consideration or termination of the Contract, once awarded.

1. Please state whether any of the following events have occurred in the last five (5) years with respect to said Offeror. If any answer is yes, explain fully the following:
 - (a) whether a petition under the federal bankruptcy laws or state insolvency laws was filed by or against said Offeror, or a receiver fiscal agent or similar officer was appointed by a court for the business or property of said Offeror;

Circle One: YES ☒ NO
 - (b) whether Offeror was subject of any order, judgment, or decree not subsequently reversed, suspended or vacated by any court of competent jurisdiction, permanently enjoining said Offeror from engaging in any type of business practice, or otherwise eliminating any type of business practice; and

Circle One: YES ☒ NO
 - (c) whether said Offeror's business was the subject of any civil or criminal proceeding in which there was a final adjudication adverse to said or Offeror, which directly arose from activities conducted by the business unit or corporate division of said Offeror which submitted a bid or proposal for the subject project. If so please explain.

Circle One: YES ☒ NO
2. Have you or any member of your firm or team to be assigned to this engagement ever been indicted or convicted of a criminal offense within the last five (5) years?

Circle One: YES ☒ NO
3. Have you or any member of your firm or team been terminated (for cause or otherwise) from any work being performed for Fulton County or any other Federal, State or Local Government?

Circle One: YES ☒ NO
4. Have you or any member of your firm or team been involved in any claim or litigation adverse to Fulton County or any other federal, state or local government, or private entity during the last three (3) years?

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Janitorial Services for Selected Fulton County Facilities
(Groups E, F, G, H & I)

Section 6

Purchasing Forms & Instructions

- Circle One: YES ☒ NO
5. Has any offeror, member of offeror's team, or officer of any of them (with respect to any matter involving the business practices or activities of his or her employer), been notified within the five (5) years preceding the date of this offer that any of them are the target of a criminal investigation, grand jury investigation, or civil enforcement proceeding?

Circle One: YES ☒ NO

If you have answered "YES" to any of the above questions, please indicate the name(s) of the person(s), the nature, and the status and/or outcome of the information, indictment, conviction, termination, claim or litigation, the name of the court and the file or reference number of the case, as applicable. Any such information should be provided on a separate page, attached to this form and submitted with your proposal.

NOTE: If any response to any question set forth in this questionnaire has been disclosed in any other document, a response may be made by attaching a copy of such disclosure. (For example, said Offeror's most recent filings with the Securities and Exchange Commission ("SEC") may be provided if they are responsive to certain items within the questionnaire.) However, for purposes of clarity, Offeror should correlate its responses with the exhibits by identifying the exhibit and its relevant text.

Disclosures must specifically address, completely respond and comply with all information requested and fully answer all questions requested by Fulton County. Such disclosure must be submitted at the time of the bid or proposal submission and included as a part of the bid/proposal submitted for this project. Disclosure is required for Offerors, joint venture partners and first-tier subcontractors.

Failure to provide required disclosure, submit officially signed and notarized documents or respond to any and all information requested/required by Fulton County can result in the bid/proposal declared as non-responsive. This document must be completed and included as a part of the bid/proposal package along with other required documents.

[SIGNATURES ON NEXT PAGE]

21ITB130447C-GS
Janitorial Services for Selected Fulton County Facilities
(Groups E, F, G, H & I)

Section 6

Purchasing Forms & Instructions

Under penalty of perjury, I declare that I have examined this questionnaire and all attachments hereto, if applicable, to the best of my knowledge and belief, and all statements contained hereto are true, correct, and complete.

On this 5th day of November, 2021

American Facility Services, Inc. 11/5/21
(Legal Name of Proponent) (Date)

Harold Angel 11/5/21
(Signature of Authorized Representative) (Date)

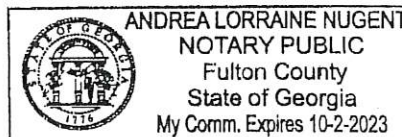
Vice President
(Title)

Sworn to and subscribed before me,

This 5th day of November, 2021

Andrea Lorraine Nugent
(Notary Public) (Seal)

Commission Expires 10/2/23
(Date)



Issue Date:
January 1, 2021

**FORSYTH COUNTY
BUSINESS LICENSE**

Expires:
December 31, 2021

NAICS Code #:
561720

Business Description:
Janitorial Services

Business Name:
AMERICAN FACILITY
SERVICES

License #: 9900688

Business Location:
1325 UNION HILL INDUSTRIAL
CT SUITE A
ALPHARETTA, GA 30022

Business Owner:
KEVIN & RHONDA MCCANN



Amy Konnath

LICENSE OFFICIAL

License Number: 9900688

Business Name: AMERICAN FACILITY SERVICES

Mailing Address: 1325 UNION HILL INDUSTRIAL CT SUITE A ALPHARETTA, GA 30022



**STATE OF GEORGIA
OFFICE OF INSURANCE AND SAFETY FIRE COMMISSIONER
CERTIFICATE OF AUTHORITY**

WHEREAS, **FEDERAL INSURANCE COMPANY**, ORGANIZED UNDER THE LAWS AND REGULATIONS OF THE STATE OF INDIANA, HAVING COMPLIED WITH THE REQUIREMENTS OF THE LAWS AND REGULATIONS OF THIS STATE AS ARE APPLICABLE TO SUCH ORGANIZATION, IT IS HEREBY LICENSED TO TRANSACT THE BUSINESS OF INSURANCE IN THE STATE OF GEORGIA ACCORDING TO THE LAWS THEREOF, WITH RESPECT TO THE FOLLOWING CLASSES AND/OR LINES OF INSURANCE:

PROPERTY; MARINE AND TRANS; CASUALTY (INCL WORKERS' COMP); SURETY

NOTHING CONTAINED IN THIS LICENSE AUTHORIZES THE LICENSEE TO ENGAGE IN OR WRITE ANY CLASSES OR KINDS OF INSURANCE IN THIS STATE FOR WHICH THE LICENSEE IS NOT AUTHORIZED IN ITS STATE OF DOMICILE.

PURSUANT TO O.C.G.A. SECTION 33-3-16(a), THIS CERTIFICATE OF AUTHORITY EXPIRES AT 11:59 P.M. ON JUNE 30, 2021, UNLESS SUSPENDED OR REVOKED IN THE MANNER PROVIDED BY LAW.

GIVEN UNDER MY HAND AND SEAL OF OFFICE
THIS DAY, JUNE 4, 2020

JOHN F. KING
COMMISSIONER OF INSURANCE



A handwritten signature in black ink, appearing to read "John F. King".

LICENSE NUMBER: 2000966
NAIC NUMBER: 20281

CHUBB

Power of Attorney

Federal Insurance Company | Vigilant Insurance Company | Pacific Indemnity Company

Know All by These Presents, That **FEDERAL INSURANCE COMPANY**, an Indiana corporation, **VIGILANT INSURANCE COMPANY**, a New York corporation, and **PACIFIC INDEMNITY COMPANY**, a Wisconsin corporation, do each hereby constitute and appoint Anna Childress, Mark W. Edwards II, Alisa B. Ferris, Robert R. Freel, Richard H. Mitchell, William M. Smith and Jeffrey M. Wilson of Birmingham, Alabama; Robert Read Davis of Atlanta, Georgia; Richard E. Daniels of Pensacola, Florida and Robert M. Verdin of Metairie, Louisiana

each as their true and lawful Attorney-in-Fact to execute under such designation in their names and to affix their corporate seals to and deliver for and on their behalf as surety thereon or otherwise, bonds and undertakings and other writings obligatory in the nature thereof (other than bail bonds) given or executed in the course of business, and any instruments amending or altering the same, and consents to the modification or alteration of any instrument referred to in said bonds or obligations.

In Witness Whereof, said **FEDERAL INSURANCE COMPANY**, **VIGILANT INSURANCE COMPANY**, and **PACIFIC INDEMNITY COMPANY** have each executed and attested these presents and affixed their corporate seals on this 7th day of May, 2019.

Dawn M. Chloros

Dawn M. Chloros, Assistant Secretary

Stephen M. Haney

Stephen M. Haney, Vice President



STATE OF NEW JERSEY

County of Hunterdon

ss.

On this 7th day of May, 2019, before me, a Notary Public of New Jersey, personally came Dawn M. Chloros, to me known to be Assistant Secretary of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, and PACIFIC INDEMNITY COMPANY, the companies which executed the foregoing Power of Attorney, and the said Dawn M. Chloros, being by me duly sworn, did depose and say that she is Assistant Secretary of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, and PACIFIC INDEMNITY COMPANY and knows the corporate seals thereof, that the seals affixed to the foregoing Power of Attorney are such corporate seals and were thereto affixed by authority of said Companies; and that she signed said Power of Attorney as Assistant Secretary of said Companies by like authority; and that she is acquainted with Stephen M. Haney, and knows him to be Vice President of said Companies; and that the signature of Stephen M. Haney, subscribed to said Power of Attorney is in the genuine handwriting of Stephen M. Haney, and was thereto subscribed by authority of said Companies and in deponent's presence.

Notarial Seal



ROSE CURTIS
NOTARY PUBLIC OF NEW JERSEY
No. 50072400
Commission Expires November 22, 2022

Rose Curtis
Notary Public**CERTIFICATION**

Resolutions adopted by the Boards of Directors of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, and PACIFIC INDEMNITY COMPANY on August 30, 2016:

"RESOLVED, that the following authorizations relate to the execution, for and on behalf of the Company, of bonds, undertakings, recognizances, contracts and other written commitments of the Company entered into in the ordinary course of business (each a "Written Commitment"):

- (1) Each of the Chairman, the President and the Vice Presidents of the Company is hereby authorized to execute any Written Commitment for and on behalf of the Company, under the seal of the Company or otherwise.
- (2) Each duly appointed attorney-in-fact of the Company is hereby authorized to execute any Written Commitment for and on behalf of the Company, under the seal of the Company or otherwise, to the extent that such action is authorized by the grant of powers provided for in such person's written appointment as such attorney-in-fact.
- (3) Each of the Chairman, the President and the Vice Presidents of the Company is hereby authorized, for and on behalf of the Company, to appoint in writing any person the attorney-in-fact of the Company with full power and authority to execute, for and on behalf of the Company, under the seal of the Company or otherwise, such Written Commitments of the Company as may be specified in such written appointment, which specification may be by general type or class of Written Commitments or by specification of one or more particular Written Commitments.
- (4) Each of the Chairman, the President and the Vice Presidents of the Company is hereby authorized, for and on behalf of the Company, to delegate in writing to any other officer of the Company the authority to execute, for and on behalf of the Company, under the Company's seal or otherwise, such Written Commitments of the Company as are specified in such written delegation, which specification may be by general type or class of Written Commitments or by specification of one or more particular Written Commitments.
- (5) The signature of any officer or other person executing any Written Commitment or appointment or delegation pursuant to this Resolution, and the seal of the Company, may be affixed by facsimile on such Written Commitment or written appointment or delegation.

FURTHER RESOLVED, that the foregoing Resolution shall not be deemed to be an exclusive statement of the powers and authority of officers, employees and other persons to act for and on behalf of the Company, and such Resolution shall not limit or otherwise affect the exercise of any such power or authority otherwise validly granted or vested."

I, Dawn M. Chloros, Assistant Secretary of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, and PACIFIC INDEMNITY COMPANY (the "Companies") do hereby certify that

- (i) the foregoing Resolutions adopted by the Board of Directors of the Companies are true, correct and in full force and effect,
- (ii) the foregoing Power of Attorney is true, correct and in full force and effect.

Given under my hand and seals of said Companies at Whitehouse Station, NJ, this **October 29, 2021**.

*Dawn M. Chloros*

Dawn M. Chloros, Assistant Secretary

IN THE EVENT YOU WISH TO VERIFY THE AUTHENTICITY OF THIS BOND OR NOTIFY US OF ANY OTHER MATTER, PLEASE CONTACT US AT:

Telephone (908) 903-3493

Fax (908) 903-3656

e-mail: surety@chubb.com

AGENCY CUSTOMER ID: _____

LOC #: _____

**ADDITIONAL REMARKS SCHEDULE****Page 2 of 2**

PRODUCER McGriff Insurance Services, Inc.		INSURED American Facility Services, Inc.	
POLICY NUMBER			
CARRIER	NAIC CODE	ISSUE DATE: 05/18/2021	

ADDITIONAL REMARKS**THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,****FORM NUMBER:** _____ **FORM TITLE:** _____

Employment Practices Liability & CRIME- Policy Number 8237-5917
 Carrier: Federal Insurance Company
 Effective Dates: 05/19/2021-05/19/2022

Maximum Aggregate Limit of Liability:
 \$500,000

Limits of Liability:
 Employment Practices Liability Coverage:
 \$500,000

Third Party Liability Coverage:
 \$500,000

Retentions:
 Employment Practices Liability Coverage:
 \$35,000

Third Party Liability Coverage:
 \$35,000

Pending or Prior Proceedings Dates:
 1/7/2010

CRIME:

Limits of Liability:

Employee Theft Coverage: \$250,000

Premises Coverage: \$250,000

In Transit Coverage: \$250,000

Forgery Coverage: \$250,000

Computer Fraud Coverage: \$250,000

Funds Transfer Fraud Coverage: \$250,000

Money Order and Counterfeit Currency Fraud Coverage: \$250,000

Credit Card Fraud Coverage: \$250,000

Client Coverage: \$250,000

Expense Coverage: \$25,000

Retentions: \$5,000 on all except Expense Coverage- NONE



EXECUTIVE SUMMARY

American Facility Services, Inc. (AFS) is pleased to submit for your review and consideration our qualifications to perform the custodial service contract for Fulton County Groups E-I. We have reviewed the entire solicitation and examined the requirements closely, and feel that our ability to perform the required services is directly tied to our organization's experience and capabilities in the janitorial business.

American Facility Services Company, Inc. (AFS), 1325 Union Hill Industrial Court, Suite A, Alpharetta, GA 30004, is a widely respected commercial janitorial firm. Established May 15, 1991, as a Georgia Corporation, we began providing janitorial and custodial services for private organizations and governmental agencies under the name of Atlanta Building Maintenance Company, Inc. In December, 2007, the name was changed to better reflect our nationwide presence. We have a long, successful history of performing work in the Southeast and are in good standing with federal, state, and municipal jurisdictions.

American Facility Services currently conducts business in nine southeastern states and has approximately 1,000 permanent employees, over 500 contracts in place, and services over 60 million square feet. Over the past five years, we have maintained a similar customer base. Our range of customers is wide, from small offices to large contracts with multiple facilities requiring specific considerations and the majority of our customers renew their contracts with us.

AFS currently has numerous contracts with many public agencies, including Fulton County Group B. We also work for the cities of Atlanta, Dallas, Fort Worth, and Columbia (SC), as well as numerous county governments and school districts. These city and county government projects include a variety of building types and specifications. AFS is fully capable of providing the services needed to meet the needs of the user, the contract specifications and meeting those needs in a cost-effective manner.

For this project, our primary objectives will be to ensure that all services are performed on schedule and to your complete satisfaction. The scope of work and requirements of this RFP are very much within our abilities to accomplish and we take no exceptions to the terms and conditions.

STABILITY

AFS has many relationships that have been in place for over 10 years, as with Synovus Banks, Atlanta Public Schools, United Parcel Service, and the Texas Facilities Commission. Our experience in handling many requirements allows us to adapt to any necessary changes in service, enabling us to maintain superior levels of quality and satisfaction in order to keep our relationships with our clients.

The stability of American Facility Services is also demonstrated by our low turnover rate, which for the past two years has been less than 10%. Of that number, an average of 2% to 3% will return to work for us. We provide benefits for our full-time employees and promote from within. Our training methods are proven and result in employees who are confident and skilled. We provide the best equipment and supplies available, so that our employees can also work



efficiently. Management is readily available for employees who have any issues to resolve. We pride ourselves on the family atmosphere of our company, where many employees have been part of our organization since it was founded in 1991.

Due to our established relationships with national manufacturers, we have quick access to the latest and most innovative brand name equipment, tools, superb cleaning products and supplies. With the client's permission, we occasionally test new products, ideas and materials. This enables us to stay on the cutting edge of the industry.

We never substitute private-label products. We use only top name brand chemicals and cleaning solutions that meet strict safety requirements and pass rigid quality control standards. All SDS Sheets will be posted in the janitorial office for quick reference. We also use industrial grade, top of the line equipment that assures consistent, high-quality results. We operate on a daily basis in many different environments – and with different, sometimes complex cleaning needs that demand quality products. No matter what the challenge, we can meet it with our technical abilities and superior service. Our top priority is providing a healthy and safe working environment for your employees and customers.

QUALITY

American Facility Services is committed to controlling quality at every level of functional and administrative activity, across the project lines. As a result, our commitment to providing our clients with superior service, AFS has recently implemented a state-of-the-art, web-based Quality Assurance program to facilitate our inspection, reporting, and corrective action procedures. With our detailed, standardized, app-based system, we are able to inspect, document deficiencies, assign corrective actions, and document resolution of issues with real-time reporting capabilities. All QC reports can be viewed immediately by our management and clients.

Our Quality Control Plan for the referenced solicitation will be further tailored to promote and maintain superior contract performance. It combines traditional, inspection-oriented processes with progressive, education and training-oriented protocols to form a Total Quality Management package that will meet or exceed all contract requirements. American Facility Services welcomes comments from our clients via e-mail, phone, verbal (which is immediately written down by our employees) and any other avenue of communication available.

Our quality control plan is designed to ensure that on a regular and routine basis, all services are performed:

- On schedule and to the complete satisfaction of our client
- In a manner that continually improves the quality and timeliness of services.

Further, all services will be inspected by the Contract Manager, on an unscheduled basis, and by the Supervisor, on a more intense level.

AFS is assisting many of our clients with their goals to move towards more environmentally conscious cleaning efforts. We have moved to a standard of utilizing 'green seal' approved cleaning products and environmentally friendly paper and plastic products. Our cleaning



IMPLEMENTATION PLAN

In order to facilitate a seamless transition from the former janitorial service provider to AFS, we will utilize the following Management Transition Plan, which helps to ensure all aspects of the contract requirements are being managed efficiently and effectively from the beginning of the contract term. AFS also utilizes a detailed Schedule of Tasks and comprehensive Quality Control Plan to ensure all work is completed on time and to the highest standards.

American Facility Services will provide an orientation session for all current and new service workers and supervisors to introduce them to our company and excite them about joining the American Facility Services team. Following this orientation session, and within the first two weeks after the contract start date, all employees will be given cleaning procedure classes, safety training and hazardous waste training. The Contract Manager will prepare the cleaning schedules for tasks outside the daily requirements. Log forms and inspection forms will be reviewed with the supervisors and cleaning crew and implemented for use.

All employees will have a job designation and work description will encompass all tasks within the scope of work. Every cleaner will understand the scope of work and will understand their daily duties will change in order to fully and completely clean the building. This will also include project and weekly work. Any absenteeism or time off will be covered by our floater staff. Our Floor Techs as well as our staff will have like-new or brand-new equipment to start the contract. The floor staff will have working knowledge of all facilities and also have a complete understanding of the scope of work. All floor burnishing, restroom scrubbing and any carpet cleaning will proactively be scheduled so the Contract Manager as well as each site representative will know when that work has been scheduled.

IMPLEMENTATION PLAN

Week 1 following Notice of Award: (Days 1-5)

- Review contract documents
- Request insurance certificates
- Project Principal meets with Contracting Officer and supporting staff
- Perform site surveys with management, staff and customer to provide overall planning and coordination for the implementation
- Obtain recommendations for hiring existing custodial personnel
- Begin personnel selection for additional staffing needs
- Assessment of office space and janitorial closets provided by client
- Administrative staff is available to provide all needed technical assistance, payroll, Human Resources, purchasing and contract administration

Week 2: (Days 8-12)

- Begin processing employment applications
- Identify remaining personnel needs and start recruiting and processing
- Review equipment and supply needs
- Submit detailed list of equipment and chemicals for approval
- Review uniforms needs and requirements and proceed with procurement



- Procure communication devices, equipment and chemicals not currently on hand

Week 3: (Days 15-19)

- Run background checks and E-Verify reports
- Finalize employee hiring
- Establish and confirm delivery dates & location for delivery of equipment & chemicals
- Detail the back-up plan, contingency plans, inspection reports
- Establish janitorial tasks schedules for each building
- Review security and key control requirements
- Training for new crew members and supervisors by management and suppliers
- Confirm equipment & supply delivery
- Supply MSDS sheets in binder of all approved chemicals and ensure all manuals applicable to the effort are available when needed.
- Ensure that all prerequisites have been fulfilled before the implementation date

Week 4: (Days 22-26)

- Re-inspect facilities with management & supervisor
- Pre- service conference with client's management and AFS management
- Review billing and invoicing requirements
- Begin services
- Training, supervision and daily inspections to ensure compliance with task list
- Ensure staff is working as a team and supervisors are supported to provide the necessary leadership

Week 5: (Days 29-33)

- Re-inspect facilities with management & supervisor
- Meetings with client's management and AFS to go over any issues
- Management will continue training sessions and task inspections to ensure compliance
- Management and supervisors ensure equipment is performing as required
- Management and supervisors ensure compliance with proper chemicals use

Week 6: (Days 36-40)

- Re-inspect facilities with management & supervisor
- Communicate with client's management to ensure all service goals are met
- Monitor staff levels and compliance with duties, tasks and techniques
- Ensure logs and checklists are adequate and serve the staff as designed
- Provide additional training to staff that are out of compliance and make changes if necessary

Weeks 7 and 8: (Days 43-54)

- Project Principal inspections continue on a random basis
- Monitor staff levels and compliance with duties, tasks and techniques
- Ensure logs and checklists are adequate and serve the staff as designed
- Provide additional training to staff that are out of compliance and make changes if necessary
- Project Manager verifies that client is satisfied with services



STAFFING PLAN

Immediately upon notification of contract award, AFS will fill all positions required. AFS will make every effort to retain the current staff, as long as they continue to meet our qualifications. All personnel must have at least two years' experience in the janitorial field; be able to communicate in writing and orally in English language; be a U.S. Citizen or possess an Alien registration receipt card form 1051 and be legally able to work in the United States. E-verify confirmation of the documentation presented by an applicant is performed, as well as personal and previous employment reference checks. After all the above is verified to our satisfaction, all new hires undergo a criminal background check including fingerprinting. Any additional checks required by our clients will be conducted with results available if required.

The Site Supervisors (Leads) will have working knowledge of the facilities and work closely with your facilities management team. The Site Supervisors will have at least three years of experience in the janitorial industry. Through our extensive Quality Control Plan, we can assure our clients that their facilities are going to be cleaned to the highest standards. AFS requires all of its Site Supervisors to provide inspection reports to the Project Manager. These inspections can be forwarded to the Facilities Manager as well for review.

The SS will be on call 24/7 and will carry a smart phone in order to receive calls and e-mails. The SS will give guidance, instruction, and training to the supervisors, general cleaners, and oversee the completion of the work assignments in a quality and timely manner. The SS will monitor the efforts of the crew throughout the day and provide assistance where needed. As areas are completed it will be the Site Supervisors' main task to check the work and bring deficiencies to the crews' attention for immediate corrective action.

The General Cleaners will perform all general facility and restroom cleaning functions using cleaning industry best methods during the process. AFS will hire cleaners with at least two years' experience from the local employment pool to supplement our crews. All employees will have a job description with daily as well as periodic tasks. All periodic tasks will complement those tasks on the scope of work to ensure completion. All periodic floor and carpet tasks will be scheduled, completed and inspected by the SS.

BACKUP PERSONNEL

AFS will create a project specific file of local backup personnel (referred to as "floaters"). These additional resources will be maintained in our management office and will allow us to swiftly respond to personnel requirements. Qualifications of floaters will be at least equal to those requirements outlined above. All floaters will go through our intense hiring and training procedures.



QUALIFICATIONS OF KEY PERSONNEL

Harold Angel (Director of Operations) and Dru High (Contract Manager) will be fully responsible for overseeing all aspects of the contract. Harold and Dru have over 40 combined years of industry knowledge. Their current work experience enables them to have a clear understanding of the scope of work and the means by which to deliver optimal, proactive service. Their resumes can be found on the following pages.

AFS believes having highly competent managers is the key to providing superior service. These individuals will provide the management that American Facility Services feels is vital to successfully fulfilling a contract requiring sound hiring practices, training methods, proactive periodical work and most of all, customer follow-up. We will have methods in place that will tell you what we will do and when we will do it. We will follow that up with inspections processes that will tell you what we find and if corrections are needed, when and how we will do it.



STAFF RESUME
Drumander High
Project Manager

EXPERIENCE

American Facility Services
Janitorial Project Manager 2013 – present

- Supervise all custodial cleaning staff on day and night shift
- Perform inspections, manage quality control, resolve any conflicts
- Prepare and control budgets
- Order supplies and equipment
- Supervise all training of new hires
- Perform safety training
- Process all payroll and other paperwork

RELEVANT PROJECTS

City of Atlanta – Citywide Janitorial Services

Contact: Maurice Calhoun, Facilities Maintenance Supervisor, 404-330-6531

Email: mfcalhoun@atlantaga.gov

Current Project Manager for the existing janitorial services contract. Full oversight for all services provided for Groups A, B, C, and D, totaling over 2.5 Million square feet.

Fulton County Government Center

141 Pryor Street, S.W., Suite G-119, Atlanta, GA 30303

Contact: James Morehead, Building Services Manager, 404-612-4446

Email: james.morehead@fultoncountyga.gov

Project Manager responsible for day and night cleaning at the Justice Center Tower and 3 other court buildings totaling 1,190,324 SF.

PREVIOUS EXPERIENCE

Laboratory Corporation of America, Atlanta, GA
Lab Technician, 2011-2012

Morrison Management Specialists, Atlanta, GA
HR Specialist, 2009-2011

CERTIFICATIONS

- ISSA Cleaning Industry Management Standard
- Certificate of Training AP-LEED Green Clean

EDUCATION

Chattahoochee Technical College – AA degree



STAFF RESUME
Matt Mullins
Lead Supervisor

SUMMARY

Over twenty years' project management experience managing commercial janitorial services in a corporate account environment. Serves as the primary customer contact - resolving issues while building and maintaining long term relationships.

EXPERIENCE

American Facility Services, Inc.

Janitorial Contract Manager 1992 - Present

- Supervises all custodial cleaning staff on day and night shift
- Performs inspections and manages quality control and assurance
- Prepares and controls budget
- Orders supplies and equipment
- Handles all customer relations issues
- Supervises all training of new hires
- Performs safety training
- Processes all payroll and other paperwork
- Specializes in floor cleaning technology

CURRENT PROJECT

Fulton County Schools

786 Cleveland Ave.

Atlanta, GA 30354

Contact: Jeffrey Jay Moore, Environmental Technician

Phone: 470-254-1703

E-mail: moorej@fultonschools.org

AFS began providing janitorial services in August 2009. Currently AFS has contracts for day and night services at 21 schools with more than 3.5 Million SF. Mr. Mullins manages the cleaning for the Langston Hughes High School and the Mt. Olive Elementary School.

CERTIFICATIONS

- Certificate of Training International Facilities Management

EDUCATION

High School Graduate

OTHER

U.S. Navy Veteran



STAFF RESUME
Veronica Dugger
Lead Supervisor

EXPERIENCE

American Facility Services
Janitorial Project Manager 2009 – present

- Supervise all custodial cleaning staff on day and night shift
- Perform inspections, manage quality control
- Prepare and control budgets
- Order supplies and equipment
- Conflict resolution
- Supervise all training of new hires
- Perform safety training
- Process all payroll and other paperwork

CURRENT PROJECT

Atlanta Public Schools

3399 Collier Drive, NW

Atlanta, GA 30331

Contact: Bobby Moncrief, Maintenance and Operations Manager

Phone: 404-886-8585

Email: bmoncrief@atlanta.k12.ga.us

AFS has been providing services from 1998 to the present. Day Porter and night service provided to 60 different schools, including elementary, middle, high school, and charter schools. Current area served is over 5.4M SF. Ms. Dugger is responsible for management of the cleaning of several schools.

PREVIOUS EXPERIENCE

Focus Development, Atlanta, GA
Field Project Manager, 2004-2009

CERTIFICATIONS

- OSHA 30-Hour
- ISSA Cleaning Industry Management Standard

EDUCATION

Elizabeth City State University, Elizabeth City, NC
Associates Degree in Accounting



STAFF RESUME

Harold Angel
Account Executive

SUMMARY

- Over 25 successful years of operations and human resource management in the janitorial industry.
- Strong history of consistent and significant contributions to company goals for business retention, growth and profitability.
- Experienced in driving product, process, and customer service improvements while building partnerships with key business decision makers.
- Expert in estimating, developing and managing large scale accounts.

EXPERIENCE

American Facility Services, Inc., Alpharetta, GA
Vice-President, 1993 – Current

- Shares in the overall responsibility for sales, operations, customer service for all accounts.
- Manages all staff, including project managers, accounting, marketing and sales force.
- Proficient at estimating project costs to provide maximum value.
- Assures ongoing revenue stream and profitability.

Harry's Farmers Market, Alpharetta, GA
Custodial Manager, 1993

- Responsible for all custodial operations.
- Managed all personnel and subcontractors.

Krispy Kreme Doughnut Company, Winston-Salem, NC
Operations Manager, 1986 - 1993

- Responsible for operations at eight metro Atlanta stores in their entirety.
- Managed all personnel, purchasing, and sales.

EDUCATION

Lake High School, Illinois

CERTIFICATIONS

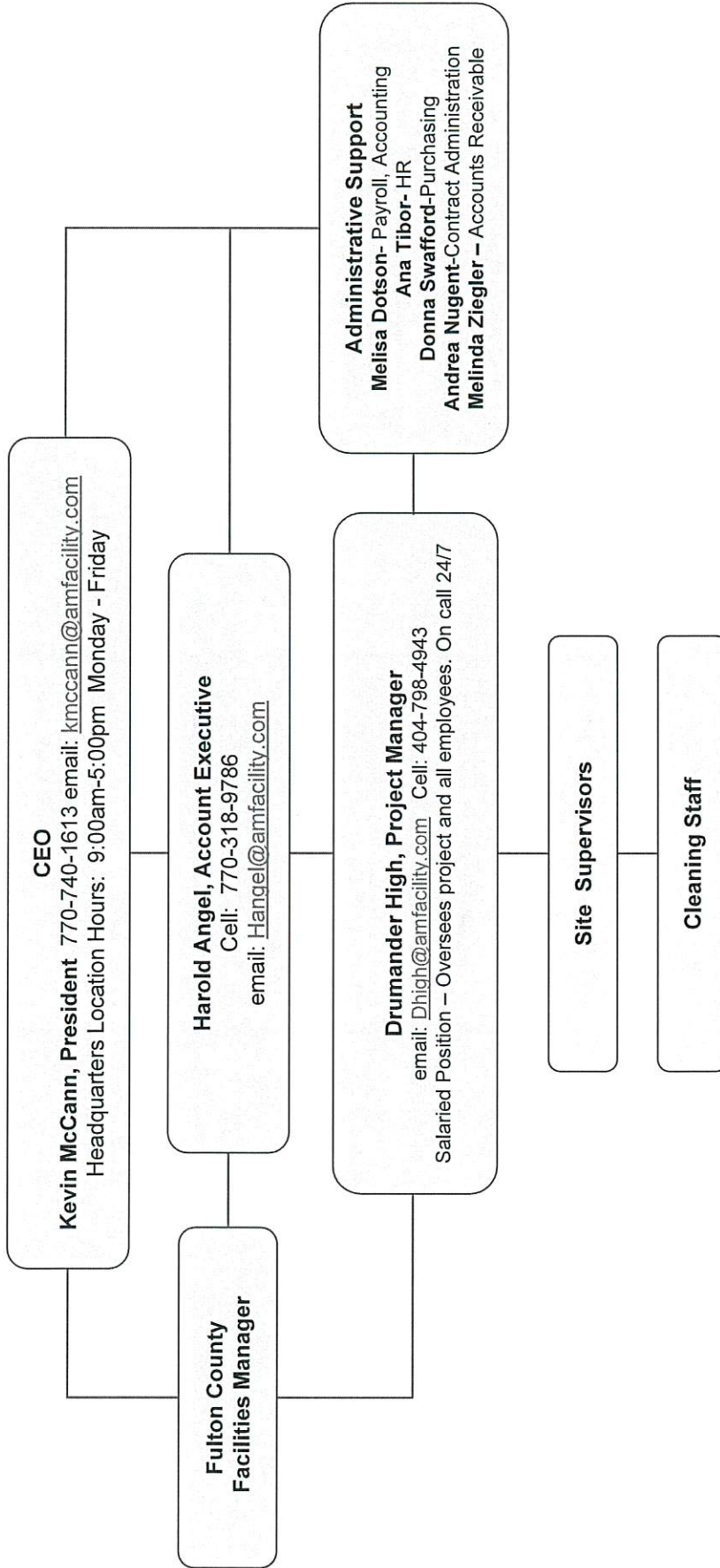
CIMS Certification



Fulton County

Selected County Facilities RFP

Key Employees





Corporate Organizational Structure

Headquarters Location:

1325 Union Hill Industrial Court , Suite A
Alpharetta, GA 30004

Phone: 770-740-1613

Fax: 770-475-7720

Website: www.americanfacilityservices.com

Kevin McCann, President Cell 770-318-9787 email: kmccann@amfacility.com

Harold Angel, Vice President/Director of Operations Cell 770-318-9786 email: Hangel@amfacility.com

Regional Contract Managers

David Angel
Georgia Accounts
Tennessee Accounts

Shawn Hall
Texas Accounts
Austin, Texas Office

Mark Thompson
Southeast Accounts
Minnesota Accounts

Carlos Garcia
Florida Accounts
Account Executive

Oscar Pavon
Alabama Accounts
Georgia Accounts

Jon Angel
Georgia Accounts

Eduardo Serna
Georgia Accounts

Michael Momon
Atlanta Accounts

Jay Hobbs
Fulton County
Accounts

Connor McCann
Atlanta Accounts

Melisa Dotson
Email: mdotson@amfacility.com
Controller

AnaMaria Tiborczszeghi
Email: atibor@amfacility.com
Human Resources

Donna Swafford
Email: dswafford@amfacility.com
Director of Purchasing

Melinda Ziegler
Email: Mziegler@amfacility.com
Accounts Receivable

Andrea Nugent
Email: anugent@amfacility.com
Proposal Manager
Contract Administration

Contract Managers

Office / Support Staff



What Our Clients Say...

"We appreciate the good job you do here at our office. It's nice to know we have good dependable workers that come in and keep our office looking great and professional. Thank you very much."

Bank of North Georgia

"Thanks so much for the support you have given Robins AFS. We appreciate all of your efforts and hard work. You have really shown that hard work and a lot of heart can accomplish anything."

Warner Robins AFB

"Their onsite staff have always been very responsive to our needs and have made every effort possible to satisfy the end customer. They repeatedly assist with functions outside of the scope demonstrating their willingness to go the extra mile to satisfy the customer."

IRS – Martinsburg Computing Center, West Virginia

"I would like to thank you and your crew for keeping my building nice and clean all the time. We get a lot of compliments and I refer your company to other Assistant Principals all the time. Thank you for a job well done."

Atlanta Public Schools

"Please share with the custodians that they were complimented this morning. I was told they are doing an excellent job! Please let them know they are doing very well."

Knoxville's Community Development Corporation

"We just wanted to let you know that we appreciate your cleaning team more than words can express! Truly they are such a part of all that we do and the quality of their work is reflective of the pride they take in all that they do!"

Seminole County School Board



TRAINING

Over the years, American Facility Services, Inc. (AFS) has developed proven and standardized training methods to let employees know exactly what is expected at each job and within each task. We have found that when shortcomings occur, inadequate training is usually the cause. That's why training plays such an important role in our contract management system. We take considerable pride in ensuring that only a properly trained cleaning staff is involved in the maintenance of your property.

In new contract jobs where our client's existing service workers are retained, AFS will provide an orientation session to introduce them to our company and excite them about joining the AFS team.

Orientation: A new employee is welcomed to the company through our orientation program. We recognize that the first two weeks on the job create a powerful and lasting impression, and orientation training is designed to teach basic cleaning techniques and to show new workers the meaning of teamwork.

In addition to hands-on training, all employees are required to pass the following courses given online by Betco University. We have found that their training program incorporates all of the most important features necessary to ensure that the proper techniques are taught which results in superior cleaning. Each employee is also given a set of written rules and specific information on their job assignments.

Required Training

- Basic Cleaning Techniques
- Restroom Sanitation
- Dilution Control
- Tools and Equipment
- HAZCOM
- OSHA Blood Borne Pathogens
- Worker Safety
- Disinfection Basics
- Infection Control Basics

Additionally, we will train the employees on site-specific tasks, such as securing the facility at night and proper use of any security systems. At the beginning of each six-month period, AFS's management team will perform additional assessments of the work being performed to determine if additional training is needed.

Advanced Techniques: Following our initial training efforts, AFS will incorporate additional training techniques into our daily working environment. These will include:

- **Simulation Training:** Under this program, AFS duplicates exactly the cleaning situation – either on an actual job site or in a simulation room. Such simulations are conducted at times other than specified cleaning hours.



- **Classroom Training:** Conducted by a Contract Manager, shift manager, supervisor, or corporate officer, AFS training classes include slide presentations, videotapes, and other professional training aids. Special presentations are tailored to demonstrate special needs – such as clean room environments, medical areas, and electronic manufacturing plants.
- **Job Rotation:** To ensure that service workers develop a broader array of skills than those required merely to execute their assigned tasks, AFS has created a series of planned job rotations. Under this program, employees will become proficient in many areas, making AFS's overall service more flexible to the special or changing needs of clients and more valuable, too.
- **On-The-Job Coaching:** This is a form of continuing apprenticeship for workers who have already achieved all the basic skills necessary to fulfill their job assignments. Such coaching constitutes continuing education designed to raise skills above the basic levels and to improve worker productivity.

Additional Training Topics

Powered Equipment
Resilient Floor Care
Slip and Fall Prevention
Carpet Care
Patient Room Disinfection
Educational Facility Disinfection
Wood Floor Care
Basic Chemistry Knowledge
Sustainable Cleaning
ISSA CIMS Certification





KEY CONTROL AND SECURITY PLAN

The Contract Manager will assign a Key Control Administrator. This position will be filled by a person on the staff of American Facility Services who the Project Manager has full confidence in their ability to perform these required duties. The Key Control Administrator will keep a Key Control Register of all security codes issued, keys on hand, keys issued, to whom, date keys were issued and returned, as well as signatures of person receiving keys or security codes. The Key Control Register will be updated immediately upon any action involving keys or security codes.

- **Criteria for Issuing Keys.** Keys will only be issued to authorized personnel who will perform duties required by this contract. The Key Control Administrator is responsible for enforcing this issue. All keys will be returned immediately upon termination of employment, upon transfer to another building, or upon request. If necessary, American Facility Services will withhold paychecks from employees until requested keys are returned to the Key Control Administrator.
- **Inventories.** The Key Control Administrator shall conduct a weekly inventory at the end of each work week, accounting for all keys. At this time, all keys will be signed in and placed in Key Storage until the following workweek. **No key issued to AFS shall be duplicated.**
- **Key Storage.** When not attended or in use, keys shall be stored in a container of at least 20-gauge steel and locked securely when not in use. Access to the key storage will be limited to the Key Control Administrator.
- **Lost, Misplaced or Stolen Keys.** Individuals shall report lost or stolen keys immediately to the Key Control Administrator. In the event of a lost, misplaced or stolen key, the Key Control Administrator will immediately notify the Project Manager, who in turn will complete the necessary forms and notify the Contracting Officer. For any reason if the assigned personnel are unable to lock an area that was unlocked by them, Building Security or Police on site will be notified promptly. All incidents will be included in the daily report, which will be completed by the Key Control Administrator and Project Manager.

It is the sole responsibility of American Facility Services to replace, re-key, or reimburse the cost for any lost or stolen keys.



QUALITY CONTROL PLAN

AFS is dedicated to controlling quality at every level of functional and administrative activity, across the project lines. As a result, our commitment to providing our clients with superior service, AFS has recently implemented a state-of-the-art, web-based Quality Assurance program to facilitate our inspection, reporting, and corrective action procedures. With our detailed, standardized, app-based system, we are able to inspect, document deficiencies, assign corrective actions, and document resolution of issues with real-time reporting capabilities. All QC reports can be viewed immediately by our management and clients.

Our Quality Control Plan (QCP) for the referenced solicitation will be custom-designed to promote and maintain superior contract performance. It will combine traditional, inspection-oriented processes with progressive, education and training-oriented protocols to form a Total Quality Management (TQM) package that will meet or exceed all contract requirements. Along with our processes and training programs that show our accountability to the quality of our services, we guarantee the satisfaction of our customers.

For this project, our primary TQM objectives will be to ensure that on a regular and routine basis, all services are performed:

- On schedule and to the complete satisfaction of our client
- In a manner that continually improves the quality and timeliness of services.

The overriding objective of TQM is Continuous Process Improvement (CPI). The key to CPI is a carefully planned, rigorously enforced inspection program, carried-out by qualified and motivated team leaders at every functional level of program activity. The result of CPI is enhanced productivity, improved performance, and exceptional customer relations. The following sections provide a snapshot look at the policies and procedures we will implement.

General

By definition, Quality Control is the formal and informal process of inspections, deficiency reports, and corrective action cycles used to quantitatively, systematically, and accurately verify the quality and timeliness of services provided to our customers by AFS contract personnel. Our traditional quality control directives combine self-inspection by motivated, qualified Site Supervisors with random, informal observations and scheduled, formal inspections by an independent Quality Control program faction. In this way, we reaffirm the responsibility of supervision to provide quality services while validating those services through separate and independent channels.

Key Personnel

Our Contract Manager and Site Supervisors will head our Quality Control Program. They will report directly to our Director of Operations, Mr. Harold Angel, while maintaining a "dotted line" relationship with our customers. This ensures quality control integrity while maintaining a daily dialog between managers. The Contract Manager will make frequent visits to the project to ensure that the QC Program is being executed properly and that the Site Supervisor is receiving all required corporate support.



Each manager and crew leader supports the Contract Manager. They act as supplemental inspectors for recurring work and work orders. They also conduct and participate in preparedness drills for safety and security. All levels of supervisory leadership participate actively in the TQM process.

Inspection System

AFS will employ two specific methods for identifying and correcting deficiencies:

1. Quality Control Inspections
2. Quality Assurance Audits

Quality control inspections are examinations and observations performed by management and supervisory personnel to determine completeness of work and conformance to established standards. Inspections may be formal (using App-based inspection checklists) or informal (consisting of professional observations). Whereas QC inspections examine work, QA audits examine work processes and supporting documentation. Quality Assurance audits entail extensive reviews of logs, reports, checklists, methods and procedures, performed at specific intervals by our Site Supervisor. Of the two methods discussed above, by far the more prevalent is inspections.

Our Site Supervisor will implement and oversee the day-to-day operations of our inspection program. Our inspection program is designed to:

- Detect and correct minor deficiencies;
- Establish protocol for reporting, documenting, and tracking discrepancies; and
- Provide training and education to prevent reoccurrence.

The specific types of inspections AFS will employ on the project include:

- **100% Inspection:** This method ensures that all program activities during a pre-determined performance period are evaluated for completeness, timeliness, and quality. Our Contract Manager will perform 100% inspections not less than four times each contract year, nor less than once each quarter. CO-approved checklists will be employed. Results will be documented and maintained in the QC file at the Work Control Office. In addition, our Contract Manager will perform a 100% inspection of all work tasks that affect personnel safety or property security.
- **Random Sampling:** Random sampling is used when the work being checked is repetitive and sufficiently voluminous to make 100% inspection impractical or unaffordable. Recurring work, such as daily cleaning, will be inspected on a random basis.
- **Periodic Inspections:** In-process inspections of all tasks occur on a continuous basis by the Site Supervisor. Checklists are used to identify what to look for during the inspection and to provide a method for determining whether the work in-progress is



acceptable or unacceptable. Determination is based on the number of checklist items that do or do not meet stated standards.

- **Corrective Action Inspection:** All corrected deficiencies are inspected by the Site Supervisor to ensure conformance with program standards. The Contract Manager reviews all inspection records and deficiency reports.

Inspection Frequencies

Quality inspections are conducted at various frequencies, depending on the facility or system to be inspected. Based upon the specific requirement, our quality inspectors perform scheduled, unscheduled and random visits to work sites. During these visits, each aspect of the system, equipment or facility is subject to detailed observation to determine operability, adherence to required maintenance frequencies, safety procedures utilized, and adherence to specifications. Inspection frequencies range from daily observation performed by lead personnel and management to quarterly inspections by the corporate office. A series of checklists that breakdown each basic function being performed in relation to its component requirements are used in the evaluation process. Quality inspections are conducted on all prime contract work as well as on in-coming materials and equipment.

During phase-in, our Contract Manager will finalize formal (scheduled) QC inspection frequencies for all required tasks and functions. Once done, all inspections will be included in our Annual Work Plan and Master Schedule of activities.

Inspection Checklists

QC Inspection Checklists are all App-based and are used for evaluating procedures and assessing quality and timeliness of service. Our Contract Manager, when conducting formal inspections of both work-in-progress and completed tasks uses them. Checklists are specifically tailored to the particular task or service being performed. Checklists are designed to:

1. Identify step-by-step procedures that make up a specific task;
2. Provide evaluation criteria;
3. Document deficiencies and corrective action; and
4. Provide an official record for AFS and our customer.

Detailed, site-specific QC checklists will be finalized during phase-in and submitted for approval prior to contract start. A sample inspection form can be found below:



[Dashboard](#)
[More...](#)

Edit Quality Inspection : Sequence No 18

Date: 3/22/2018 12:38:57 PM

Supervisor:

Employee: Select an employee...

Inspection List: Cafeteria

Inspector: Malcom

Grade: 92.0%

Building: Carver HS

Area: Cafeteria

Area Type: Cafeteria

Floor Type: All

Building Level: 1

Save

Cancel

Completed

Line Items:

Step	Name	Corrective Action Required	Item Grade	Detail Code	Weight
1.	Floors clean and buffed	<input type="checkbox"/>	5	Select a Detail Code.	2
2.	Trash picked up	<input type="checkbox"/>	5	Select a Detail Code.	1
3.	Tables clean	<input type="checkbox"/>	5	Select a Detail Code.	1
4.	Glass clean	<input type="checkbox"/>	3	Select a Detail Code.	1

Current Grading Scale (0 - 5) - Editable in Account Configuration


Signature: [Choose File](#) No file chosen

Image: [Choose Library Image](#)

Comments: [Edit](#) [Delete](#)

[Add a Comment](#)

Images:



[Cafe window sill](#)

[Add an Image](#)

[Reinspect](#)

Save

Cancel

Reports and Record Keeping

Our Quality Control program offers a variety of reporting options. All information is cloud-based, and therefore reports are available immediately after inspections. The reports are designed to assist Site Supervisors when assigning duties, supervising workers, and conducting inspections of work, both in-progress, and completed. We combine these formal methods with consideration to any and all customer comments on responsiveness and performance. We




have found that a combination of proactive attention to detail, adherence to the principals of Total Quality Management, and swift decisive response to customer feedback is key to providing high quality services.

Any person involved in the evaluation of an activity may generate QC records. All periodic and regularly scheduled inspections require the use of a checklist which, when completed, becomes a QC record. Records are clearly identified to permit tracking. For example, records of inspection indicate the inspection procedure used, the performance date, which performed the inspection, area/section inspected and the results of the inspection.

The primary report associated with the QC Program is our Quality Control Details Report (See Figure 1). All work not conforming to project standards is considered a deficiency. The Inspector creates a Quality Control Details Report which is e-mailed to the appropriate supervisor for immediate action. In addition, the Contract Manager may, at his discretion, recommend further action to ensure against reoccurrence.

Such recommendations might include additional training, procedural changes, improved work techniques, equipment changes, scheduling or location changes, personnel or responsibility changes, or even disciplinary action. The report will be dated and signed by the Contract Manager and filed in the Work Control Office. Our Contract Manager reviews all Discrepancy Reports.

Figure 1 - Quality Control Details Report

Quality Inspection Details Report			
Date Range: 3/13/2018 - 3/28/2018			
Signature: _____			
Grade: 95%	Building: Benteen	Account: Atlanta Public Schools	
Insp. Date: 3/28/2018 1:36 PM	Room Id: Classrooms	Inspector: Kevin	
Sequence #: 24	Area Type: Classrooms	Employee:	
Shift:	Floor Type: All	Supervisor:	
Insp. List: Classrooms	Floor Level: 1	Cost Center: BAM Cleaning Services	
Inspection Item	Weight	Score	Detail Code
Tile floors clean and buffed. Rugs vacuumed.	4	5	-
Desks, furniture, walls and doors clean	1	4	-
Lights clean and working	1	5	-
Trash receptacles clean and empty	1	4	-
Windows and blinds clean, vertical surfaces	1	5	-
Comment: _____			
			
Smudge marks on table			



Inspection Coordination

Our Contract Manager participates in planning all aspects of the contract to properly provide required functions, but just as importantly, to ensure that quality control is factored into all activities. The Contract Manager has the authority and responsibility to institute remedial and preventive actions, as necessary, to safeguard an effective QC program.

We pursue a multi-faceted approach to quality control, regardless of which service area (management, maintenance, environmental compliance, etc.) is being evaluated. The process begins with a thorough evaluation of work specifications and related contractual requirements. The second phase of our program relates to actual inspection and analysis.

We consider employee sensitivity, awareness of facility conditions, and user preferences to be an integral part of employee training at all of our projects. As part of our quality process, TQM and on-site training programs, our staff is required to be observant for potentially dangerous, wasteful, or other undesirable conditions, and to notify a supervisor or lead when such conditions are detected.

We instruct our workers to note minor problems such as burned out lights or dripping faucets while engaged in routine activities. Workers note the location and the time observed and relays this information to Work Control during or at the end of the shift. These items are then coordinated with the customer and added to the service call backlog for correction. Our employee training includes awareness of facility conditions, team responsibility and procedures for identifying problem areas.

Each supervisor is responsible for conducting quality checks of all work performed (scheduled and unscheduled) in his or her respective area of performance.

Deficiency Identification

Informal inspections are conducted to ensure contract compliance and the effective delivery of quality service. Monitoring is expedited by reviewing specially developed, pre-printed checklists. Deficiencies discovered during routine inspections are then discussed with the appropriate worker and corrected, if possible, on the spot. Persistent problem areas are addressed at weekly meetings in the spirit of collectively arriving at a solution. Our experience at other installations reveals that the uniqueness of having quality control built into the performance of work, and not merely as a matter of after the fact follow-up produces a higher level of quality service. Moreover, because of the high quality standards set and adhered to, we believe our customer surveillance tasks are being significantly reduced as well.

The Site Supervisor conducts the documented inspections on a random, unannounced basis. Once completed, the report is immediately available to the Contract Manager for review.

Documentation

The Site Supervisor generates a summary of all quality inspections performed for that period and that information is submitted to our contact. A monthly report is generated and e-mailed to the Project Manager with a copy furnished to our corporate management and our contact if desired.



This report includes an Inspection Summary and a copy of all inspection sheets and checklists. The Inspection Summary provides each of the areas inspected; the number of inspections performed; the number of deficiencies identified; and if the service was satisfactory or unsatisfactory. A summary analysis of all customer complaints and re-work orders also will be included in the report.

Review and Analysis

Monthly meetings are held between the Contract Manager and our corporate management. These meetings provide the management team an opportunity to compare the most recently completed month's performance to all previous months. Areas with potential problems receive immediate attention to prevent the service from being unsatisfactory and to circumvent negative trend development.

Annual Updates

Updates will be made to the Quality Control Plan at least annually. All changes to the plan will be incorporated with a formal submittal made to our customer during the month of contract renewal for each year. All changes are subject to approval.

Quality Assurance

Each manager and employee is asked to cooperate with and assist with the performance of this contract. This includes working with them to ensure that they are kept abreast of routine and/or changing conditions, as well as assisting them in the course of their inspections or surveillance.

Performance Evaluation Meetings

The Contract Manager will meet at monthly intervals with our contract contact to discuss project performance. These meetings will provide a forum for discussing mutual matters of concern; however they will not be a substitute for daily interface with our customer.

Tracking/Prevention of Performance Deficiencies

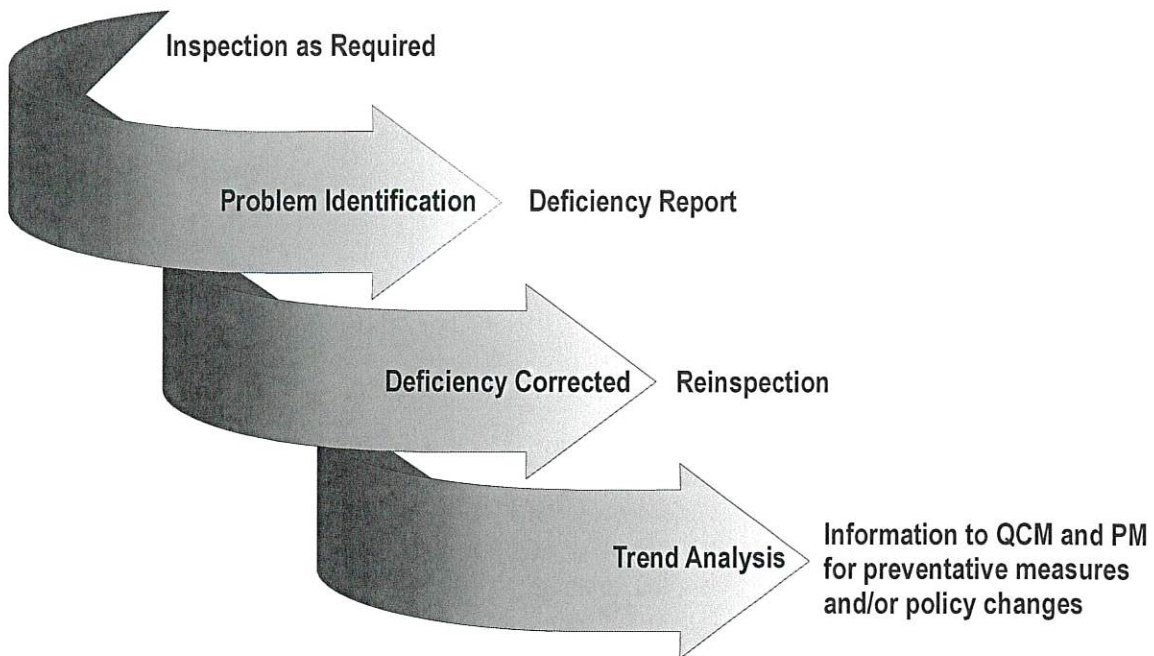
To reiterate, AFS uses a total quality management effort to update and ensure that our QCP is functioning properly (see Figure 2). We combine this with our inspection system and accompanying inspection schedule to detect quality control problems before they amount to a deficiency or discrepancy. As part of the QCP, Deficiency Reports will be segregated by functional areas to provide for ease of tracking, as well as to identify negative trends and systematic problems by functional area. All inspection findings are documented so that the following subsequent actions can be taken:

- Employees are recognized when their level of the work performance is considered "noteworthy;"
- Employees are informed when their level of work performance has diminished below previous levels, yet is still being performed at a "satisfactory" level;



- A Deficiency Report is initiated to correct any task where the performance level has diminished below previous levels;
- A Corrective Action Request is initiated to correct any task that has been rated less than "satisfactory;"
- Inspection Reports will be submitted to the Contract Manager, our Corporate Office, and the Client.
- Routine monitoring activities, such as our continuous inspections, also significantly reduce the potential for future situations by signaling the need for timely corrective actions.
- A combination of these activities, carefully supplemented by the previously identified methods, will be applied to prevent deficiencies and, where necessary, attain the earliest possible correction.

Figure 2 - Corrective Action Cycle



Corrective Actions, Long and Short Term

If a deficiency does occur, AFS uses a two-tier strategy to address the problem. First, in the short term, the Site Supervisor will generate a Deficiency Report and initiate corrective actions immediately to eliminate the situation. After correction, the work is re-inspected to ensure that our customer's and corporate quality control standards are met. The Site Supervisor will then complete the report detailing what corrective actions were taken. Second, the Contract Manager analyzes the Discrepancy Report for trends or procedural and systematic problems



and determines the course of action to correct the long-term problem. For example, he may recommend:

- Additional training;
- Procedural changes;
- Improved work techniques;
- Equipment changes;
- Personnel or responsibility changes;
- As a last resort, disciplinary action.

Documenting and Enforcing QC Operations

Our Site Supervisor will monitor the cloud-based record of inspections. The record will provide evidence that the scheduled quality control inspections are being performed. The records will contain:

- A copy of our QCP;
- Records of all completed quality control inspections;
- Records of all distributed quality control reports;
- Records of all corrective actions taken;
- Documentation of all service calls.

The inspection records will be systematically analyzed and used for the prevention, detection, and correction of quality control situations. The Site Supervisor will make Quality Control records available for review or inspection any time during the contract.



CUSTOMER SERVICE

American Facility Services, Inc. can assure our clients that any incident or concern occurring on a contract job is handled professionally and in a timely manner. In a situation where something is damaged, broken or reported missing, AFS will take the necessary steps to investigate and remedy as quickly as possible. Any other type of incident that involves other matters are reported directly to Headquarters and handled based on the situation.

Our employees are instructed to immediately report to their direct Supervisor any situation that results in damage or broken property of the customer where they are working. Incidents of missing or discarded items may also be reported to the Contract Manager or Headquarters staff directly by the customer themselves. Emergency and office contact information is provided to all clients at the start of the contract.

The AFS Contract Manager is responsible for documenting the incident, using all information available from the cleaning staff and/or the customer. This report is used to conduct a formal investigation into the matter, which may include formal interviews and inspecting the place of occurrence and then further documenting any additional information that may be obtained.

Based on the final incident report, determination is made by Headquarters as to how to proceed to resolve the situation. If possible, AFS will work directly with the customer to remedy the incident if that is appropriate and acceptable by the customer. In some major instances, an insurance claim may be filed or a claim filed against the AFS Fidelity Bond that will be in place to protect the customer against any loss.

At AFS, we take responsibility for our employees and their actions. AFS strives to employ personnel with the highest levels of integrity and experience. Because of our stringent hiring practices, we have a very low occurrence of incidents on our contract jobs.

Resolution of Concerns

The AFS Contract Manager will be available at all times to receive calls regarding quality of work concerns. The Contract Manager will respond by investigating the concerns and making sure that the Site Supervisor understands the concerns and addresses them with the crew to correct them immediately. The Contract Manager will then re-inspect and confirm the corrections have been completed. He will also re-inspect at random intervals to ensure that the problem does not reoccur. Please refer to our extensive Quality Control Plan.

EXAMPLE:

AFS had been providing janitorial services to an elementary school in Atlanta for five years, with satisfaction scores of between 93% and 95% monthly. The contract was renewed for an additional five years and then a new principal was assigned to the school. The new principal informed us that the services were not being performed to her higher standards. After listening to her concerns, we made improvements within two days and she was fully satisfied with the outcome.



Communication with Facility Administrators

AFS encourages direct communication between your facilities administrations and our Site Supervisors, Project Manager or Contract Manager who are all available 24/7 via e-mail or phone. Our extensive training, scheduling, management, inspections, inventory management and quality control measures are designed to minimize the need for substantial communication with the administration. Our goal is to provide service that will minimize any impact on your employees and customers.

Emergency and Special Event Cleaning

Due to our large local workforce, we are always able to handle any special event or emergency incidents that may arise, with response times usually less than a couple of hours. The Contract Manager will be on-call 24/7 and will be able to respond quickly to any emergencies. The Supervisor will have an emergency action plan in place to ensure that immediate staffing and supply needs are met. All employees are trained to handle emergency situations. These are situations where our 24 years of experience can prove to be very valuable to our clients.

EXAMPLE: AFS was notified at 12:00 noon on a Sunday, via a phone call from an official at the Atlanta Public Schools, of a MRSA outbreak at Maynard Jackson High School. He informed us that we needed to disinfect the entire school before school began on Monday morning. Qualified teams were called in immediately, and within two hours we had 40 employees on-site as well as sufficient disinfectant to clean the entire school. The school was completely disinfected by 12:00 AM (midnight) that same night and was ready to open on Monday morning.



WHY AFS IS THE BEST CHOICE

- AFS has over 30 years of experience in providing high quality janitorial service.
- Our range of customers is wide, from small offices to large contracts with multiple facilities requiring specific considerations.
- Our projects include a variety of building types and specifications.
- We have numerous renewal contracts as a result of our ability to exceed the expectations of our customers in a cost-effective manner.
- We will use our long-standing relationships with our vendors to ensure that the best products and equipment are used on this project. We will use our proven quality control methods to ensure that our employees are providing superior service.
- Our experienced management team will be providing the support to this project to ensure that Fulton County remains as one of our long-standing satisfied customers.


CERTIFICATE OF ACKNOWLEDGEMENT OF CORPORATE SURETY

State of Alabama)

) ss

County of Jefferson)

On this 29th day of October, 2021, before me, appeared Mark W. Edwards, II, to me personally known, who, being by me duly sworn, did say that he is the Attorney-In-Fact of Federal Insurance Company, the corporation named in the foregoing instrument, and that the seal affixed to said instrument is the corporate seal of said corporation, and that said instrument was signed and sealed on behalf of said corporation by authority of its Board of Directors and said Mark W. Edwards, II, acknowledged said instrument to be the free act and deed of said corporation.



Donna Jane Austin, Notary Public, State at Large

My commission expires: March 31, 2022

EXHIBIT F

CONTRACT COMPLIANCE FORMS

21ITB130447C-GS
Janitorial Services for Selected Fulton County Facilities
(Groups E, F, G, H & I)

Section 7

Contract Compliance Requirements

EXHIBIT A – PROMISE OF NON-DISCRIMINATION

"Know all persons by these presents, that I/We (Harold Angel),
Name

Vice President

Title

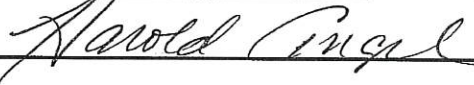
American Facility Services, Inc.

Firm Name

Hereinafter "Company", in consideration of the privilege to bid on or obtain contracts funded, in whole or in part, by Fulton County, hereby consent, covenant and agree as follows:

- 1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin or gender in connection with any bid submitted to Fulton County for the performance of any resulting there from,
- 2) That it is and shall be the policy of this Company to provide equal opportunity to all businesses seeking to contract or otherwise interested in contracting with this Company without regard to the race, color, gender or national origin of the ownership of this business,
- 3) That the promises of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption,
- 4) That the promise of non-discrimination as made and set forth herein shall be made a part of, and incorporated by reference into, any contract or portion thereof which this Company may hereafter obtain,
- 5) That the failure of this Company to satisfactorily discharge any of the promises of non-discrimination as made and set forth herein shall constitute a material breach of contract entitling the Board to declare the contract in default and to exercise any and all applicable rights and remedies, including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and/or forfeiture of compensation due and owing on a contract; and
- 6) That the bidder shall provide such information as may be required by the Director of Purchasing & Contract Compliance pursuant to Section 102.436 of the Fulton County Non-Discrimination in Purchasing and Contracting Policy.

NAME: Harold Angel TITLE: Vice President

SIGNATURE: 

ADDRESS: 1325 Union Hill Industrial Court, Suite A

Alpharetta, GA 30004

PHONE NUMBER: 77-740-1613 EMAIL: anugent@amfacility.com

EXHIBIT B1 - SCHEDULE OF INTENDED SUBCONTRACTOR UTILIZATION

This form **must be** completed and **submitted with the bid/proposal**. All prime bidders/proposers **must** submit this form which lists all intended subcontractors/suppliers who will be utilized under the scope of work/services.

Prime Bidder/Proposer Company Name American Facility Services, Inc.

ITB/RFP Name & Number: Janitorial Services for Selected Fulton County Facilities 21ITB130447C-GS

1. My firm, as **Prime Bidder/Proposer** on this scope of work/service(s) is **NOT** ☒, is ☐ a minority or female owned and controlled business enterprise. ☐ **African American (AABE)**; ☐ **Asian American (ABE)**; ☐ **Hispanic American (HBE)**; ☐ **Native American (NABE)**; ☐ **White Female American (WFBE)**; ☐ **Small Business (SBE)**; ☐ **Service Disable Veteran (SDVBE)** ☐ **Disadvantage Business (DBE)** ****If yes, Prime must submit a copy of recent certification.**

☐ Male or ☐ Female (Check the appropriate boxes).

Indicate below the portion of work, including, percentage of bid/proposal amount that your firm will carry out directly as the Prime Contractor:

\$ 986,113.98 Or 80 %

2. This information below must be completed and submitted with the bid/proposal if a **joint venture (JV)** approach is to be undertaken. Please provide JV breakdown information below and attach a copy of the executed Joint Venture Agreement.

JV Partner(s) information:

<u>Business Name</u>		<u>Business Name</u>	
(a.)		(b.)	
% of JV		% of JV	
Ethnicity		Ethnicity	
Gender		Gender	
Certified (Y or N)		Certified (Y or N)	
Agency		Agency	
Date Certified		Date Certified	

3. Lists all Sub-Contractor/suppliers participating on the project. **(COMPLETE Exhibit B2 FORM)**

Total Dollar Value of Certified Subcontractors: (\$) 246,528.50

Total Percentage of Certified Subcontractors: (%) 20%

CERTIFICATION: The undersigned certifies that he/she has read, understands and agrees to be bound by the Bid/Proposer provisions, including the accompanying Exhibits and other terms and conditions regarding sub-contractor utilization. The undersigned further certifies that he/she is legally authorized by the Bidder/Proposer to make the statement and representation in this Exhibit and that said statements and representations are true and correct to the best of his/her knowledge and belief. The undersigned understands and agrees that if any of the statements and representations are made by the Bidder/Proposer knowing them to be false, or if there is a failure of the intentions, objectives and commitments set forth herein, then in any such event the Contractor's acts or failure to act, as the case may be, shall constitute a material breach of the contract, entitling the County to terminate the Contract for default. The right to so terminate shall be in addition to, and in lieu of, any other rights and remedies the County may have for other defaults under the contract.

By submitting this form, it is understood that every firm listed as a subcontractor has been properly notified and will participate.

Signature: Harold Cingul **Title:** Vice President

Business or Corporate Name: American Facility Services, Inc.

Address: 1325 Union Hill Industrial Court, Suite A

Alpharetta, GA 30004

Telephone: (770) 740-1613

Fax Number: (770) 475-7720

Email Address: anugent@amfacility.com

UTILIZATION REPORT – Post Award

The awarded vendor(s) are required to report all payments to the prime contractor, subcontractors and sub-consultants (if applicable) during the project using the B2GNow software program. This requirement will be further explained by the Office of Contract Compliance upon determination of all awarded contracts.

Certification Designation: AABE – African American Business Enterprise, HBE – Hispanic American Business Enterprise, NABE – Native American Business Enterprise, ABE – Asian American Business Enterprise, FBE – Female Business Enterprise, MBE – Minority Business Enterprise, SDVBE – Service Disabled Veteran Business Enterprise, SBE – Small Business Enterprise, DBE – Disadvantage Business Enterprise

[illegible]

Certification Designation: AABE – African American Business Enterprise, HBE – Hispanic American Business Enterprise, NABE – Native American Business Enterprise, ABE – Asian American Business Enterprise, FBE – Female Business Enterprise, MBE – Minority Business Enterprise, SDVBE – Service Disabled Veteran Business Enterprise, SBE – Small Business Enterprise, DBE – Disadvantage Business Enterprise

[illegible]

[illegible]

Company Name: American Facility Services, Inc.

Project # & Title: 21ITB13047C-GS, Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I)

Date: 10/5/21

Printed Signature:

EXHIBIT B1 - SCHEDULE OF INTENDED SUBCONTRACTOR UTILIZATION

This form **must be** completed and **submitted with the bid/proposal**. All prime bidders/proposers **must** submit this form which lists all intended subcontractors/suppliers who will be utilized under the scope of work/services.

Prime Bidder/Proposer Company Name American Facility Services, Inc.

ITB/RFP Name & Number: Janitorial Services for Selected Fulton County Facilities 21ITB130447C-GS

1. My firm, as **Prime Bidder/Proposer** on this scope of work/service(s) is **NOT** ☒, is ☐ a minority or female owned and controlled business enterprise. ☐ **African American (AABE)**; ☐ **Asian American (ABE)**; ☐ **Hispanic American (HBE)**; ☐ **Native American (NABE)**; ☐ **White Female American (WFBE)**; ☐ **Small Business (SBE)**; ☐ **Service Disable Veteran (SDVBE)** ☐ **Disadvantage Business (DBE)** ****If yes, Prime must submit a copy of recent certification.**

☐ Male or ☐ Female (Check the appropriate boxes).

Indicate below the portion of work, including, percentage of bid/proposal amount that your firm will carry out directly as the Prime Contractor:

\$ 986,113.98 Or 80 %

2. This information below must be completed and submitted with the bid/proposal if a **joint venture (JV)** approach is to be undertaken. Please provide JV breakdown information below and attach a copy of the executed Joint Venture Agreement.

JV Partner(s) information:

<u>Business Name</u>		<u>Business Name</u>	
(a.)		(b.)	
% of JV		% of JV	
Ethnicity		Ethnicity	
Gender		Gender	
Certified (Y or N)		Certified (Y or N)	
Agency		Agency	
Date Certified		Date Certified	

3. Lists all Sub-Contractor/suppliers participating on the project. **(COMPLETE Exhibit B2 FORM)**

Total Dollar Value of Certified Subcontractors: (\$) 246,528.50

Total Percentage of Certified Subcontractors: (%) 20%

CERTIFICATION: The undersigned certifies that he/she has read, understands and agrees to be bound by the Bid/Proposer provisions, including the accompanying Exhibits and other terms and conditions regarding sub-contractor utilization. The undersigned further certifies that he/she is legally authorized by the Bidder/Proposer to make the statement and representation in this Exhibit and that said statements and representations are true and correct to the best of his/her knowledge and belief. The undersigned understands and agrees that if any of the statements and representations are made by the Bidder/Proposer knowing them to be false, or if there is a failure of the intentions, objectives and commitments set forth herein, then in any such event the Contractor's acts or failure to act, as the case may be, shall constitute a material breach of the contract, entitling the County to terminate the Contract for default. The right to so terminate shall be in addition to, and in lieu of, any other rights and remedies the County may have for other defaults under the contract.

By submitting this form, it is understood that every firm listed as a subcontractor has been properly notified and will participate.

Signature: Harold Cingul **Title:** Vice President

Business or Corporate Name: American Facility Services, Inc.

Address: 1325 Union Hill Industrial Court, Suite A

Alpharetta, GA 30004

Telephone: (770) 740-1613

Fax Number: (770) 475-7720

Email Address: anugent@amfacility.com

UTILIZATION REPORT – Post Award

The awarded vendor(s) are required to report all payments to the prime contractor, subcontractors and sub-consultants (if applicable) during the project using the B2GNow software program. This requirement will be further explained by the Office of Contract Compliance upon determination of all awarded contracts.

Certification Designation: AABE – African American Business Enterprise, HBE – Hispanic American Business Enterprise, NABE – Native American Business Enterprise, ABE – Asian American Business Enterprise, FBE – Female Business Enterprise, MBE – Minority Business Enterprise, SDVBE – Service Disabled Veteran Business Enterprise, SBE – Small Business Enterprise, DBE – Disadvantage Business Enterprise

[illegible]

Certification Designation: AABE – African American Business Enterprise, HBE – Hispanic American Business Enterprise, NABE – Native American Business Enterprise, ABE – Asian American Business Enterprise, FBE – Female Business Enterprise, MBE – Minority Business Enterprise, SDVBE – Service Disabled Veteran Business Enterprise, SBE – Small Business Enterprise, DBE – Disadvantage Business Enterprise

[illegible]

[illegible]

Company Name: American Facility Services, Inc.

Project # & Title: 21ITB130447C-GS, Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I)

Date: 10/5/21

Printed Signature: Arvid Cangel



October 19, 2021

Ms. Gertis Strozier
Department of Purchasing
Fulton County
130 Peachtree Street, S.W. Suite 1168
Atlanta, Georgia 30303-3459

RE: 21ITB130447C-GS Janitorial Services for Selected Fulton County Facilities

Dear Ms. Strozier,

On behalf of American Facility Services, Inc., I am pleased to submit this as our formal EBO Plan for the janitorial services contract at the designated Fulton County government facilities.

As part of this EBO Plan;

1. We have identified the potential opportunities within the scope of work of *this solicitation* that will allow for participation of racial, gender or ethnic groups, which is:
 - a) Janitorial labor
2. Our efforts to encourage and solicit minority and female business utilization in this solicitation were as follows:
 - a) phone calls to minority sub contractors to discuss the labor requirements in detail,
 - b) confirmation of availability of minority sub contractors,
 - c) completion of forms for solicitation package and obtained forms from identified minority sub-contractors for inclusion in the proposal.

Please accept this EBO plan, which includes the completed Exhibits:

Exhibit A – Promise of Non-Discrimination

Exhibit C – Schedule of Intended Subcontractor Utilization

Sincerely,

A handwritten signature in cursive script, appearing to read "Harold Angel".

Harold Angel
Vice President

EXHIBIT G

INSURANCE AND RISK MANAGEMENT FORMS

SECTION 5

INSURANCE AND RISK MANAGEMENT PROVISIONS

The following is the minimum insurance and limits that the Contractor/Vendor must maintain. If the Contractor/Vendor maintains higher limits than the minimum shown below, Fulton County Government requires and shall be entitled to coverage for the higher limits maintained by the Contractor/Vendor.

It is Fulton County Government's practice to obtain Certificates of Insurance from our Contractors and Vendors. Insurance must be written by a licensed agent in a company licensed to write insurance in the State of Georgia, with an A.M. Best rating of at least A- VI, subject to final approval by Fulton County. Respondents shall submit with the bid/proposal evidence of insurability satisfactory to Fulton County Government as to form and content. Either of the following forms of evidence is acceptable:

- A letter from an insurance carrier stating that upon your firm/company being the successful Bidder/Respondent that a Certificate of Insurance shall be issued in compliance with the Insurance and Risk Management Provisions outlined below.
- A Certificate of Insurance complying with the Insurance and Risk Management Provisions outlined below (Request for Bid/Proposal number and Project Name, Number and Description must appear on the Certificate of Insurance).
- A combination of a specific policy written with an umbrella policy covering liabilities in excess of the required limits is acceptable to achieve the applicable insurance coverage levels.

Any and all Insurance Coverage(s) and Bonds required under the terms and conditions of the contract shall be maintained during the entire length of the contract, including any extensions or renewals thereto, and until all work has been completed to the satisfaction of Fulton County Government. Evidence of said insurance coverages shall be provided on or before the inception date of the Contract.

Accordingly the Respondent shall provide a certificate evidencing the following:

1. WORKERS COMPENSATION/EMPLOYER'S LIABILITY INSURANCE – STATUTORY (In compliance with the Georgia Workers Compensation Acts, including but not limited to U.S. Longshoremen and Harbor Workers Act and any other State or Federal Acts or Provisions in which jurisdiction may be granted)

Employer's Liability Insurance	BY ACCIDENT	EACH ACCIDENT	\$1,000,000
Employer's Liability Insurance	BY DISEASE	POLICY LIMIT	\$1,000,000
Employer's Liability Insurance	BY DISEASE	EACH EMPLOYEE	\$1,000,000

2. COMMERCIAL GENERAL LIABILITY INSURANCE (Including contractual Liability Insurance)

Bodily Injury and Property Damage Liability	Each Occurrence	\$1,000,000
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21ITB130447C-GS

Section 5

Janitorial Services for Selected Fulton County Facilities
(Groups E, F, G, H & I)Insurance and Risk Management Provisions

(Other than Products/Completed Operations)	General Aggregate	\$2,000,000
Products\Completed Operation	Aggregate Limit	\$2,000,000
Personal and Advertising Injury	Limits	\$1,000,000
Damage to Rented Premises	Limits	\$100,000
3. BUSINESS AUTOMOBILE LIABILITY INSURANCE		
Bodily Injury & Property Damage	Each Occurrence	\$1,000,000
(Including operation of non-owned, owned, and hired automobiles).		
4. UMBRELLA LIABILITY Per Occurrence		
(in excess of above noted coverage)		
5. FIDELITY BOND AND CRIME		
(Employee Dishonesty-Theft)	Per Occurrence	\$100,000
*Above to include 3 rd Party Coverage		
6. CONTRACTOR'S POLLUTION LIABILITY		
	Per Occurrence	\$500,000

Certificates of Insurance

Contractor/Vendor shall provide written notice to Fulton County Government immediately if it becomes aware of or receives notice from any insurance company that coverage afforded under such policy or policies shall expire, be cancelled or altered. Certificates of Insurance are to list Fulton County Government, Its Officials, Officers and Employees as an Additional Insured (except for Workers' Compensation), using ISO Additional Insured Endorsement form CG 2010 (11/85 version), its' equivalent or on a blanket basis.

The Contractor/Vendor insurance shall apply as Primary Insurance before any other insurance or self-insurance, including any deductible, non-contributory, and Waiver of Subrogation provided in favor of Fulton County Government.

If Fulton County Government shall so request, the Contractor/Vendor shall furnish the County for its inspection and approval such policies of insurance with all endorsements, or confirmed specimens thereof certified by the insurance company to be true and correct copies.

Additional Insured under the General Liability, Auto Liability, Umbrella Policies (with exception of Workers Compensation and Professional Liability), with no Cross Suits exclusion.

Such certificates and notices must identify the "Certificate Holder" as follows:

Fulton County Government – Purchasing and Contract Compliance
Department
130 Peachtree Street, S.W.
Suite 1168
Atlanta, Georgia 30303-3459

Certificates must list Project Name (where applicable).

Important:

The obligations for the Contractor/Vendor to procure and maintain insurance shall not be constructed to waive or restrict other obligations. It is understood that neither failure to comply nor full compliance with the foregoing insurance requirements shall limit or relieve the Contractor/Vendor from any liability incurred as a result of their activities/operations in conjunction with the Contract and/or Scope of Work.

USE OF PREMISES

Contractor/Vendor shall confine its apparatus, the storage of materials and the operations of its workers to limits/requirements indicated by law, ordinance, permits and any restrictions of Fulton County Government and shall not unreasonably encumber the premises with its materials (Where applicable).

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

Professional Services Indemnification. With respect to liability, damages, costs, expenses (including reasonable attorney's fees and expenses incurred by any of them), claims, suits and judgments that arise or are alleged to arise out of the Consultant/Contractor's acts, errors, or omissions in the performance of professional services, the Consultant/Contractor shall indemnify, release, and hold harmless Fulton County, its Commissioners and their respective officers, members, employees and agents (each, hereinafter referred to as an "Indemnified Person"), from and against liability, damages, costs, expenses (including reasonable attorney's fees and expenses incurred by any of them), claims, suits and judgments only to the extent such liability is caused by the negligence of the Consultant/Contractor in the delivery of the Work under this Agreement, but such indemnity is limited to those liabilities caused by a Negligent Professional Act, as defined below. This indemnification survives the termination of this Agreement and shall also survive the dissolution or to the extent allowed by law, the bankruptcy of Consultant/Contractor.

For the purposes of the Professional Services Indemnity above, a "Negligent Professional Act" means a negligent act, error, or omission in the performance of Professional Services (or by any person or entity, including joint ventures, for whom Consultant/Contractor is liable) that causes liability and fails to meet the applicable professional standard of care, skill and ability under similar conditions and like surrounding circumstances, as is ordinarily employed by others in their profession.

Consultant/Contractor obligation to indemnify and hold harmless, as set forth hereinabove, shall also include, but is not limited to, any matter arising out of any actual or alleged infringement of any patent, trademark, copyright, or service mark, or other actual or alleged unfair competition disparagement of product or service, or other tort or any type whatsoever, or any actual or alleged violation of trade regulations.

Consultant/Contractor further agrees to indemnify and hold harmless Fulton County, its Commissioners, officers, employees, subcontractors, successors, assigns and agents from and against any and all claims or liability for compensation under the Worker's Compensation Act, Disability Benefits Act, or any other employee benefits act arising out of injuries sustained by any employees of Consultant/Contractor. These indemnities shall not be limited by reason of the listing of any insurance coverage.

21ITB130447C-GS
Janitorial Services for Selected Fulton County Facilities
(Groups E, F, G, H & I)

Section 5

Insurance and Risk Management Provisions

PROTECTION OF PROPERTY

Contractor/Vendor will adequately protect its own work from damage, will protect Fulton County Government's property from damage or loss and will take all necessary precautions during the progress of the work to protect all persons and the property of others from damage or loss.

Contractor/Vendor shall take all necessary precautions for the safety of employees of the work and shall comply with all applicable provisions of the Federal, State and local safety laws and building codes to prevent accidents or injury to persons on, about, or adjacent to the premises where work is being performed.

Contractor/Vendor shall erect and properly maintain at all times as required by the conditions and progress of the work, all necessary safeguards for the protection of its employees, Fulton County Government employees and the public and shall post all applicable signage and other warning devices to protect against potential hazards for the work being performed (Where applicable).

CONTRACTOR/VENDOR ACKNOWLEDGES HAVING READ, UNDERSTANDING, AND AGREEING TO COMPLY WITH THE AFOREMENTIONED STATEMENTS, AND THE REPRESENTATIVE OF THE CONTRACTOR/VENDOR IDENTIFIED BELOW IS AUTHORIZED TO SIGN CONTRACTS ON BEHALF OF THE RESPONDING CONTRACTOR/VENDOR.

COMPANY: American Facility Services, Inc.

SIGNATURE: 

NAME: Harold Angel

TITLE: Vice President

DATE: 11/5/21



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
02/11/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER McGriff Insurance Services, Inc. 3400 Overton Park Drive SE Suite 300 Atlanta, GA 30339	CONTACT NAME: Vera Neville PHONE (A/C, No, Ext): 404 497-7500 FAX (A/C, No): E-MAIL ADDRESS: vneville@mcgriff.com														
INSURED American Facility Services, Inc. 1325 Union Hill Ind Court Suite A Alpharetta, GA 30004	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> <tr> <td>INSURER A :Amerisure Insurance Company</td> <td style="text-align: center;">19488</td> </tr> <tr> <td>INSURER B :Amerisure Mutual Insurance Company</td> <td style="text-align: center;">23396</td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A :Amerisure Insurance Company	19488	INSURER B :Amerisure Mutual Insurance Company	23396	INSURER C :		INSURER D :		INSURER E :		INSURER F :	
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INSURER D :															
INSURER E :															
INSURER F :															

COVERAGES

CERTIFICATE NUMBER: MJLQKFJ6

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	X	X	CPP 21145910101	05/19/2021	05/19/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	X	X	CA 21145900101	05/19/2021	05/19/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$0	X	X	CU 21145920102	05/19/2021	05/19/2022	EACH OCCURRENCE \$ 9,000,000 AGGREGATE \$ 9,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input checked="" type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/>	N/A	WC 21145890102	05/19/2021	05/19/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000 \$ \$ \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

21ITB130447C-GS

The Certificate Holder is included as Additional Insured for General Liability, as required by written contract.

Waiver of Subrogation is in favor of the Additional Insured for the General Liability and Auto policies as required by written contract.

CERTIFICATE HOLDER

Fulton County
 Dept. of Purchasing and Contract Compliance
 130 Peachtree Street, S.W.
 Suite 1168
 Atlanta, GA 30303

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

AGENCY CUSTOMER ID: _____

LOC #: _____



ADDITIONAL REMARKS SCHEDULE

Page 2 of 2

PRODUCER McGriff Insurance Services, Inc.		INSURED American Facility Services, Inc.	
POLICY NUMBER			
CARRIER	NAIC CODE		
ISSUE DATE: 02/11/2022			

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: _____ FORM TITLE: _____

CRIME

Policy Number: 8237-5917

Carrier: Federal Insurance Company

Effective Dates: 05/19/2021-05/19/2022

Limits of Liability:

Employee Theft Coverage: \$250,000

Premises Coverage: \$250,000

In Transit Coverage: \$250,000

Forgery Coverage: \$250,000

Computer Fraud Coverage: \$250,000

Funds Transfer Fraud Coverage: \$250,000

Money Order and Counterfeit Currency Fraud Coverage: \$250,000

Credit Card Fraud Coverage: \$250,000

Client Coverage: \$250,000

Expense Coverage: \$25,000

Retentions: \$5,000 on all except Expense Coverage- NONE

EXHIBIT H

PAYMENT & PERFORMANCE BONDS

BID BOND

**21ITB130447C-GS, Janitorial Services for Selected Fulton County Facilities
(Groups E, F, G, H, & I)**

**STATE OF GEORGIA
COUNTY OF FULTON**

KNOW ALL MEN BY THESE PRESENTS, THAT WE American Facility Services, Inc.
1325 Union Hill Industrial Court, Suite A, Alpharetta, GA 30004
hereinafter called the PRINCIPAL, and Federal Insurance Company
202B Hall's Mill Road, Whitehouse Station, NJ 08889
hereinafter call the SURETY, a corporation chartered and existing under the laws of the State of
Indiana and duly authorized to transact Surety business in the
State of Georgia, are held and firmly bound unto the Fulton County Government (COUNTY), in
the penal sum of Five Percent of Amount Bid
Dollars and Cents (\$ 5%) good and lawful money of the
United States of America, to be paid upon demand of the COUNTY, to which payment well and
truly to be made we bind ourselves, our heirs, executors, and administrators and assigns, jointly
and severally and firmly by these presents.

WHEREAS the PRINCIPAL has submitted to the COUNTY, for **21ITB130447C-GS, Janitorial
Services for Selected Fulton County Facilities (Groups E, F, G, H, & I)**, a Bid;

WHEREAS the PRINCIPAL desires to file this Bond in accordance with law:

NOW THEREFORE: The conditions of this obligation are such that if the Bid be accepted, the
PRINCIPAL shall within ten (10) calendar days after receipt of written notification from the
COUNTY of the award of the Contract execute the Contract in accordance with the Bid and upon
the terms, conditions and prices set forth therein, in the form and manner required by the
COUNTY, and execute sufficient and satisfactory Performance and Payments Bonds payable to
the COUNTY, each in the amount of one hundred percent (100%) of the total contract price, in
form and with security satisfactory to said COUNTY, then this obligation to be void; otherwise, to
be and remain in full force and virtue in law; and the SURETY shall upon failure of the
PRINCIPAL to comply with any or all of the foregoing requirements within the time specified
above immediately pay to the COUNTY, upon demand the amount hereof in good and lawful
money of the United States of America, not as a penalty, but as liquidated damages.

In the event suit is brought upon this Bond by the COUNTY and judgment is recovered, the SURETY shall pay all costs incurred by the COUNTY in such suit, including attorney's fees to be fixed by the Court.

Enclosed is a Bid Bond in the approved form, in the amount of _____
five percent of the amount bid _____ Dollars

(\$ 5% _____) being in the amount of five percent (5%) of the Contract Sum. The money payable on this bond shall be paid to the COUNTY, for the failure of the Bidder to execute a Contract within ten (10) days after receipt of the Contract and at the same time furnish a Payment Bond and Performance Bond.

(SIGNATURES ON NEXT PAGE)

IN TESTIMONY THEREOF, the PRINCIPAL and SURETY have caused these presents to be duly signed and sealed this 29th day of October, 2021

ATTEST:

American Facility Services, Inc
PRINCIPAL

BY Kevin McCann, President

(SEAL)

CERTIFICATE AS TO CORPORATE PRINCIPAL

I, Harold Angel, certify that I am the Secretary of the Corporation named as principal in the within bond; that Kevin McCann, who signed the said bond of said corporation; that I know this signature, and his/her signature thereto is genuine; and that said bond was duly signed, sealed and attested for in behalf of said Corporation by authority of its governing body.

Harold Angel
SECRETARY

(CORPORATE SEAL)

Federal Insurance Company
SURETY

Mark W. Edwards, II
(SEAL)

BY Mark W. Edwards, II, Attorney-in-Fact

END OF SECTION

PAYMENT BOND

"County:" means Fulton County Government; a political subdivision of the State of Georgia (hereinafter called the "Owner").

"Project:" means [Insert Project Number and Project Name] 21ITB130447C-GS
Janitorial Services for Selected Fulton County Facilities
(Groups E, F, G, H & I)
 "Principal:" (Legal Name and Business Address), [Insert Name of Contractor (hereinafter
 called the "Principal")
American Facility Services, Inc.
1325 Union Hill Industrial Court, Suite A
Alpharetta, GA 30004

Type of Organization ("X" one): ☐ Individual
☐ Partnership
☐ Joint Venture
☒ Corporation

"Surety:" (Name and Business Address) Federal Insurance Company
202B Hall's Mill Road
Whitehouse Station, NJ 08889
 duly authorized by the Commissioner of Insurance of the State of Georgia to transact surety business in the State of Georgia.

"Contract:" Agreement between Principal and Owner, dated ____ day of _____, 20____, regarding performance of Work relative to the Project.

"Penal Sum:" [100% of contract amount] One Hundred Forty Thousand Fifty Nine and 00/100 Dollars (\$140,059.00)

KNOW ALL MEN BY THESE PRESENTS, that we, the Principal and Surety hereto, as named above, are held and firmly bound to the Owner in the above Penal Sum for the payment of which well and truly to be made we bind ourselves, executors, administrators, successors and assigns, jointly and severally.

WHEREAS, the Principal and the Owner entered into a certain written Contract identified above, which is incorporated herein by reference in its entirety (hereinafter called the "Contract"), for construction-type services for the Project identified above;

NOW, THEREFORE, the conditions of this obligation are such that if the Principal shall promptly make payment of all persons working on or supplying labor or materials or equipment for the performance of said work, this obligation shall be void; otherwise of full force and effect.

1. A "Claimant" shall be defined herein as any subcontractor, person, party, partnership, corporation or the entity furnishing labor, services or materials used, or reasonably required for use, in the performance of the Contract, without regard to whether such labor, services or materials were sold, leased or rented, and without regard to whether such Claimant is or is not in privity of contract with the Principal or any subcontractor performing work on the Project, including, but not limited to, the following labor, services, or materials: water, gas, power, light, heat, oil, gasoline, telephone service or rental of equipment directly applicable to the Contract.
2. In the event a Claimant files a lien against the property of the Owner, and the Principal fails or refuses to satisfy or remove it promptly, the Surety shall satisfy or

remove the lien promptly upon written notice from the Owner, either by bond or as otherwise provided in the Contract.

3. The Surety hereby waives notice of any and all modifications, omissions, additions, changes, alterations, extensions of time, changes in the payment terms, and any other amendments in or about the Contract and agrees that the obligations undertaken by this Bond shall not be impaired in any manner by reason of any such modifications, omissions, additions, changes, alterations, extensions of time, changes in payment terms, and amendments.
4. The Surety hereby agrees that this Bond shall be deemed amended automatically and immediately, without formal or separate amendments hereto, upon any amendment or modifications to the Contract, so as to bind the Principal and Surety, jointly and severally, to the full payment of any Claimant under the Contract, as amended or modified, provided only that the Surety shall not be liable for more than the penal sum of the Bond, as specified in the first paragraph hereof.
5. This Bond is made for the use and benefit of all persons, firms, and corporations who or which may furnish any materials or perform any labor for or on account of the construction-type services to be performed or supplied under the Contract, and any amendments thereto, and they and each of them may sue hereon.
6. No action may be maintained on this Bond after one (1) year from the date the last services, labor, or materials were provided under the Contract by the Claimant prosecuting said action.
7. This Bond is intended to comply with O.C.G.A. Section 13-10-1, and shall be interpreted so as to comply with the minimum requirements thereof. However, in the event the express language of this Bond extends protection to the Owner beyond that contemplated by O.C.G.A. Section 13-10-1 and 36-91-1, *et seq.*, or any other statutory law applicable to this Project, then the additional protection shall be enforced in favor of the Owner, whether or not such protection is found in the applicable statutes.

IN WITNESS WHEREOF, the Principal and Surety have hereunto affixed their corporate seals and caused this obligations to be signed by their duly authorized representatives this day of _____, _____.

PRINCIPAL: American Facility Services, Inc.

Harold Angel
President/Vice President (Sign)

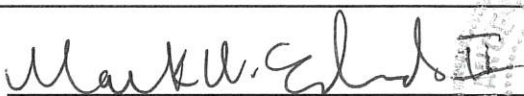
Harold Angel, Vice President
President/Vice President (Type or Print)

Attested to by:

Andrea Hugan
Secretary/Assistant Secretary (Seal)

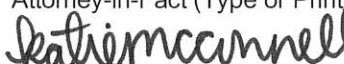


SURETY: Federal Insurance Company

By: 
Attorney-in-Fact (Sign)

Mark W. Edwards, II

Attorney-in-Fact (Type or Print)



~~Secretary Assistant Secretary~~ (Seal)

Katie McConnell, Witness

CHUBB

Power of Attorney

Federal Insurance Company | Vigilant Insurance Company | Pacific Indemnity Company

Know All by These Presents, That **FEDERAL INSURANCE COMPANY**, an Indiana corporation, **VIGILANT INSURANCE COMPANY**, a New York corporation, and **PACIFIC INDEMNITY COMPANY**, a Wisconsin corporation, do each hereby constitute and appoint Anna Childress, Mark W. Edwards II, Alisa B. Ferris, Robert R. Freel, Richard H. Mitchell, William M. Smith and Jeffrey M. Wilson of Birmingham, Alabama; Robert Read Davis of Atlanta, Georgia; Richard E. Daniels of Pensacola, Florida and Robert M. Verdin of Metairie, Louisiana

each as their true and lawful Attorney-in-Fact to execute under such designation in their names and to affix their corporate seals to and deliver for and on their behalf as surety thereon or otherwise, bonds and undertakings and other writings obligatory in the nature thereof (other than bail bonds) given or executed in the course of business, and any instruments amending or altering the same, and consents to the modification or alteration of any instrument referred to in said bonds or obligations.

In Witness Whereof, said **FEDERAL INSURANCE COMPANY**, **VIGILANT INSURANCE COMPANY**, and **PACIFIC INDEMNITY COMPANY** have each executed and attested these presents and affixed their corporate seals on this 7th day of May, 2019.

Dawn M. Chloros

Dawn M. Chloros, Assistant Secretary

Stephen M. Haney

Stephen M. Haney, Vice President



STATE OF NEW JERSEY

County of Hunterdon

SS.

On this 7th day of May, 2019, before me, a Notary Public of New Jersey, personally came Dawn M. Chloros, to me known to be Assistant Secretary of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, and PACIFIC INDEMNITY COMPANY, the companies which executed the foregoing Power of Attorney, and the said Dawn M. Chloros, being by me duly sworn, did depose and say that she is Assistant Secretary of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, and PACIFIC INDEMNITY COMPANY and knows the corporate seals thereof, that the seals affixed to the foregoing Power of Attorney are such corporate seals and were thereto affixed by authority of said Companies; and that she signed said Power of Attorney as Assistant Secretary of said Companies by like authority; and that she is acquainted with Stephen M. Haney, and knows him to be Vice President of said Companies; and that the signature of Stephen M. Haney, subscribed to said Power of Attorney is in the genuine handwriting of Stephen M. Haney, and was thereto subscribed by authority of said Companies and in deponent's presence.

Notarial Seal



ROSE CURTIS
NOTARY PUBLIC OF NEW JERSEY
No. 50072400
Commission Expires November 22, 2022

Rose Curtis
Notary Public

CERTIFICATION

Resolutions adopted by the Boards of Directors of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, and PACIFIC INDEMNITY COMPANY on August 30, 2016:

"RESOLVED, that the following authorizations relate to the execution, for and on behalf of the Company, of bonds, undertakings, recognizances, contracts and other written commitments of the Company entered into in the ordinary course of business (each a "Written Commitment"):

- (1) Each of the Chairman, the President and the Vice Presidents of the Company is hereby authorized to execute any Written Commitment for and on behalf of the Company, under the seal of the Company or otherwise.
- (2) Each duly appointed attorney-in-fact of the Company is hereby authorized to execute any Written Commitment for and on behalf of the Company, under the seal of the Company or otherwise, to the extent that such action is authorized by the grant of powers provided for in such person's written appointment as such attorney-in-fact.
- (3) Each of the Chairman, the President and the Vice Presidents of the Company is hereby authorized, for and on behalf of the Company, to appoint in writing any person the attorney-in-fact of the Company with full power and authority to execute, for and on behalf of the Company, under the seal of the Company or otherwise, such Written Commitments of the Company as may be specified in such written appointment, which specification may be by general type or class of Written Commitments or by specification of one or more particular Written Commitments.
- (4) Each of the Chairman, the President and the Vice Presidents of the Company is hereby authorized, for and on behalf of the Company, to delegate in writing to any other officer of the Company the authority to execute, for and on behalf of the Company, under the Company's seal or otherwise, such Written Commitments of the Company as are specified in such written delegation, which specification may be by general type or class of Written Commitments or by specification of one or more particular Written Commitments.
- (5) The signature of any officer or other person executing any Written Commitment or appointment or delegation pursuant to this Resolution, and the seal of the Company, may be affixed by facsimile on such Written Commitment or written appointment or delegation.

FURTHER RESOLVED, that the foregoing Resolution shall not be deemed to be an exclusive statement of the powers and authority of officers, employees and other persons to act for and on behalf of the Company, and such Resolution shall not limit or otherwise affect the exercise of any such power or authority otherwise validly granted or vested."

I, Dawn M. Chloros, Assistant Secretary of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, and PACIFIC INDEMNITY COMPANY (the "Companies") do hereby certify that

- (i) the foregoing Resolutions adopted by the Board of Directors of the Companies are true, correct and in full force and effect,
- (ii) the foregoing Power of Attorney is true, correct and in full force and effect.

Given under my hand and seals of said Companies at Whitehouse Station, NJ, this

*Dawn M. Chloros*

Dawn M. Chloros, Assistant Secretary

IN THE EVENT YOU WISH TO VERIFY THE AUTHENTICITY OF THIS BOND OR NOTIFY US OF ANY OTHER MATTER, PLEASE CONTACT US AT:

Telephone (908) 903-3493

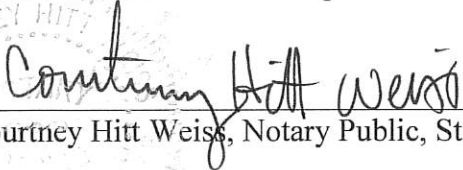
Fax (908) 903-3656

e-mail: surety@chubb.com

CERTIFICATE OF ACKNOWLEDGEMENT OF CORPORATE SURETY

State of Alabama)
) ss
County of Jefferson)

On this 3rd day of March, 2022 before me, appeared Mark W. Edwards, II, to me personally known, who, being by me duly sworn, did say that he/she is the Attorney-In-Fact for Federal Insurance Company the corporation named in the foregoing instrument, and that the seal affixed to said instrument is the corporate seal of said corporation, and that said instrument was signed and sealed on behalf of said corporation by authority of its Board of Directors and said Mark W. Edwards, II, acknowledged said instrument to be the free act and deed of said corporation.



Courtney Hitt Weiss, Notary Public, State at Large

My commission expires: November 15, 2022

PERFORMANCE BOND

"County:" means Fulton County Government; a political subdivision of the State of Georgia (hereinafter called the "Owner").

"Project:" means [Insert Project Number and Project Name] 21ITB130447C-GS
Janitorial Services for Selected Fulton County Facilities
(Groups E, F, G, H & I)

"Principal:" (Legal Name and Business Address), [Insert Name of Contractor (hereinafter called the
"Principal")]

American Facility Services, Inc.
1325 Union Hill Industrial Court, Suite A
Alpharetta, GA 30004

Type of Organization ("X" one): Individual
 Partnership
 Joint Venture
 x Corporation

"Surety:" (Name and Business Address)

Federal Insurance Company
202B Hall's Mill Road
Whitehouse Station, NJ 08889
 duly authorized by the Commissioner of
 Insurance of the State of Georgia to transact
 surety business in the State of Georgia.

"Contract:" Agreement between Principal and Owner, dated day of , 20 ,
 regarding performance of Work relative to the Project.

"Penal Sum:" [100% of contract amount] One Hundred Forty Thousand Fifty Nine and 00/100 Dollars (\$140,059.00).

KNOW ALL MEN BY THESE PRESENTS, that we, the Principal and Surety hereto, as named above, are held and firmly bound to the Owner in the above Penal Sum for the payment of which well and truly to be made we bind ourselves, our executors, administrators, successors and assigns, jointly and severally.

WHEREAS, the Principal and the Owner entered into a certain written Contract identified above, which is incorporated herein by reference in its entirety (hereinafter called the "Contract"), for construction-type services for the Project identified above;

NOW, THEREFORE, the conditions of this obligation are such that if the Principal shall faithfully and fully comply with, perform and fulfill all of the undertakings, covenants, conditions and all other of the terms and conditions of said Contract, including any and all duly authorized modifications of such Contract, within the original term of such Contract and any extensions thereof, which shall include, but not be limited to any obligations created by way of warranties and/or guarantees for workmanship and materials which warranty and/or guarantee may extend for a period of time of one year beyond completion of said Contract, this obligation shall be void; otherwise, of full force and effect.

Whenever the Principal shall be, and declared by the Owner to be, in default under the Construction-Type Contract, the Surety shall promptly remedy the default as follows:

1. Complete the Contract in accordance with its terms and conditions; or, at the sole option of the Owner,
2. Obtain a bid or bids for completing the Contract in accordance with its terms and conditions, and upon determination by the Surety and the Owner of the lowest responsible bidder, arrange for a contract between such bidder and Owner and make available as the work

progresses (even though there should be a default or succession of defaults under the Contract or contracts of completion arranged under this paragraph) sufficient funds to pay the cost of completion less the balance of the contract price; but not exceeding, including other costs and damages for which the Surety may be liable hereunder, the penal sum set forth in the first paragraph hereof, as may be adjusted, and the Surety shall make available and pay to the Owner the funds required by this Paragraph prior to the payment of the Owner of the balance of the contract price, or any portion thereof. The term "balance of the contract price," as used in this paragraph, shall mean the total amount payable by the Owner to the Contractor under the Contract, and any amendments thereto, less the amount paid by the Owner to the Contractor; or, at the sole option of the Owner,

3. Allow Owner to complete the work and reimburse the Owner for all reasonable costs incurred in completing the work.

In addition to performing as required in the above paragraphs, the Surety shall indemnify and hold harmless the Owner from any and all losses, liability and damages, claims, judgments, liens, costs and fees of every description, including reasonable attorney's fees, litigation costs and expert witness fees, which the Owner may incur, sustain or suffer by reason of the failure or default on the part of the Principal in the performance of any or all of the terms, provisions, and requirements of the Contract, including any and all amendments and modifications thereto, or incurred by the Owner in making good any such failure of performance on the part of the Principal.

The Surety shall commence performance of its obligations and undertakings under this Bond promptly and without delay, after written notice from the Owner to the Surety.

The Surety hereby waives notice of any and all modifications, omissions, additions, changes, alterations, extensions of time, changes in payment terms, and any other amendments in or about the Contract, and agrees that the obligations undertaken by this Bond shall not be impaired in any manner by reason of any such modifications, omissions, additions, changes, alterations, extensions of time, change in payment terms, and amendments.

The Surety hereby agrees that this Bond shall be deemed amended automatically and immediately, without formal or separate amendments hereto, upon any amendment to the Contract, so as to bind the Principal and the Surety to the full and faithful performance of the Contract as so amended or modified, and so as to increase the penal sum to the adjusted Contract Price of the Contract.

No right of action shall accrue on this Bond to or for the use of any person, entity or corporation other than the Owner and any other obligee named herein, or their executors, administrators, successors or assigns.

This Bond is intended to comply with O.C.G.A. Section 36-91-1 et seq., and shall be interpreted so; as to comply with; the minimum requirements thereof. However, in the event the express language of this Bond extends protection to; the Owner beyond that contemplated by O.C.G.A. Section 36-91-1 et seq. and O.C.G.A. Section 13-10-1, as amended, or any other statutory law applicable to this Project, then the additional protection shall be enforced in favor of the Owner, whether or not such protection is found in the applicable statutes.

IN WITNESS WHEREOF, the Principal and the Surety have caused these presents to be duly signed and sealed this _____ day of _____, 20__.

PRINCIPAL: American Facility Services, Inc.

Harold Angel
President/Vice President (Sign)

Harold Angel, Vice President
President/Vice President (Type or Print)

Attested to by:

Andrea Nugent
Secretary/Assistant Secretary (Seal)

SURETY: Federal Insurance Company

By: Mark W. Edwards, II
Attorney-in-Fact (Sign)

Mark W. Edwards, II
Attorney-in-Fact (Type or Print)

END OF SECTION

CHUBB

Power of Attorney

Federal Insurance Company | Vigilant Insurance Company | Pacific Indemnity Company

Know All by These Presents, That **FEDERAL INSURANCE COMPANY**, an Indiana corporation, **VIGILANT INSURANCE COMPANY**, a New York corporation, and **PACIFIC INDEMNITY COMPANY**, a Wisconsin corporation, do each hereby constitute and appoint Anna Childress, Mark W. Edwards II, Alisa B. Ferris, Robert R. Freel, Richard H. Mitchell, William M. Smith and Jeffrey M. Wilson of Birmingham, Alabama; Robert Read Davis of Atlanta, Georgia; Richard E. Daniels of Pensacola, Florida and Robert M. Verdin of Metairie, Louisiana

each as their true and lawful Attorney-in-Fact to execute under such designation in their names and to affix their corporate seals to and deliver for and on their behalf as surety thereon or otherwise, bonds and undertakings and other writings obligatory in the nature thereof (other than bail bonds) given or executed in the course of business, and any instruments amending or altering the same, and consents to the modification or alteration of any instrument referred to in said bonds or obligations.

In Witness Whereof, said **FEDERAL INSURANCE COMPANY**, **VIGILANT INSURANCE COMPANY**, and **PACIFIC INDEMNITY COMPANY** have each executed and attested these presents and affixed their corporate seals on this 7th day of May, 2019.

Dawn M. Chloros

Dawn M. Chloros, Assistant Secretary

Stephen M. Haney

Stephen M. Haney, Vice President



STATE OF NEW JERSEY

County of Hunterdon

SS.

On this 7th day of May, 2019, before me, a Notary Public of New Jersey, personally came Dawn M. Chloros, to me known to be Assistant Secretary of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, and PACIFIC INDEMNITY COMPANY, the companies which executed the foregoing Power of Attorney, and the said Dawn M. Chloros, being by me duly sworn, did depose and say that she is Assistant Secretary of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, and PACIFIC INDEMNITY COMPANY and knows the corporate seals thereof, that the seals affixed to the foregoing Power of Attorney are such corporate seals and were thereto affixed by authority of said Companies; and that she signed said Power of Attorney as Assistant Secretary of said Companies by like authority; and that she is acquainted with Stephen M. Haney, and knows him to be Vice President of said Companies; and that the signature of Stephen M. Haney, subscribed to said Power of Attorney is in the genuine handwriting of Stephen M. Haney, and was thereto subscribed by authority of said Companies and in deponent's presence.

Notarial Seal



ROSE CURTIS
NOTARY PUBLIC OF NEW JERSEY
No. 50072400
Commission Expires November 22, 2022

Rose Curtis

Notary Public

CERTIFICATION

Resolutions adopted by the Boards of Directors of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, and PACIFIC INDEMNITY COMPANY on August 30, 2016:

"RESOLVED, that the following authorizations relate to the execution, for and on behalf of the Company, of bonds, undertakings, recognizances, contracts and other written commitments of the Company entered into in the ordinary course of business (each a "Written Commitment"):

- (1) Each of the Chairman, the President and the Vice Presidents of the Company is hereby authorized to execute any Written Commitment for and on behalf of the Company, under the seal of the Company or otherwise.
- (2) Each duly appointed attorney-in-fact of the Company is hereby authorized to execute any Written Commitment for and on behalf of the Company, under the seal of the Company or otherwise, to the extent that such action is authorized by the grant of powers provided for in such person's written appointment as such attorney-in-fact.
- (3) Each of the Chairman, the President and the Vice Presidents of the Company is hereby authorized, for and on behalf of the Company, to appoint in writing any person the attorney-in-fact of the Company with full power and authority to execute, for and on behalf of the Company, under the seal of the Company or otherwise, such Written Commitments of the Company as may be specified in such written appointment, which specification may be by general type or class of Written Commitments or by specification of one or more particular Written Commitments.
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- (5) The signature of any officer or other person executing any Written Commitment or appointment or delegation pursuant to this Resolution, and the seal of the Company, may be affixed by facsimile on such Written Commitment or written appointment or delegation.

FURTHER RESOLVED, that the foregoing Resolution shall not be deemed to be an exclusive statement of the powers and authority of officers, employees and other persons to act for and on behalf of the Company, and such Resolution shall not limit or otherwise affect the exercise of any such power or authority otherwise validly granted or vested."

I, Dawn M. Chloros, Assistant Secretary of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, and PACIFIC INDEMNITY COMPANY (the "Companies") do hereby certify that

- (i) the foregoing Resolutions adopted by the Board of Directors of the Companies are true, correct and in full force and effect,
- (ii) the foregoing Power of Attorney is true, correct and in full force and effect.

Given under my hand and seals of said Companies at Whitehouse Station, NJ, this



Dawn M. Chloros

Dawn M. Chloros, Assistant Secretary

IN THE EVENT YOU WISH TO VERIFY THE AUTHENTICITY OF THIS BOND OR NOTIFY US OF ANY OTHER MATTER, PLEASE CONTACT US AT:

Telephone (908) 903-3493

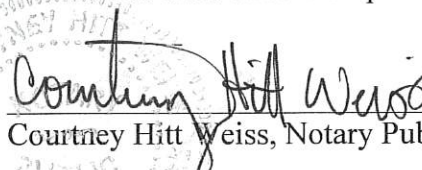
Fax (908) 903-3656

e-mail: surety@chubb.com

CERTIFICATE OF ACKNOWLEDGEMENT OF CORPORATE SURETY

State of Alabama)
) ss
County of Jefferson)

On this 3rd day of March, 2022 before me, appeared Mark W. Edwards, II, to me personally known, who, being by me duly sworn, did say that he/she is the Attorney-In-Fact for Federal Insurance Company the corporation named in the foregoing instrument, and that the seal affixed to said instrument is the corporate seal of said corporation, and that said instrument was signed and sealed on behalf of said corporation by authority of its Board of Directors and said Mark W. Edwards, II, acknowledged said instrument to be the free act and deed of said corporation.



Courtney Hitt Weiss, Notary Public, State at Large

My commission expires: November 15, 2022

PRESENTATIONS TO THE BOARD**Metropolitan Atlanta Rapid Transit Authority**

- 22-0146** **Board of Commissioners**
MARTA Quarterly Update

Fulton DeKalb Hospital Authority

- 22-0147** **Board of Commissioners**
Fulton DeKalb Hospital Authority Quarterly Update

COUNTY MANAGER'S ITEMS**Open & Responsible Government**

- 22-0148** **County Manager**
Presentation of COVID-19 Operational Response Update.

- 22-0149** **Purchasing and Contract Compliance**
Request ratification of emergency procurement - County Manager, Countywide Emergency Procurements.

- 22-0150** **Real Estate and Asset Management**
Request approval of lowest responsible bidders - Department of Real Estate and Asset Management, 21ITB130447C-GS, Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I) in the total amount of \$771,929.00 with (A) Chi-ADA Corporation, (Atlanta, GA) in the amount of \$437,224.00 for Groups E (South Libraries), F (Other Offices North) & (Other Offices South), & H (Arts Centers); (B) Quality Cleaning Services, Inc. (Douglasville, GA) in the amount of \$194,646.00 for Group G (South Senior Centers); and (C) American Facility Services, Inc. (Alpharetta, GA) in the amount of \$140,059.00 for Group I (North & South Service Centers), to provide the highest quality cleaning services for selected Fulton County facilities effective April 1, 2022, through December 31, 2022, with two renewal options.

Health and Human Services

- 22-0151** **Senior Services**
Request approval to increase spending authority - Department of Senior Services, 17RFP109210A-FB, Comprehensive Nutrition Care, with Open Hand Atlanta (Atlanta, GA) in an amount not to exceed \$313,074.00 to provide home delivered meals, nutritional screening, nutrition education, and nutrition counseling for Fulton County residents aged 60 and above. Effective upon BOC approval.



CONTRACT DOCUMENTS FOR

21ITB130447C-GS (A)

**Janitorial Services for Selected Fulton County
Facilities (Group E, F, G, H & I)**

For

Department of Real Estate and Asset Management

Index of Articles

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ARTICLE 2.	<u>SEVERABILITY</u>
ARTICLE 3.	<u>DESCRIPTION OF PROJECT</u>
ARTICLE 4.	<u>SCOPE OF WORK</u>
ARTICLE 5.	<u>SERVICES PROVIDED BY COUNTY</u>
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Exhibits

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EXHIBIT B:	<u>SPECIAL CONDITIONS</u>
EXHIBIT C:	<u>SCOPE OF WORK</u>
EXHIBIT D:	<u>COMPENSATION</u>
EXHIBIT E:	<u>PURCHASING FORMS</u>
EXHIBIT F:	<u>CONTRACT COMPLIANCE FORMS</u>
EXHIBIT G:	<u>INSURANCE</u>
EXHIBIT H:	PAYMENT AND PERFORMANCE BOND

CONTRACT AGREEMENT

Contractor: Chi-Ada Corporation (A)

Contract No.: 21ITB130447C-GS, Janitorial Services for Selected Fulton County Facilities (Group E, F, G, H & I)

Address: 4820 W. Commercial Blvd
City, State Tamarac, FL 33169

Telephone: (305) 962-0398

Email: bokoro@chiadacorporation.com

Contact: Bartholomew Okoro
President

This Agreement made and entered into effective the 1st day of April 2022 by and between **FULTON COUNTY, GEORGIA**, a political subdivision of the State of Georgia, hereinafter referred to as "**County**", and **CHI-ADA CORPORATION**, hereinafter referred to as "**Contractor**", authorized to transact business in the State of Georgia.

WITNESSETH

WHEREAS, County through its Department of Real Estate and Asset Management hereinafter referred to as the "**Department**", desires to retain a qualified and experienced Contractor to perform Janitorial Services for Selected Fulton County Facilities (Group E: South Libraries, Group F: Other Office North, Group F: Other Offices South, & Group H: Arts Centers), hereinafter, referred to as the "**Project**".

WHEREAS, Contractor has represented to County that it is experienced and has qualified and local staff available to commit to the Project and County has relied upon such representations.

NOW THEREFORE, for and in consideration of the mutual covenants contained herein, and for other good and valuable consideration, County and Contractor agree as follows:

ARTICLE 1. CONTRACT DOCUMENTS

County hereby engages Contractor, and Contractor hereby agrees, to perform the services hereinafter set forth in accordance with this Agreement, consisting of the following contract documents:

- I. Form of Agreement;
- II. Addenda;
- III. Exhibit A: General Conditions;
- IV. Exhibit B: Special Conditions [where applicable]
- V. Exhibit C: Scope of Work
- VI. Exhibit D: Compensation;
- VII. Exhibit E: Purchasing Forms;
- VIII. Exhibit F: Contract Compliance Forms;
- IX. Exhibit G: Insurance and Risk Management Form;
- X. Exhibit H: Bid Bond;
- XI. Payment and Performance Bonds

The foregoing documents constitute the entire Agreement of the parties pertaining to the Project hereof and is intended as a complete and exclusive statement of promises, representations, discussions, and agreements oral or otherwise that have been made in connection therewith. No modifications or amendment to this Agreement shall be binding upon the parties unless the same is in writing, conforms to Fulton County Purchasing Code §102-420 governing change orders, is signed by the County's and the Contractor's duly authorized representatives, and entered upon the meeting minutes of the Fulton County Board of Commissioners.

If any portion of the Contract Documents shall be in conflict with any other portion, the various documents comprising the Contract Documents shall govern in the following order of precedence: 1) the Agreement, 2) the Bid document, 3) any Addenda, 4) change orders, 5) the exhibits, and 6) portions of Contractor's proposal that was accepted by the County and made a part of the Contract Documents.

The Agreement was approved by the Fulton County Board of Commissioners on March 2, 2022, BOC# 22-0150 (A).

ARTICLE 2. **SEVERABILITY**

If any provision of this Agreement is held to be unenforceable for any reason, the unenforceability thereof shall not affect the remainder of the Agreement, which shall remain in full force and effect, and enforceable in accordance with its terms.

ARTICLE 3. **DESCRIPTION OF PROJECT**

County and Contractor agree the Project is to provide general cleaning for selected Fulton County facilities (Group E: South Libraries, Group F: Other Office North, Group F: Other Offices South, & Group H: Arts Centers). Furnish all materials, labor, tools, janitorial equipment cleaning supplies, restroom supplies (including feminine products, soap, toilet seat covers, toilet tissue, paper towels, and other required supplies) and equipment necessary to provide the highest

quality janitorial services at these selected County facilities. All exhibits referenced in this agreement are incorporated by reference and constitute an integral part of this Agreement as if they were contained herein.

ARTICLE 4. **SCOPE OF WORK**

Unless modified in writing by both parties in the manner specified in the agreement, duties of Contractor shall not be construed to exceed those services specifically set forth herein. Contractor agrees to provide all services, products, and data and to perform all tasks described in Exhibit C, Scope of Work.

ARTICLE 5. **SERVICES PROVIDED BY COUNTY**

Contractor shall gather from County all available non-privileged data and information pertinent to the performance of the services for the Project. Certain services as described in Exhibit C, Scope of Work, if required, will be performed and furnished by County in a timely manner so as not to unduly delay Contractor in the performance of said obligations. County shall have the final decision as to what data and information is pertinent.

County will appoint in writing a County authorized representative with respect to work to be performed under this Agreement until County gives written notice of the appointment of a successor. The County's authorized representative shall have complete authority to transmit instructions, receive information, and define County's policies, consistent with County rules and regulations. Contractor may rely upon written consents and approvals signed by the County's authorized representative that are consistent with County rules and regulations.

ARTICLE 6. **MODIFICATIONS**

If during the course of performing the Project, County and Contractor agree that it is necessary to make changes in the Project as described herein and referenced exhibits, such changes will be incorporated by written amendments in the form of Change Orders to this Agreement. Any such Change Order and/or supplemental agreement shall not become effective or binding unless approved by the Board of Commissioners and entered on the minutes. Such modifications shall conform to the requirements of the Fulton County Purchasing Code, §102-420 which is incorporated by reference herein.

ARTICLE 7. **SCHEDULE OF WORK**

Contractor shall not proceed to furnish such services and County shall not become obligated to pay for same until a written authorization to proceed (Notice to Proceed) has been sent to Contractor from County. The Contractor shall begin work under this Agreement no later than five (5) days after the effective date of notice to proceed.

ARTICLE 8. **MULTI-YEAR CONTRACT TERM**

The period of this Agreement shall consist of a series of Terms as defined below. The County is obligated only to pay such compensation under this Agreement as may lawfully be made from funds budgeted and appropriated for that purpose during the County's then current fiscal year.

a. Commencement Term

The "Commencement Term" of this Agreement shall begin on 1st day of April 2022, the starting date, and shall end absolutely and without further obligation on the part of the county on the 31st day of December 2022. The Commencement Term shall be subject to events of termination and the County's termination rights that are described elsewhere in this Agreement. Notwithstanding anything contained in this Agreement, the County's obligation to make payments provided under this Agreement shall be subject to the County's annual appropriations of funds for the goods, services, materials, property and/or supplies procured under this Agreement by the County's governing body and such obligation shall not constitute a pledge of the County's full faith and credit within the meaning of any constitutional debt limitation.

b. Renewal Terms

Unless the terms of this Agreement are fulfilled with no further obligation of the part of either party on or before the final date of the Commencement Term as stated above, or unless an event of termination as defined within this Agreement occurs during the Commencement Term, this Agreement may be renewed at the written option of the County upon the approval of the County Board of Commissioners for two (2) one-year ("Renewal Terms"). However, no Renewal Term of this Agreement shall be authorized, nor shall any Renewal Term of this Agreement commence unless and until each Renewal Term has first been approved in writing by the County Board of Commissioners for the calendar year of such Renewal Term. If approved by the County Board of Commissioners, the First Renewal Term shall begin on the 1st day of January 2023 and shall end no later than the 31st day of December 2023. If approved by the County Board of Commissioners, the Second Renewal Term shall begin on the 1st day of January 2024 and shall end no later than the 31st day of December 2024. If the County chooses not to exercise any Renewal Term as provided in this Section, then the Term of this Agreement then in effect shall also be deemed the "Ending Term" with no further obligation on the party of either party.

c. Term Subject to Events of Termination

All "Terms" as defined within this Section are subject to the section of this Agreement which pertain to events of termination and the County's rights upon termination.

d. Same Terms

Unless mutually agreed upon in writing by the parties, or otherwise indicated herein, all provisions and conditions of any Renewal Term shall be exactly the same as those contained within in this Agreement.

e. Statutory Compliance Regarding Purchase Contracts.

The parties intend that this Agreement shall, and this Agreement shall operate in conformity with and not in contravention of the requirements of O.C.G.A. § 36-60-13, as applicable, and in the event that this Agreement would conflict therewith, then this Agreement shall be interpreted and implemented in a manner consistent with such statute.

ARTICLE 9. COMPENSATION

Compensation for work performed by Contractor on Project shall be in accordance with the payment provisions and compensation schedule, attached as Exhibit D, Compensation.

The total contract amount for the Project shall not exceed \$437,224.00 (Four Hundred Thirty-Seven Thousand Two Hundred Twenty-four dollars and No Cents, which is full payment for a complete scope of work.

ARTICLE 10. PERSONNEL AND EQUIPMENT

Contractor shall designate in writing a person(s) to serve as its authorized representative(s) who shall have sole authority to represent Contractor on all manners pertaining to this contract.

Contractor represents that it has secured or will secure, at its' own expense, all equipment and personnel necessary to complete this Agreement, none of whom shall be employees of or have any contractual relationship with County. All of the services required hereunder will be performed by Contractor under his supervision and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under law to perform such services.

Written notification shall be immediately provided to County upon change or severance of any of the authorized representative(s), listed key personnel or subcontractors performing services on this Project by Contractor. No changes or

substitutions shall be permitted in Contractor's key personnel or subcontractors as set forth herein without the prior written approval of the County. Requests for changes in key personnel or subcontractors will not be unreasonably withheld by County.

ARTICLE 11. **SUSPENSION OF WORK**

Suspension Notice: The County may by written notice to the Contractor, suspend at any time the performance of all or any portion of the services to be performed under this Agreement. Upon receipt of a suspension notice, the Contractor must, unless the notice requires otherwise:

- 1) Immediately discontinue suspended services on the date and to the extent specified in the notice;
- 2) Place no further orders or subcontracts for material, services, or facilities with respect to suspended services, other than to the extent required in the notice; and
- 3) Take any other reasonable steps to minimize costs associated with the suspension.

Notice to Resume: Upon receipt of notice to resume suspended services, the Contractor will immediately resume performance under this Agreement as required in the notice.

ARTICLE 12. **DISPUTES**

Except as otherwise provided in this Agreement, any dispute concerning a question of fact arising under this contract which is not disposed of by agreement shall be decided by the County. The representative shall reduce the decision to writing and mail or otherwise furnish a copy thereof to the Contractor. The Contractor shall have 30 days from date the decision is sent to appeal the decision to the County Manager or his designee by mailing or otherwise furnishing to the County Manager or designee, copy of the written appeal. The decision of the County Manager or his designee for the determination of such appeal shall be final and conclusive. This condition shall not be pleaded in any suit involving a question of fact arising under this Agreement, unless the same is fraudulent, or capricious, or arbitrary, or so grossly erroneous as necessarily to imply bad faith or is not supported by substantial evidence. In connection with any appeal proceeding under this clause, Contractor shall be afforded an opportunity to be heard and to offer evidence in support of an appeal. Pending any final decision of a dispute hereunder, Contractor shall proceed diligently with performance of the Agreement and in accordance with the decision of the County's designated representative.

ARTICLE 13. **TERMINATION OF AGREEMENT FOR CAUSE**

- (1) Either County or Contractor may terminate work under this Agreement in the event the other party fails to perform in accordance with the provisions of the Agreement. Any party seeking to terminate this Agreement is required to give thirty (30) days prior written notice to the other party.
- (2) Notice of termination shall be delivered by certified mail with receipt for delivery returned to the sender.
- (3) **TIME IS OF THE ESSENCE** and if the Contractor refuses or fails to perform the work as specified in Exhibit C, Scope of Work and maintain the scheduled level of effort as proposed, or any separable part thereof, with such diligence as will insure completion of the work within the specified time period, or any extension or tolling there of, or fails to complete said work within such time. The County may exercise any remedy available under law or this Agreement. Failure to maintain the scheduled level of effort as proposed or deviation from the aforesaid proposal without prior approval of County shall constitute cause for termination
- (4) The County may, by written notice to Contractor, terminate Contractor's right to proceed with the Project or such part of the Project as to which there has been delay. In such event, the County may take over the work and perform the same to completion, by contract or otherwise, and Contractor shall be required to provide all copies of finished or unfinished documents prepared by Contractor under this Agreement.
- (5) Contractor shall be entitled to receive compensation for any satisfactory work completed on such documents as reasonably determined by the County.
- (6) Whether or not the Contractor's right to proceed with the work has been terminated, the Contractor shall be liable for any damage to the County resulting from the Contractor's refusal or failure to complete the work within the specified time period, and said damages shall include, but not be limited to, any additional costs associated with the County obtaining the services of another Contractor to complete the project.

ARTICLE 14. **TERMINATION FOR CONVENIENCE OF COUNTY**

Notwithstanding any other provisions, the County may terminate this Agreement for its convenience at any time by a written notice to Contractor. If the Agreement is terminated for convenience by the County, as provided in this article, Contractor will be paid compensation for those services actually performed. Partially completed tasks will be compensated for based on a signed statement of completion to be submitted by Contractor which shall itemize each

task element and briefly state what work has been completed and what work remains to be done.

If, after termination, it is determined that the Contractor was not in default, or that the default was excusable, the rights and obligations of the parties shall be the same as if the termination had been issued for the convenience of the government.

ARTICLE 15. **WAIVER OF BREACH**

The waiver by either party of a breach or violation of any provision of this Agreement, shall not operate or be construed to be, a waiver of any subsequent breach or violation of the same or other provision thereof.

ARTICLE 16. **INDEPENDENT CONTRACTOR**

Contractor shall perform the services under this Agreement as an independent contractor and nothing contained herein shall be construed to be inconsistent with such relationship or status. Nothing in this Agreement shall be interpreted or construed to constitute Contractor or any of its agents or employees to be the agent, employee or representative of County.

ARTICLE 17. **RESPONSIBILITY OF CONTRACTOR**

Contractor represents that it has, or will secure at its own expenses, all personnel appropriate to perform all work to be completed under this Agreement;

All the services required hereunder will be performed by Contractor or under the direct supervision of Contractor. All personnel engaged in the Project by Contractor shall be fully qualified and shall be authorized or permitted under applicable State and local law to perform such services.

None of the work or services covered by this Agreement shall be transferred, assigned, or subcontracted by Contractor without the prior written consent of the County.

ARTICLE 18. **INDEMNIFICATION**

18.1 Non-Professional Services Indemnification. Contractor hereby agrees to indemnify and hold harmless Fulton County, its Commissioners and their respective officers, members, employees, and agents (each, hereinafter referred to as an "Indemnified Person") from and against any and all claims, demands, liabilities, losses, costs or expenses, including attorneys' fees due to liability to a third party or parties, for any loss due to bodily injury (including death), personal injury, and property damage arising out of or resulting from the performance of this Agreement or any act or omission on the part of the Contractor, its agents, employees or others working at the direction of Contractor or on its behalf, or due to any breach of this Agreement by the

Contractor or due to the application or violation of any pertinent Federal, State or local law, rule or regulation. This indemnification is binding upon to the successors and assigns of Contractor. This indemnification does not extend to the sole negligence of the Indemnified Persons nor beyond the scope of this Agreement and the work undertaken thereunder. This indemnification survives the termination of this Agreement and shall also survive the dissolution or to the extent allowed by law, the bankruptcy of Contractor.

Contractor obligation to indemnify and hold harmless, as set forth hereinabove, shall also include, but is not limited to, any matter arising out of any actual or alleged infringement of any patent, trademark, copyright, or service mark, or other actual or alleged unfair competition disparagement of product or service, or other tort or any type whatsoever, or any actual or alleged violation of trade regulations.

Contractor further agrees to indemnify and hold harmless Fulton County, its Commissioners, officers, employees, subcontractors, successors, assigns and agents from and against any and all claims or liability for compensation under the Worker's Compensation Act, Disability Benefits Act, or any other employee benefits act arising out of injuries sustained by any employees of Consultant/Contractor. These indemnities shall not be limited by reason of the listing of any insurance coverage.

18.2 Notice of Claim. If an Indemnified Person receives written notice of any claim or circumstance which could give rise to indemnified losses, the receiving party shall promptly give written notice to Contractor and shall use best efforts to deliver such written notice within ten (10) Business Days. The notice must include a copy of such written notice of claim, or, if the Indemnified Person did not receive a written notice of claim, a description of the indemnification event in reasonable detail and the basis on which indemnification may be due. Such notice will not stop or prevent an Indemnified Person from later asserting a different basis for indemnification. If an Indemnified Person does not provide this notice within the ten (10) Business Day period, it does not waive any right to indemnification except to the extent that Contractor is prejudiced, suffers loss, or incurs additional expense solely because of the delay.

18.3 Defense. Contractor, at Contractor's own expense, shall defend each such action, suit, or proceeding or cause the same to be resisted and defended by counsel designated by the Indemnified Person and reasonably approved by Contractor (provided that in all instances the County Attorney of Fulton County Georgia shall be acceptable, and, for the avoidance of doubt, is the only counsel authorized to represent the County). If any such action, suit or proceedings should result in final judgment against the Indemnified Person, Contractor shall promptly satisfy and discharge such judgment or cause such judgment to be promptly satisfied and discharged. Within ten (10) Business Days after receiving written notice of the indemnification request, Contractor

shall acknowledge in writing delivered to the Indemnified Person (with a copy to the County Attorney) that Contractor is defending the claim as required hereunder.

18.4 Separate Counsel.

18.4.1 Mandatory Separate Counsel. In the event that there is any potential conflict of interest that could reasonably arise in the representation of any Indemnified Person and Contractor in the defense of any action, suit or proceeding pursuant to Section 18.3 above or in the event that state or local law requires the use of specific counsel, (i) such Indemnified Person may elect in its sole and absolute discretion whether to waive such conflict of interest, and (ii) unless such Indemnified Person (and, as applicable, Contractor) elects to waive such conflict of interest, or in any event if required by state or local law, then the counsel designated by the Indemnified Person shall solely represent such Indemnified Person and, if applicable, Contractor shall retain its own separate counsel, each at Contractor's sole cost and expense.

18.4.2 Voluntary Separate Counsel. Notwithstanding Contractor's obligation to defend a claim, the Indemnified Person may retain separate counsel to participate in (but not control or impair) the defense and to participate in (but not control or impair) any settlement negotiations, provided that for so long as Contractor has complied with all of Contractor's obligations with respect to such claim, the cost of such separate counsel shall be at the sole cost and expense of such Indemnified Person (provided that if Contractor has not complied with all of Contractor's obligations with respect to such claim, Contractor shall be obligated to pay the cost and expense of such separate counsel). Contractor may settle the claim without the consent or agreement of the Indemnified Person, unless the settlement (i) would result in injunctive relief or other equitable remedies or otherwise require the Indemnified Person to comply with restrictions or limitations that adversely affect or materially impair the reputation and standing of the Indemnified Person, (ii) would require the Indemnified Person to pay amounts that Contractor or its insurer does not fund in full, (iii) would not result in the Indemnified Person's full and complete release from all liability to the plaintiffs or claimants who are parties to or otherwise bound by the settlement, or (iv) directly involves the County (in which case the County of Fulton County, Georgia shall be the only counsel authorized to represent the County with respect to any such settlement).

18.5 Survival. The provisions of this Article will survive any expiration or earlier termination of this Agreement and any closing, settlement or other similar event which occurs under this Agreement.

ARTICLE 19. **COVENANT AGAINST CONTINGENT FEES**

Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this Agreement upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees maintained by Contractor for the purpose of securing business and that Contractor has not received any non-County fee related to this Agreement without the prior written consent of County. For breach or violation of this warranty, County shall have the right to annul this Agreement without liability or at its discretion to deduct from the Contract Price or consideration the full amount of such commission, percentage, brokerage or contingent fee.

ARTICLE 20. **INSURANCE**

Contractor agrees to obtain and maintain during the entire term of this Agreement, all of the insurance required as specified in the Agreement documents, Exhibit G, Insurance and Risk Management Forms, with the County as an additional insured and shall furnish the County a Certificate of Insurance showing the required coverage. The cancellation of any policy of insurance required by this Agreement shall meet the requirements of notice under the laws of the State of Georgia as presently set forth in the Georgia Code.

ARTICLE 21. **PROHIBITED INTEREST**

Section 21.01 **Conflict of interest:**

Contractor agrees that it presently has no interest and shall acquire no interest direct or indirect that would conflict in any manner or degree with the performance of its service hereunder. Contractor further agrees that, in the performance of the Agreement, no person having any such interest shall be employed.

Section 21.02 **Interest of Public Officials:**

No member, officer or employee of County during his tenure shall have any interest, direct or indirect, in this Agreement or the proceeds thereof.

ARTICLE 22. **SUBCONTRACTING**

Contractor shall not subcontract any part of the work covered by this Agreement or permit subcontracted work to be further subcontracted without prior written approval of County.

ARTICLE 23. **ASSIGNABILITY**

Contractor shall not assign or subcontract this Agreement or any portion thereof without the prior expressed written consent of County. Any attempted assignment

or subcontracting by Contractor without the prior expressed written consent of County shall at County's sole option terminate this Agreement without any notice to Contractor of such termination. Contractor binds itself, its successors, assigns, and legal representatives of such other party in respect to all covenants, agreements and obligations contained herein.

ARTICLE 24. **ANTI-KICKBACK CLAUSE**

Salaries of engineers, surveyors, draftsmen, clerical and technicians performing work under this Agreement shall be paid unconditionally and not less often than once a month without deduction or rebate on any account except only such payroll deductions as are mandatory by law. Contractor hereby promises to comply with all applicable "Anti-Kickback" Laws and shall insert appropriate provisions in all subcontracts covering work under this Agreement.

ARTICLE 25. **AUDITS AND INSPECTORS**

At any time during normal business hours and as often as County may deem necessary, Contractor shall make available to County and/or representatives of the County for examination all of its records with respect to all matters covered by this Agreement.

It shall also permit County and/or representative of the County to audit, examine and make copies, excerpts, or transcripts from such records of personnel, conditions of employment and other data relating to all matters covered by this Agreement. Contractor's records of personnel, conditions of employment, and financial statements (hereinafter "Information") constitute trade secrets and are considered confidential and proprietary by Contractor. To the extent County audits or examines such Information related to this Agreement, County shall not disclose or otherwise make available to third parties any such Information without Contractor's prior written consent unless required to do so by a court order. Nothing in this Agreement shall be construed as granting County any right to make copies, excerpts, or transcripts of such information outside the area covered by this Agreement without the prior written consent of Contractor. Contractor shall maintain all books, documents, papers, accounting records and other evidence pertaining to costs incurred on the Project and used in support of its proposal and shall make such material available at all reasonable times during the period of the Agreement and for eight years from the date of final payment under the Agreement, for inspection by County or any reviewing agencies and copies thereof shall be furnished upon request and at no additional cost to County. Contractor agrees that the provisions of this Article shall be included in any Agreements it may make with any subcontractors, assignee, or transferee.

ARTICLE 26. **ACCOUNTING SYSTEM**

Contractor shall have an accounting system, which is established, and maintaining in accordance with generally accepted accounting principles.

Contractor must account for cost in a manner consistent with generally accepted accounting procedures, as approved by Fulton County.

ARTICLE 27. **VERBAL AGREEMENT**

No verbal agreement or conversation with any officer, agent or employee of County either before, during or after the execution of this Agreement, shall affect or modify any of the terms of obligations herein contained, nor shall such verbal agreement or conversation entitle Contractor to any additional payment whatsoever under the terms of this Agreement. All changes to this shall be in writing and the form of a change order in supplemental agreement, approved by the County, and entered on the Minutes of the Board of Commissioners.

ARTICLE 28. **NOTICES**

All notices shall be in writing and delivered in person or transmitted by certified mail, postage prepaid.

Notice to County, shall be addressed as follows:

Department of Real Estate and Asset Management
Director
141 Pryor Street, S.W., Suite 6001
Atlanta, Georgia 30303
Telephone: (404) 612-5900
Email: joseph.davis@fultoncountyga.gov
Attention: Joseph N. Davis

With a copy to:

Department of Purchasing & Contract Compliance
Director
130 Peachtree Street, S.W., Suite 1168
Atlanta, Georgia 30303
Telephone: (404) 612-5800
Email: felicia.strong-whitaker@fultoncountyga.gov
Attention: Felicia Strong-Whitaker

Notices to Contractor shall be addressed as follows:

Chi-Ada Corporation
4820 W. Commercial Blvd
Tamarac, FL 33169
Telephone: (954) 777-5177
Email: bokoro@chiadacorporation.com
Attention: Bartholomew Okoro, President

ARTICLE 29. **JURISDICTION**

This Agreement will be executed and implemented in Fulton County. Further, this Agreement shall be administered and interpreted under the laws of the State of Georgia. Jurisdiction of litigation arising from this Agreement shall be in the Fulton County Superior Courts. If any part of this Agreement is found to be in conflict with applicable laws, such part shall be inoperative, null and void insofar as it is in conflict with said laws, but the remainder of this Agreement shall be in full force and effect.

Whenever reference is made in the Agreement to standards or codes in accordance with which work is to be performed, the edition or revision of the standards or codes current on the effective date of this Agreement shall apply, unless otherwise expressly stated.

ARTICLE 30. **EQUAL EMPLOYMENT OPPORTUNITY**

During the performance of this Agreement, Contractor agrees as follows:

Section 30.01 Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex or national origin;

Section 30.02 Contractor will, in all solicitations or advertisements for employees placed by, or on behalf of, Contractor state that all qualified applicants, will receive consideration for employment without regard to race, creed, color, sex or national origin;

Section 30.03 Contractor will cause the foregoing provisions to be inserted in all subcontracts for any work covered by the Agreement so that such provision will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

ARTICLE 31. **FORCE MAJEURE**

Neither County nor Contractor shall be deemed in violation of this Agreement if either is prevented from performing its obligations hereunder for any reason beyond its control, including but not limited to acts of God, civil or military authority, act of public enemy, accidents, fires, explosions, earthquakes, floods or catastrophic failures of public transportation, provided however, that nothing herein shall relieve or be construed to relieve Contractor from performing its obligations hereunder in the event of riots, rebellions or legal strikes.

ARTICLE 32. **OPEN RECORDS ACT**

The Georgia Open Records Act, O.C.G.A. Section 50-18-70 et seq., applies to this Agreement. The Contractor acknowledges that any documents or

computerized data provided to the County by the Contractor may be subject to release to the public. The Contractor also acknowledges that documents and computerized data created or held by the Contractor in relation to the Agreement may be subject to release to the public, to include documents turned over to the County. The Contractor shall cooperate with and provide assistance to the County in rapidly responding to Open Records Act requests. The Contractor shall notify the County of any Open Records Act requests no later than 24 hours following receipt of any such requests by the Contractor. The Contractor shall promptly comply with the instructions or requests of the County in relation to responding to Open Records Act requests.

ARTICLE 33. **INVOICING AND PAYMENT**

Contractor shall submit monthly invoices for work performed during the previous calendar month, in a form acceptable to the County and accompanied by all support documentation requested by the County, for payment and for services that were completed during the preceding phase. The County shall review for approval of said invoices. The County shall have the right not to pay any invoice or part thereof if not properly supported, or if the costs requested or a part thereof, as determined by the County, are reasonably in excess of the actual stage of completion.

Time of Payment: Invoices for payment shall be submitted to County by the first (1st) calendar day of the month to facilitate processing for payment in that same month. Invoices received after the first (1st) calendar day of the month may not be paid until the last day of the following month. The County shall make payments to Contractor by U.S. mail approximately thirty (30) days after receipt of a proper invoice. Parties hereto expressly agree that the above contract term shall supersede the rates of interest, payment periods, and contract and subcontract terms provided for under the Georgia Prompt Pay Act, O.C.G.A. 13-11-1 et seq., pursuant to 13-11-7(b), and the rates of interest, payment periods, and contract and subcontract terms provided for under the Prompt Pay Act shall have no application to this Agreement; parties further agree that the County shall not be liable for any interest or penalty arising from late payments.

Submittal of Invoices: Invoices shall be submitted as follows:

Via Mail:

Fulton County Government
141 Pryor Street, SW
Suite 7001
Atlanta, Georgia 30303
Attn: Finance Department – Accounts Payable

OR

Via Email:

Email: Accounts.Payable@fultoncountyga.gov

At minimum, original invoices must reference all of the following information:

- 1) Vendor Information
 - a. Vendor Name
 - b. Vendor Address
 - c. Vendor Code
 - d. Vendor Contact Information
 - e. Remittance Address
- 2) Invoice Details
 - a. Invoice Date
 - b. Invoice Number (uniquely numbered, no duplicates)
 - c. Purchase Order Reference Number
 - d. Date(s) of Services Performed
 - e. Itemization of Services Provided/Commodity Units
- 3) Fulton County Department Information (needed for invoice approval)
 - a. Department Name
 - b. Department Representative Name

Contractor's cumulative invoices shall not exceed the total not-to-exceed fee established for this Agreement.

County's Right to Withhold Payments: The County may withhold payments for services that involve disputed costs, involve disputed audits, or are otherwise performed in an inadequate fashion. Payments withheld by the County will be released and paid to the Contractor when the services are subsequently performed adequately and on a timely basis, the causes for disputes are reconciled or any other remedies or actions stipulated by the County are satisfied. The County shall promptly pay any undisputed items contained in such invoices.

Payment of Sub-Contractor/Suppliers: The Contractor must certify in writing that all sub-Contractor of the Contractor and suppliers have been promptly paid for work and materials and previous progress payments received. In the event the prime Contractor is unable to pay sub-Contractor or suppliers until it has received a progress payment from Fulton County, the prime Contractor shall pay all sub-Contractor or supplier funds due from said progress payments within forty-eight (48) hours of receipt of payment from Fulton County and in no event later than fifteen days as provided for by State Law.

Acceptance of Payments by Contractor; Release. The acceptance by the Contractor of any payment for services under this Agreement will, in each instance, operate as, and be a release to the County from, all claim and liability to the Contractor for work performed or furnished for or relating to the service for

which payment was accepted, unless the Contractor within five (5) days of its receipt of a payment, advises the County in writing of a specific claim it contends is not released by that payment.

ARTICLE 34. **TAXES**

The Contractor shall pay all sales, retail, occupational, service, excise, old age benefit and unemployment compensation taxes, consumer, use and other similar taxes, as well as any other taxes or duties on the materials, equipment, and labor for the work provided by the Contractor which are legally enacted by any municipal, county, state or federal authority, department or agency at the time bids are received, whether or not yet effective. The Contractor shall maintain records pertaining to such taxes as well as payment thereof and shall make the same available to the County at all reasonable times for inspection and copying. The Contractor shall apply for any and all tax exemptions which may be applicable and shall timely request from the County such documents and information as may be necessary to obtain such tax exemptions. The County shall have no liability to the Contractor for payment of any tax from which it is exempt.

ARTICLE 35. **PERMITS, LICENSES AND BONDS**

All permits and licenses necessary for the work shall be secured and paid for by the Contractor. If any permit, license, or certificate expires or is revoked, terminated, or suspended as a result of any action on the part of the Contractor, the Contractor shall not be entitled to additional compensation or time.

ARTICLE 36. **NON-APPROPRIATION**

This Agreement states the total obligation of the County to the Contractor for the calendar year of execution. Notwithstanding anything contained in this Agreement, the obligation of the County to make payments provided under this Agreement shall be subject to annual appropriations of funds thereof by the governing body of the County and such obligation shall not constitute a pledge of the full faith and credit of the County within the meaning of any constitutional debt limitation. The Director of Finance shall deliver written notice to the Contractor in the event the County does not intend to budget funds for the succeeding Contract year.

Notwithstanding anything contained in this Agreement, if sufficient funds have not been appropriated to support continuation of this Agreement for an additional calendar year or an additional term of the Agreement, this Agreement shall terminate absolutely and without further obligation on the part of the County at the close of the calendar year of its execution and at the close of each succeeding calendar year of which it may be renewed, unless a shorter termination period is provided or the County suspends performance pending the appropriation of funds.

ARTICLE 37. **WAGE CLAUSE**

Contractor shall agree that in the performance of this Agreement the Contractor will comply with all lawful agreements, if any, which the Contractor had made with any association, union, or other entity, with respect to wages, salaries, and working conditions, so as not to cause inconvenience, picketing, or work stoppage.

IN WITNESS THEREOF, the Parties hereto have caused this Contract to be executed by their duly authorized representatives as attested and witnessed and their corporate seals to be hereunto affixed as of the day and year date first above written.

OWNER:

FULTON COUNTY, GEORGIA

DocuSigned by:

Robert L. Pitts

14E1B4AA5F6A44A...

Robert L. Pitts, Chairman
Fulton County Board of Commissioners

ATTEST:

DocuSigned by:

Tonya R. Grier

EEC476C4837648D...

Tonya R. Grier
Clerk to the Commission

(Affix County Seal)

APPROVED AS TO FORM:

DocuSigned by:

Denval Stewart

2277A2CEF73F4E4...

Office of the County Attorney

APPROVED AS TO CONTENT:

DocuSigned by:

Joseph N. Davis

E45C5C5F17FB417...

Department of Real Estate and Asset
Management
Joseph N. Davis, Director

CONTRACTOR:

CHI-ADA CORPORATION

Bartholomew Okoro
President

ATTEST:

DocuSigned by:

Bartholomew Okoro

E455AB32A3E845E...

Secretary/
Assistant Secretary

(Affix Corporate Seal)

ATTEST:

Brittney Lancaster

Notary Public

County: Broward County

Commission Expires: 05/17/2025

(Affix Notary Seal)



22-0150	3/2/2022
ITEM#: _____	RM: _____
REGULAR MEETING	



GEORGIA CORPORATIONS DIVISION

GEORGIA SECRETARY OF STATE
BRAD RAFFENSPERGER

[HOME \(/\)](#)

BUSINESS SEARCH

BUSINESS INFORMATION

Business Name:	Chi-Ada Corporation	Control Number:	17021907
Business Type:	Domestic Profit Corporation	Business Status:	Active/Compliance
NAICS Code:	Other Services (except Public Administration)	NAICS Sub Code:	Other Personal and Household Goods Repair and Maintenance
Principal Office Address:	2391 Benjamin E Mays Drive, Atlanta, GA, 30331, USA	Date of Formation / Registration Date:	2/9/2017
State of Formation:	Georgia	Last Annual Registration Year:	2022

REGISTERED AGENT INFORMATION

Registered Agent Name: **Bartholomew Okoro**
Physical Address: **2391 Benjamin E Mays drive, Atlanta, GA, 30331, USA**
County: **Fulton**

OFFICER INFORMATION

Name	Title	Business Address
Bartholomew Okoro	CEO	2391 Benjamin E Mays Drive, Atlanta, GA, 30303, USA
Ikechukwu J Okoro	CFO	2391 Benjamin E. Mays, Atlanta, GA, 30303, USA
Regina Ebere Okoro	Secretary	2391 Benjamin E Mays, Atlanta, GA, 30303, USA

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Office of the Georgia Secretary of State Attn: 2 MLK, Jr. Dr. Suite 313, Floyd West Tower Atlanta, GA 30334-1530,
Phone: (404) 656-2817 Toll-free: (844) 753-7825, WEBSITE: <https://sos.ga.gov/>

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**FULTON COUNTY: INVITATION TO BID 21ITB130447C-GS JANITORIAL SERVICES FOR SELECTED FULTON COUNTY FACILITIES
(GROUPS E, F, G, H & I)**

3- Chi-Ada Corporation's References

21ITB130447C-GS

Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I)

Section 1
Instructions to Bidders

37. BIDDER REFERENCES (USE FORM BELOW)

List three (3) references of current customers who can verify the quality of service your company provides. The County prefers customers of similar size and scope of work to this proposal. **RETURN THIS FORM WITH YOUR BID.**

REFERENCE ONE

Government/Company Name: Miami Dade County Transit
 Address: 6601 NW 72nd Ave, Miami Florida 33166
 Contact Person and Title: Lazaro Dominguez II, Property Management Supervisor
 Phone: 305-629-6766
 Email: lazaro.dominguez23@miamidade.gov
 Contract Period: 2013-2019 and 2019-2024
 Scope of Work: Janitorial services, labor, equipment, supplies, pressure wash, floorcare, window wash, disinfecting

REFERENCE TWO

Government/Company Name: Broward County Commissioner
 Address: 115 S Andrews Ave Fort Lauderdale, Florida 33301
 Contact Person and Title: Ian Mitchell Contract Administrator
 Phone: 954-357-5675
 Email: IMITCHEL@broward.org
 Contract Period: 2010-2015 and 2016-2021
 Scope of Work: Janitorial services, labor, equipment, supplies, pressure wash, floorcare, window wash, disinfecting

REFERENCE THREE

Government/Company Name: Sarasota County
 Address: 1001 Sarasota Center Blvd, Sarasota Florida 34240
 Contact Person and Title: William Bill Boller, Facilities supervisor
 Phone: 941-716-1500
 Email: bboller@scgov.net
 Contract Period: 2017-2022
 Scope of Work: Janitorial services, labor, equipment, supplies, pressure wash, window wash, and disinfecting

ADDENDA

The Bidder furthermore agrees that, in the case of a failure on his part to execute the Contract Agreement and Bonds within ten days after receipt of conformed contract documents for execution, the Bid Bond accompanying his bid and the monies payable thereon shall be paid into the funds of the Owner as liquidated damages for such failure. Enclosed is a Bid Bond in the approved form, in the sum of:

One Million seventy two thousand eight hundred sixtyfour and four cent. Dollars

(\$ 1,072,864.04) according to the conditions of "Instructions to Bidders" and provisions thereof.

The undersigned acknowledges receipt of the following addenda (list by the number and date appearing on each addendum) and thereby affirms that its Bid considers and incorporates any modifications to the originally issued Bidding Documents included therein.

ADDENDUM #	<u>1</u>	DATED	<u>10/18/2021</u>
ADDENDUM #	<u>2</u>	DATED	<u>10/19/2021</u>
ADDENDUM #	<u>3</u>	DATED	<u>10/19/2021</u>
ADDENDUM #	<u>4</u>	DATED	<u>10/26/2021</u>
	<u>5</u>		<u>11/02/2021</u>

BIDDER: Chi-Ada Corporation

Signed by: [Signature]
[Type or Print Name]

Title: President

Business Address: 5482 Oconee Drive Douglasville, GA 30135

Business Phone: 954-777-5177



Thank you for your interest in our bid opportunities and we welcome you to submit a response. Please be sure to review and comply with all specifications and requirements.

Addendum Description

Clarification

Replace Section 7 Contract Compliance Requirements with revised Section 7 attached in Addendum No. 1.

Section 6 is correct and need to be completed and upload.

Notice Modifications

Notice Information	From Value	To Value
No entries		

Category Modifications

Added Categories
No Categories Added

Removed Categories
No Categories Removed



Department of Purchasing & Contract Compliance

Felicia Strong-Whitaker, CPPO, MCA
Chief Purchasing Agent

Suite 1168
130 Peachtree Street, S.W.
Atlanta, GA 30303
www.fultoncountyga.gov

Main: (404) 612-5800

Date: November 2, 2021

Project Number: 21ITB130447C-GS

Project Title: Janitorial Services for Selected Fulton County Facilities
(Group E, F, G, H & I)

This Addendum forms a part of the contract documents and modifies the original ITB documents as noted below:

ADDENDUM NO. 5

Clarification

Replace Section 7 Contract Compliance Requirements with revised Section 7 attached in Addendum No. 1.

Section 6 is correct and need to be completed and upload.

The undersigned Bidder acknowledges receipt of this Addendum by uploading this form with the Bid submittal package.

This is to acknowledge receipt of Addendum No. 5, 2nd of November 2021.

Bart Okoro

Legal Name of Bidder

A handwritten signature in black ink, appearing to read "Bart Okoro", written over a horizontal line.

Signature of Authorized Representative

President/CEO

Title

EXHIBIT A

GENERAL CONDITIONS

GENERAL CONDITIONS

1. Bids may be withdrawn upon receipt of a written request prior to the stated due date and time. If a firm seeks to withdraw a bid after the due date and time, the firm must present a notarized statement indicating that an error was made, with an explanation of how it occurred. The withdrawal request must be accompanied by documentation supporting the claim. Prior to approving or disapproving the request, an opinion will be obtained from Fulton County's Legal Counsel indicating whether the firm is bound by its bid submittal.

Bids for projects that are solicited pursuant to the Georgia Local Government Public Works Construction Law (O.C.G.A. § 36-91-1 et seq.) may be withdrawn as follows:

The County must advise Contractor in the invitation to bid of the number of days that Contractor will be required to honor their bids. If an Bidder is not selected within 60 days of opening the bids, any Bidder that is determined by the governmental entity to be unlikely of being selected for contract award will be released from the bid.

2. Fulton County shall be the sole judge of the quality and the applicability of all bids. Design, features, overall quality, local facilities, terms and other pertinent considerations will be taken into account in determining acceptability.
3. The successful Bidder must assume full responsibility for delivery of all goods and services proposed.
4. The successful Bidder must assume full responsibility for replacement of all defective or damaged goods and/or performance of contracted services within thirty (30) days' notice by the County of such defect, damage, or deficiency.
5. The successful Bidder must assume full responsibility for providing warranty service on all goods, materials, or equipment provided to the County with warranty coverage. Should a vendor be other than the manufacturer, the vendor and not the County is responsible for contacting the manufacturer. The Bidder is solely responsible for arranging for the service to be performed.
6. The successful Bidder shall be responsible for the proper training and certification of personnel used in the performance of the services proposed.
7. The successful Bidder shall not assign, transfer, convey, sublet, or otherwise dispose of any contract resulting from the invitation to bid or of

any of its rights, title, or interest therein without prior written consent of the Fulton County Board of Commissioners.

8. In case of default by the successful Bidder, Fulton County may procure the articles or services from another source and hold the successful Vendor responsible for any resultant excess cost.
9. All bids submitted to Fulton County are subject to the Georgia "Open Records Act", Official Code of Georgia, Annotated (O.C.G.A.) § 50-18-70 et seq.
10. All bids submitted to Fulton County involving Utility Contracting are subject to the Georgia law governing licensing of Utility Contractor, O.C.G.A. §43-14-8.2(h).

EXHIBIT B

SPECIAL CONDITIONS

No Special Conditions were required for this Project

EXHIBIT C

SCOPE OF WORK

SCOPE OF WORK

The Contractor shall provide general janitorial cleaning for selected Fulton County facilities which consist of: (Group E: South Libraries, Group F: Other Office North, Group F: Other Offices South, & Group H: Arts Centers), for the Department of Real Estate and Asset Management.

Scope of Work Summary:

The work will be performed at the various County facilities listed and/except any added/deleted during the life of this contract. The Contractor shall furnish all janitorial services and the labor, materials, cleaning supplies, restroom supplies (including feminine products, soap, toilet seat covers, toilet tissue, paper towels, and other required supplies) and equipment necessary to provide the highest quality of janitorial services at these selected facilities. Fulton County will accept original bid responses specifically tailored to solve our janitorial problems.

The apparent silence of this specification and any supplement thereto as to details, or the omission of a detailed description concerning any point, will be regarded as meaning only the best commercial practices are to prevail. Only materials of the highest quality, correct type, size, and design are to be used. County reserves the right to require Contractor to use alternate methods or products at no additional cost to the County if satisfactory results are not being achieved. Contractor performance will be evaluated in terms of the cleaning results achieved. All interpretations of this specification will be made upon the basis of this statement, with Fulton County interpretation to prevail.

Georgia Criminal Investigation Checks (GCIC) must be conducted by the Contractor at Contractor's expense on all employees, including sub-Contractor, assigned to clean County Facilities. National Crime Information Center (NCIC) checks must be conducted along with Fingerprint Cards by the Contractor at the Contractor's expense on all employees and subcontractors hired to perform work in Justice Facilities only. Said employees may be temporarily assigned to Justice Facilities upon the GCIC clearance, and then permanently assigned upon NCIC clearance and Fingerprint Card completion. The GCIC must be completed and forwarded to the Contract Administrator or designated County representative for review and approval prior to the start date of the contract. No employee may work at any Fulton County Facility prior to the approval of the GCIC and receipt of a Fulton County Temporary ID Card. Persons with convictions related to drug use, larceny, or offenses involving violence shall not be employees on this contract.

Contractor shall bid on the required cleaning for each group on which they desire to bid. Note that not all services apply to all facilities (e.g. most facilities do not include a locker room). It is the Contractor's responsibility to ensure that their bid for any facility has been calculated to include all appropriate services.

Contractor may also offer alternate bids for any location or group of locations. Any such alternate bid must clearly indicate the differences between it and the base bid with an explanation of why the bidder believes the alternate should be considered instead of (or in addition to) the base bid. Contractor may offer alternate pricing for award of multiple groups.

Contractor must be prepared to fully assume responsibilities of this contract and begin cleaning facilities within 30 days after notification of approval of award by the Fulton County Board of Commissioners. Employees assigned to clean Fulton County Facilities may not begin work prior to the approval of the GCIC and receipt of a Fulton County Temporary ID Card. Failure to adhere to this timeline will be grounds for selection of the next qualified Contractor to fulfill this contract.

It is highly recommended that Contractor visit all facilities on which they are bidding before submitting a bid. Failure to make such a visit will not relieve Contractor of the responsibility to: 1) submit a complete bid in proper form, or 2) properly clean a facility if awarded.

Any facilities which are added to or deleted from a cleaning group will be done so at the same price per square foot being charged for that group. Any additional facility which is added to the contract which does not reasonably belong to one of the existing groups will be added at a price per square foot which is mutually agreeable to both parties and within BOMA guidelines.

Any remarks or apparent errors in the specification or exceptions taken to the content of the specification must be clearly presented by the Contractor as an attachment titled "Remarks and Exceptions". Failure to do so is an agreement by the Contractor that they accept the terms and conditions of the specifications as written.

DEFINITIONS

BOMA Building Owners and Manager Association

Days - "Days" shall mean calendar days.

As Necessary- *Whenever needed as determined by Department of Real Estate and Asset Management Staff.*

Daily – Required each day the facility is opened to the public. If required more than one time per day, indicate number of times. (e.g. "3 x Daily" or "3/Day" for three time each day)

Weekly- The task will be performed once each week. If required more than one time per week (but less than daily) indicate number of times. (e.g., "2 x Weekly" or "2/Week" if task is to be done twice a week). If task will be done on specific day(s) of week, this will be detailed in the final work schedule as agreed with the Contract Administrator.

GCIC- Georgia Criminal Investigation Checks

NCIC- National Crime Information Center

Joint Review A committee consisting of executive management for both Fulton County and the Contractor, or any other members thereof who are empowered to make decisions on behalf of the County and Contractor.

Monthly: The task will be performed once each month. If required more than once per month (but less frequently than every week) indicate number of times per month. (e.g., "2 x Monthly" or "2/Month" if task is to be done twice a month.

Quarterly- The task will be performed once during every three –month period.

Yearly- The task is to be performed once during the contract year at time to be agreed with by the Contract Administrator. ("2 x Yearly" would mean semi-annually. "3/Year" would mean every four months").

Multi-term contracts - a contract executed for a specific period with the option to renew for additional periods of time.

CONTRACTOR'S ORGANIZATION

- Contractor shall demonstrate its ability to organize and manage janitorial projects at multiple sites.
- Contractor shall graphically illustrate the position of the Account Executive for this contract in the overall corporate organization. Contractor shall include a current resume of the Account Executive, Project Manager, and/or Site Manager, with emphasis on experience, responsibilities, current and expected workload of these people.
- Contractor shall show how corporate support is to be provided to the project.
- Contractor shall graphically demonstrate the relationship between the Account Executive and the Project/Site Manager. Detailed attention must be placed on the authority of these officers to execute key decisions under normal, urgent, and emergency situations.
- The Account Executive and the Project/Site Manager shall be accessible to the Fulton County Contract Administrator(s) twenty-four (24) hours per day, seven days per week. Contractor must show how it intends to provide this accessibility and the required coverage. Project/Site Managers must be physically at the facilities during cleaning hours. If the assigned Project/Site Manager is out sick, on vacation, terminated, or otherwise unavailable, the Fulton County Contract Administrator must be notified immediately (within 24 hours) of who on site is in charge of operations.

TRAINING

- Contractor shall include a comprehensive janitorial training plan which includes at a minimum specific training each employee involved in this contract (including supervisory and management personnel) has already received.
- Specific training each employee involved in the contract (including supervisory and management personnel) will receive during the term of this contract. Include the frequency of any repetitive training.

- Include details of when and where such training is to be accomplished. Fulton County reserves the right to observe any such training.
- Description of how the effectiveness of the training is to be measured.
- Details of specific training each floor care technician assigned to this contract has already received and will receive equivalent to the Fulton County Custodian.

KEY CONTROL AND SECURITY PLAN

- Contractor must include a plan showing how they will handle, and control keys issued to them as well as electronic security codes made known to them under this contract. Electronic codes are confidential and may not be shared among employees, relatives, or friends. This plan should indicate who will have the responsibility for all keys and how they plan to obtain keys from personnel who are terminated. Contractor shall be responsible for all keys issued to them. The contracted Contractor will replace all lost keys and broken keys at Contractor's expense. In the event the loss of keys requires lock replacement, the cost of replacing locks of similar security requirements will also be charged to the Contractor. In facilities with electronic alarms systems, the contracted Contractor will be responsible for paying any fines assessed for law enforcement responses to false alarms attributable to Contractor's employees. Employees must sign in and out with security in facilities where guards are in place. Security may inspect bags at any time.

PILFERAGE OF ITEMS AND VANDALISM

- Contractor must indicate how they plan to make sure that valuable items are not broken, abused, or stolen. Failure to control pilferage and vandalism can be grounds for termination of this contract. Employees must have a background check completed prior to working on County property. The cost of replacing any items stolen or broken by Contractor's employees will be charged to the Contractor and Contractor will reimburse / replace item to Fulton County within ten working days or payment will be subtracted from the next scheduled payment to the Contractor by Fulton County.

THE USE OF SUBCONTRACTORS

- Contractor shall require each subcontractor, to the extent of the work to be performed by the subcontractors, to be bound to the Contractor by the terms of the Contract Documents, and to assume toward the Contractor all the obligations and responsibilities which the Contractor, by these Documents, assumes towards the County. Said agreement shall preserve and protect the rights of the County under the Contract Documents with respect to the work to be performed by the subcontractors so that the subcontracting thereof will not prejudice such rights, and shall allow to the subcontractors, unless specifically provided otherwise in the Contract agreement, the benefit of all rights, remedies, and redress against the Contractor that the Contract, by these Documents has against the County. Wherever appropriate, the Contractor shall require each subcontractor to enter into similar agreements with their subcontractors. All employee records must be

maintained by the Contractor and Subcontractors for a minimum of 3 years and accessible to Fulton County.

The Contractor shall make available to each proposed subcontractor, prior to the execution of such entities' agreement with the Contractor, copies of the Contract to which the subcontractors will be bound and identify to the subcontractors any terms and conditions of the proposed Contract which may be at variance with the contract. Each subcontractor shall similarly make copies of such documents available to their subcontractors, who shall also be bound therein.

- **In the event that a subcontractor fails to perform as required according to the Contract, the Contractor, at the written direction of the County and such notice as is proper according to the Contract, shall direct and guarantee the removal or replacement of said subcontractors at no cost to the County. If desired by the County, the work which was to be performed by subcontractors shall then be removed from the subcontractor's work and shall be performed by Contractor working directly for the County.**

QUALITY CONTROL PLAN

- Contractor must develop a comprehensive quality control plan. This plan must assure that all facilities are maintained at all times at the level of cleanliness defined in this package. The plan may be evaluated for effectiveness by a Fulton County Maintenance Manager or Inspector prior to start date of contract and may be reevaluated and revised at any time during the life of the contract. At a minimum, the Quality Control plan shall include the following information:
 - A. Identify who will be responsible for inspecting all facilities to insure cleanliness. Said employee(s) will interact with the Fulton County Maintenance Managers, Inspection Supervisors, and Inspectors to maintain the buildings at the standard required.
 - B. The method of selecting facilities for inspection, frequency of inspections of different service requirements, and method(s) for correcting deviations from standards.
 - C. Contractor must include in the plan a suitable method for inspecting and recording infrequently performed services.
 - D. The plan should show the action(s) necessary to prevent unsatisfactory service(s) from recurring.
 - E. This plan should include a suitable way to inform the Fulton County representative of any problem areas within the facility (e.g., lights burned out, doors not locking properly, dispensers not operating properly, etc.).
 - F. Contractor must develop a checklist, key control report, quality control report, staff security sign-in sheet, training calendar, periodic schedule, completed projects calendar (See Appendices) acceptable to Fulton

County to record the inspections. Include a sample checklist as part of this bid. All checklists must be given to the Fulton County Contract Administrator at the biweekly meetings with contractor. Failure to provide the inspection checklists will result in an adverse Contractor Performance Report.

- G. Contractor must also describe what the contingency plan is for providing services in accordance with contract specifications in the event employees are sick or do not report for work as scheduled, suppliers do not meet delivery schedules, sub-Contractor fail to provide service, or other problems arise.

Failure by the contractor to implement the approved plan and pursue it diligently from the commencement of the contract may be considered grounds for default.

DEFICIENCY REPORTING

- If a cleaning-related deficiency is noted by the County, the Building Maintenance Manager for the affected facility will notify the Contractor's Project Manager immediately by telephone and follow up in writing (the written document is hereafter referred to as a "Deficiency Notice"). The Maintenance Manager will stipulate in the Deficiency Notice the time period allowed for the Contractor to correct the deficiency.
- The Contractor's Project Manager shall provide a written response to the Maintenance Manager no later than the end of the correction time period stipulated in the Deficiency Notice – giving the status of the Contractor's actions to correct the deficiency. This response is to include what steps were taken to correct the specific deficiency and what procedure(s) have been put in place to prevent occurrence of similar problems. All such deficiency reports and their responses shall be discussed at the next regular meeting of the County's Building Services Manager/Supervisor along with the Contractor's Project Manager to ensure that they have been completely resolved. Failure to submit written responses may result in an adverse Contractor Performance Report.
- When a deficiency in a "periodic service" will not be corrected within the time period stipulated by the Building Service Supervisor, the Contractor must, within two working days, correct the deficiency. The Building Services Supervisor will determine if this is acceptable, make the appropriate notation on the Deficiency Notice and ensure the Contractor receives that information promptly.
 1. If deemed an acceptable corrective action and/or time frame by the Building Services Supervisor, the Contractor shall submit a report when the corrective action has been completed.
 2. If the Building Services Supervisor determines this response is unacceptable, the Building Services Supervisor shall notify the County's Contract Administrator in writing. The Contract Administrator shall follow the steps in this bid document relating to non-performance.

- The Contractor will be allowed to redo a service upon notification. However, Fulton County reserves the right to consider any required repeat service as a failure to perform. The Fulton County Contract Administrator will determine when the level of service has progressed to an unsatisfactory level. Failure to meet any or all of the requirements may result in a deduction of one percent (1%) of Contractor' monthly Invoice.

NON-PERFORMANCE

- If a deficiency is not properly addressed within the correction period given or if the same problem recurs, County will withhold a portion of the payment.
- Any decision to invoke the penalties delineated in this section will be made solely by the Building Services Manager or the Deputy Director of the Department of Real Estate and Asset Management of Fulton County or a designated representative thereof.
- No monies, exceeding \$1,000.00, will be withheld without prior written notification to the Contractor by the Building Services Manager or the Deputy Director of the Department of Real Estate and Asset Management of Fulton County.
- Contractor will be notified in writing of the intent by Fulton County to invoke a penalty. The bidder has three (3) working days to respond in writing to the notification and provide an explanation of what has been accomplished to preclude the problem from recurring. Failure to respond to the written notification can be grounds for termination of the contract. The written response must include verification and documentation of the Contractor's adherence to the QC Plan and will be subject to evaluation and modification by Department of Real and Asset Management to meet the County's needs.

PENALTIES FOR NON-PERFORMANCE

- The amount of any monies withheld will be based on the square footage of the portion of the facility which was not properly cleaned. Any area which has not been properly cleaned (even if it was partially cleaned) will be considered to be "not properly cleaned".
- If more than one area being serviced by Contractor has not been properly cleaned, the square footage of all such areas shall be added together to determine the total square footage which has not been properly cleaned.
- The amount withheld shall be calculated daily beginning the day after the stipulated correction date.
- The amount withheld shall be the "cost per cleanable square foot per day" times the number of square feet affected by the deficiency times the number of days the deficiency continues to exist. The amount withheld shall be cumulative.
- Calculation of amount to be withheld shall continue until County's Contract Administrator certifies in writing that deficiency has been cured or until

Contractor's Bonding Company has been notified to take appropriate action under the terms and conditions of the Contractor's Performance Bond.

- These factors will be recalculated for renewal years if bid price is different.
- Back charges---Corrective Actions by County or its' Designated Representative.

If, under the provisions of this Contract, Contractor is notified by Building Services Supervisor/County Representative to correct defective or nonconforming work, and Contractor states or by its actions indicates that it is unable or unwilling to proceed with corrective action in a reasonable time, Building Services Supervisor/County Representative may, upon written notice, proceed to accomplish the redesign, repair, rework or replacement of nonconforming work by the most expeditious means available and back charge Contractor for the costs incurred. Furthermore, if Building Services Supervisor/County Representative agrees to or is required to perform work for Contractor, such as cleanup, off-loading or completion of incomplete work, Building Services Supervisor/County Representative may, upon written notice, perform such work by the most expeditious means available and back charge Contractor for the costs incurred.

The cost of back charge work shall include: (1) Incurred labor costs including all payroll additives; (2) incurred net delivered material costs; (3) incurred lower-tier supplier and subcontractors costs directly related to performing the corrective action; (4) equipment and tool rentals at prevailing rates in the Jobsite area; and a factor of thirty-five percent (35%) applied to the total of items 1 through 4 mentioned above for overhead, supervision, and administrative costs.

- If a day porter fails to show for all or part of a scheduled assignment, a deduction will be made at the hourly rate. If a County Employee/County Representative is utilized in their absence, then a deduction of their pay rate shall be made for appropriate back charges.
- Contractor's failure to properly perform "Daily" tasks will be penalized by withholding the appropriate amount of money from the relevant invoice along with the appropriate back charges. Contractor's failure to perform a "Periodic" task (weekly, monthly, quarterly, etc.) will result in a written warning, with a deduction made if the service is not satisfactorily made good along with the appropriate back charges, if any.
- The safety and welfare of our citizens and the security of all facilities is a top priority throughout Fulton County. Therefore, it is essential that all contracted personnel receive a GCIC and be issued a temporary Fulton County ID Badge before working in any County Facility. The badge shall be worn in a clearly visible manner at all times when working in County facilities. If a contracted employee, who has been issued a Fulton County ID, is found to not have the ID in their possession while working at a County facility or bring relatives/unauthorized personnel in any County Facility to assist or accompany them during their work, the following penalties will apply. They are as follows:

First Occurrence- Written warning; temporary removal from the building until the proper ID is retrieved, removal of unauthorized personnel, and \$25 fine assessed to the Contractor.

Second Occurrence- Written warning to Contractor requesting that the offender is not allowed to work on Fulton County property and \$50 fine assessed to the Contractor. Also, County may exercise its option to offer the affected facility(s) to the next lowest bidder if it is considered to be in the best interest and safety of the County.

REMOVAL FOR CAUSE

- If Contractor through any cause shall fail to perform the Janitorial Services as specified in the Bid Documents in a satisfactory, timely and proper manner or in the event that any of the provisions or stipulations of this agreement are violated by Contractor, the County shall thereupon have the right to immediately terminate this agreement by written notice to Contractor. Said written notice will be sent via certified mail to Contractor at the last address given to the County by Contractor. Notification is considered complete upon mailing, via certified mail, by County. If the Contract is terminated by the County, Contractor will be compensated for the work satisfactorily performed up to and including the termination date.
- Any decision to invoke the penalties delineated in this section will be made solely by the Director/Deputy Director of the Department of Real Estate and Asset Management of Fulton County, and may be based upon recommendations from the Building Services Manager and Building Services Supervisors.
- The County reserves the rights to contact Contractor's bonding company to have them take appropriate action under the terms and conditions of the Contractor's performance bond.
- In the event contract is terminated due to breach of this agreement, the County retains all rights to compensation from Contractor for any and all losses resulting from that breach of contract, to include back charges plus punitive damages.

SERVICE REQUIREMENTS

The following is a general description of the personnel, services, materials, equipment, and utilities, as well as the standards the County expects from the successful bidder. Contractor must show that they are capable of delivering services equal to or better than these minimum service levels. While the County has made every effort to cover all the requirements in the Cleaning Schedule, we cannot guarantee that all elements have been specified. In cases where this has not been done, BOMA standards will prevail.

1. CONTRACTOR'S QUALIFICATIONS

- a. Contractors shall have a minimum of three (3) years demonstrable experience providing janitorial service for facilities of comparable usage and size.

- b. Contractors shall provide a list of contracts held over a period of not less than three years, and at least one reference must be less than three (3) years old, showing that the Contractors has recently performed this type and scope of work in facilities of similar size, type, and geographical dispersion.
- c. The listing must include:
 1. The work performed, (indicate if being done as prime- or sub-contractor), number of facilities, total square footage for all facilities, highest and lowest square footage per unit within the group of facilities, length of contract, contract administrator, and telephone number.
 2. Names, addresses, and phone numbers of at least three (3) individuals who can verify the bidder's ability to perform work of this type and scope.
 3. At least one reference must be less than three (3) years old, showing that the bidder has recently performed this type and scope of work in facilities of similar size, type, and geographical dispersion.

	Reference 1	Reference 2	Reference 3	Reference 4	Reference 5
Name of Contact					
Contract Term from when to when					
Prime or Subcontractors					
Total Square Feet Cleaned					
Contract Administrator					
Telephone Number					
Email Address					

4. Membership in any professional cleaning and/or certifying organization.
5. Training and professional certification of key individuals who will be involved in the Fulton County contract.

2. **PERSONNEL:**

A. Employees:

1. Contractor shall have in its employ at all times a sufficient number of capable and qualified contract and subcontract employees to enable it to properly, adequately, safely and economically operate, maintain, and account for the facility. If at any time it is deemed that the Contractor does not have the appropriate amount of employees employed in accordance with established BOMA standards to adequately provide the proper cleaning services to meet contractual specifications, (County has provided , in writing, the expected total of employees and/ or hours required to adequately clean the facilities and meet Fulton County standards), the County, or it's designated representative, can demand that the proper amount of personnel be assigned to each Facility to obtain the proper cleaning required by the Contract. Failure by the Contractor to continue to meet the required total of employees can be grounds for termination of the contract. All matters pertaining to the employment, with the exception of the items mentioned above, supervision, compensation, promotion, and discharge of such employees are the responsibility of the Contractor. County will not intervene in any internal disputes between Contractor and employee or Contractor and Vendor. Contractor's employees and vendors are not employees of the County and have no recourse from the County. The County may require dismissal from work any employee who is identified as a potential threat to the facility and its population. Each employee shall be a citizen of the United States or an alien who has been lawfully admitted for permanent residence as evidenced by Alien Registration Receipt Card Form I-151.
2. **Safety Training and Education** – Contractor is required to instruct each employee in the recognition and avoidance of unsafe conditions and the regulations applicable to their work environment to control or eliminate any hazards or other exposure to illness or injury. Employees required to handle or to use poisons, caustics, and other harmful substances shall be instructed regarding their safe handling and use, and be made aware of the potential hazards, personal hygiene, and personal protective measures required as conditions warrant throughout the life of the contract. Contractor will maintain MSDS at each location. Contractor will ensure that employees are trained on the building evacuation plan.

A formal training plan utilizing OSHA standards must be written and forwarded to the Contract Administrator. Written verification of past and future training sessions must also be submitted. The Contract Administrator must be notified of training in advance and may attend training sessions.

3. **Incident Reporting** – All incidents including, but not limited to, those resulting in treatment of an injury at a medical facility, response to the site by emergency medical personnel, or damage to property other than that of the Contractor shall be reported to the Contract Administrator by telephone within twenty-four (24) hours of the occurrence. A copy of each incident report which the Contractor (or subcontractors at any level) submits to their insurance carriers in regard to incidents and accidents occurring in relation to this contract shall be forwarded to the Contract Administrator as soon as possible, but in no event later than seven (7)

calendar days after the incident or accident occurred. Report of injury must be documented in accordance with OSHA standards, and a copy of the OSHA form 400 shall be immediately forwarded to the Contract Administrator.

4. **Protection** – The Contractor shall take all necessary precautions to prevent injury to the public, building occupants, or damage to property of others. For the purposes of this contract, the public or building occupants shall include all persons not employed by the Contractor or any subcontractors at any level working under this contract.

B. Supervision:

The Contractor will ensure that all work required by this contract is satisfactorily supervised, either by personal action, project manager, on-site supervisors, or a combination of these alternatives. The Contractor shall provide sufficient on-site supervision as is essential to carry out all the terms and conditions of this contract. The supervisor(s) shall be available at all times while contract work is in progress to receive notices, reports, or requests from either the County or the designated County Representative. If proper supervision is not available, due to unforeseen acts or circumstances beyond contractor's control, the assigned employee(s) must be fully conversant in English. **Supervisory employees must be fully conversant in English.**

3. MATERIALS, SUPPLIES, EQUIPMENT & UTILITIES:

A. Furnished by the County

1. Electrical power at existing outlets for the contractor to operate equipment necessary in the conduct of its work.
2. Hot and cold water as necessary,
3. Space within the building commensurate with the contractor's personnel complement and operational requirements including locker rooms if available, storage space, and janitor's closets, where available.

B. Furnished by the Contractor

1. The Contractor shall furnish all supplies, materials, equipment, and employee training necessary for the performance of the work of this contract unless otherwise specified herein, and all substances must be used in accordance with manufacturer's recommendations. Once supplies are installed, they become the property of Fulton County. These supplies and materials shall be of a quality and type customarily utilized by other contractor engaged in the profession of providing janitorial services. No later than five days prior to the contract starting date, the contractor shall submit a list giving the name of the manufacturer, the brand name, and intended use of each

of the materials that he proposes to use in the performance of the work. The Contract Administrator must approve the contractor's listing of supplies and materials prior to their use. The use of caustic or acid-based cleansers will not be approved. Materials or supplies shall not be used in performance under this contract (or placed or stored on County property) until the applicable Material Safety Data Sheets (MSDS) for all hazardous materials (products containing CAUTION or WARNING labels) have been furnished to the Contract Administrator. The Contractor shall use recycled products to the greatest extent possible.

Mandatory Chemicals

- High phenol coefficient germicidal cleaner
- Degreaser / germicidal disinfectant
- Sanitizers
- Furniture Polish
- Germicides
- Graffiti Remover
- All Purpose Cleaners
- Gum Remover
- Glass Cleaners
- Carpet Cleaner
- Fabric Cleaners
- Pool Surface Cleaner
- Deodorizers
- Hard Floor Cleaner
- Hard Floor Finisher
- Hard Floor Stripper
- **COVID-19 Fighting Products**

2. The Contractor shall not use any material which the contracting officer's representative determines would be unsuitable for the purpose or harmful to the surfaces to which applied. Costs for correcting damage caused by misused materials will be borne by the Contractor.
3. Any material being used which is not achieving desired results will be replaced with a more effective product.
4. All necessary cleaning equipment including power driven floor scrubbing machines, waxing, and polishing machines, industrial type vacuum cleaners, and all necessary motor trucks, etc., needed for the performance of the work of this contract shall be furnished by the contractor. Such equipment shall be of the size and type customarily used for work of this kind and shall meet the approval of the contracting officer's representative. Defective equipment shall be repaired or replaced within 72 hours. Propane driven equipment is banned.
5. All contracted personnel must be issued a temporary Fulton County ID Badge before working in any County Facility. The badge shall be worn in a clearly visible manner at all times when working in County facilities.

Penalties for Non-Performance describes in detail the actions that will apply for non-compliance.

4. SERVICES REQUIRED

A. Restroom Cleaning:

1. Restrooms are considered clean when all areas are clean and free of dirt, water streaks, mop marks and strings, gum, grease and tar. All porcelain, chrome, brass and metal fixtures must be clean and free of dust, spots, stains, rust, mold, encrustation and excess moisture.
2. **Restroom cleaning shall include:** sweeping, scrubbing and wet mopping all floors, cleaning all fixtures including metal, porcelain, brass and chrome surfaces, water closets, urinals, shelves, washbasins, shower stalls, mirrors, waste receptacles, dispensers and wall surfaces with germicidal, veridical, and bactericidal cleansers. Machine scrub all restroom floors using a material suitable for floor type. All grout and baseboards should be free from dirt and grime. Walls around and under sinks and toilets must be scrubbed and disinfected. Floors shall be free of strays and skipped areas. Walls, baseboards, and other surfaces shall not be streaked or marred and must be free of stains. All cleaning is to be done with a substance suitable for cleaning and disinfecting all surfaces. All waste receptacles must be emptied, cleaned (washed or wiped as necessary) and disinfected. New bags must be provided and inserted. All graffiti shall be removed where possible. Any repair costs associated with any damages to the surface material must be borne by the Contractor.
3. **Restocking:** Restroom cleaning shall also include restocking and supplying paper towels, soap, toilet paper, seat covers, urinal screens and deodorant blocks, and feminine hygiene products. All rolls and dispensers must be filled, and trash receptacle must be emptied and supplied with new bags. Open paper products will not be set on backs of toilets, sinks, or trash cans or broken fixtures.
4. **Restroom cleaning must be provided as many times as necessary daily to maintain cleanliness.**

B. Floors—Light furniture (other than desks, file cabinets, etc.) shall be moved and replaced.

1. **Sweeping:** Sweeping shall include removing all trash, dirt, cigarette butts, gum and foreign matter from all interior floor surfaces, garage areas, porches, loading and unloading ramps, interior and exterior walkways, stairwells, and courtyards. None of the above items shall be left in corners, behind radiators, under furniture or behind doors.
2. **Damp Mopping:** Damp mop all floors suitable for mopping. Damp mopping shall include removing all streaks, scuff marks, mop strands and marks, from all floors and baseboards utilizing a material and method

suitable for the type of floor cleaned. All surfaces must be free from splash marks. The finished area must have a uniform appearance. All floor drains must be cleaned, and traps filled with disinfectant to prevent sewer odor. Water used to mop must be fresh and changed after cleaning restrooms. Used water must be disposed of in an appropriate janitorial sink.

3. **Scrubbing and Re-coating Floors:** Remove several layers of wax and dirt using a material and method suitable for the floor type. The floor finish shall be uniform in appearance and all corners, edges and baseboards shall be free of debris and dirt.
4. **Stripping Floors:** Remove existing wax with a material suitable for floor type. All old wax shall be removed and there shall be no buildup in corners or crevices. The floors shall be uniform in appearance and not have any buildup of wax in any areas. There shall be no evidence of gum, rust, burns, scuffs or marks.
5. **Floor Finishing:** Floors shall be free of streaks and skipped areas. Walls, baseboards and other surfaces shall not be streaked or marred and must be free of stains. All floors must be evenly coated, and the appearance must be consistent in all areas.
6. **Burnishing:** Burnish all floors with equipment and chemicals suitable for the floor type. After burnishing, floors shall have a uniform luster and shall be free of streaks and mop strand marks. Walls, baseboards, and other surfaces shall not be streaked or marred and must be free of stains. All floors must be evenly burnished, and the appearance must be consistent in all areas. The use of propane burnishing equipment is prohibited.
7. **Vacuuming:** Vacuum all carpet, interior and exterior rugs, and walk-off mats. Carpets and rugs shall be clean and free from dust balls, dirt, and other debris. Nap on carpet and rugs shall lie in one direction when vacuuming is completed. Light furniture (other than desks, file cabinets, etc.) shall be moved and replaced. A crevice tool will be used where needed. No build-up of dust or debris around furniture or in corners is acceptable.
8. **Carpet Cleaning and Rug Extracting:** Vacuum all carpets and rugs prior to extraction utilizing a method suitable for the type of carpet or rug; remove all soil, spots, smears, and stains and spillages. After extracting, carpet or rugs must be thoroughly clean, present a uniform appearance and not result in excessive fuzziness from the extract process. Dry cleaning methods should be employed whenever appropriate.
9. **Spot Cleaning of Carpet:** Remove any evidence of excessive buildup of dirt, spillages, spots, smears, and stains. After removal, carpet shall show no visible signs of discoloration or fuzzing from harsh rubbings. Cleaned areas must blend with the adjacent carpeted areas.

10. **Stripping and Refinishing Hardwood/Laminate Floors:** Remove all floor finish material from wood floors. Apply a material suitable for floor type in accordance with manufacturer's instruction, or after instruction from Fulton County manager. Floor area must be evenly coated and provide a uniform appearance and luster. New finish should not show any stains or spots.
11. **Cleaning and Sealing Cement Floors:** As necessary, remove all existing floor finish material from cement floors. Apply anti-skid sealant suitable for cement floors. Buff if necessary, to a high gloss appearance. Floor area must be evenly coated and provide a uniform appearance and luster. New finish should not show any stains or spots.

C. General Cleaning

1. **Spot Cleaning and Damp Wiping of Surfaces:** Spot cleaning/damp wiping shall include the removal of all fingerprints, smudges, marks, or spots from surfaces with a cleaner suitable for disinfecting. This shall include doors, door frames, window frames, windowsills, walls and metal partitions, public telephone booths and guard stands. Damp wipe and clean marble wall surfaces and stone wainscoting. Spot cleaning/damp wiping will be considered clean when all areas are free of fingerprints, hand marks, smudges, dust, dirt and spots. All areas cleaned must not show any indication of discoloration or fading.
2. **Low Dusting:** Dust all surfaces within 70 inches of the floor. This shall include but is not limited to desks, bookcases, pictures, rails, wainscoting, window ledges, chair rungs, table legs and other furniture. There shall be no dust streaks in corners or crevices, on molding or ledges. There shall be no oils, spots or smudges or spider webs left on dusted surfaces.
3. **High Dusting:** Dust all surfaces above 70 inches. This shall include all items not covered in the paragraph on low dusting to include light fixtures. Dust tops of high bookcases, wall shelving, cabinets, vending machines, air conditioning and heating vents, ceiling molding, exposed pipes, and any other items as required. There shall be no dust streaks in corners or crevices, on molding or ledges. There shall be no oils, spots or smudges or spider webs left on dusted surfaces.
4. **Cleaning and Polishing Wood Surfaces:** Using a substance suitable for cleaning wood surfaces, clean and polish all paneling, wood baseboards, wainscoting, desks, chairs, picture frames and any other items requiring this treatment. Wood must have a uniform appearance without excessive oil residue, streaking and spots.
5. **Cleaning Drinking Fountains:** The porcelain or stainless-steel surface shall be free of dust, spots, stains, streaks, mold and mildew. The surface shall appear to be bright and have a uniform appearance. All fountains must be kept free of trash, ink, coffee grounds and other foreign material. Supply and replenish paper cups where dispensers are provided. Wipe down all surfaces with a disinfectant.

6. **Metal Cleaning and Polishing:** Polish all chrome, brass, and metal items with a non-acidic, non-abrasive cleanser. Cleaning shall include all brass rails and fixtures, metal thresholds, plant urns and door fixtures. Metal surfaces should be free of smears, stains, finger, and handprints. All surfaces should be bright and uniform in luster. Thresholds must be free of all soil, dirt, grease, and grime.
7. **Glass Cleaning:** Clean all interior and exterior glass to include doors, mirrors, and glass desktops. No window cleaning will be performed under this item. Glass shall be clean and free of dirt, dust, streaks, watermarks, spots, and grime.
8. **Window Cleaning:** All ground-level interior and exterior windows will be cleaned by contractor on a quarterly basis. Additionally, all entrance (interior and exterior) glass doors and windows at floor level will be cleaned daily. All interior and exterior glass, sills and frames shall be clean and free of dirt, dust, streaks, watermarks, spots, and grime. Windows shall not appear cloudy.
9. **Cleaning and Dusting Venetian Blinds, Mini-Blinds and Drapes:** Clean all Venetian blinds and drapery. Defective items must be reported to the Contract Administrator for replacement. All items removed for cleaning must be replaced within 48 hours of removal. Dust or vacuum drapes. Drapes and blinds must be free of dirt, dust, and grime.

D. Waste Removal (As many times as necessary)

1. **Trash Removal:** Empty all trash and waste receptacles in offices, courtyards, entryways, and docks, and remove to designated areas. Wash and steam clean all receptacles used in the collection of food remnants. Containers used for collection of trash must be made of a non-combustible or flame-resistant substance. All containers used for collection must be cleaned inside and outside daily. Provide plastic liners for waste receptacles and change daily and as many times necessary. Trash removal is considered to be satisfactory when no dirt, grime or residue remains on the inner or outer surface of the receptacles.
2. **Recycling Program:** The Contractor will work with Fulton County to assure that the recycling goals are met. This will include checking recycling bins to assure that correct items are placed in each bin, separating recyclable items from normal trash and emptying recycling bins when required by the Contract Administrator. Cardboard boxes shall be flattened by the Contractor and taken to a designated area on a daily basis. The plan should include how the respondent will train employees on handling recyclable materials.

E. Exterior Cleaning

1. Empty all trash and waste receptacles in courtyards, entryways, and docks and remove to designated areas on a daily basis. Wash and

steam clean all receptacles used in the collection of food remnants on a quarterly basis and away from food handling areas. Containers used for collection of trash must be made of non-combustible or flame-resistant substance. All containers used for collection must be cleaned inside and outside daily. Provide plastic liners for waste receptacles and change daily. Trash removal is considered to be satisfactory when no dirt, grim, or residue remains on the inner or outer surface of the receptacles.

2. Emptying and Cleaning Ashtrays and Urns:

Empty and clean all ashtrays and urns in entryways, lobbies, and corridors. Cigarette butts, matches and other discarded material must be removed from all receptacles and the receptacles cleaned. Clean receptacles will be free of dirt, dust, ashes, tar, streaks, and nicotine stains. Replace sand in receptacles where required.

F. Break Room Cleaning:

Empty all trash and waste receptacles in break room. Replace all waste can liners. Clean counter tops, sinks, pipe fittings, tabletops, chairs, exterior of refrigerator, microwave oven, and cupboards. Clean sofas and couches with a suitable chemical. Vacuum carpet and/or dust and mop floor. Shampoo carpet and/or strip, wax and refinish floor. Clean all doors, vents, light fixtures with appropriate chemical. Clean windowsills and walls, giving particular attention to walls around trash receptacles. Remove all cobwebs. Refill soap and paper towel dispensers (As necessary).

G. Special Areas

- 1. Pressure Washing, Cleaning and Sealing Garage Area, Stage Area, Orchestra Pit, Amphitheater Seating Area and Loading Dock:** Utilizing a high-pressure washer or other appropriate equipment, scrub floors with a material suitable for cleaning. Aforementioned areas floors should appear clean and free of dirt, water streaks, mop marks and strings, gum, grease, tar and oil spots. Remove excess water from all floor/paved surfaces. These areas will be cleaned as necessary.
- 2. Elevator Cleaning:** Clean all interior and exterior surfaces of elevators including doors and floor tracks. Clean all metal surfaces in accordance with the standard for metal cleaning. Work shall include but is not limited to vacuuming and shampooing of carpet, sweeping, and mopping floors, stripping floors and buffing as required. All elevators should be free of trash and debris and stains. Floors must present a uniform appearance in accordance with the standards listed above.
- 3. Cleaning Storage Space and Mop Closets:** All storage and mop closets must be kept clean at all times. Storage spaces cannot be utilized for storing trash. All areas must be clean and free of spills, spots, stains, and offensive odors. All janitorial equipment must be neatly arranged. Closets will not be utilized as a storage area for flammable materials. All

containers used to store cleaning materials must be labeled in accordance with OSHA standards.

4. **Fitness Center Cleaning:** The Fitness Center is considered clean when all areas are clean and free of dust, spots, stains, rust, mold, encrustation, and excess moisture. Fitness Center cleaning includes vacuuming, sweeping, scrubbing and wet mopping all floors, cleaning all fixtures, including metal, porcelain, brass and chrome surfaces, water closets, urinals, shelves, wash basins, shower stalls, mirrors, and waste receptacles. All cleaning is to be done with a substance suitable for cleaning and disinfecting the surfaces. Fitness Center cleaning will also include emptying and cleaning waste receptacles and replacing trash liners, cleaning graffiti from all surfaces, and filling all dispensers with soap and paper supplies.
5. **Pool Deck Cleaning:** Pool Deck is considered clean when all areas are clean and free of dirt, mold, and mildew. All surfaces must be thoroughly cleaned and free from encrustation and excess water. All seats and cushions must be cleaned thoroughly and be free from mold and mildew. Pool deck cleaning will also include emptying and cleaning all trash receptacles, inserting new liners, wiping all reflectors and light panels, and cleaning all dressing rooms thoroughly. Return all bath towels and wash cloths to designated area. Periodic pressure washing must be done with chemicals prescribed and provided by Fulton County and/ or its designated representative.
6. **Medical Area Cleaning:** Contractor must wear gloves at all times while working within the medical area. At no time is the contractor to handle Medical Hazardous Waste. This waste must be handled by a separate medical waste management contractor through the site manager. All cleaning is to be done with a substance/germicide/disinfectant suitable for killing germs and disinfecting and must be cleaned in accordance with established medical standards. All staff cleaning medical areas must be trained in proper use of Personal Protective Equipment and procedures associated with handling hazardous materials.
7. **Beauty Salon:** The Beauty Salon is considered clean when all areas are clean and free of dusts, spots, stains, rust, mold, encrustation, and excess moisture. Beauty Salon cleaning includes vacuuming, sweeping, scrubbing, and wet mopping all floors, cleaning all fixtures, including metal, porcelain, brass and chrome surfaces, water closets, shelves, wash basins and mirrors. All cleaning is to be done with a substance suitable for cleaning and disinfecting the surfaces. Beauty Salon cleaning will also include emptying and cleaning waste receptacles and replacing trash liners, cleaning graffiti from all surfaces, and filling all dispensers with soap and paper supplies.
8. **Kitchen Cleaning—Offices & Restrooms:** Clean all Kitchen Offices and Restrooms in accordance with existing standards described in the bid document.

CLEANING SCHEDULE

Table A - General Cleaning Services to be Performed		Frequency of Service
1	Empty waste baskets and other trash receptacles, taking contents to designated area.	Daily
2	Clean waste receptacles and replace liners.	Daily
3	Remove refuse from sand urns and clean outside of containers.	Daily
4	Dust office furniture and damp wipe or polish all desktops where papers are cleared.	3 x Weekly
5	Dust window sills and all other surfaces up to 70" high	3 x Weekly
6	Clean all janitorial closets.	Weekly
7	Remove dirt and streaks from all surfaces (including glass doors, door frames, walls, threshold plates, brass, windows, partitions, and light switches) up to 70" high.	Daily
8	Dust all surfaces between 70" and 144" high.	Weekly
9	Remove dirt and streaks from all surfaces between 70" and 144" high.	Weekly
10	Dust Venetian blinds.	Weekly
11	Remove debris & dust top of vending machines	Weekly
12	Moves recycle paper in wheeled containers to designated area (and returns empty containers to normal locations).	As Necessary
13	Vacuum upholstered furniture	Monthly
14	Clean Venetian blinds.	2 x Year

Table B - Lavatory, Locker Room and Bathroom Cleaning Services to be Performed		Frequency of Service
1	Empty waste baskets and all other trash receptacles, including sanitary napkin dispensers.	Daily
2	Clean waste receptacles/replace waste basket liners.	Daily
3	Completely clean areas immediately around toilets and urinals. Clean, disinfect & deodorize all fixtures using high phenol coefficient germicidal cleaner (including showers).	Daily
4	Damp clean or polish and refill all dispensers.	Daily
5	Sweep and mop all floors using high phenol coefficient germicidal cleaner (including showers).	Daily
6	Clean & polish mirrors, bright work and enamel surfaces.	Daily

7	Clean walls and stall partitions (including showers).	Daily
8	Clean all baseboard and floor drain plates.	2 x per Month
9	Machine scrub all floors (including showers). Lift all mats and waffle mats inside and outside showers. Clean bottom of mats and floor under mats using high phenol coefficient germicidal cleaner.	Weekly
10	Vacuum all vents.	Quarterly
11	Clean and dust P-traps.	2 x per Year

Table C - Stairwell Cleaning Services to be Performed		Frequency of Service
1	Sweep stairwells for all facilities	3 x Week
2	Mop stairwells at all facilities.	Weekly

Table D - Floor Care Services to be Performed		Frequency of Service
1	Vacuum all carpeted areas including edges, corners, rugs and all floor matting.	2 x Week
2	Sweep and/or dust mop all non-carpeted areas.	2 x Week
3	Mop spillages in all non-carpeted areas.	Daily
4	Mop all non-carpeted areas	Daily
5	Spot clean all carpeted areas.	Daily
6	Maintain all hard floor surfaces by means of burnishing; using an approved, non-injurious cleaning solutions as well as an UL-approved floor finish that provides a high degree of slip resistance.	2 x Weekly
7	Strip and refinish all hard flooring.	2 x Yearly
8	Scrub and re-coat all floors.	2 x Monthly
9	Shampoo and extract all carpeting	3 x Year

Table E - Window Cleaning Services to Be Performed		Frequency of Service
1	Clean all interior windowsills and surfaces up to 70".	3 x Week
2	Clean all entrance glass doors and windows, interior and exterior surfaces	Daily
3	Clean all other interior and exterior glass doors and windows.	Quarterly

Table F - Exterior Cleaning To Be Performed		Frequency of Service
1	Empty all trash receptacles	Daily
2	Clean interior and exterior of trash receptacles and change liners	Daily
3	Police and remove all debris and trash from entry ways, exterior grounds, parking lots and landscape areas.	Daily

Table G – Medical/Dental Office Cleaning Services to be Performed		Frequency of Service
1	Empty wastebaskets and other trash receptacles, taking contents to designated area.	Daily
2	Clean all waste receptacles and replace liners	Daily
3	Dust office furniture and damp wipe or polish all desktops where papers are cleared.	3 x Week
4	Dust windowsills and other surfaces up to 70"	3 x Week
5	Remove dirt and streaks from doors, doorframes, walls, threshold plates, windows, partitions, brass and light switches.	Daily
6	Dust Venetian blinds	Weekly
7	Vacuum all carpets including edges, corners, rugs and all floor coverings.	3 x Week
8	Vacuum upholstered furniture.	Monthly
9	Clean all light fixtures and vents.	Monthly
10	Clean Venetian blinds.	2 x Year

Table H – Pool Deck Cleaning Services to be Performed		Frequency of Service
1	Clean deck around pool with a suitable germicidal disinfectant.	Daily
2	Clean all seats and cushions with mold and mildew disinfectant and cleaner	Daily
3	Empty and clean all waste receptacles, replacing liners	Daily
4	Clean all ledges, walls, doors & glass.	Daily
5	Clean all light fixtures and vents.	Monthly
6	Scrub Pool Deck utilizing approved chemicals	Monthly

Table I – Break-Room Cleaning Services to be Performed		Frequency of Service
1	Clean exterior of recycle bins, interior and exterior of waste baskets and other trash receptacles. Replace all waste basket liners.	Daily
2	Clean sinks, countertops, dispensing machines, plumbing fixtures, and pipe fittings with suitable chemicals.	Daily
3	Clean doors with suitable chemicals.	Daily
4	Sweep/dust mop all non-carpeted areas; mop spillages	Daily
5	Vacuum and spot clean all carpeted areas.	Daily
6	Refill all soap and paper towel dispensers	Daily
7	Clean brass and chrome surfaces with suitable chemical	2 x Weekly
8	Clean exterior of microwave oven, refrigerator & cupboards	2 x Weekly
9	Clean all light fixtures and vents	Monthly

FACILITIES LIST

Fulton County reserves the right to modify this listing, or the services required, at any time before, during or after the award of this package. Any modification to the list will be accompanied by a proportionate modification of the price based on the average price per cleanable square foot as awarded under this bid. Estimated square footage is listed for each facility. Gross square footage is defined for most buildings as the outside footprint of a building times the number of floors. Cleanable square footage is calculated from the gross square footage using a factor of 0.84, assuming that sixteen percent (16%) of a building consists of areas which are not accessible for cleaning. If errors in the square footage figures shown are discovered after bid opening, pricing for the group will prevail. It is strongly suggested that Contractor verify square footage prior to submitting their bids.

GROUP E SOUTH FULTON LIBRARIES

Building Name	Address	ZIP	Total Sq. Ft.	Total Cleanable Sq. Ft.
Adams Park	2231 Campbellton Road	30311	7,500	6,300
Cleveland	47 Cleveland Avenue	30315	13,000	10,920
College Park	3647 Main Street	30337	7,500	6,300
*East Point	2757 Main Street	30354	10,000	8,400
Fairburn Branch	60 Valley View Drive	30213	9,580	8,047
Hapeville	525 King Arnold Street	30354	5,000	4,200
*South Fulton	4055 Flat Shoals Road SW	30291	25,300	21,252
S. Fulton Parking Deck	4055 Flat Shoals Road SW	30291	50,000	42,000
*Southwest Regional	3665 Cascade Road SW	30331	27,270	22,906

Washington Park	1116 M.L. King Drive	30314	7,500	6,300
West End	525 Peoples Street SW	30310	7,500	6,300
*Wolf Creek Branch	3100 Enon Rd.	30331	25,000	21,000
Palmetto Branch	9111 Cascade Palmetto Hwy.	30268	10,000	8,400
*Metropolitan Library	1332 Metropolitan Parkway	30310	25,000	21,000
Southeast Atlanta	1463 Pryor Road SW	30315	15,000	12,600

All libraries are open Monday thru Saturday and require nightly cleaning six days/week. Those marked with * are also open Sunday and require nightly cleaning seven days/week.

**GROUP F
OTHER OFFICES (North)**

Building Name	Address	Zip	Total Sq. Ft.	Total Cleanable Sq. Ft.
Drug Court Training Ctr.	1135 Jefferson Street	30318	18,000	15,120
Fulton County Customer Service Center (WROC)	11575 Maxwell Road	30009	54,994	46,195

Core hours for this facility are 7:00 a.m. to 9:00 p.m. Monday – Friday. Drug Court Training Center will require Day Porter and night cleaning five (5) times per week and six (6) times when open on Saturday. It will require two (2) Day Porters—8 hours each (i.e. One (1) Day Porter 8am-5pm; One (1) Day Porter 12pm-9pm). Saturday operating hours are usually from 8am-1pm.

**GROUP F
OTHER OFFICES (SOUTH)**

Building Name	Address	Zip	Total Sq. Ft.	Total Cleanable Sq. Ft.
Public Safety Training Center	3025 Merk Road	30349	30,470	25,595
Cooperative Extension	1757 West Washington Road	30337	7,280	6,115
Data Processing Storage	3031 Commerce Way	30354	14,964	12,570
Fulton Clubhouse for Youth	1480 Delowe Drive SW	30311	3,204	2,691
Firing Range	5301 Aldridge Road	30349	712	598
Information Technology Warehouse	3037 Commerce Way	30354	600	500
Sheriff Dept. Old National	5615 Old National Hwy.	30349	2,000	1,680
Bethlehem-Birdine Senior Center	215 Lakewood Way, S.W.	30315	5,237	4,400

Core hours for these facilities are 7:00 a.m. to 5:00 p.m. Monday – Friday. Be advised, hours may vary during the year. Human Services facilities will require night cleaning five (5) times per week. Bethlehem-Birdine Senior Center will require porter and night cleaning (5) times per week. Public Safety Training Center will require porter and night cleaning five (5) times per week. Data Processing and Information Technology will require night cleaning three (3) times per week (M-W-F). Firing Range and Sheriff Dept. will require night cleaning two (2) times per week (Tue-Thur). In some instances, weekend cleaning (i.e. Fulton

County Sponsored Events) may be required. Some events are seasonal and will require cleaning after each scheduled event along with contractual periodic cleaning.

**GROUP H
ART CENTERS**

Building Name	Address	ZIP	Total Sq. Ft.	Total Cleanable Sq. Ft.
West End Arts Center	945 Ralph Abernathy Blvd	30310	5,760	4,838
Hammond House	503 Peoples Street	30310	6,200	5,208
Aviation Community Cultural Center	3900 Aviation Circle	30336	16,200	13,608

*All Art Centers will require Day Porter support and nightly cleaning. In some instances, weekend cleaning (i.e. Fulton County Sponsored Events) may be required.

END OF SECTION

Remarks or Exceptions:

EXHIBIT D

COMPENSATION

COMPENSATION

The County agrees to compensate the Consultant as follows:

County agrees to compensate Contractor for all services performed under this Agreement in an amount not to exceed \$437,224.00 (Four Hundred Thirty-Seven Thousand, Two Hundred Twenty-Four Dollars and No Cents), which is full payment for a complete scope of work. The detailed costs are provided in the attached Bid Form.

**FULTON COUNTY: INVITATION TO BID 21ITB130447C-GS JANITORIAL SERVICES FOR SELECTED FULTON COUNTY FACILITIES
(GROUPS E, F, G, H & I)**

4- Bid Form

21ITB130447C-GS
Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I)

Section 2
Bid Form

BID FORM

Submitted To: Fulton County Government

Submitted By: Chi-Ada Corporation

For: 21ITB130447C-GS, Janitorial Services for Selected Fulton County Facilities
(Groups E, F, G, H & I)

Submitted on 11/8, 2021.

The undersigned, as Bidder, hereby declares that the only person or persons interested in the Bid as principal or principals is or are named herein and that no other person than herein mentioned has any interest in this Bid or in the Contract to be entered into; that this Bid is made without connection with any other person, company or parties making a Bid; and that it is in all respects fair and in good faith without collusion or fraud.

The Bidder further declares that he has examined the site of the work and informed himself fully in regard to all conditions pertaining to the place where the work is to be done; that he has examined the Drawings and Specifications for the work and contractual documents relative thereto, and has read all instructions to Bidders and General Conditions furnished prior to the openings of bids; that he has satisfied himself relative to the work to be performed.

The Bidder proposes and agrees, if this Bid is accepted, to contract with the Board of Commissioners of Fulton County, Atlanta, Georgia, in the form of contract specified, to furnish all necessary materials, equipment, machinery, tools, apparatus, means of transportation and labor necessary, and to complete the construction of the work in full and complete accordance with the shown, noted, and reasonably intended requirements of the Specifications and Contract Documents to the full and entire satisfaction of the Board of Commissioners of Fulton County, Atlanta, Georgia, with a definite understanding that no money will be allowed for extra work except as set forth in the attached General Conditions and Contract Documents for the following prices.

THE BASE BID IS THE AMOUNT UPON WHICH THE BIDDER WILL BE FORMALLY EVALUATED AND WHICH WILL BE USED TO DETERMINE THE LOWEST RESPONSIBLE BIDDER.

The base bid may not be withdrawn or modified for a period of sixty (60) days following the receipt of bids.

TOTAL BASE BID AMOUNT (Total Base Bid Amount for each Janitorial Groups E, F, G, H & I for the Original Term FY2022)

\$ 1,053,628.40

(Dollar Amount in Numbers)

One million fifty three thousand six hundred twenty eight and four cents.

(Dollar Amount in Words)

**FULTON COUNTY: INVITATION TO BID 21ITB130447C-GS JANITORIAL SERVICES FOR SELECTED FULTON COUNTY FACILITIES
(GROUPS E, F, G, H & I)**

21ITB130447C-GS
Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I)

Section 2
Bid Form

GROUP E PRICING SHEET

Type text here

GROUP E – South Fulton Libraries (Original Term- 2022)

BUILDING		Sq. Ft. Cost	Monthly Cost	Term – 12 Months	Annual Cost
Adams Park					
Total Sq. Ft.	7,500				
Cleanable Sq. Ft.	6,300	\$ 0.0859	\$ 541.27	12	\$ 6,495.18
Cleveland					
Total Sq. Ft.	13,000				
Cleanable Sq. Ft.	10,920	\$ 0.0859	\$ 956.05	12	\$ 11,472.60
College Park					
Total Sq. Ft.	7,500				
Cleanable Sq. Ft.	6,300	\$ 0.0859	\$ 541.27	12	\$ 6,495.18
East Point*					
Total Sq. Ft.	10,000				
Cleanable Sq. Ft.	8,400	\$ 0.0859	\$ 721.56	12	\$ 8,658.72
Fairburn Branch					
Total Sq. Ft.	9,580				
Cleanable Sq. Ft.	8,047	\$ 0.0859	\$ 691.24	12	\$ 8,294.88
Hapeville					
Total Sq. Ft.	5,000				
Cleanable Sq. Ft.	4,200	\$ 0.0859	\$ 376.74	12	\$ 4,520.88
South Fulton*					
Total Sq. Ft.	25,300				
Cleanable Sq. Ft.	21,252	\$ 0.0859	\$ 1,825.55	12	\$ 21,906.56
S. Fulton Parking Deck					
Total Sq. Ft.	50,000				
Cleanable Sq. Ft.	42,000	\$ 0.0859	\$ 3,607.80	12	\$ 43,293.00
Southwest Regional*					
Total Sq. Ft.	27,270				
Cleanable Sq. Ft.	22,906	\$ 0.0859	\$ 1,967.63	12	\$ 23,611.50
Washington Park					
Total Sq. Ft.	7,500				
Cleanable Sq. Ft.	6,300	\$ 0.0859	\$ 541.27	12	\$ 6,495.18
West End					
Total Sq. Ft.	7,500				
Cleanable Sq. Ft.	6,300	\$ 0.0897	\$ 541.27	12	\$ 6,495.18
Wolf Creek Branch*					
Total Sq. Ft.	25,000				
Cleanable Sq. Ft.	21,000	\$ 0.0859	\$ 1,803.90	12	\$ 21,646.80
Palmetto Branch					
Total Sq. Ft.	10,000				
Cleanable Sq. Ft.	8,400	\$ 0.0859	\$ 721.56	12	\$ 8,658.72
CONTINUATION—GROUP E PRICING SHEET—SEE NEXT PAGE					\$ 178,044.38

**FULTON COUNTY: INVITATION TO BID 21ITB130447C-GS JANITORIAL SERVICES FOR SELECTED FULTON COUNTY FACILITIES
(GROUPS E, F, G, H & I)**

21ITB130447C-GS
Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I)

Section 2
Bid Form

BUILDING		Sq. Ft. Cost	Monthly Cost	Term – 12 Months	Annual Cost
Metropolitan Branch*					
Total Sq. Ft.	25,000				
Cleanable Sq. Ft.	21,000	\$0.0859	\$1,803.90	12	\$ 21,646..80
Southeast Atlanta					
Total Sq. Ft.	15,000				
Cleanable Sq. Ft.	12,600	\$ 0.0859	\$ 1,082.34	12	\$12,988.08
TOTAL COST FOR JANITORIAL SERVICES					\$212,679.26

All libraries are open Monday thru Saturday and require nightly cleaning six days a week. Those marked with “*” are open Sunday and require nightly cleaning seven days a week.

**FULTON COUNTY: INVITATION TO BID 21ITB130447C-GS JANITORIAL SERVICES FOR SELECTED FULTON COUNTY FACILITIES
(GROUPS E, F, G, H & I)**

21ITB130447C-GS
Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I)

Section 2
Bid Form

GROUP E PRICING SHEET

GROUP E – South Fulton Libraries (1st Renewal Term- 2023)

BUILDING		Sq. Ft. Cost	Monthly Cost	Term – 12 Months	Annual Cost
Adams Park					
Total Sq. Ft.	7,500				
Cleanable Sq. Ft.	6,300	\$ 0.0859	\$ 541.27	12	\$ 6,495.18
Cleveland					
Total Sq. Ft.	13,000				
Cleanable Sq. Ft.	10,920	\$ 0.0859	\$ 956.05	12	\$ 11,472.60
College Park					
Total Sq. Ft.	7,500				
Cleanable Sq. Ft.	6,300	\$ 0.0859	\$ 541.27	12	\$6,495.18
East Point*					
Total Sq. Ft.	10,000				
Cleanable Sq. Ft.	8,400	\$ 0.0859	\$ 721.56	12	\$ 8,658.72
Fairburn Branch					
Total Sq. Ft.	9,580				
Cleanable Sq. Ft.	8,047	\$ 0.0859	\$ 691.24	12	\$ 8,294.88
Hapeville					
Total Sq. Ft.	5,000				
Cleanable Sq. Ft.	4,200	\$ 0.0897	\$ 376.74	12	\$4,520.88
South Fulton*					
Total Sq. Ft.	25,300				
Cleanable Sq. Ft.	21,252	\$ 0.0859	\$ 1,825.55	12	\$ 21,906.56
S. Fulton Parking Deck					
Total Sq. Ft.	50,000				
Cleanable Sq. Ft.	42,000	\$ 0.0859	\$ 3,607.80	12	\$43,293.00
Southwest Regional*					
Total Sq. Ft.	27,270				
Cleanable Sq. Ft.	22,906	\$ 0.0859	\$ 1,967.63	12	\$ 23,611.50
Washington Park					
Total Sq. Ft.	7,500				
Cleanable Sq. Ft.	6,300	\$0.0859	\$565.11	12	\$6,781.32
West End					
Total Sq. Ft.	7,500				
Cleanable Sq. Ft.	6,300	\$0.0859	\$ 541.27	12	\$6,495.18
Wolf Creek Branch*					
Total Sq. Ft.	25,000				
Cleanable Sq. Ft.	21,000	\$ 0.0859	\$ 1,803.90	12	\$21,646.80
Palmetto Branch					
Total Sq. Ft.	10,000				
Cleanable Sq. Ft.	8,400	\$0.0859	\$721.56	12	\$8,658.72
CONTINUATION—GROUP E PRICING SHEET—SEE NEXT PAGE					\$ 178,044.38

**FULTON COUNTY: INVITATION TO BID 21ITB130447C-GS JANITORIAL SERVICES FOR SELECTED FULTON COUNTY FACILITIES
(GROUPS E, F, G, H & I)**

21ITB130447C-GS
Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I)

Section 2
Bid Form

BUILDING		Sq. Ft. Cost	Monthly Cost	Term – 12 Months	Annual Cost
Metropolitan Branch*					
Total Sq. Ft.	25,000				
Cleanable Sq. Ft.	21,000	\$0.0859	\$ 1,803.90	12	\$ 21,646 .80
Southeast Atlanta					
Total Sq. Ft.	15,000				
Cleanable Sq. Ft.	12,600	\$ 0.0897	\$1,082.34	12	\$ 12,988.08
TOTAL COST FOR JANITORIAL SERVICES					\$ 212,679.26

All libraries are open Monday thru Saturday and require nightly cleaning six days a week. Those marked with "*" are open Sunday and require nightly cleaning seven days a week.

**FULTON COUNTY: INVITATION TO BID 21ITB130447C-GS JANITORIAL SERVICES FOR SELECTED FULTON COUNTY FACILITIES
(GROUPS E, F, G, H & I)**

21ITB130447C-GS
Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I)

Section 2
Bid Form

GROUP E PRICING SHEET

GROUP E – South Fulton Libraries (2nd Renewal Term- 2024)

Chi-Ada Corporation

BUILDING		Sq. Ft. Cost	Monthly Cost	Term – 12 Months	Annual Cost
Adams Park					
Total Sq. Ft.	7,500				
Cleanable Sq. Ft.	6,300	\$ 0.0897	\$ 565.11	12	\$ 6,781.32
Cleveland					
Total Sq. Ft.	13,000				
Cleanable Sq. Ft.	10,920	\$ 0.0897	\$ 989.52	12	\$ 11,754.29
College Park					
Total Sq. Ft.	7,500				
Cleanable Sq. Ft.	6,300	\$ 0.0897	\$ 565.11	12	\$ 6,781.32
East Point*					
Total Sq. Ft.	10,000				
Cleanable Sq. Ft.	8,400	\$ 0.0897	\$ 753.48	12	\$ 9,041.76
Fairburn Branch					
Total Sq. Ft.	9,580				
Cleanable Sq. Ft.	8,047	\$ 0.0897	\$ 721.82	12	\$ 8,661.79
Hapeville					
Total Sq. Ft.	5,000				
Cleanable Sq. Ft.	4,200	\$ 0.0897	\$ 376.74	12	\$ 4,520.88
South Fulton*					
Total Sq. Ft.	25,300				
Cleanable Sq. Ft.	21,252	\$ 0.0897	\$ 1,906.30	12	\$ 22,875.60
S. Fulton Parking Deck					
Total Sq. Ft.	50,000				
Cleanable Sq. Ft.	42,000	\$ 0.0897	\$ 3,767.40	12	\$ 45,208.80
Southwest Regional*					
Total Sq. Ft.	27,270				
Cleanable Sq. Ft.	22,906	\$ 0.0897	\$ 2,054.67	12	\$ 24,656.02
Washington Park					
Total Sq. Ft.	7,500				
Cleanable Sq. Ft.	6,300	\$ 0.0897	\$ 565.11	12	\$ 6,781.32
West End					
Total Sq. Ft.	7,500				
Cleanable Sq. Ft.	6,300	\$ 0.0897	\$ 565.11	12	\$ 6,781.32
Wolf Creek Branch*					
Total Sq. Ft.	25,000				
Cleanable Sq. Ft.	21,000	\$ 0.0897	\$ 1,883.70	12	\$ 22,604.40
Palmetto Branch					
Total Sq. Ft.	10,000				
Cleanable Sq. Ft.	8,400	\$ 0.0897	\$ 753.48	12	\$ 9,041.76
CONTINUATION—GROUP E PRICING SHEET—SEE NEXT PAGE					\$ 178,709.26

**FULTON COUNTY: INVITATION TO BID 21ITB130447C-GS JANITORIAL SERVICES FOR SELECTED FULTON COUNTY FACILITIES
(GROUPS E, F, G, H & I)**

21ITB130447C-GS
Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I)

Section 2
Bid Form

BUILDING		Sq. Ft. Cost	Monthly Cost	Term – 12 Months	Annual Cost
Metropolitan Branch*					
Total Sq. Ft.	25,000				
Cleanable Sq. Ft.	21,000	\$ 0.0897	\$ 1,883.70	12	\$ 22,604.40
Southeast Atlanta					
Total Sq. Ft.	15,000				
Cleanable Sq. Ft.	12,600	\$ 0.0897	\$ 1,130.22	12	\$ 13,562.64
TOTAL COST FOR JANITORIAL SERVICES					\$ 214,876.30 ext h

All libraries are open Monday thru Saturday and require nightly cleaning six days a week. Those marked with “*” are open Sunday and require nightly cleaning seven days a week.

**FULTON COUNTY: INVITATION TO BID 21ITB130447C-GS JANITORIAL SERVICES FOR SELECTED FULTON COUNTY FACILITIES
(GROUPS E, F, G, H & I)**

21ITB130447C-GS
Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I)

Section 2
Bid Form

GROUP F (North) PRICING SHEET

GROUP F – Other Offices North (Original Term- 2022)

BUILDING		Sq. Ft. Cost	Monthly Cost	Term – 12 Months	Annual Cost
Drug Court Training Center					
Total Sq. Ft.	18,000				
Cleanable Sq. Ft.	15,120	\$0.0859	\$1,298.81	12	\$ 15,585.70
Fulton County Customer Service Center (WROC)					
Total Sq. Ft.	54,994				\$9
Cleanable Sq. Ft.	46,195	\$0.0859	\$ 3,968.15	12	\$ 47,617.81
TOTAL COSTS FOR JANITORIAL SERVICES					\$ 63,203.51

Core hours for this facility are 7:00 a.m. to 9:00 p.m. Monday – Friday. Drug Court Training Center will require Day Porter and night cleaning five (5) times per week and six (6) times when open on Saturday. It will require two (2) Day Porters—8 hours each (i.e. One (1) Day Porter 8am-5pm; One (1) Day Porter 12pm-9pm). Saturday operating hours are usually from 8am-1pm.

Group F – Other Offices North (Original Term- 2022) (Day Porters)

Facility Name	Daily Hours	Days Per Year	Hours Per Year	Cost Per Hour	Cost Per Year
Drug Court Training Center	16	251	4016	\$ 14.25	\$57,228.00
Fulton County Customer Service Center (WROC)	21	251	5271	\$ 14.25	\$ 75,111.75
Total Cost for Day Porters	37	251	9,287	\$ 14.25	\$ 132,339.75

Total Cost for Group F- Other Offices North (Original Term 2021)

Total Cost for Cleanable Sq. Ft for Janitorial Services (General Cleaning)	\$ 63,203.51
Total Cost for Day Porter Services for Group F Other Offices North Day Porters	\$ 132,339.75
Total Annual Cost for Janitorial Services and Day Porters Services	\$ 195,543.26

**FULTON COUNTY: INVITATION TO BID 21ITB130447C-GS JANITORIAL SERVICES FOR SELECTED FULTON COUNTY FACILITIES
(GROUPS E, F, G, H & I)**

21ITB130447C-GS
Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I)

Section 2
Bid Form

GROUP F (North) PRICING SHEET

GROUP F – Other Offices North (1st Renewal Term- 2023)

BUILDING		Sq. Ft. Cost	Monthly Cost	Term – 12 Months	Annual Cost
Drug Court Training Center					
Total Sq. Ft.	18,000				
Cleanable Sq. Ft.	15,120	\$ 0.0859	\$ 1,298.81	12	\$15,585.70
Fulton County Customer Service Center (WROC)					
Total Sq. Ft.	54,994				
Cleanable Sq. Ft.	46,195	\$0.0859	\$ 3,968.15	12	\$47,617.81
TOTAL COSTS FOR JANITORIAL SERVICES					\$ 63,203.51

Core hours for this facility are 7:00 a.m. to 9:00 p.m. Monday – Friday. Drug Court Training Center will require Day Porter and night cleaning five (5) times per week and six (6) times when open on Saturday. It will require two (2) Day Porters—8 hours each (i.e. One (1) Day Porter 8am-5pm; One (1) Day Porter 12pm-9pm). Saturday operating hours are usually from 8am-1pm.

Group F - Other Offices North (1st Renewal Term- 2023) (Day Porters)

Facility Name	Daily Hours	Days Per Year	Hours Per Year	Cost Per Hour	Cost Per Year
Drug Court Training Center	16	251	4016	\$ 14.25	\$ 57,228.00
Fulton County Customer Service Center (WROC)	21	251	5271	\$ 14.25	\$ 75,111.75
Total Cost for Day Porters	37	251	9,287	\$	\$ 132,339.75

Total Cost for Group F- Other Offices North (1st Renewal Term 2023)

Total Cost for Cleanable Sq. Ft for Janitorial Services (General Cleaning)	\$ 63,203.51
Total Cost for Day Porter Services for Group F Other Offices North Day Porters	\$ 132,339.75
Total Annual Cost for Janitorial Services and Day Porters Services	\$195,543.26

**FULTON COUNTY: INVITATION TO BID 21ITB130447C-GS JANITORIAL SERVICES FOR SELECTED FULTON COUNTY FACILITIES
(GROUPS E, F, G, H & I)**

21ITB130447C-GS
Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I)

Section 2
Bid Form

GROUP F (North) PRICING SHEET

GROUP F – Other Offices North (2nd Renewal Term- 2024)

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BUILDING		Sq. Ft. Cost	Monthly Cost	Term – 12 Months	Annual Cost
Drug Court Training Center					
Total Sq. Ft.	18,000				
Cleanable Sq. Ft.	15,120	\$0.0897	\$1,356.26	12	\$ 16,275.17
Fulton County Customer Service Center (WROC)					
Total Sq. Ft.	54,994				
Cleanable Sq. Ft.	46,195	\$0.0897	\$4,143.69	12	\$ 49,724.30
TOTAL COSTS FOR JANITORIAL SERVICES					\$ 65,999.47

Core hours for this facility are 7:00 a.m. to 9:00 p.m. Monday – Friday. Drug Court Training Center will require Day Porter and night cleaning five (5) times per week and six (6) times when open on Saturday. It will require two (2) Day Porters—8 hours each (i.e. One (1) Day Porter 8am-5pm; One (1) Day Porter 12pm-9pm). Saturday operating hours are usually from 8am-1pm.

Group F - Other Offices North (2nd Renewal Term- 2024) (Day Porters)

Facility Name	Daily Hours	Days Per Year	Hours Per Year	Cost Per Hour	Cost Per Year
Drug Court Training Center	16	251	4016	\$ 14.50	\$ 58,232.00
Fulton County Customer Service Center (WROC)	21	251	5271	\$ 14.50	\$ 76,429.50
Total Cost for Day Porters	37	251	9,287	\$	\$134,661.50

Total Cost for Group F- Other Offices North- (2nd Renewal Term 2024)

Total Cost for Cleanable Sq. Ft for Janitorial Services (General Cleaning)	\$65,999.47
Total Cost for Day Porter Services for Group F Other Offices North Day Porters	\$ 134,661.50
Total Annual Cost for Janitorial Services and Day Porters Services	\$ 200,660.97

**FULTON COUNTY: INVITATION TO BID 21ITB130447C-GS JANITORIAL SERVICES FOR SELECTED FULTON COUNTY FACILITIES
(GROUPS E, F, G, H & I)**

21ITB130447C-GS
Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I)

Section 2
Bid Form

GROUP F (South) PRICING SHEET

GROUP F – Other Offices South (Original Term- 2022)

BUILDING		Sq. Ft. Cost	Monthly Cost	Term – 12 Months	Annual Cost
Public Safety Training Center					
Total Sq. Ft.	30,470				
Cleanable Sq. Ft.	25,595	\$ 0.0859	\$ 2,198.61	12	\$ 26,383.33
Cooperative Extension					
Total Sq. Ft.	7,280				
Cleanable Sq. Ft.	6,115	\$ 0.0859	\$ 525.28	12	\$ 6,303.34
Data Processing Storage					
Total Sq. Ft.	14,964				
Cleanable Sq. Ft.	12,570	\$ 0.0859	\$ 1,079.76	12	\$ 12,957.15
Fulton Clubhouse for Youth					
Total Sq. Ft.	3,204				
Cleanable Sq. Ft.	2,691	\$ 0.1000	\$ 269.10	12	\$ 3,229.20
Firing Range					
Total Sq. Ft.	712				
Cleanable Sq. Ft.	598	\$ 0.1000	\$ 60.00	12	\$ 720.00
Information Technology Warehouse					
Total Sq. Ft.	600				
Cleanable Sq. Ft.	500	\$ 0.1000	\$ 50.00	12	600.00
Sheriff Dept. Old National					
Total Sq. Ft.	2,000				
Cleanable Sq. Ft.	1,680	\$ 0.1000	\$ 168.00	12	2,016.00
Bethlehem-Birdine Senior Center					
Total Sq. Ft.	5,237				
Cleanable Sq. Ft.	4,400	0.1000	440.00		5,280.00
TOTAL COSTS FOR JANITORIAL SERVICES					\$ 57,489.02

Core hours for these facilities are 7:00 a.m. to 5:00 p.m. Monday – Friday. Be advised, hours may vary during the year. Human Services facilities will require night cleaning five (5) times per week. Bethlehem-Birdine Senior Center will require porter and night cleaning (5) times per week. Public Safety Training Center will require porter and night cleaning five (5) times per week. Data Processing and Information Technology will require night cleaning three (3) times per week (M-W-F). Firing Range and Sheriff Dept. will require night cleaning two (2) times per week (Tue-Thur). In some instances, weekend cleaning (i.e. Fulton County Sponsored Events) may be required. Some events are seasonal and will require cleaning after each scheduled event along with contractual periodic cleaning.

**FULTON COUNTY: INVITATION TO BID 21ITB130447C-GS JANITORIAL SERVICES FOR SELECTED FULTON COUNTY FACILITIES
(GROUPS E, F, G, H & I)**

21ITB130447C-GS
Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I)

Section 2
Bid Form

**Group F – Other Offices South (Original Term- 2022)
(Day Porters)**

Facility Name	Daily Hours	Days Per Year	Hours Per Year	Cost Per Hour	Cost Per Year
Public Safety Training Center	8	251	2008	\$ 14.25	\$ 28,614.00
Bethlehem-Birdine Senior Center	5	251	1255	\$ 14.25	\$ 17,883.75

Total Cost for Group F- Other Offices South- (Original Term 2022)

Total Cost for Cleanable Sq. Ft for Janitorial Services (General Cleaning)	\$ 57,489.02
Total Cost for Day Porter Services for Group F Other Offices South Day Porters	\$ 46,497.75
Total Annual Cost for Janitorial Services and Day Porters Services	\$ 103,986.77

**FULTON COUNTY: INVITATION TO BID 21ITB130447C-GS JANITORIAL SERVICES FOR SELECTED FULTON COUNTY FACILITIES
(GROUPS E, F, G, H & I)**

21ITB130447C-GS
Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I)

Section 2
Bid Form

GROUP F (South) PRICING SHEET

GROUP F – Other Offices South (1st Renewal Term- 2023)

BUILDING		Sq. Ft. Cost	Monthly Cost	Term – 12 Months	Annual Cost
Public Safety Training Center					
Total Sq. Ft.	30,470				
Cleanable Sq. Ft.	25,595	\$ 0.0859	\$ 2,198.61	12	\$ 26,383.33
Cooperative Extension					
Total Sq. Ft.	7,280				
Cleanable Sq. Ft.	6,115	\$ 0.0859	\$ 525.28	12	\$ 6,303.34
Data Processing Storage					
Total Sq. Ft.	14,964				
Cleanable Sq. Ft.	12,570	\$ 0.0859	\$ 1,079.76	12	\$ 12,957.16
Fulton Clubhouse for Youth					
Total Sq. Ft.	3,204				
Cleanable Sq. Ft.	2,691	\$ 0.1000	\$ 269.10	12	\$ 3,229.20
Firing Range					
Total Sq. Ft.	712				
Cleanable Sq. Ft.	598	\$ 0.1000	\$ 60.00	12	\$ 720.00
Information Technology Warehouse					
Total Sq. Ft.	600				
Cleanable Sq. Ft.	500	\$ 0.1000	\$ 50.00	12	600.00
Sheriff Dept. Old National					
Total Sq. Ft.	2,000				
Cleanable Sq. Ft.	1,680	\$ 0.1000	\$ 168.00	12	2,016.00
Bethlehem-Birdine Senior Center					
Total Sq. Ft.	5,237				
Cleanable Sq. Ft.	4,400	0.1000	440.00		5,280.00
TOTAL COSTS FOR JANITORIAL SERVICES					\$57,489.03

Core hours for these facilities are 7:00 a.m. to 5:00 p.m. Monday – Friday. Be advised, hours may vary during the year. Human Services facilities will require night cleaning five (5) times per week. Bethlehem-Birdine Senior Center will require porter and night cleaning (5) times per week. Public Safety Training Center will require porter and night cleaning five (5) times per week. Data Processing and Information Technology will require night cleaning three (3) times per week (M-W-F). Firing Range and Sheriff Dept. will require night cleaning two (2) times per week (Tue-Thur). In some instances, weekend cleaning (i.e. Fulton County Sponsored Events) may be required. Some events are seasonal and will require cleaning after each scheduled event along with contractual periodic cleaning.

**FULTON COUNTY: INVITATION TO BID 21ITB130447C-GS JANITORIAL SERVICES FOR SELECTED FULTON COUNTY FACILITIES
(GROUPS E, F, G, H & I)**

21ITB130447C-GS
Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I)

Section 2
Bid Form

**Group F - Other Offices South (1st Renewal- 2023)
(Day Porters)**

Facility Name	Daily Hours	Days Per Year	Hours Per Year	Cost Per Hour	Cost Per Year
Public Safety Training Center	8	251	2008	\$ 14.25	\$ 28,614.00
Bethlehem-Birdine Senior Center	5	251	1255	\$ 14.25	\$ 17,883.75

Total Cost for Group F- Other Offices South- (1st Renewal Term 2023)

Total Cost for Cleanable Sq. Ft for Janitorial Services (General Cleaning)	\$ 57,489.03
Total Cost for Day Porter Services for Group F Other Offices South Day Porters	\$ 46,497.75
Total Annual Cost for Janitorial Services and Day Porters Services	\$ 103,986.78

**FULTON COUNTY: INVITATION TO BID 21ITB130447C-GS JANITORIAL SERVICES FOR SELECTED FULTON COUNTY FACILITIES
(GROUPS E, F, G, H & I)**

21ITB130447C-GS
Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I)

Section 2
Bid Form

GROUP F (South) PRICING SHEET

GROUP F – Other Offices South (2nd Renewal Term 2024)

BUILDING		Sq. Ft. Cost	Monthly Cost	Term – 12 Months	Annual Cost
Public Safety Training Center					
Total Sq. Ft.	30,470				
Cleanable Sq. Ft.	25,595	\$ 0.0897	\$2,295.87	12	\$ 27,550.46
Cooperative Extension					
Total Sq. Ft.	7,280				
Cleanable Sq. Ft.	6,115	\$ 0.0897	\$ 548.52	12	\$ 6,582.19
Data Processing Storage					
Total Sq. Ft.	14,964				
Cleanable Sq. Ft.	12,570	\$ 0.0897	\$ 1,127.53	12	\$ 13,530.35
Fulton Clubhouse for Youth					
Total Sq. Ft.	3,204				
Cleanable Sq. Ft.	2,691	\$ 0.1003	\$269.91	12	\$3,238.88
Firing Range					
Total Sq. Ft.	712				
Cleanable Sq. Ft.	598	\$ 0.1003	\$ 59.98	12	\$ 719.76
Information Technology Warehouse					
Total Sq. Ft.	600				
Cleanable Sq. Ft.	500	\$ 0.1003	\$ 50.15	12	601.80
Sheriff Dept. Old National					
Total Sq. Ft.	2,000				
Cleanable Sq. Ft.	1,680	\$ 0.1003	\$ 168.50	12	2,022.05
Bethlehem-Birdine Senior Center					
Total Sq. Ft.	5,237				
Cleanable Sq. Ft.	4,400	0.1003	441.32		5,295.84
TOTAL COSTS FOR JANITORIAL SERVICES					\$59,541.33

Core hours for these facilities are 7:00 a.m. to 5:00 p.m. Monday – Friday. Be advised, hours may vary during the year. Human Services facilities will require night cleaning five (5) times per week. Bethlehem-Birdine Senior Center will require porter and night cleaning (5) times per week. Public Safety Training Center will require porter and night cleaning five (5) times per week. Data Processing and Information Technology will require night cleaning three (3) times per week (M-W-F). Firing Range and Sheriff Dept. will require night cleaning two (2) times per week (Tue-Thur). In some instances, weekend cleaning (i.e. Fulton County Sponsored Events) may be required. Some events are seasonal and will require cleaning after each scheduled event along with contractual periodic cleaning

**FULTON COUNTY: INVITATION TO BID 21ITB130447C-GS JANITORIAL SERVICES FOR SELECTED FULTON COUNTY FACILITIES
(GROUPS E, F, G, H & I)**

21ITB130447C-GS
Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I)

Section 2
Bid Form

**Group F - Other Offices South (2nd Renewal Term- 2024)
(Day Porters)**

Facility Name	Daily Hours	Days Per Year	Hours Per Year	Cost Per Hour	Cost Per Year
Public Safety Training Center	8	251	2008	\$ 14.50	\$29,116.00
Bethlehem-Birdine Senior Center	5	251	1255	\$ 14.50	\$ 18,197.50

Total Cost for Group F- Other Offices South- (2nd Renewal Term 2024)

2.	
Total Cost for Cleanable Sq. Ft for Janitorial Services (General Cleaning)	\$59,541.33
Total Cost for Day Porter Services for Group F Other Offices South Day Porters	\$ 47,313.50
Total Annual Cost for Janitorial Services and Day Porters Services	\$ 106,854.83

**FULTON COUNTY: INVITATION TO BID 21ITB130447C-GS JANITORIAL SERVICES FOR SELECTED FULTON COUNTY FACILITIES
(GROUPS E, F, G, H & I)**

21ITB130447C-GS
Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I)

Section 2
Bid Form

GROUP G PRICING SHEET

Group G- South Senior Centers (Original Term- 2022)

BUILDING	Sq. Ft.	\$/Per Sq. Ft. Cost	Monthly Cost	Premium Cost Per Hour	Annual Cost
HJC Bowden					
Total Sq. Ft.	34,652				
Cleanable Sq. Ft. (Less Kitchen)	25,088	\$ 0.0859	\$2,155.06		\$25,860.71
Premium Event= 100 hrs.				\$ 14.25	\$ 1,425.00
Camp Truitt					
Total Sq. Ft.	5,000				
Cleanable Sq. Ft.	4,200	\$0.0897	\$376.74		\$ 4,520.88
Palmetto					
Total Sq. Ft.	10,000				
Cleanable Sq. Ft.	8,400	\$0.0859	\$721.56		\$8,658.72
Quality Living Services					
Total Sq. Ft.	30,085				
Cleanable Sq. Ft.	25,272	\$ 0.0859	\$ 2,170.86		\$26,050.38
Hapeville					
Total Sq. Ft.	8,522				
Cleanable Sq. Ft.	7,158	\$0.0859	\$ 614.87		\$ 7,387.47
Camp Truitt 4-H Ed Ctr					
Total Sq. Ft.	5,000				
Cleanable Sq. Ft.	4,200	\$0.0897	\$376.74		\$ 4,542.88
New Beginnings					
Total Sq. Ft.	13,400				
Cleanable Sq. Ft.	11,256	\$ 0.0859	\$ 966.89		\$ 11,602.68
Southeast					
Total Sq. Ft.	7,660				
Cleanable Sq. Ft.	6,434	\$0.0859	\$ 552.81		\$6,632.17
TOTAL COST					\$95,232.14

**FULTON COUNTY: INVITATION TO BID 21ITB130447C-GS JANITORIAL SERVICES FOR SELECTED FULTON COUNTY FACILITIES
(GROUPS E, F, G, H & I)**

21ITB130447C-GS
Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I)

Section 2
Bid Form

**Group G- South Senior Centers
(Original Term- 2022)
(Day Porters)**

Facility Name	Daily Hours	Days Per Year	Hours Per Year	Cost Per Hour	Cost Per Year
Bowden Senior Center	16	251	4,016	\$ 14.25	\$ 57,228.00
Camp Truitt	5	251	1,255	\$ 14.25	\$ 17,883.75
Palmetto	5	251	1,255	\$ 14.25	\$ 17,883.75
Quality Living Services	8	251	2,008	\$ 14.25	\$ 28,614.00
Hapeville	5	251	1,255	\$ 14.25	\$ 17,883.75
New Beginnings	5	251	1,255	\$ 14.25	\$ 17,883.75
Southeast	5	251	1,255	\$ 14.25	\$ 17,883.75
Total Cost Day Porters	49	251	12,299	\$ 14.25	\$ 175,260.75

DAY PORTERS

Day porters are normally required at all Senior Centers during the hours they are open. Bid hourly rate for providing this service. Number of service hours may vary for each facility. Duties of the day porters include, but are not limited to, continually maintaining cleanliness of and restocking restrooms, emptying outside waste receptacles, policing trash around building entrances, collecting and removing trash from the building, with special attention to lobby / reception areas, glass doors, etc., and responding to emergency cleanups. The majority of cleaning duties are to be accomplished after facility normal operating hours.

**Total Cost for Group G- South Senior Centers-
(Original Term- 2022)**

Total Cost for Cleanable Sq. Ft for South Senior Centers (General Cleaning)	\$95,232.14
Total Cost for Day Porter Services for Group G South Senior Centers	\$ 175,260.75
Total Annual Cost for Group G South Senior Centers (Includes Premium Annual Cost)	\$ 4,275.00
Total Annual Cost for Group G South Senior Centers, General Cleaning, Day Porters and Premium Event Services	\$ 274,767.89

**FULTON COUNTY: INVITATION TO BID 21ITB130447C-GS JANITORIAL SERVICES FOR SELECTED FULTON COUNTY FACILITIES
(GROUPS E, F, G, H & I)**

21ITB130447C-GS
Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I)

Section 2
Bid Form

GROUP G PRICING SHEET

Group G- South Senior Centers (1st Renewal Term- 2023)

BUILDING	Sq. Ft.	\$/Per Sq. Ft. Cost	Monthly Cost	Premium Cost Per Hour	Annual Cost
HJC Bowden					
Total Sq. Ft.	34,652				
Cleanable Sq. Ft. (Less Kitchen)	25,088	\$ 0.0859	\$ 2,155.06		\$ 25,860.72
Premium Event= 100 hrs.				\$ 14.25	\$ 1,425.00
Camp Truitt		.10			
Total Sq. Ft.	5,000				
Cleanable Sq. Ft.	4,200	\$ 0.0897	\$ 376.74		\$ 4,520.88
Palmetto					
Total Sq. Ft.	10,000				
Cleanable Sq. Ft.	8,400	\$ 0.0859	\$ 721.56		\$ 8,658.72
Quality Living Services					
Total Sq. Ft.	30,085				
Cleanable Sq. Ft.	25,272	\$ 0.0859	\$ 2,170.86		\$ 26,050.38
Hapeville					
Total Sq. Ft.	8,522				
Cleanable Sq. Ft.	7,158	\$ 0.0859	\$ 614.87		\$ 7,387.47
Camp Truitt 4-H Ed Ctr					
Total Sq. Ft.	5,000				
Cleanable Sq. Ft.	4,200	\$ 0.0897	\$ 376.74		\$ 4,520.88
New Beginnings					
Total Sq. Ft.	13,400				
Cleanable Sq. Ft.	11,256	\$ 0.0859	\$ 966.89		\$ 11,602.68
Southeast					
Total Sq. Ft.	7,660				
Cleanable Sq. Ft.	6,434	\$ 0.0859	\$ 552.68		\$ 6,632.17
TOTALCOST					\$ 95,233.14

**FULTON COUNTY: INVITATION TO BID 21ITB130447C-GS JANITORIAL SERVICES FOR SELECTED FULTON COUNTY FACILITIES
(GROUPS E, F, G, H & I)**

21ITB130447C-GS
Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I)

Section 2
Bid Form

**Group G- South Senior Centers
(1st Renewal-2023)
(Day Porters)**

Facility Name	Daily Hours	Days Per Year	Hours Per Year	Cost Per Hour	Cost Per Year
Bowden Senior Center	16	251	4,016	\$ 14.25	\$ 57,228.00
Camp Truitt	5	251	1,255	\$ 14.25	\$ 17,883.75
Palmetto	5	251	1,255	\$ 14.25	\$ 17,883.75
Quality Living Services	8	251	2,008	\$ 14.25	\$ 28,614.00
Hapeville	5	251	1,255	\$ 14.25	\$ 17,883.75
New Beginnings	5	251	1,255	\$ 14.25	\$ 17,883.75
Southeast	5	251	1,255	\$ 14.25	\$ 17,883.75
Total Cost Day Porters	49	251	12,299	\$ 14.25	\$ 175,260.75

DAY PORTERS

Day porters are normally required at all Senior Centers during the hours they are open. Bid hourly rate for providing this service. Number of service hours may vary for each facility. Duties of the day porters include, but are not limited to, continually maintaining cleanliness of and restocking restrooms, emptying outside waste receptacles, policing trash around building entrances, collecting and removing trash from the building, with special attention to lobby / reception areas, glass doors, etc., and responding to emergency cleanups. The majority of cleaning duties are to be accomplished after facility normal operating hours.

**Total Cost for Group G- South Senior Centers-
(1st Renewal- 2023)**

Total Cost for Cleanable Sq. Ft for South Senior Centers (General Cleaning)	\$ 95,233.90
Total Cost for Day Porter Services for Group G South Senior Centers	\$ 175,260.75
Total Annual Cost for Group G South Senior Centers (Includes Premium Annual Cost)	\$ 4,275.00
Total Annual Cost Group G South Senior Centers, General Cleaning, Day Porters and Premium Event Services	\$ 275,769.65

**FULTON COUNTY: INVITATION TO BID 21ITB130447C-GS JANITORIAL SERVICES FOR SELECTED FULTON COUNTY FACILITIES
(GROUPS E, F, G, H & I)**

21ITB130447C-GS
Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I)

Section 2
Bid Form

GROUP G PRICING SHEET

Group G- South Senior Centers (2nd Renewal Term- 2024)

BUILDING	Sq. Ft.	\$/Per Sq. Ft. Cost	Monthly Cost	Premium Cost Per Hour	Annual Cost
HJC Bowden					
Total Sq. Ft.	34,652				
Cleanable Sq. Ft. (Less Kitchen)	25,088	\$ 0.0897	\$2,250.39		\$ 27,004.72
Premium Event= 100 hrs.				\$ 14.25	\$ 1,425.00
Camp Truitt					
Total Sq. Ft.	5,000				
Cleanable Sq. Ft.	4,200	\$ 0.0897	\$ 376.74		\$ 4,520.88
Palmetto					
Total Sq. Ft.	10,000				
Cleanable Sq. Ft.	8,400	\$0.0897	\$ 753.48		\$9,041.76
Quality Living Services					
Total Sq. Ft.	30,085				
Cleanable Sq. Ft.	25,272	\$ 0.0897	\$ 2,266.90		\$27,202.78
Hapeville					
Total Sq. Ft.	8,522				
Cleanable Sq. Ft.	7,158	\$ 0.0897	\$ 642.07		\$ 7,704.87
Camp Truitt 4-H Ed Ctr					
Total Sq. Ft.	5,000				
Cleanable Sq. Ft.	4,200	\$ 0.0897	\$376.74		\$ 4,520.88
New Beginnings					
Total Sq. Ft.	13,400				
Cleanable Sq. Ft.	11,256	\$0.0897	\$1,009.66		\$ 12,115.96
Southeast					
Total Sq. Ft.	7,660				
Cleanable Sq. Ft.	6,434	\$0.0897	\$ 577.13		\$6,925.56
TOTALCOST					\$99,037.41

**FULTON COUNTY: INVITATION TO BID 21ITB130447C-GS JANITORIAL SERVICES FOR SELECTED FULTON COUNTY FACILITIES
(GROUPS E, F, G, H & I)**

21ITB130447C-GS
Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I)

Section 2
Bid Form

**Group G- South Senior Centers
(2nd Renewal- 2024)
(Day Porters)**

Facility Name	Daily Hours	Days Per Year	Hours Per Year	Cost Per Hour	Cost Per Year
Bowden Senior Center	16	251	4,016	\$ 14.50	\$58,232.00
Camp Truitt	5	251	1,255	\$ 14.50	\$ 18,197.50
Palmetto	5	251	1,255	\$ 14.50	\$18,197.50
Quality Living Services	8	251	2,008	\$ 14.50	\$29,116.00
Hapeville	5	251	1,255	\$ 14.50	\$ 18,197.50
New Beginnings	5	251	1,255	\$ 14.50	\$18,187.50
Southeast	5	251	1,255	\$ 14.50	\$ 18,187.50
Total Cost Day Porters	49	251	12,299	\$ 14.50	\$178,335.50

DAY PORTERS

Day porters are normally required at all Senior Centers during the hours they are open. Bid hourly rate for providing this service. Number of service hours may vary for each facility. Duties of the day porters include, but are not limited to, continually maintaining cleanliness of and restocking restrooms, emptying outside waste receptacles, policing trash around building entrances, collecting and removing trash from the building, with special attention to lobby / reception areas, glass doors, etc., and responding to emergency cleanups. The majority of cleaning duties are to be accomplished after facility normal operating hours.

**Total Cost for Group G- South Senior Centers-
(2nd Renewal- 2024)**

Total Cost for Cleanable Sq. Ft for South Senior Centers (General Cleaning)	\$ 99,037.41
Total Cost for Day Porter Services for Group G South Senior Centers	\$ 178,335.50
Total Annual Cost for Group G South Senior Centers (Includes Premium Annual Cost)	\$ 2,850.00
Total Annual Cost Group G South Senior Centers, General Cleaning, Day Porters and Premium Event Services	\$280,222.91

**FULTON COUNTY: INVITATION TO BID 21ITB130447C-GS JANITORIAL SERVICES FOR SELECTED FULTON COUNTY FACILITIES
(GROUPS E, F, G, H & I)**

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Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I)

Section 2
Bid Form

**GROUP G
South Senior Centers**

PRICING RECAP JANITORIAL SERVICES	SOUTH
Initial Term	\$95,232.14
1st Renewal Term	\$95,232.14
2nd Renewal Term	\$99,037.41
TOTAL ALL TERMS	\$ 289,501.69
PREMIUM EVENT	4,275.00
DAY PORTERS	
Initial Term	\$ 175,260.75
1st Renewal Term	\$ 175,260.75
2nd Renewal Term	\$178,335.50
TOTAL ALL TERMS	\$ 528,857.00
PREMIUM EVENT	\$
Initial Term	\$ 1,425.00
1st Renewal Term	\$ 1,425.00
2nd Renewal Term	\$ 1,425.00
Total PREMIUM EVENT	\$ 4,275.00

**FULTON COUNTY: INVITATION TO BID 21ITB130447C-GS JANITORIAL SERVICES FOR SELECTED FULTON COUNTY FACILITIES
(GROUPS E, F, G, H & I)**

21ITB130447C-GS
Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I)

Section 2
Bid Form

GROUP H PRICING SHEET

GROUP H – Art Centers (Original Term- 2022)

BUILDING		Sq. Ft. Cost	Monthly Cost	Term – 12 Months	Annual Cost
West End Arts Center					
Total Sq. Ft.	5,760				
Cleanable Sq. Ft.	4,838	\$0.1000	\$ 483.80	12	\$ 5,805.60
Hammond House					
Total Sq. Ft.	6,200				
Cleanable Sq. Ft.	5,208	\$0.1000	\$520.80	12	\$6,249.60
Aviation Community Cultural Ctr.					
Total Sq. Ft.	16,200				
Cleanable Sq. Ft.	13,608	\$0.0897	\$1,220.64	12	\$14,647.65
TOTAL COSTS FOR JANITORIAL SERVICES					\$26,702.85
Day Porters					
Facility	Daily Hours	Days Per Year	Hours Per Year	Cost Per Hour	Cost Per Year
West End Arts Center	4	251	1,004	\$ 14.25	\$ 14,307.00
Hammond House	4	251	1,004	\$ 14.25	\$ 14,307.00
Aviation Cultural Center	4	251	1,004	\$ 14.25	\$ 14,307.00
Total Cost Day Porters	12	251	3,012	\$ 14.25	\$ 42,921.00

All Art Centers will require Day Porter support and nightly cleaning. In some instances weekend cleaning (i.e. Fulton County Sponsored Events) may be required.

Total Cost for Group H- Arts Centers- (Original Term 2022)

Total Cost for Cleanable Sq. Ft for Janitorial Services (General Cleaning)	\$ 26,702.85
Total Cost for Day Porter Services for Group H Arts Centers Day Porters	\$42,921.00
Total Annual Cost for Janitorial Services and Day Porters Services	\$69,879.32

**FULTON COUNTY: INVITATION TO BID 21ITB130447C-GS JANITORIAL SERVICES FOR SELECTED FULTON COUNTY FACILITIES
(GROUPS E, F, G, H & I)**

21ITB130447C-GS
Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I)

Section 2
Bid Form

GROUP H PRICING SHEET

GROUP H – Art Centers (1st Renewal- 2023)

BUILDING		Sq. Ft. Cost	Monthly Cost	Term – 12 Months	Annual Cost
West End Arts Center					
Total Sq. Ft.	5,760				
Cleanable Sq. Ft.	4,838	\$0.1000	\$ 483.80	12	\$ 5,805.60
Hammond House					
Total Sq. Ft.	6,200				
Cleanable Sq. Ft.	5,208	\$ 0.1000	\$ 520.80	12	\$ 6,249.60
Aviation Community Cultural Ctr.					
Total Sq. Ft.	16,200				
Cleanable Sq. Ft.	13,608	\$.0897	\$ 1,220.64	12	\$ 14,647.65
TOTAL COSTS FOR JANITORIAL SERVICES					\$ 26,702.85
Day Porters					
Facility	Daily Hours	Days Per Year	Hours Per Year	Cost Per Hour	Cost Per Year
West End Arts Center	4	251	1,004	\$ 14.25	\$ 14,307.00
Hammond House	4	251	1,004	\$ 14.25	\$ 14,307.00
Aviation Cultural Center	4	251	1,004	\$ 14.25	\$ 14,307.00
Total Cost Day Porters	12	251	3,012	\$ 14.25	\$ 42,921.00

All Art Centers will require Day Porter support and nightly cleaning. In some instances weekend cleaning (i.e. Fulton County Sponsored Events) may be required.

Total Cost for Group H- Arts Centers- (1st Renewal Term 2023)

Total Cost for Cleanable Sq. Ft for Janitorial Services (General Cleaning)	\$ 26,702.85
Total Cost for Day Porter Services for Group H Arts Centers Day Porters	\$ 42,921.00
Total Annual Cost for Janitorial Services and Day Porters Services	\$ 69,623.85

**FULTON COUNTY: INVITATION TO BID 21ITB130447C-GS JANITORIAL SERVICES FOR SELECTED FULTON COUNTY FACILITIES
(GROUPS E, F, G, H & I)**

21ITB130447C-GS
Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I)

Section 2
Bid Form

GROUP H PRICING SHEET

GROUP H – Art Centers (2nd Renewal- 2024)

BUILDING		Sq. Ft. Cost	Monthly Cost	Term – 12 Months	Annual Cost
West End Arts Center					
Total Sq. Ft.	5,760				
Cleanable Sq. Ft.	4,838	\$ 0.1009	\$488.15	12	\$ 5,857.85
Hammond House					
Total Sq. Ft.	6,200				
Cleanable Sq. Ft.	5,208	\$0.1009	\$ 525.49	12	\$ 6,305.85
Aviation Community Cultural Ctr.					
Total Sq. Ft.	16,200				
Cleanable Sq. Ft.	13,608	\$0.0897	\$ 1,220.64	12	\$ 14,647.65
TOTAL COSTS FOR JANITORIAL SERVICES					\$ 26,811.35
Day Porters					
Facility	Daily Hours	Days Per Year	Hours Per Year	Cost Per Hour	Cost Per Year
West End Arts Center	4	251	1,004	\$ 14.25	\$ 14,307.00
Hammond House	4	251	1,004	\$ 14.25	\$ 14,307.00
Aviation Cultural Center	4	251	1,004	\$ 14.25	\$ 14,307.00
Total Cost Day Porters	12	251	3,012	\$14.25	\$ 42,921.00

All Art Centers will require Day Porter support and nightly cleaning. In some instances weekend cleaning (i.e. Fulton County Sponsored Events) may be required.

Total Cost for Group H- Arts Centers- (2nd Renewal Term 2024)

Total Cost for Cleanable Sq. Ft for Janitorial Services (General Cleaning)	\$ 26,811.35
Total Cost for Day Porter Services for Group H Arts Centers Day Porters	\$ 42,921.00
Total Annual Cost for Janitorial Services and Day Porters Services	\$ 69,732.35

**FULTON COUNTY: INVITATION TO BID 21ITB130447C-GS JANITORIAL SERVICES FOR SELECTED FULTON COUNTY FACILITIES
(GROUPS E, F, G, H & I)**

21ITB130447C-GS
Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I)

Section 2
Bid Form

GROUP I PRICING SHEET

GROUP I – Service Centers & North & South (Original Term- 2022)

BUILDING		Sq. Ft. Cost	Monthly Cost	Term – 12 Months	Annual Cost
North Service Center					
Total Sq. Ft.	53,821				
Cleanable Sq. Ft.	45,210	\$ 0.0859	\$ 3,883.54	12	\$ 46,602.47
South Service Center					
Total Sq. Ft.	53,760		1,		
Cleanable Sq. Ft.	45,158	\$ 0.0859	\$ 3,879.07	12	\$ 46,548.87
Total Square Footage					
Total Sq. Ft.	107,581				
Cleanable Sq. Ft.	90,368	\$ 0.0859	\$ 7,762.61	12	\$ 93,151.33
TOTAL COST FOR JANITORIAL SERVICES					\$ 186,302.67
Day Porters					
Facility	Daily Hours	Days Per Year	Hours Per Year	Cost Per Hour	Cost Per Year
North Service Center	16	251	4,016	\$ 14.25	\$ 57,228.00
South Service Center	16	251	4,016	\$ 14.25	\$ 57,228.00
Total Cost Day Porters	32	251	8,032	\$ 14.25	\$ 114,456.00

All Service Centers will require Day Porter support and nightly cleaning. Core hours for these facilities are 7:00 a.m. to 5:00 p.m., Monday thru Friday. In some instances weekend cleaning (i.e. Fulton County Sponsored Events) may be required.

Total Cost for Group I- North & South Service Centers- (Original Term 2022)

Total Cost for Cleanable Sq. Ft for Janitorial Services (General Cleaning)	\$ 186,302.67
Total Cost for Day Porter Services for Group I North & South Service Centers Day Porters	\$ 114,456.00
Total Annual Cost for Janitorial Services and Day Porters Services	\$ 300,758.67

**FULTON COUNTY: INVITATION TO BID 21ITB130447C-GS JANITORIAL SERVICES FOR SELECTED FULTON COUNTY FACILITIES
(GROUPS E, F, G, H & I)**

21ITB130447C-GS
Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I)

Section 2
Bid Form

GROUP I PRICING SHEET

GROUP I – Service Centers & North & South (1st Renewal Term- 2023)

BUILDING		Sq. Ft. Cost	Monthly Cost	Term – 12 Months	Annual Cost
North Service Center					
Total Sq. Ft.	53,821				
Cleanable Sq. Ft.	45,210	\$ 0.0859	\$ 3,883.54	12	\$ 46,602.47
South Service Center					
Total Sq. Ft.	53,760				
Cleanable Sq. Ft.	45,158	\$ 0.0859	\$ 3,879.07	12	\$ 46,548.87
Total Square Footage					
Total Sq. Ft.	107,581				
Cleanable Sq. Ft.	90,368	\$ 0.0859	\$ 7,780.91	12	\$ 93,370.89
TOTAL COST FOR JANITORIAL SERVICES					\$ 186,522.23
Day Porters					
Facility	Daily Hours	Days Per Year	Hours Per Year	Cost Per Hour	Cost Per Year
North Service Center	16	251	4,016	\$ 14.25	\$ 57,228.00
South Service Center	16	251	4,016	\$ 14.25	\$ 57,228.00
Total Cost Day Porters	32	251	8,032	\$ 14.25	\$ 114,456.00

All Service Centers will require Day Porter support and nightly cleaning. Core hours for these facilities are 7:00 a.m. to 5:00 p.m., Monday thru Friday. In some instances weekend cleaning (i.e. Fulton County Sponsored Events) may be required.

Total Cost for Group I- North & South Service Centers- (1st Renewal Term 2023)

Total Cost for Cleanable Sq. Ft for Janitorial Services (General Cleaning)	\$ 186,522.23
Total Cost for Day Porter Services for Group I North & South Service Centers Day Porters	\$ 114,456.00
Total Annual Cost for Janitorial Services and Day Porters Services	\$ 300,978.23

Type text here

**FULTON COUNTY: INVITATION TO BID 21ITB130447C-GS JANITORIAL SERVICES FOR SELECTED FULTON COUNTY FACILITIES
(GROUPS E, F, G, H & I)**

21ITB130447C-GS
Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I)

Section 2
Bid Form

GROUP I PRICING SHEET

GROUP I – Service Centers & North & South (2nd Renewal Term- 2024)

BUILDING		Sq. Ft. Cost	Monthly Cost	Term – 12 Months	Annual Cost
North Service Center					
Total Sq. Ft.	53,821				
Cleanable Sq. Ft.	45,210	\$ 0.0897	\$ 4,055.34	12	\$ 48,664.04
South Service Center					
Total Sq. Ft.	53,760				
Cleanable Sq. Ft.	45,158	\$ 0.0897	\$ 4,050.67	12	\$ 48,608.07
Total Square Footage					
Total Sq. Ft.	107,581				
Cleanable Sq. Ft.	90,368	\$ 0.0897	\$ 8,106.00	12	\$ 97,272.12
TOTAL COST FOR JANITORIAL SERVICES					\$ 194,544.25
Day Porters					
Facility	Daily Hours	Days Per Year	Hours Per Year	Cost Per Hour	Cost Per Year
North Service Center	16	251	4,016	\$ 14.25	\$ 57,228.00
South Service Center	16	251	4,016	\$ 14.25	\$ 57,228.00
Total Cost Day Porters	32	251	8,032	\$ 14.25	\$ 114,456.00

All Service Centers will require Day Porter support and nightly cleaning. Core hours for these facilities are 7:00 a.m. to 5:00 p.m., Monday thru Friday. In some instances weekend cleaning (i.e. Fulton County Sponsored Events) may be required.

Total Cost for Group I- North & South Service Centers- (2nd Renewal Term 2024)

Total Cost for Cleanable Sq. Ft for Janitorial Services (General Cleaning)	\$ 194,544.25
Total Cost for Day Porter Services for Group I North & South Service Centers Day Porters	\$ 114,456.00
Total Annual Cost for Janitorial Services and Day Porters Services	\$ 309,000.25

**FULTON COUNTY: INVITATION TO BID 21ITB130447C-GS JANITORIAL SERVICES FOR SELECTED FULTON COUNTY FACILITIES
(GROUPS E, F, G, H & I)**

5- Acknowledgement of Addendum

21ITB130447C-GS
Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I)

Section 2
Bid Form

The Bidder furthermore agrees that, in the case of a failure on his part to execute the Contract Agreement and Bonds within ten days after receipt of conformed contract documents for execution, the Bid Bond accompanying his bid and the monies payable thereon shall be paid into the funds of the Owner as liquidated damages for such failure. Enclosed is a Bid Bond in the approved form, in the sum of:

One Million seventy two thousand eight hundred sixtyfour and four cent.

Dollars

(\$ 1,072,864.04) according to the conditions of "Instructions to Bidders" and provisions thereof.

The undersigned acknowledges receipt of the following addenda (list by the number and date appearing on each addendum) and thereby affirms that its Bid considers and incorporates any modifications to the originally issued Bidding Documents included therein.

ADDENDUM #	<u>1</u>	DATED	<u>10/18/2021</u>
ADDENDUM #	<u>2</u>	DATED	<u>10/19/2021</u>
ADDENDUM #	<u>3</u>	DATED	<u>10/19/2021</u>
ADDENDUM #	<u>4</u>	DATED	<u>10/26/2021</u>
	<u>5</u>		<u>11/02/2021</u>

BIDDER: Chi-Ada Corporation

Signed by: [Signature]
[Type or Print Name]

Title: President

Business Address: 5452 Oconee Drive Douglasville, GA 30135

Business Phone: 678-777-5177

**FULTON COUNTY: INVITATION TO BID 21ITB130447C-GS JANITORIAL SERVICES FOR SELECTED FULTON COUNTY FACILITIES
(GROUPS E, F, G, H & I)**

21ITB130447C-GS

Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I)

Section 2

Bid Form

Note: If the Bidder is a corporation, the Bid shall be signed by an officer of the corporation; if a partnership, it shall be signed by a partner. If signed by others, authority for signature shall be attached.

The full name and addresses of persons or parties interested in the foregoing Bid, as principals, are as follows:

Name	Address
Bartholomew Okoro	5482 Oconee Drive Douglasville, GA 30135
Bechukwu Okoro	5482 Oconee Drive Douglasville, GA 30135
Regina Okoro	5482 Oconee Drive Douglasville, GA 30135
_____	_____
_____	_____
_____	_____
_____	_____

END OF SECTION

EXHIBIT E

PURCHASING FORMS

**FULTON COUNTY: INVITATION TO BID 21ITB130447C-GS JANITORIAL SERVICES FOR SELECTED FULTON COUNTY FACILITIES
(GROUPS E, F, G, H & I)**

10- Immigration forms

21ITB130447C-GS
Janitorial Services for Selected Fulton County Facilities
(Groups E, F, G, H & I)

Section 6

Purchasing Forms & Instructions

STATE OF GEORGIA

COUNTY OF FULTON

**FORM A: GEORGIA SECURITY AND IMMIGRATION CONTRACTOR AFFIDAVIT
AND AGREEMENT**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services¹ under a contract with [Insert name of prime contractor] Chi-Ada Corporation on behalf of Fulton County Government has registered with and is participating in a federal work authorization program², in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services to this contract with Fulton County Government, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the Fulton County Government at the time the subcontractor(s) is retained to perform such service.

418202

EEV/Basic Pilot Program* User Identification Number

Bartholomew Okoro

BY: Authorized Officer of Agent
(Insert Contractor Name)

President

Title of Authorized Officer or Agent of Contractor

Barth Okoro

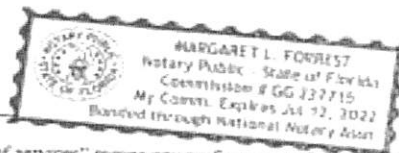
Printed Name of Authorized Officer or Agent

Sworn to and subscribed before me this 3rd day of NOVEMBER, 2021

Notary Public: [Signature]

County: Broward

Commission Expires: July 12, 2022



¹O.C.G.A. § 13-10-90(4), as amended by Senate Bill 160, provides that "physical performance of services" means any performance of labor or services for a public employer (e.g., Fulton County) using a bidding process (e.g., ITB, RFQ, RFP, etc.) or contract wherein the labor or services exceed \$2,499.99, except for those individuals licensed pursuant to title 26 or Title 43 or by the State Bar of Georgia and is in good standing when such contract is for service to be rendered by such individual.

²[Any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603]

**FULTON COUNTY: INVITATION TO BID 21ITB130447C-GS JANITORIAL SERVICES FOR SELECTED FULTON COUNTY FACILITIES
(GROUPS E, F, G, H & I)**

21ITB130447C-GS
Janitorial Services for Selected Fulton County Facilities
(Groups E, F, G, H & I)

Section 6

Purchasing Forms & Instructions

STATE OF GEORGIA

COUNTY OF FULTON

**FORM B: GEORGIA SECURITY AND IMMIGRATION SUBCONTRACTOR
AFFIDAVIT**

By executing this affidavit, the undersigned subcontractor 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 services³ under a contract with [insert name of prime contractor] Chi-Ada Corporation behalf of Fulton County Government has registered with and is participating in a federal work authorization program⁴ in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

913815

EEV/Basic Pilot Program* User Identification Number

McKenzie's Cleaning Inc.

BY: Authorized Officer of Agent
(Insert Subcontractor Name)

President

Title of Authorized Officer or Agent of Subcontractor

Terriann McKenzie

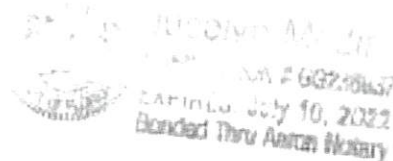
Printed Name of Authorized Officer or Agent

Sworn to and subscribed before me this 7 day of Nov., 2021

Notary Public: Joseph M. Neal

County: Broward

Commission Expires: July 10, 2022



³O.C.G.A. § 13-10-90(4), as amended by Senate Bill 160, provides that "physical performance of services" means any performance of labor or services for a public employer (e.g., Fulton County) using a bidding process (e.g., ITB, RFQ, RFP, etc.) or contract wherein the labor or services exceed \$2,499.99, except for those individuals licensed pursuant to title 26 or Title 43 or by the State Bar of Georgia and is in good standing when such contract is for service to be rendered by such individual.

⁴[Any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603.]

**FULTON COUNTY: INVITATION TO BID 21ITB130447C-GS JANITORIAL SERVICES FOR SELECTED FULTON COUNTY FACILITIES
(GROUPS E, F, G, H & I)**

21ITB130447C-GS
Janitorial Services for Selected Fulton County Facilities
(Groups E, F, G, H & I)

Section 6
Purchasing Forms & Instructions

FORM C1: CONTRACTOR'S GEORGIA UTILITY LICENSE CERTIFICATION

Contractor's Name: Chi-Ada Corporation

Utility Contractor's Name: N/A

Expiration Date of License: N/A

I certify that the above information is true and correct and that the classification noted is applicable to the Bid for this Project.

Signed: 

Date: 11-3-21

(ATTACH COPY OF LICENSE)

**FULTON COUNTY: INVITATION TO BID 21ITB130447C-GS JANITORIAL SERVICES FOR SELECTED FULTON COUNTY FACILITIES
(GROUPS E, F, G, H & I)**

21ITB130447C-GS
Janitorial Services for Selected Fulton County Facilities
(Groups E, F, G, H & I)

Section 5

Purchasing Forms & Instructions

**FORM C2: CONTRACTOR'S GEORGIA GENERAL CONTRACTOR'S LICENSE
CERTIFICATION**

Contractor's Name: Chi-Ada Corporation

General Contractor's License Number: N/A

Expiration Date of License: N/A

I certify that the above information is true and correct and that the classification noted is applicable to the Bid for this Project:

Signed: [Signature]

Date: 11-3-21

(ATTACH COPY OF LICENSE)

**FULTON COUNTY: INVITATION TO BID 21ITB130447C-GS JANITORIAL SERVICES FOR SELECTED FULTON COUNTY FACILITIES
(GROUPS E, F, G, H & I)**21ITB130447C-GS
Janitorial Services for Selected Fulton County Facilities
(Groups E, F, G, H & I)Section 5
Purchasing Forms & Instructions**FORM C3: GEORGIA PROFESSIONAL LICENSE CERTIFICATION****NOTE:** Please complete this form for the work your firm will perform on this project.Contractor's Name: Chi-Ada CorporationPerforming work as: Prime Contractor ☐ Sub-Contractor ☐Professional License Type: N/AProfessional License Number: N/AExpiration Date of License: N/A

I certify that the above information is true and correct and that the classification noted is applicable to the Bid for this Project.

Signed: Date: 11-3-21

(ATTACH COPY OF LICENSE)

**FULTON COUNTY: INVITATION TO BID 21ITB130447C-GS JANITORIAL SERVICES FOR SELECTED FULTON COUNTY FACILITIES
(GROUPS E, F, G, H & I)**

11- Disclosure and questionnaire

21ITB130447C-GS
Janitorial Services for Selected Fulton County Facilities
(Groups E, F, G, H & I)

Section 6
Purchasing Forms & Instructions

FORM D: DISCLOSURE FORM AND QUESTIONNAIRE

1. Please provide the names and business addresses of each of the Offeror's firm's officers and directors.

For the purposes of this form, the term "Offeror" means an entity that responds to a solicitation for a County contract by either submitting a proposal in response to a Request for Proposal or a Request for Qualification or a Bid in response to an Invitation to Bid. Describe accurately, fully and completely, their respective relationships with said Offeror, including their ownership interests and their anticipated role in the management and operations of said Offeror.

Bartholomew Okoro, the president of Chi-Ada Corporation owns, 100% of the interests of Chi-Ada Corporation

2. Please describe the general development of said Offeror's business during the past five (5) years, or such shorter period of time that said Offeror has been in business.

Established in August 25, 1996, Chi-Ada Corporation has sustained a progressive financial growth. The most significant financial growth started in 2010. The financial figures went from \$75,000 contractual value to \$35,000,000 as of today.

3. Please state whether any employee, agent or representative of said Offeror who is or will be directly involved in the subject project has or has ever: (i) directly or indirectly had a business relationship with Fulton County; (ii) directly or indirectly received revenues from Fulton County; or (iii) directly or indirectly receives revenues from the result of conducting business on Fulton County property or pursuant to any contract with Fulton County. Please describe in detail any such relationship.

I, Bartholomew Okoro, president of Chi-Ada Corporation asserts that none of our employees, agents, or representative who are or will be directly involved in this project have or have ever; directly or indirectly had a business relationship with Fulton County; or directly or indirectly received revenues from Fulton County; or directly or indirectly received from the result of conducting business on Fulton County property or pursuant to any contract with Fulton County

**FULTON COUNTY: INVITATION TO BID 21ITB130447C-GS JANITORIAL SERVICES FOR SELECTED FULTON COUNTY FACILITIES
(GROUPS E, F, G, H & I)**

21ITB130447C-GS
Janitorial Services for Selected Fulton County Facilities
(Groups E, F, G, H & I)

Section 6

Purchasing Forms & Instructions

LITIGATION DISCLOSURE:

Failure to fully and truthfully disclose the information required, may result in the disqualification of your bid or proposal from consideration or termination of the Contract, once awarded.

1. Please state whether any of the following events have occurred in the last five (5) years with respect to said Offeror. If any answer is yes, explain fully the following:
 - (a) whether a petition under the federal bankruptcy laws or state insolvency laws was filed by or against said Offeror, or a receiver fiscal agent or similar officer was appointed by a court for the business or property of said Offeror;

Circle One: YES ☒ NO
 - (b) whether Offeror was subject of any order, judgment, or decree not subsequently reversed, suspended or vacated by any court of competent jurisdiction, permanently enjoining said Offeror from engaging in any type of business practice, or otherwise eliminating any type of business practice; and

Circle One: YES ☒ NO
 - (c) whether said Offeror's business was the subject of any civil or criminal proceeding in which there was a final adjudication adverse to said Offeror, which directly arose from activities conducted by the business unit or corporate division of said Offeror which submitted a bid or proposal for the subject project. If so please explain.

Circle One: YES ☒ NO
2. Have you or any member of your firm or team to be assigned to this engagement ever been indicted or convicted of a criminal offense within the last five (5) years?

Circle One: YES ☒ NO
3. Have you or any member of your firm or team been terminated (for cause or otherwise) from any work being performed for Fulton County or any other Federal, State or Local Government?

Circle One: YES ☒ NO
4. Have you or any member of your firm or team been involved in any claim or litigation adverse to Fulton County or any other federal, state or local government, or private entity during the last three (3) years?

**FULTON COUNTY: INVITATION TO BID 21ITB130447C-GS JANITORIAL SERVICES FOR SELECTED FULTON COUNTY FACILITIES
(GROUPS E, F, G, H & I)**

21ITB130447C-GS
Janitorial Services for Selected Fulton County Facilities
(Groups E, F, G, H & I)

Section 6

Purchasing Forms & Instructions

Circle One: YES **NO**

5. Has any offeror, member of offeror's team, or officer of any of them (with respect to any matter involving the business practices or activities of his or her employer), been notified within the five (5) years preceding the date of this offer that any of them are the target of a criminal investigation, grand jury investigation, or civil enforcement proceeding?

Circle One: YES **NO**

If you have answered "YES" to any of the above questions, please indicate the name(s) of the person(s), the nature, and the status and/or outcome of the information, indictment, conviction, termination, claim or litigation, the name of the court and the file or reference number of the case, as applicable. Any such information should be provided on a separate page, attached to this form and submitted with your proposal.

NOTE: If any response to any question set forth in this questionnaire has been disclosed in any other document, a response may be made by attaching a copy of such disclosure. (For example, said Offeror's most recent filings with the Securities and Exchange Commission ("SEC") may be provided if they are responsive to certain items within the questionnaire.) However, for purposes of clarity, Offeror should correlate its responses with the exhibits by identifying the exhibit and its relevant text.

Disclosures must specifically address, completely respond and comply with all information requested and fully answer all questions requested by Fulton County. Such disclosure must be submitted at the time of the bid or proposal submission and included as a part of the bid/proposal submitted for this project. Disclosure is required for Offerors, joint venture partners and first-tier subcontractors.

Failure to provide required disclosure, submit officially signed and notarized documents or respond to any and all information requested/required by Fulton County can result in the bid/proposal declared as non-responsive. This document must be completed and included as a part of the bid/proposal package along with other required documents.

[SIGNATURES ON NEXT PAGE]

**FULTON COUNTY: INVITATION TO BID 21ITB130447C-GS JANITORIAL SERVICES FOR SELECTED FULTON COUNTY FACILITIES
(GROUPS E, F, G, H & I)**

21ITB130447C-GS
Janitorial Services for Selected Fulton County Facilities
(Groups E, F, G, H & I)

Section 6

Purchasing Forms & Instructions

Under penalty of perjury, I declare that I have examined this questionnaire and all attachments hereto, if applicable, to the best of my knowledge and belief, and all statements contained hereto are true, correct, and complete.

On this 3rd day of NOVEMBER, 2021.

BARTHOLOMEW OKORO 11/3/21
(Legal Name of Proponent) (Date)

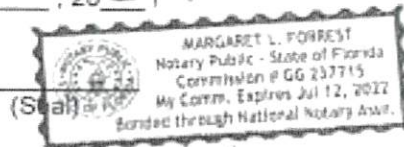
[Signature] 11-3-21
(Signature of Authorized Representative) (Date)

President
(Title)

Sworn to and subscribed before me,

This 3rd day of NOVEMBER, 2021.

[Signature] Type text here
(Notary Public)



Commission Expires July 12, 2022 11/3/21
(Date)

**FULTON COUNTY: INVITATION TO BID 21ITB130447C-GS JANITORIAL SERVICES FOR SELECTED FULTON COUNTY FACILITIES
(GROUPS E, F, G, H & I)**

13- Office of Contract Compliance Requirements
(Submitted in a separate file)

14- Chi-Ada Corporation Organization of the Project

Team Organization

At Chi-Ada Corporation, we achieve our goal by the quality of our human capital. Our management is enriched by prominent, high skilled and experienced individuals with degrees in Hospitality Management, Electrical Engineering, Property Management, Education and Criminology, Business and Investment Management.

❖ Account Manager for this Project

Role in the Project:

1. Control the overall project for a successful completion of the project.
2. Control the suppliers and equipment needs of the project
3. Sign and order official documents with Fulton County
4. Respond to Fulton County for any key issues of the project
5. Coordinate and report to the Broward County management about the compliance of the project

Bartholomew Okoro

4820 West Commercial Blvd, Tamarac FL 33319

Phone: 954.777.5177, Fax: 954.777.5147

Chief Operating Officer and President of Chi-Ada Corporation with twenty-seven (27) years of experience in janitorial services, management and decision-making skills, creative and leadership skills, problem solving, excellent planning and organizational skills.

Professional Experience

1995-Present: President/CEO (Chi-Ada Corporation, Florida)

- Oversee all of the company activities
- Responsible for operations and financial performance
- Enhance the standing of the company with the outside world
- Submit acquisition, proposals and implements
- Prepare strategies, plans and objectives
- Review the performance of employees and keeps them informed

1992-2005: Janitorial Subcontractor (American Building Maintenance (ABM), Miami, Florida)

- Provided janitorial services to 43 bank locations

**FULTON COUNTY: INVITATION TO BID 21ITB130447C-GS JANITORIAL SERVICES FOR SELECTED FULTON COUNTY FACILITIES
(GROUPS E, F, G, H & I)**

1988-1992: Assistance Restaurant Manager

- Making guest reservations
 - Supervise quality control
 - Plan public relations activities and party arrangements
- 1988-1992: Assistance Restaurant Manager

Line Cook (Fontainebleau Hilton Hotel, Miami Beach, Florida)

- Prepare meals for major events
- Basic food preparations

Education

1991 B.S. Degree in Hospitality Management (Florida International University, Miami, Florida)

1990 Associate Degree in Pharmacy (Miami Dade College, Miami, Florida)

1987 Degree in Hotel Management (College of the Bahamas Nassau, Bahamas)

Certification

Green cleaning certification

OSHA Safety training

Languages:

- English

❖ Project Manager

Role in the Project

- Responsibility for Meeting with Management to Discuss Progress in Contract Compliance
- Review Quality Control Issues
- Submit Reports & Schedules
- Address Client Operation Concerns in Janitorial Service

Omar Turrel

Project/Operations Manager

Distinctive Qualifications

Expert abilities to listen others and move toward with common goals.

Proven ability to drive essential process change under strict deadlines.

Planning abilities in cleaning and expert in Maintaining facilities.

Ability to achieve best result in time supervision.

Role in the Project

- Responsibility for Meeting with Management to Discuss Progress in Contract Compliance
- Review Quality Control Issues
- Submit Reports & Schedules

**FULTON COUNTY: INVITATION TO BID 21ITB130447C-GS JANITORIAL SERVICES FOR SELECTED FULTON COUNTY FACILITIES
(GROUPS E, F, G, H & I)**

- Address Client Operation Concerns in Janitorial Service

Professional Profile

Excellent Janitorial and Supervisory Skill, capable to satisfy my clients and ability to supervise and listen to complaints. Proven effective leadership in Service industries and overall success.

Chi-Ada Corporation: 2017- present

Project Manager

- * Attend meetings, trainings to develop better skills with ability for multi tasks

- Serves as onsite Manager for assigned project location to insure all services.
- comply contract specifications.
- Serve as Inspector to make sure daily and weekly contract specifications are met.
- Effective time manager to Chi-Ada employees
- Report to Home office of incident if any and keep records.
- Clean industrial Cleaning service 2011
- Conducts numerous training to blend super results.
- Developed staff operating procedures to ensure quality control.
- Take inventories of supplies.
- Comply to company standard and procedures.

Education

- Plantation High School 2000 Florida
- School of Environmental Service. 2010

Certification

Green Cleaning

OSHA Safety training

Site Supervisors

❖ Supervisors

Role in the Project

- Responsible for Staff Reporting to Work as Scheduled
- Responsible for Inspections of All Work Performed by Staff
- Verify All Reports, Time Sheets, Customer Request Response & Daily Inspections
- Assist in Problem Solving Concerns

1- Humberto Guerra

4820 West Commercial Blvd, Tamarac FL 33319

Phone: 954.777.5177, Fax: 954.777.5147

**FULTON COUNTY: INVITATION TO BID 21ITB130447C-GS JANITORIAL SERVICES FOR SELECTED FULTON COUNTY FACILITIES
(GROUPS E, F, G, H & I)**

Knowledge of completing projects and satisfying my clients. Good listen abilities to measure complaints, Effective leadership in business affairs. Expert facilitation abilities to influence others and move toward common goals. Proven ability to drive essential process change under strict deadlines. Leadership in Janitorial services industry and expert in maintaining facilities.

Professional Experience

May 2013-Present Chi-Ada Corporation: Site Supervisor

- supervisor of Chi-Ada employees Group A, evening shift
- Inspector to make sure daily and weekly contract spec are met
- Assist coordinate relationships with County representatives
- Assist time Chi-Ada management with employees
- Report to Project to General Manager matters of incident if any and record each.
- Assist in Orientation of new hire to develop better skills with ability handle multi tasks.
- Record Stocks of inventories and weekly supplies to the station stockroom.

2005- May ,2013: Diamond Cleaning services: Supervisor

- Assist employees training in Diamond cleaning service
- Assist staff understanding work procedures to ensure quality control
- Take charge of distribution of inventories
- Comply with company standard operating procedure

Education

Vocational school on Environmental Service

Certification

Green Cleaning

OSHA Safety training

Quality control training

Languages Spoken:

- English
- Spanish

2- Maricela Hernandez

4820 West Commercial Blvd, Tamarac FL 33319

Phone: 954.777.5177, Fax: 954.777.5147

Versatile Janitorial and Supervisory Knowledge, completing projects to satisfy my clients and ability to supervise and listen to complaints. Proven effective leadership in business and overall success.

Professional Experience

2013-Present: **Supervisor** (Chi-Ada Corporation, Florida)

**FULTON COUNTY: INVITATION TO BID 21ITB130447C-GS JANITORIAL SERVICES FOR SELECTED FULTON COUNTY FACILITIES
(GROUPS E, F, G, H & I)**

- Serves as onsite supervisor for assigned project location to ensure all services comply contract specifications
- Serve as Inspector to make sure daily and weekly contract spec are met
- Foster and build relationships with City/ County representatives
- Demonstrates effective time manager to Chi-Ada management and employees
- Report to Project Manager to ensure management are well inform of incident if any and record stocks and inventories.
- Attend meetings, trainings to develop better skills with ability for multi tasks.

2009-2013 Supervisor: Diamond Cleaning service

- Conducts numerous training to blend super results
- Developed staff operating procedures to ensure quality control
- Monitored distribution of inventories
- Adhere to company standard operating procedure

Education

Central Service Technical International association of Environmental Service

Additional Skills

Expert facilitation abilities to influence others and move toward common goals

Proven ability to drive essential process change under strict deadlines

Leadership in Janitorial services industry and expert in Maintaining facilities.

Highly demanding to achieve best result in time Management.

Certification

Green Cleaning

OSHA Safety training

Quality control training

Languages Spoken:

- English
- Spanish

3- Valerie Gomez

4820 West Commercial Blvd, Tamarac FL 33319

Phone: 954.777.5177, Fax: 954.777.5147

- Gain Knowledge and effective leadership in business. Hard Work, Goal Oriented, Compassionate to Others, and Effective communicator

Professional Experience

2012-Present: **Supervisor** at Chi-Ada Corporation

- Serves as supervisor for Metro Rail Locations North to ensure all services comply contract specifications
- Daily inspection of all stations
- Record Keeping of any incidental and report to Management
- Draw weekly schedule for Chi-Ada employees
- Report to Project Manager of any incident on day-to-day stocks and inventories.
- Attend meetings, trainings to develop better skills with ability.

2001-12 Vista Janitorial service

**FULTON COUNTY: INVITATION TO BID 21ITB130447C-GS JANITORIAL SERVICES FOR SELECTED FULTON COUNTY FACILITIES
(GROUPS E, F, G, H & I)**

- Orientation and training of Newly hire
- Supervise staff to ensure quality control
- Instruct New hire on Material Safety Data issues
- Adhere to company standard operating procedure

Education

High School Graduate.

Environmental Education

Certification

Green Cleaning

OSHA Safety training

Quality control training

Languages Spoken:

- English
- Spanish

4- Maria Castro

4820 West Commercial Blvd, Tamarac FL 33319

Phone: 954.777.5177, Fax: 954.777.5147

Knowledge to completing projects and satisfying client's high ability to supervise and resolve problems. Hard working Individual

Professional Experience

2012-Present: Chi-Ada Corporation, Florida: Site Supervisor

- Supervise Group C employees at metro Mover Service assigned project to ensure all metro station are given professional required services.
- comply to contract specifications
- Serve as Inspector to make sure daily and weekly contract spec are met
- Draw schedules in line to cover 7-day operation at mover stations
- Demonstrates effective time management and employees
- Communicate to Project Manager to ensure information circular
- Assist in Orientations, trainings of new employees

2005-2011: Diamond Cleaning service: Site Supervisor

- Request Materials and supplies when needed
- Direct and assist staff to ensure MSDS material Safety are followed.
- Help distribution of inventories
- Compliance to company standard operating procedure
- Supervise Group C employees at metro Mover Service assigned project to ensure all metro station are given professional required services.
- comply to contract specifications
- Serve as Inspector to make sure daily and weekly contract spec are met

**FULTON COUNTY: INVITATION TO BID 21ITB130447C-GS JANITORIAL SERVICES FOR SELECTED FULTON COUNTY FACILITIES
(GROUPS E, F, G, H & I)**

- Draw schedules in line to cover 7-day operation at mover stations
- Demonstrates effective time management and employees
- Communicate to Project Manager to ensure information circular
- Assist in Orientations, trainings of new employees

Education

High school graduate

College of Environmental studies

Additional Skills

Abilities to influence others make tough Decision and goal getting. Ability to drive essential process changes even at tough Times. Good Leadership in Janitorial services industry. Capable to achieve best results in time Management.

Certification

Green Cleaning

OSHA Safety training

Quality control training

Languages Spoken:

- English
- Spanish

❖ Custodians and Project Crews

Number	Function	Title	General Experience
Custodians	1 to 10 years in Janitorial Services at Chi-Ada Corporation <ul style="list-style-type: none"> ❖ Responsible for general cleaning ❖ Cleans and maintains entry lobby including cleaning of windows, doors, mopping floors, vacuuming carpets, etc., at least daily, and more if necessary, to maintain excellent entrance appeal ❖ Cleans restrooms on a daily basis, more if necessary, to maintain sanitary conditions ❖ Cleans stairways and elevators on a regularly scheduled basis 	Cleaners	1 to 10 years in Janitorial Services at Chi-Ada Corporation
Project Team	1 to 10 years in Janitorial Services at Chi-Ada Corporation <ul style="list-style-type: none"> ❖ Performs Special Task such as pressure cleaning, scrubbing and polishing floors, carpet cleaning, reconditioning, etc. 	Cleaners	1 to 10 years in Janitorial Services at Chi-Ada Corporation

**FULTON COUNTY: INVITATION TO BID 21ITB130447C-GS JANITORIAL SERVICES FOR SELECTED FULTON COUNTY FACILITIES
(GROUPS E, F, G, H & I)****Corporate Support to this Project**

The management of Chi-Ada Corporation will provide all the necessary managerial means to the key personnel through the Project Manager for the success of the project. In this regard, the management will make available the required personnel, supplies, materials, equipment, and financial means before and during the contract. The Account Executive will be the liaison between the Project Manager and the management of Chi-Ada Corporation. In addition, the Account Executive will be responsible for any issues that come up during the contract that is beyond the responsibility of the Project Manager, such as issues regarding the management of the project with Fulton County management.

Decision Making

Issues that come up about the quality assurance of the project, emergencies, the management and supervision of the key personnel, the implementation of necessary additional training, the coordination of the day-to-day tasks of the project, and the daily liaison of the project with Fulton County management are under the responsibility of the Project Manager. The Project Manager has been given an extended authority to decide on these issues and any other issues that require immediate attention and solution for the success of the project.

Contingency Plan

Chi-Ada Corporation has a smooth strategy plan to respond adequately for the daily management of the project. In this regard, the Account Executive will be available 24 hours a day, 7 days a week through phone or email. The Account Executive is required to respond to any inquiries from Fulton County within a shortest period outside the cleaning hours and permanently during the cleaning hours.

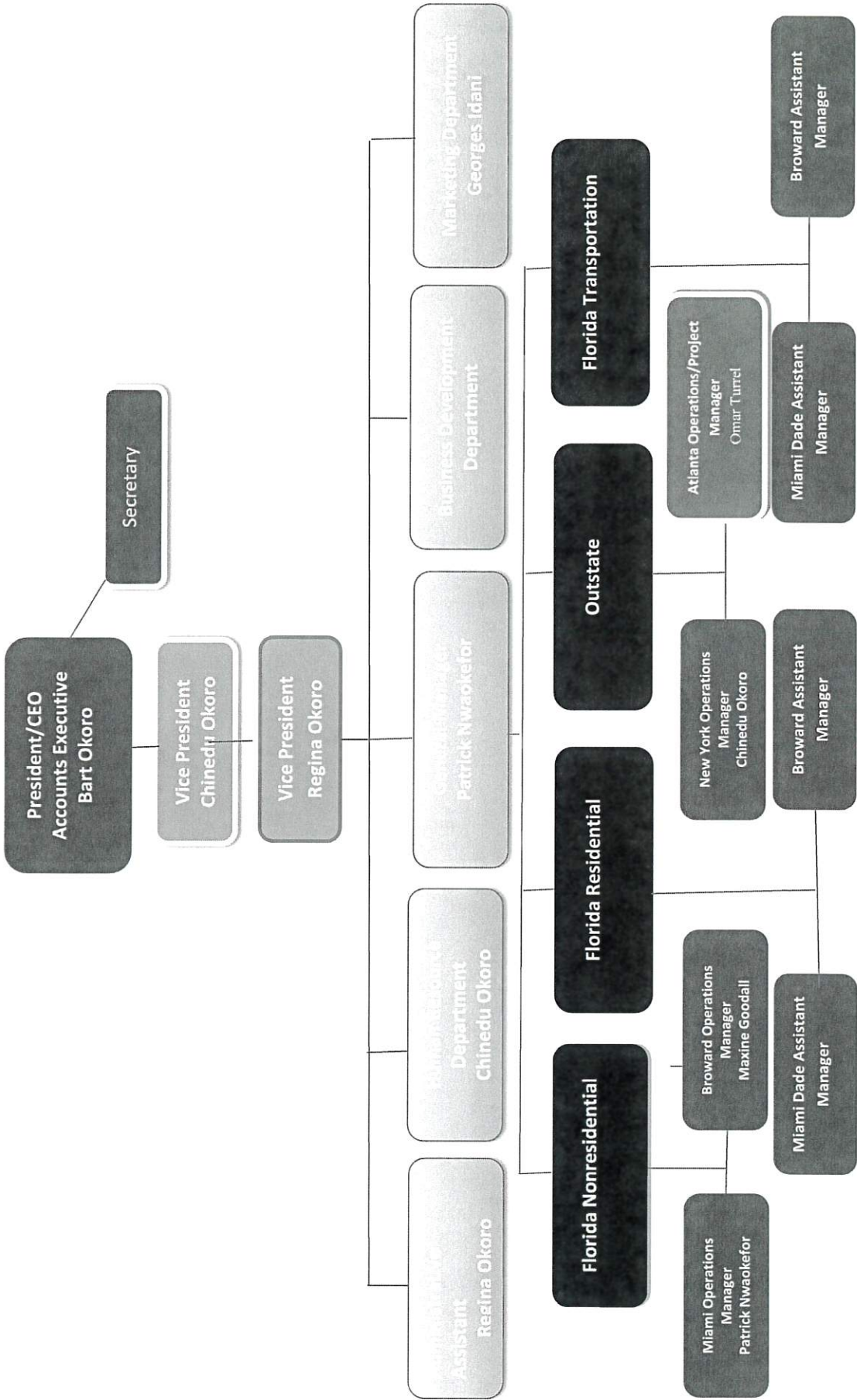
Further, the Project Manager is required to respond to any inquiry from Fulton County physically or by phone. Therefore, he is fully physically available during the cleaning hours and by phone outside the cleaning hours.

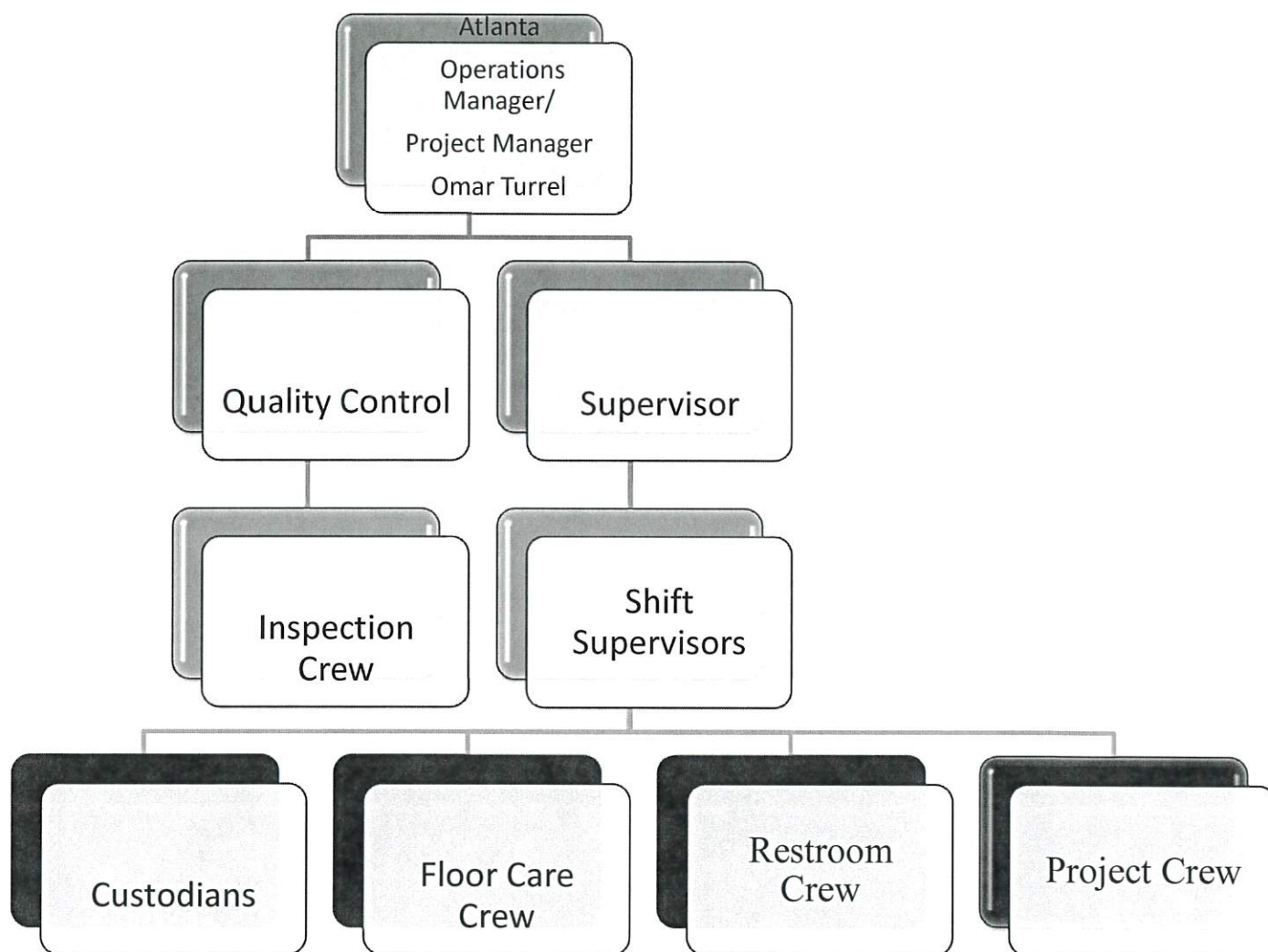
For the success of the contract, Chi-Ada Corporation has implemented a strategy of just-in time employees. When an employee calls sick, on vacation, terminated or is unable to show up for work, the Project Manager has an established employee replacement contacts to immediately replace anyone and notify the management of Fulton County within 34 hours if an employee is terminated.

Finally, Chi-Ada Corporation has substantial inventories of supplies in its warehouse to satisfy any extreme demand of supplies. Chi-Ada Corporation provides necessary supplies for every contract we undertake.

FULTON COUNTY: INVITATION TO BID 21ITB130447C-GS JANITORIAL SERVICES FOR SELECTED FULTON COUNTY FACILITIES
(GROUPS E, F, G, H & I)

Corporate Chart showing the relationship between the Account Executive and the Project Manager



**FULTON COUNTY: INVITATION TO BID 21ITB130447C-GS JANITORIAL SERVICES FOR SELECTED FULTON COUNTY FACILITIES
(GROUPS E, F, G, H & I)****Georgia Project Management Chart**

**FULTON COUNTY: INVITATION TO BID 21ITB130447C-GS JANITORIAL SERVICES FOR SELECTED FULTON COUNTY FACILITIES
(GROUPS E, F, G, H & I)**

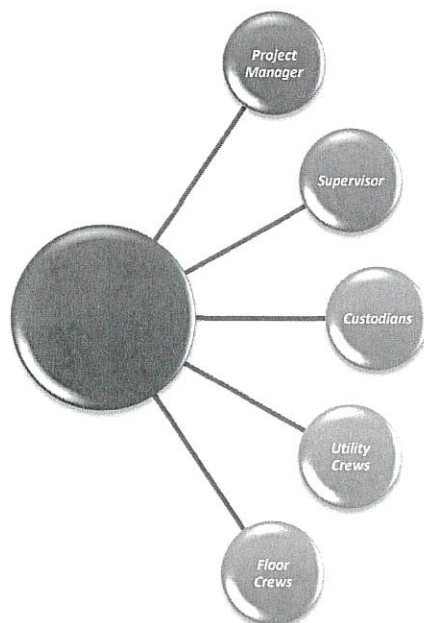
Methodology

Chi-Ada Corporation maintains an organized cleaning standard, a top-to-bottom cleaning methodology that focuses on attention to detail. It is done through our key staff organization and management. To serve efficiently every site, we will have one project/Operations manager to manage Group C, D & G, dispatch supervisor, custodians, day-porters (dispatch as needed), and project crews as needed “utility crews, and Floor crews” for all group of facilities as described in the chart below.

Chi-Ada Corporation has several years proven experiences of managing multiple facilities in a single contract. For example, our contracts with Broward County Commissioner and Miami Dade County Transit call for the management of multiple facilities throughout Broward County and Miami Dade County. Further, we have been managing multiple facilities since 2010 for Broward County Commissioner.

Allocating the workers, our experimented, skilled, and experienced supervisors and custodians head the entire workers in each facility. In this strategy, our goal is to ensure that all tasks are appropriately done. We also organize each pool of custodians by requiring the pool to be led by a team leader to coordinate their duties if the supervisors are present or not. Therefore, it helps us to maintains an organized cleaning standard, a top-to-bottom cleaning methodology that focuses on attention to detail. The strategy also allows us to provide a unique routine task, which requires our special cleaning skills. Incidentally, Chi-Ada Corporation implements a three-step integrated cleaning process which includes a daily cleaning checklist, quality assurance inspection reports, and corrective action request process prepared by the management team. This checklist is helpful in providing a link between the cleaner and his/her duties. Consequently, the on-duty worker performs the cleaning process as per location specifications. Furthermore, we use our quality assurance inspection report to review the on-duty cleaner’s work quality, which will be rated as unsatisfactory, poor, good, excellent, or requires urgent attention. Corrective action request for review and feedback information are given to the on-duty worker.

Task organization chart

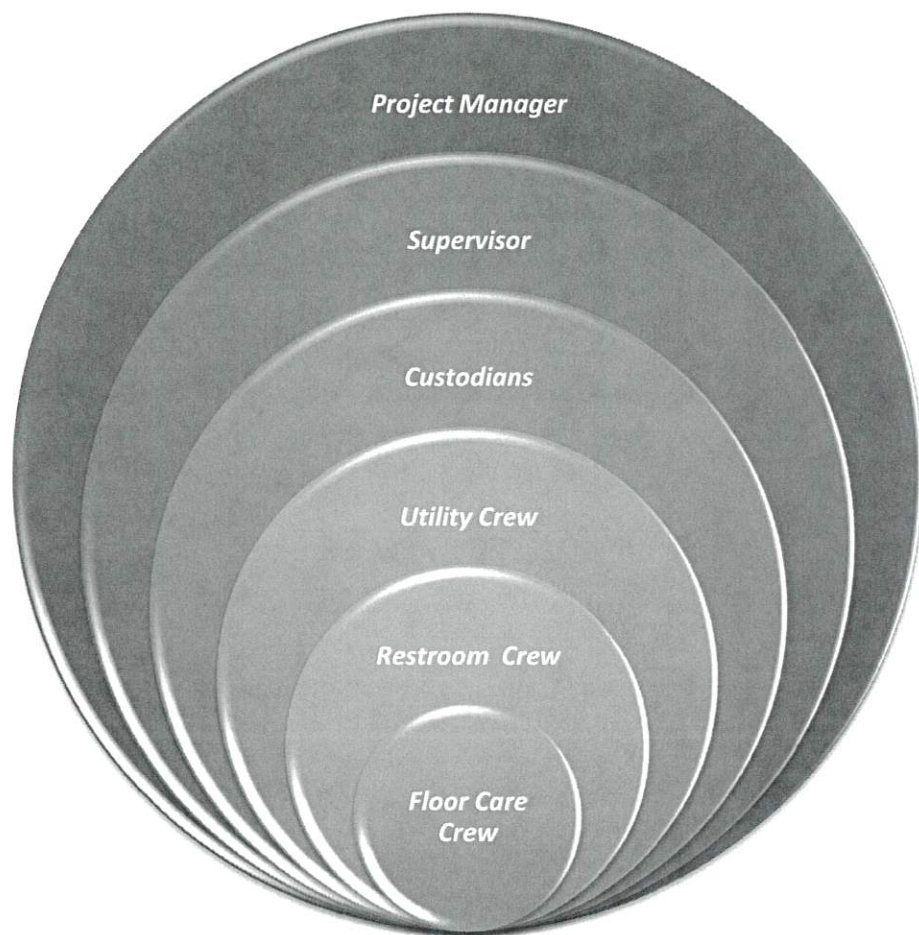


**FULTON COUNTY: INVITATION TO BID 21ITB130447C-GS JANITORIAL SERVICES FOR SELECTED FULTON COUNTY FACILITIES
(GROUPS E, F, G, H & I)****Schedule, Coordination and Organization**

Scheduling basic and project work is an art on its own and every intricate detail must be taking into consideration. From total cleaning square footage to scope of work, and cleaning availability are all factored into each detail when scheduling crew members. At Chi-Ada Corporation we can schedule all work with our in-house scheduling system. We analyze frequency, scope of work, as well as number of entries to coordinate a scheduling that incorporates all scope of work, ranging from daily, weekly, monthly, semi-annual, and annual work to be completed.

Crew organization to perform basic and project work Charts.

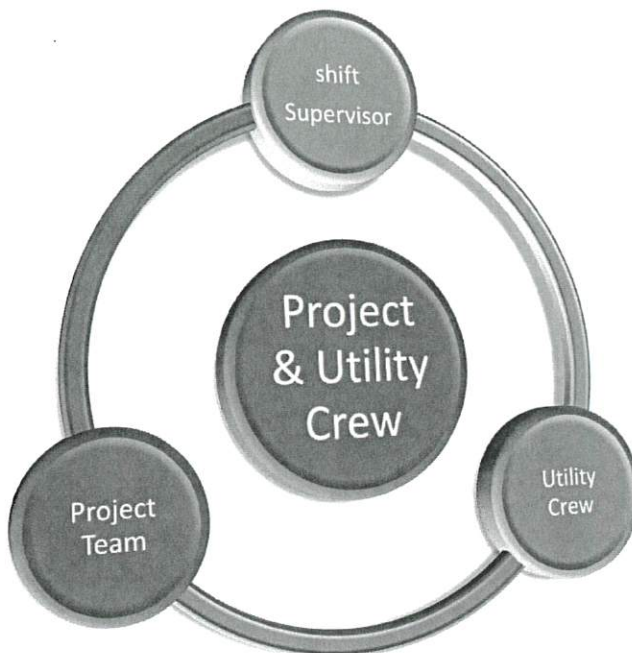
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**FULTON COUNTY: INVITATION TO BID 21ITB130447C-GS JANITORIAL SERVICES FOR SELECTED FULTON COUNTY FACILITIES
(GROUPS E, F, G, H & I)**

Distribution of Project Work

Project & Utility Crew



**FULTON COUNTY: INVITATION TO BID 21ITB130447C-GS JANITORIAL SERVICES FOR SELECTED FULTON COUNTY FACILITIES
(GROUPS E, F, G, H & I)**

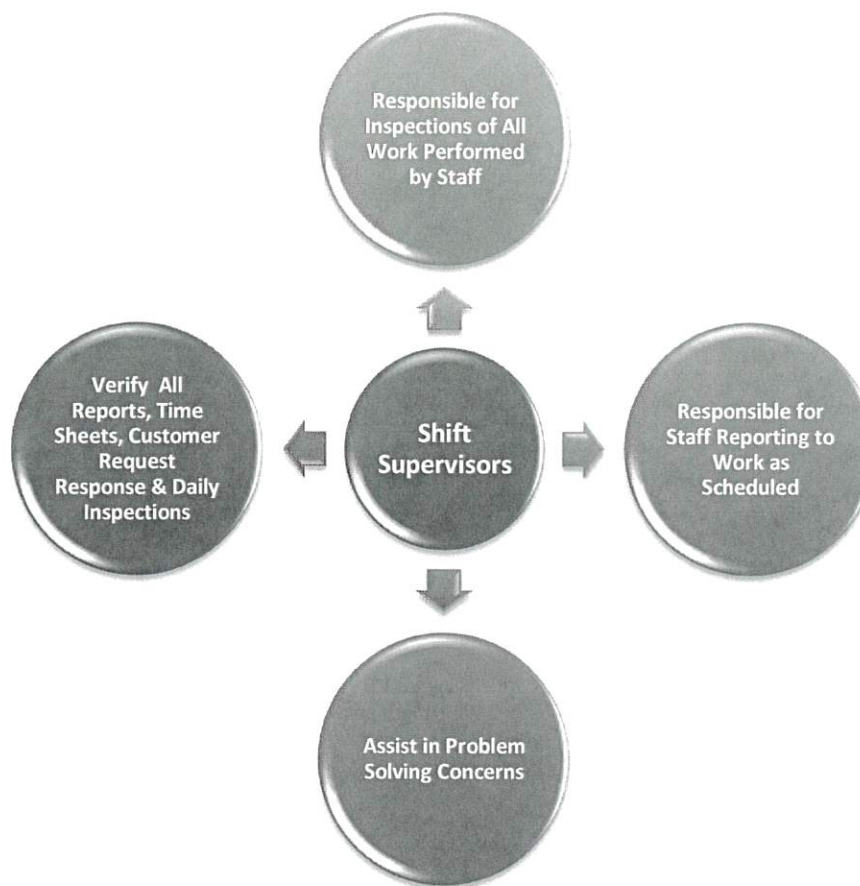
Job Description for Basic Staffing

Project Manager



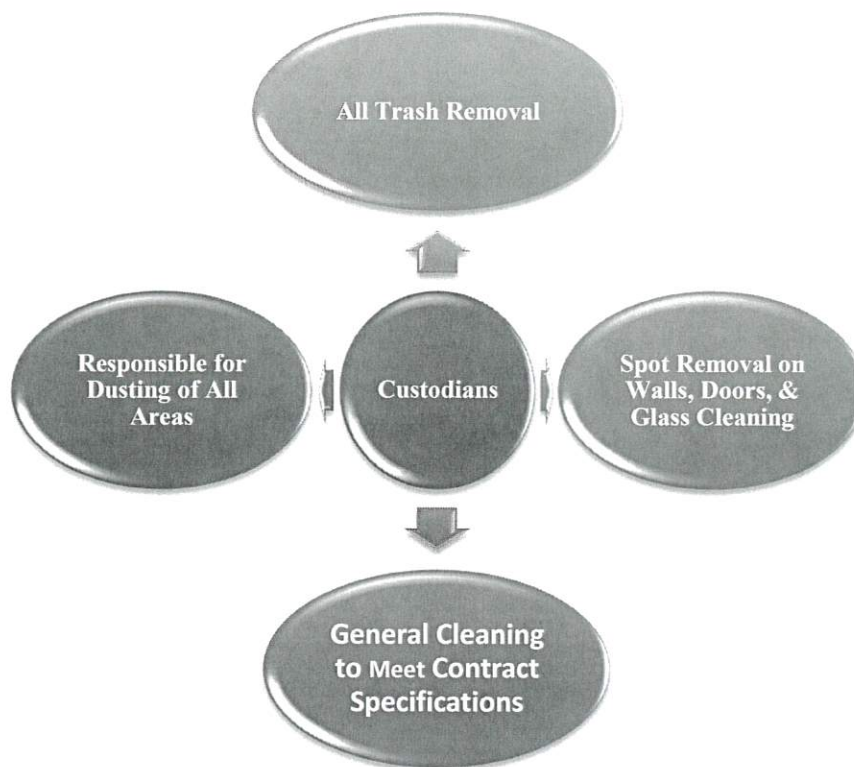
**FULTON COUNTY: INVITATION TO BID 21ITB130447C-GS JANITORIAL SERVICES FOR SELECTED FULTON COUNTY FACILITIES
(GROUPS E, F, G, H & I)**

Shift Supervisors

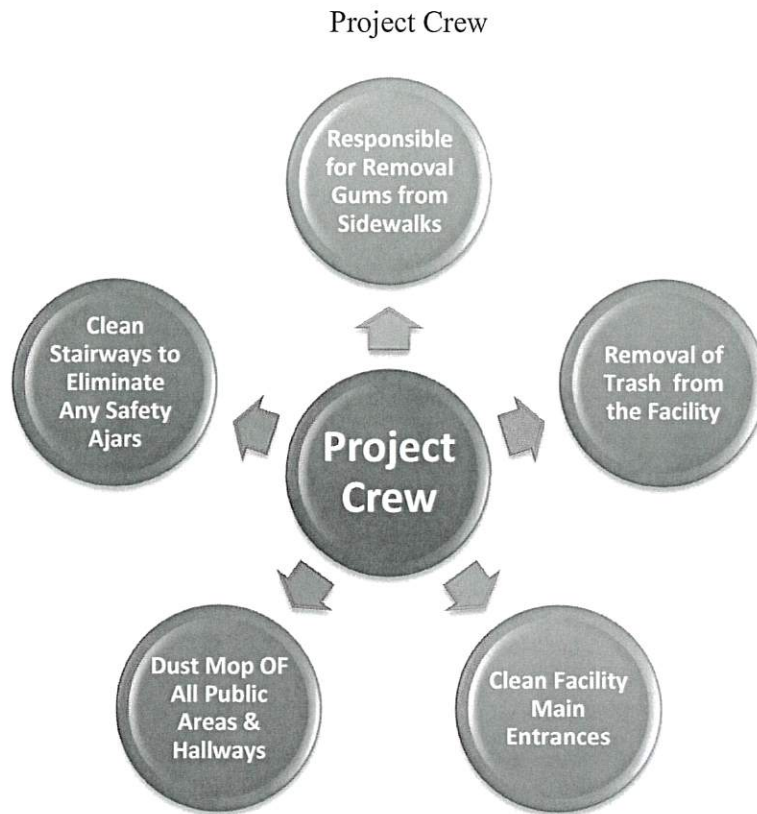


**FULTON COUNTY: INVITATION TO BID 21ITB130447C-GS JANITORIAL SERVICES FOR SELECTED FULTON COUNTY FACILITIES
(GROUPS E, F, G, H & I)**

Custodians



**FULTON COUNTY: INVITATION TO BID 21ITB130447C-GS JANITORIAL SERVICES FOR SELECTED FULTON COUNTY FACILITIES
(GROUPS E, F, G, H & I)**



**FULTON COUNTY: INVITATION TO BID 21ITB130447C-GS JANITORIAL SERVICES FOR SELECTED FULTON COUNTY FACILITIES
(GROUPS E, F, G, H & I)**

Restroom Crew



**FULTON COUNTY: INVITATION TO BID 21ITB130447C-GS JANITORIAL SERVICES FOR SELECTED FULTON COUNTY FACILITIES
(GROUPS E, F, G, H & I)**

Floor Care Crew



**FULTON COUNTY: INVITATION TO BID 21ITB130447C-GS JANITORIAL SERVICES FOR SELECTED FULTON COUNTY FACILITIES
(GROUPS E, F, G, H & I)**

Key Control and Security Plan

Chi-Ada Corporation takes the security of every contract that it undertakes seriously. Therefore, our security plan starts from the hiring process. For that, Chi-Ada Corporation requires all new applicants and new hires to have criminal background checks. The Corporation requires all applicants for work, after successful interview, to do FDLE background check, the result of the background determines if an offer will be made or not. The employment is denied if the applicant returns with a criminal report such as a felony. This is applied to all custodians, supervisors and managers as well as clerical office workers.

Our second step is the establishment of rigorous control of our employees on duty. Every supervisor is required to check the behavior of the employees and their signing out from the building, to report any suspicious character or behavior in the facilities to the management of Chi-Ada Corporation.

Our supervisors are responsible for managing the keys and reporting any issues to the Project Manager. The utilization of the keys and key code are solely the responsibility of the supervisor and the Project Manager. The Project Manager is mandated to establish every week the inventory of the keys and report to the management of Fulton County through a checklist report.

Pilferage of Items and Vandalism

Our employees are taught on probity, integrity and awareness in their workplaces. We taught our employees to have a culture of honesty by reporting the findings of any abandoned belongings or packages to the supervisor or to the management of the facility. We also teach each employee that our integrity actions are sustained by our slogan of "Theft employee is undesired." Our strong morality screening and on-site observance help us to track our employees' behavior. Further, each employee is taught on "Keeping a Watchful Eye." Our employees are required to report any suspicious behavior to the supervisor or to the project manager for an appropriate action from the management of the building. Finally, our safety training provides substantial tools to our employees to deal with potential slip, fall conditions, and ajar doors. The following general safety rules are discussed during our safety training program:

- Horse play or any actions that show disregard for safety or efficient job completion is not allowed.
- Report any case of injury or sickness to supervisors at once for immediate first aid or responsible medical treatment. Under no circumstance should a worker treat his or another worker's injuries.
- A worker shall not cause distraction that would jeopardize the safety of a fellow worker or working environment.
- Be aware of safeguard provided within the workplace.
- Your job will not generally call for the use of ladders, If you should need to reach for an object in a situation where a ladder is needed; please do so in presence of your supervisor. Make sure that your ladder is in good condition. Make sure that your ladder is firmly placed and properly secured. **DO NOT STAND ON THE TOP, OR ON BOX, BOARDS, BARRELS, RACKS, ETC.**
- Keep hands and feet clear pinch points when handling materials.

**FULTON COUNTY: INVITATION TO BID 21ITB130447C-GS JANITORIAL SERVICES FOR SELECTED FULTON COUNTY FACILITIES
(GROUPS E, F, G, H & I)**

- Wear right clothes for the job tasks you will be expected to perform.
- Assistant in the training of new employees by demonstrating safe work habits.
- Never leave running power equipment unattended.
- Be familiar with the proper safety methods and procedures for operating your power equipment.
- Observe and obey all warning signs.
- Slippery floors cause falls. Keep the floor free of tripping hazards. Always use and observe “WET FLOOR” signs when performing your floor work job functions.

15- Conclusion

The Chi-Ada Corporate mission is to provide the most outstanding janitorial services possible.

- We take pride in being productive and self-sufficient regarding our work and responsibilities.
- We believe that hard work and determination is the key to our company’s success.
- We stride to have a strong work ethic and to help employees become goal-oriented individuals.
- We believe that we teach by example.

This is the work ethic and commitment that Chi-Ada will bring to your facility. We want to help provide excellent service to our clients. We vow to work meticulously to meet all standards set for us and to continuously improve our service to reach the highest possible quality that can be obtained. Above all, we yearn to help your facilities image to being “The cleanest in America”.

Chi-Ada Corporate services is your 24/7, 365 days per year single source provider for all of your facility cleaning needs. Whether there is a need for a one-time service or an ongoing maintenance program, look to Chi-Ada Corporation to provide the services needed.

We look forward to the opportunity to serve you!

EXHIBIT F

CONTRACT COMPLIANCE FORMS

EXHIBIT A – PROMISE OF NON-DISCRIMINATION

"Know all persons by these presents, that I/We (Bart Okoro),
Name

President/CEO CHI-ADA CORPORATION
Title Company Name

Hereinafter "Company", in consideration of the privilege to bid on or obtain contracts funded, in whole or in part, by Fulton County, hereby consent, covenant and agree as follows:

- 1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin or gender in connection with any bid submitted to Fulton County for the performance of any resulting there from,
- 2) That it is and shall be the policy of this Company to provide equal opportunity to all businesses seeking to contract or otherwise interested in contracting with this Company without regard to the race, color, gender or national origin of the ownership of this business,
- 3) That the promises of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption,
- 4) That the promise of non-discrimination as made and set forth herein shall be made a part of, and incorporated by reference into, any contract or portion thereof which this Company may hereafter obtain,
- 5) That the failure of this Company to satisfactorily discharge any of the promises of non-discrimination as made and set forth herein shall constitute a material breach of contract entitling the Board to declare the contract in default and to exercise any and all applicable rights and remedies, including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and/or forfeiture of compensation due and owing on a contract; and
- 6) That the bidder shall provide such information as may be required by the Director of Purchasing & Contract Compliance pursuant to Section 102.436 of the Fulton County Non-Discrimination in Purchasing and Contracting Policy.

NAME: Bart Okoro TITLE: President/CEO

SIGNATURE: 

ADDRESS: 4820 w. COMMERCIAL bLVD

Tamarac FL 33169

PHONE NUMBER: 305 9620398 EMAIL: bokoro@chiadacorporation.com

EXHIBIT B1 - SCHEDULE OF INTENDED SUBCONTRACTOR UTILIZATION

This form **must be** completed and **submitted with the bid/proposal**. All prime bidders/proposers **must** submit this form which lists all intended subcontractors/suppliers who will be utilized under the scope of work/services.

Prime Bidder/Proposer Company Name CHI-ADA CORPORATION

ITB/RFP Name & Number: 21ITB1304477C

1. My firm, as Prime Bidder/Proposer on this scope of work/service(s) is **NOT** ☐, is ☐ a minority or female owned and controlled business enterprise. ☒ **African American (AABE)**; ☐ **Asian American (ABE)**; ☐ **Hispanic American (HBE)**; ☐ **Native American (NABE)**; ☐ **White Female American (WFBE)**; ☐ **Small Business (SBE)**; ☐ **Service Disable Veteran (SDVBE)** ☐ **Disadvantage Business (DBE)** ****If yes, Prime must submit a copy of recent certification.**

☒ Male or ☐ Female (Check the appropriate boxes).

Indicate below the portion of work, including, percentage of bid/proposal amount that your firm will carry out directly as the Prime Contractor:

\$ _____ Or _____ 100 %

2. This information below must be completed and submitted with the bid/proposal if a **joint venture (JV)** approach is to be undertaken. Please provide JV breakdown information below and attach a copy of the executed Joint Venture Agreement.

JV Partner(s) information:

<u>Business Name</u>		<u>Business Name</u>	
(a.)		(b.)	
% of JV		% of JV	
Ethnicity		Ethnicity	
Gender		Gender	
Certified (Y or N)		Certified (Y or N)	
Agency		Agency	
Date		Date	
Certified		Certified	

3. Lists all Sub-Contractor/suppliers participating on the project. (**COMPLETE Exhibit B2 FORM**)

Total Dollar Value of Certified Subcontractors: (\$)

Total Percentage of Certified Subcontractors: (%)



Chi-Ada
CORPORATION

Chi-Ada Corporation

4820 West Commercial Blvd,

Tamarac Florida 33319

Phone: 954-777-5177 Fax: 954-777-5147

www.chiadacorporation.com

Chi-Ada Corporation's Equal Business Opportunities Plan (EBO)

Chi-Ada Corporation has carefully reviewed the invitation to bid invitation to bid #21ITB130447C-GS Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I) and knows that diversity and equal business opportunity are important to Fulton County. The plan of Chi-Ada Corporation would be to increase opportunities of diversity by hiring minority and female owned business as subcontractors when opportunities are available. At this time, we have opportunities within the scope of work that need to be sub-contracted out. We can handle all responsibilities but if the opportunity comes, we will solicit qualified minority and female businesses.

Bartholomew Okoro

President



Chi-Ada Corporation

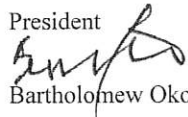
4820 West Commercial Blvd,
Tamarac Florida 33319
Phone: 954-777-5177 Fax: 954-777-5147
www.chiadacorporation.com

November 8, 2021

Determination of Good Faith Efforts

In accordance with the requirements of ITB #21ITB130447C-GS Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I), Chi-Ada Corporation used Fulton County's website, <http://www.fultoncountygva.gov> (subcontracting opportunities), made phone calls, and other available websites to search for subcontractors for this bid. Our research returned unsuccessful. Some of the subcontractors did return our calls and among those who returned one was responsible. In this regard, McKenzie's Cleaning, a FBE certified by the City of Atlanta was retained as our subcontractor. Based on our experience of selecting subcontractors, Chi-Ada Corporation is putting a seriousness when selecting our subcontractors.

President



Bartholomew Okoro



CITY OF ATLANTA

SUITE 5100

68 MITCHELL STREET, SW

ATLANTA, GA 30303

(404) 330-6010 Fax: (404) 658-7359

Internet Home Page: www.atlantaga.gov

Keisha Lance Bottoms
Mayor

OFFICE OF CONTRACT COMPLIANCE

Larry Scott

Director

lscott@atlantaga.gov

August 5, 2019

Ms. Teriann McKenzie
McKenzie's Cleaning, Inc.
2727 Paces Ferry Road, Ste. 750
Atlanta, GA 30339

ANNIVERSARY DATE: August 5

Dear Ms. McKenzie:

Your firm has been certified as a(n) **African American Business Enterprise (AABE) and Female Business Enterprise (FBE)** with the City of Atlanta's Equal Business Opportunity Program (EBO). Your company's certification will last for a period of five (5) years from the date on this certification letter. Certification entitles your firm to be included in EBO plans submitted by contractors bidding on City of Atlanta projects.

Your company's certification lasts five (5) years; however, it is contingent upon the company maintaining its eligibility every two years through this office. You will receive a notice to submit an **Affidavit of No Change** approximately six (6) weeks prior to the deadline for submission. **The Affidavit of No Change must be completed, signed, and returned to our office before your anniversary date in order to continue your company's eligibility as an AABE and FBE.**

As a certified firm, you are required to notify the Office of Contract Compliance if the ownership or control of your firm changes or if your office relocates outside of the twenty-county Atlanta Regional Development Commission (ARDC) area. Failure to provide this notification, in writing, may result in your firm being removed from the Equal Business Opportunity Register.

We welcome you to the City of Atlanta's Equal Business Opportunity Program.

Sincerely,

A handwritten signature in black ink, appearing to read "Larry Scott".

Larry Scott, Director
Mayor's Office of Contract Compliance

LS/mp

Certification #: 2019-24-123

Supplier ID #: 1601407

Phone #: (770) 580-4297

Fax #:

Business: House cleaning services

SUBCONTRACTOR NAME: _____
ADDRESS: _____
EMAIL ADDRESS: _____ PHONE: _____
CONTACT PERSON: _____
ETHNIC GROUP*: _____ COUNTY CERTIFIED** _____
WORK TO BE PERFORMED: _____
DOLLAR VALUE OF WORK: \$ _____ PERCENTAGE VALUE: _____ %

SUBCONTRACTOR NAME: _____
ADDRESS: _____
EMAIL ADDRESS: _____ PHONE: _____
CONTACT PERSON: _____
ETHNIC GROUP*: _____ COUNTY CERTIFIED** _____
WORK TO BE PERFORMED: _____
DOLLAR VALUE OF WORK: \$ _____ PERCENTAGE VALUE: _____ %

SUBCONTRACTOR NAME: _____
ADDRESS: _____
EMAIL ADDRESS: _____ PHONE: _____
CONTACT PERSON: _____
ETHNIC GROUP*: _____ COUNTY CERTIFIED** _____
WORK TO BE PERFORMED: _____
DOLLAR VALUE OF WORK: \$ _____ PERCENTAGE VALUE: _____ %


SUBCONTRACTOR NAME: _____
ADDRESS: _____
EMAIL ADDRESS: _____ PHONE: _____
CONTACT PERSON: _____
ETHNIC GROUP*: _____ COUNTY CERTIFIED** _____
WORK TO BE PERFORMED: _____
DOLLAR VALUE OF WORK: \$ _____ PERCENTAGE VALUE: _____ %

*Ethnic Groups: African American (AABE); Asian American (ABE); Hispanic American (HBE); Native American (NABE); White Female American (WFBF); **If yes, please attach copy of recent certification.

Total Dollar Value of Subcontractor Agreements: (\$)
--

Total Percentage of Subcontractor Value: (%)	3%
--	----

CERTIFICATION: The undersigned certifies that he/she has read, understands and agrees to be bound by the Bid/Proposer provisions, including the accompanying Exhibits and other terms and conditions regarding sub-contractor utilization. The undersigned further certifies that he/she is legally authorized by the Bidder/Proposer to make the statement and representation in this Exhibit and that said statements and representations are true and correct to the best of his/her knowledge and belief. The undersigned understands and agrees that if any of the statements and representations are made by the Bidder/Proposer knowing them to be false, or if there is a failure of the intentions, objectives and commitments set forth herein without prior approval of the County, then in any such event the Contractor's acts or failure to act, as the case may be, shall constitute a material breach of the contract, entitling the County to terminate the Contract for default. The right to so terminate shall be in addition to, and in lieu of, any other rights and remedies the County may have for other defaults under the contract.

Signature:  Title: President

Business or Corporate Name: Chi-Ada Corporation

Address: 5482 Oconee Drive Douglasville, GA 30135

Telephone: (954- 777-5177)

Fax Number: (954- 777-5147)

Email Address: bokoro@chiadacorporation.com

EXHIBIT D

LETTER OF INTENT TO PERFORM AS A SUBCONTRACTOR
OR
PROVIDE MATERIALS OR SERVICES

This form must be completed by ALL known subcontractors and submitted only by subs of awarded Prime prior to contract execution.

To: Chi-Ada Corporation
(Name of Prime Contractor's Firm)

From: McKenzie's Cleaning
(Name of Subcontractor's Firm)

ITB/RFP Number: INVITATION TO BID 21ITB130447C-GS

Project Name: Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I)

The undersigned is prepared to perform the following described work or provide materials or services in connection with the above project (specify in detail particular work items, materials, or services to be performed or provided):

Description of Work	Project Commence Date	Project Completion Date	Estimated Dollar Amount
Janitorial services			3%

(Prime Bidder)
Signature [Signature]
Title President
Email Address bokoro@chiadacorporation.com
Date 11/08/2021

McKenzie's Cleaning Inc.
(Subcontractor)
Signature [Signature]
Title President
Email Address Tmckenzie@mckenziecleaning.com
Date 11/8/21

EXHIBIT G

INSURANCE AND RISK MANAGEMENT FORMS

SECTION 5

INSURANCE AND RISK MANAGEMENT PROVISIONS

The following is the minimum insurance and limits that the Contractor/Vendor must maintain. If the Contractor/Vendor maintains higher limits than the minimum shown below, Fulton County Government requires and shall be entitled to coverage for the higher limits maintained by the Contractor/Vendor.

It is Fulton County Government's practice to obtain Certificates of Insurance from our Contractors and Vendors. Insurance must be written by a licensed agent in a company licensed to write insurance in the State of Georgia, with an A.M. Best rating of at least A- VI, subject to final approval by Fulton County. Respondents shall submit with the bid/proposal evidence of insurability satisfactory to Fulton County Government as to form and content. Either of the following forms of evidence is acceptable:

- A letter from an insurance carrier stating that upon your firm/company being the successful Bidder/Respondent that a Certificate of Insurance shall be issued in compliance with the Insurance and Risk Management Provisions outlined below.
- A Certificate of Insurance complying with the Insurance and Risk Management Provisions outlined below (Request for Bid/Proposal number and Project Name, Number and Description must appear on the Certificate of Insurance).
- A combination of a specific policy written with an umbrella policy covering liabilities in excess of the required limits is acceptable to achieve the applicable insurance coverage levels.

Any and all Insurance Coverage(s) and Bonds required under the terms and conditions of the contract shall be maintained during the entire length of the contract, including any extensions or renewals thereto, and until all work has been completed to the satisfaction of Fulton County Government. Evidence of said insurance coverages shall be provided on or before the inception date of the Contract.

Accordingly the Respondent shall provide a certificate evidencing the following:

1. WORKERS COMPENSATION/EMPLOYER'S LIABILITY INSURANCE – STATUTORY (In compliance with the Georgia Workers Compensation Acts, including but not limited to U.S. Longshoremen and Harbor Workers Act and any other State or Federal Acts or Provisions in which jurisdiction may be granted)

Employer's Liability Insurance	BY ACCIDENT	EACH ACCIDENT	\$1,000,000
Employer's Liability Insurance	BY DISEASE	POLICY LIMIT	\$1,000,000
Employer's Liability Insurance	BY DISEASE	EACH EMPLOYEE	\$1,000,000

2. COMMERCIAL GENERAL LIABILITY INSURANCE (Including contractual Liability Insurance)

Bodily Injury and Property Damage Liability	Each Occurrence	\$1,000,000
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21ITB130447C-GS

Janitorial Services for Selected Fulton County Facilities
(Groups E, F, G, H & I)

Section 5

Insurance and Risk Management Provisions

(Other than Products/Completed Operations)	General Aggregate	\$2,000,000
Products\Completed Operation	Aggregate Limit	\$2,000,000
Personal and Advertising Injury	Limits	\$1,000,000
Damage to Rented Premises	Limits	\$100,000
3. BUSINESS AUTOMOBILE LIABILITY INSURANCE		
Bodily Injury & Property Damage	Each Occurrence	\$1,000,000
(Including operation of non-owned, owned, and hired automobiles).		
4. UMBRELLA LIABILITY	Per Occurrence	\$1,000,000
(in excess of above noted coverage)		
5. FIDELITY BOND AND CRIME		
(Employee Dishonesty-Theft)	Per Occurrence	\$100,000
*Above to include 3 rd Party Coverage		
6. CONTRACTOR'S POLLUTION LIABILITY	Per Occurrence	\$500,000

Certificates of Insurance

Contractor/Vendor shall provide written notice to Fulton County Government immediately if it becomes aware of or receives notice from any insurance company that coverage afforded under such policy or policies shall expire, be cancelled or altered. Certificates of Insurance are to list Fulton County Government, Its Officials, Officers and Employees as an Additional Insured (except for Workers' Compensation), using ISO Additional Insured Endorsement form CG 2010 (11/85 version), its' equivalent or on a blanket basis.

The Contractor/Vendor insurance shall apply as Primary Insurance before any other insurance or self-insurance, including any deductible, non-contributory, and Waiver of Subrogation provided in favor of Fulton County Government.

If Fulton County Government shall so request, the Contractor/Vendor shall furnish the County for its inspection and approval such policies of insurance with all endorsements, or confirmed specimens thereof certified by the insurance company to be true and correct copies.

Additional Insured under the General Liability, Auto Liability, Umbrella Policies (with exception of Workers Compensation and Professional Liability), with no Cross Suits exclusion.

Such certificates and notices **must** identify the "Certificate Holder" as follows:

Fulton County Government – Purchasing and Contract Compliance
Department
130 Peachtree Street, S.W.
Suite 1168
Atlanta, Georgia 30303-3459

Certificates **must** list Project Name (where applicable).

Important:

The obligations for the Contractor/Vendor to procure and maintain insurance shall not be construed to waive or restrict other obligations. It is understood that neither failure to comply nor full compliance with the foregoing insurance requirements shall limit or relieve the Contractor/Vendor from any liability incurred as a result of their activities/operations in conjunction with the Contract and/or Scope of Work.

USE OF PREMISES

Contractor/Vendor shall confine its apparatus, the storage of materials and the operations of its workers to limits/requirements indicated by law, ordinance, permits and any restrictions of Fulton County Government and shall not unreasonably encumber the premises with its materials (Where applicable).

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

Professional Services Indemnification. With respect to liability, damages, costs, expenses (including reasonable attorney's fees and expenses incurred by any of them), claims, suits and judgments that arise or are alleged to arise out of the Consultant/Contractor's acts, errors, or omissions in the performance of professional services, the Consultant/Contractor shall indemnify, release, and hold harmless Fulton County, its Commissioners and their respective officers, members, employees and agents (each, hereinafter referred to as an "Indemnified Person"), from and against liability, damages, costs, expenses (including reasonable attorney's fees and expenses incurred by any of them), claims, suits and judgments only to the extent such liability is caused by the negligence of the Consultant/Contractor in the delivery of the Work under this Agreement, but such indemnity is limited to those liabilities caused by a Negligent Professional Act, as defined below. This indemnification survives the termination of this Agreement and shall also survive the dissolution or to the extent allowed by law, the bankruptcy of Consultant/Contractor.

For the purposes of the Professional Services Indemnity above, a "Negligent Professional Act" means a negligent act, error, or omission in the performance of Professional Services (or by any person or entity, including joint ventures, for whom Consultant/Contractor is liable) that causes liability and fails to meet the applicable professional standard of care, skill and ability under similar conditions and like surrounding circumstances, as is ordinarily employed by others in their profession.

Consultant/Contractor obligation to indemnify and hold harmless, as set forth hereinabove, shall also include, but is not limited to, any matter arising out of any actual or alleged infringement of any patent, trademark, copyright, or service mark, or other actual or alleged unfair competition disparagement of product or service, or other tort or any type whatsoever, or any actual or alleged violation of trade regulations.

Consultant/Contractor further agrees to indemnify and hold harmless Fulton County, its Commissioners, officers, employees, subcontractors, successors, assigns and agents from and against any and all claims or liability for compensation under the Worker's Compensation Act, Disability Benefits Act, or any other employee benefits act arising out of injuries sustained by any employees of Consultant/Contractor. These indemnities shall not be limited by reason of the listing of any insurance coverage.


PROTECTION OF PROPERTY

Contractor/Vendor will adequately protect its own work from damage, will protect Fulton County Government's property from damage or loss and will take all necessary precautions during the progress of the work to protect all persons and the property of others from damage or loss.

Contractor/Vendor shall take all necessary precautions for the safety of employees of the work and shall comply with all applicable provisions of the Federal, State and local safety laws and building codes to prevent accidents or injury to persons on, about, or adjacent to the premises where work is being performed.

Contractor/Vendor shall erect and properly maintain at all times as required by the conditions and progress of the work, all necessary safeguards for the protection of its employees, Fulton County Government employees and the public and shall post all applicable signage and other warning devices to protect against potential hazards for the work being performed (Where applicable).

CONTRACTOR/VENDOR ACKNOWLEDGES HAVING READ, UNDERSTANDING, AND AGREEING TO COMPLY WITH THE AFOREMENTIONED STATEMENTS, AND THE REPRESENTATIVE OF THE CONTRACTOR/VENDOR IDENTIFIED BELOW IS AUTHORIZED TO SIGN CONTRACTS ON BEHALF OF THE RESPONDING CONTRACTOR/VENDOR.

COMPANY: Chi-Ada Corporation SIGNATURE: 
NAME: Bart Okoro TITLE: President DATE: 3/9/2022



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/23/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Shield Strategic Insurance, LLC 2000 Banks Road, Suite 213 B Margate, FL 33063 License #: L105298	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">CONTACT NAME: Taryn Matiut</td> </tr> <tr> <td>PHONE (A/C, No, Ext): (954)608-5804</td> <td>FAX (A/C, No): (877)288-0388</td> </tr> <tr> <td colspan="2">E-MAIL ADDRESS: tmatiut@ssistrategic.com</td> </tr> <tr> <td colspan="2" style="text-align: center;">INSURER(S) AFFORDING COVERAGE</td> </tr> <tr> <td>INSURER A: Burlington Insurance Co.</td> <td>NAIC #</td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	CONTACT NAME: Taryn Matiut		PHONE (A/C, No, Ext): (954)608-5804	FAX (A/C, No): (877)288-0388	E-MAIL ADDRESS: tmatiut@ssistrategic.com		INSURER(S) AFFORDING COVERAGE		INSURER A: Burlington Insurance Co.	NAIC #	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
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PHONE (A/C, No, Ext): (954)608-5804	FAX (A/C, No): (877)288-0388																				
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INSURER D:																					
INSURER E:																					
INSURER F:																					
INSURED Chi-Ada Corporation 4820 W Commercial Blvd Tamarac, FL 33319																					

COVERAGES **CERTIFICATE NUMBER: 00000199-44872** **REVISION NUMBER: 1**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	Y		163BG06366	12/23/2021	12/23/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ EXCLUDED PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED \$ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y <input checked="" type="checkbox"/> N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: JANITORIAL SERVICES.

The Certificate Holder is named as an Additional Insured with regards to General Liability when required by written contract.

CERTIFICATE HOLDER FULTON COUNTY GOVERNMENT PURCHASING & CONTRACT COMPLIANCE 10 PEACHTREE ST. SUITE 1168 Atlanta, GA 30303	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <div style="text-align: right;">(TRM)</div>
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CERTIFICATE OF LIABILITY INSURANCE

 DATE(MM/DD/YYYY)
 3/9/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER BENDELL INSURANCE GROUP INC PO Box 164235 Miami, FL 33116-4235 License#: A195277		CONTACT NAME: ANDREW OGHINAN PHONE (A/C No. Ext): (305) 249-5055 FAX (A/C No.): (305) 249-5057 E-MAIL ADDRESS: big@bendellinsurance.com	
INSURED CHI-ADA CORP 4820 WEST COMMERCIAL BLVD TAMARAC, FLORIDA 33319 954-777-5147		INSURER(S) AFFORDING COVERAGE INSURER A: PROGRESSIVE EXPRESS INS COMPANY INSURER B: WESCO INSURANCE COMPANY INSURER C: COLONY INSURANCE COMPANY INSURER D: INSURER E: INSURER F:	NAIC# 10193 25011 39993

COVERAGES		CERTIFICATE NUMBER		REVISION NUMBER		
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$
	AUTOMOBILE LIABILITY A <input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			03913306-5	09/28/21 09/28/22	COMBINED SINGLE LIMIT (Ea accident) \$ 500,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> RETENTION \$ <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE			NA		EACH OCCURRENCE \$ AGGREGATE \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/EMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WVC3567007	12/15/21 12/15/22	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input checked="" type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	POLUTION LIABILITY CPL FORM			CSP4257990-1	04/16/21 04/16/22	\$1,000,000/1,000,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required) JANITORIAL SERVICES.						

CERTIFICATE HOLDER FULTON COUNTY GOVERNMENT PURCHASING & CONTRACT COMPLIANCE 10 PEACHTREE ST. SUITE 1168 ATLANTA, GA. 30303	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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EXHIBIT H

PAYMENT & PERFORMANCE BONDS

BID BOND

**21ITB130447C-GS, Janitorial Services for Selected Fulton County Facilities
(Groups E, F, G, H, & I)**

**STATE OF GEORGIA
COUNTY OF FULTON**

KNOW ALL MEN BY THESE PRESENTS, THAT WE Chi-Ada Corporation

hereinafter called the PRINCIPAL, and Great Midwest Insurance Company

hereinafter call the SURETY, a corporation chartered and existing under the laws of the State of Texas and duly authorized to transact Surety business in the State of Georgia, are held and firmly bound unto the Fulton County Government (COUNTY), in the penal sum of Five Percent of Amount Bid Dollars and Cents (\$ 5% of Amount Bid) good and lawful money of the United States of America, to be paid upon demand of the COUNTY, to which payment well and truly to be made we bind ourselves, our heirs, executors, and administrators and assigns, jointly and severally and firmly by these presents.

WHEREAS the PRINCIPAL has submitted to the COUNTY, for **21ITB130447C-GS, Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H, & I)**, a Bid;

WHEREAS the PRINCIPAL desires to file this Bond in accordance with law:

NOW THEREFORE: The conditions of this obligation are such that if the Bid be accepted, the PRINCIPAL shall within ten (10) calendar days after receipt of written notification from the COUNTY of the award of the Contract execute the Contract in accordance with the Bid and upon the terms, conditions and prices set forth therein, in the form and manner required by the COUNTY, and execute sufficient and satisfactory Performance and Payments Bonds payable to the COUNTY, each in the amount of one hundred percent (100%) of the total contract price, in form and with security satisfactory to said COUNTY, then this obligation to be void; otherwise, to be and remain in full force and virtue in law; and the SURETY shall upon failure of the PRINCIPAL to comply with any or all of the foregoing requirements within the time specified above immediately pay to the COUNTY, upon demand the amount hereof in good and lawful money of the United States of America, not as a penalty, but as liquidated damages.

In the event suit is brought upon this Bond by the COUNTY and judgment is recovered, the SURETY shall pay all costs incurred by the COUNTY in such suit, including attorney's fees to be fixed by the Court.

Enclosed is a Bid Bond in the approved form, in the amount of Five Percent of Amount Bid Dollars

(\$ 5% of Amount Bid) being in the amount of five percent (5%) of the Contract Sum.

The money payable on this bond shall be paid to the COUNTY, for the failure of the Bidder to execute a Contract within ten (10) days after receipt of the Contract and at the same time furnish a Payment Bond and Performance Bond.

(SIGNATURES ON NEXT PAGE)

IN TESTIMONY THEREOF, the PRINCIPAL and SURETY have caused these presents to be duly signed and sealed this 8th day of November, 2021

ATTEST:

Chi-Ada Corporation

PRINCIPAL

(SEAL)

BY 

CERTIFICATE AS TO CORPORATE PRINCIPAL

I, Regina Okoro, certify that I am the Secretary of the Corporation named as principal in the within bond; that _____, who signed the said bond of said corporation; that I know this signature, and his/her signature thereto is genuine; and that said bond was duly signed, sealed and attested for in behalf of said Corporation by authority of its governing body.


SECRETARY

(CORPORATE SEAL)

Great Midwest Insurance Company

SURETY

(SEAL)

BY 

Charles J. Nielson
Attorney In Fact

END OF SECTION

POWER OF ATTORNEY**Great Midwest Insurance Company**

KNOW ALL MEN BY THESE PRESENTS, that **GREAT MIDWEST INSURANCE COMPANY**, a Texas Corporation, with its principal office in Houston, TX, does hereby constitute and appoint:

Dale A. Belis, Marilyn Ann Blome, Donald Bramlage, Edward M. Clark, Christian Collins, F. Danny Gann, David R. Hoover, Jarrett Merlucci, Laura D. Mosholder, Charles J. Nielson, Jessica P. Reno, Audria R. Ward, Edward T. Ward, Kevin Wojtowicz, Richard Zimmerman, Charles D. Nielson, Brett M. Rosenhaus

its true and lawful Attorney(s)-In-Fact to make, execute, seal and deliver for, and on its behalf as surety, any and all bonds, undertakings or other writings obligatory in nature of a bond.

This authority is made under and by the authority of a resolution which was passed by the Board of Directors of **GREAT MIDWEST INSURANCE COMPANY**, on the 1st day of October, 2018 as follows:

Resolved, that the President, or any officer, be and hereby is, authorized to appoint and empower any representative of the Company or other person or persons as Attorney-In-Fact to execute on behalf of the Company any bonds, undertakings, policies, contracts of indemnity or other writings obligatory in nature of a bond not to exceed Ten Million dollars (\$10,000,000.00), which the Company might execute through its duly elected officers, and affix the seal of the Company thereto. Any said execution of such documents by an Attorney-In-Fact shall be as binding upon the Company as if they had been duly executed and acknowledged by the regularly elected officers of the Company. Any Attorney-In-Fact, so appointed, may be removed in the Company's sole discretion and the authority so granted may be revoked as specified in the Power of Attorney.

Resolved, that the signature of the President and the seal of the Company may be affixed by facsimile on any power of attorney granted, and the signature of the Secretary, and the seal of the Company may be affixed by facsimile to any certificate of any such power and any such power or certificate bearing such facsimile signature and seal shall be valid and binding on the Company. Any such power so executed and sealed and certificate so executed and sealed shall, with respect to any bond of undertaking to which it is attached, continue to be valid and binding on the Company.

IN WITNESS THEREOF, **GREAT MIDWEST INSURANCE COMPANY**, has caused this instrument to be signed by its President, and its Corporate Seal to be affixed this 11th day of February, 2021.

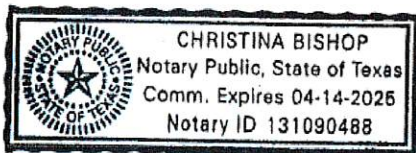
**GREAT MIDWEST INSURANCE COMPANY**

BY

Mark W. Haushill
President

ACKNOWLEDGEMENT

On this 11th day of February, 2021, before me, personally came Mark W. Haushill to me known, who being duly sworn, did depose and say that he is the President of **GREAT MIDWEST INSURANCE COMPANY**, the corporation described in and which executed the above instrument; that he executed said instrument on behalf of the corporation by authority of his office under the By-laws of said corporation.



BY

Christina Bishop
Notary Public

CERTIFICATE

I, the undersigned, Secretary of **GREAT MIDWEST INSURANCE COMPANY**, A Texas Insurance Company, DO HEREBY CERTIFY that the original Power of Attorney of which the foregoing is a true and correct copy, is in full force and effect and has not been revoked and the resolutions as set forth are now in force.

Signed and Sealed at Houston, TX this 8th Day of November, 2021.



BY

Leslie K. Shaunty
Secretary

"WARNING: Any person who knowingly and with intent to defraud any insurance company or other person, files and application for insurance of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

Bond No. GM215512

PERFORMANCE BOND

"County:" means Fulton County Government; a political subdivision of the State of Georgia (hereinafter called the "Owner").

"Project:" means 21ITB130447C-GS, Janitorial Services for Selected Fulton County Facilities (Group E, F &H)

"Principal:" (Legal Name and Business Address), Chi-Ada Corporation

5482 Oconee Drive

Douglasville, GA 30135

Type of Organization ("X" one): ☐ Individual
☐ Partnership
☐ Joint Venture
☒ Corporation

"Surety:" (Name and Business Address)

Great Midwest Insurance Company

800 Gessner, Suite 600, Houston, TX 77024

duly authorized by the Commissioner of Insurance of the State of Georgia to transact surety business in the State of Georgia.

"Contract:" Agreement between Principal and Owner, dated _____ day of _____, 20____, regarding performance of Work relative to the Project.

"Penal Sum:" [100% of contract amount] Four Hundred Thirty Seven Thousand Two Hundred Twenty Four Dollars and 00/100 (\$ \$437,224.00)

KNOW ALL MEN BY THESE PRESENTS, that we, the Principal and Surety hereto, as named above, are held and firmly bound to the Owner in the above Penal Sum for the payment of which well and truly to be made we bind ourselves, our executors, administrators, successors and assigns, jointly and severally.

WHEREAS, the Principal and the Owner entered into a certain written Contract identified above, which is incorporated herein by reference in its entirety (hereinafter called the "Contract"), for construction-type services for the Project identified above;

NOW, THEREFORE, the conditions of this obligation are such that if the Principal shall faithfully and fully comply with, perform and fulfill all of the undertakings, covenants, conditions and all other of the terms and conditions of said Contract, including any and all duly authorized modifications of such Contract, within the original term of such Contract and any extensions thereof, which shall include, but not be limited to any obligations created by way of warranties and/or guarantees for workmanship and materials which warranty and/or guarantee may extend for a period of time of one year beyond completion of said Contract, this obligation shall be void; otherwise, of full force and effect.

Whenever the Principal shall be, and declared by the Owner to be, in default under the Construction-Type Contract, the Surety shall promptly remedy the default as follows:

1. Complete the Contract in accordance with its terms and conditions; or, at the sole option of the Owner,
2. Obtain a bid or bids for completing the Contract in accordance with its terms and conditions, and upon determination by the Surety and the Owner of the lowest responsible bidder, arrange for a contract between such bidder and Owner and make available as the work

progresses (even though there should be a default or succession of defaults under the Contract or contracts of completion arranged under this paragraph) sufficient funds to pay the cost of completion less the balance of the contract price; but not exceeding, including other costs and damages for which the Surety may be liable hereunder, the penal sum set forth in the first paragraph hereof, as may be adjusted, and the Surety shall make available and pay to the Owner the funds required by this Paragraph prior to the payment of the Owner of the balance of the contract price, or any portion thereof. The term "balance of the contract price," as used in this paragraph, shall mean the total amount payable by the Owner to the Contractor under the Contract, and any amendments thereto, less the amount paid by the Owner to the Contractor; or, at the sole option of the Owner,

3. Allow Owner to complete the work and reimburse the Owner for all reasonable costs incurred in completing the work.

In addition to performing as required in the above paragraphs, the Surety shall indemnify and hold harmless the Owner from any and all losses, liability and damages, claims, judgments, liens, costs and fees of every description, including reasonable attorney's fees, litigation costs and expert witness fees, which the Owner may incur, sustain or suffer by reason of the failure or default on the part of the Principal in the performance of any or all of the terms, provisions, and requirements of the Contract, including any and all amendments and modifications thereto, or incurred by the Owner in making good any such failure of performance on the part of the Principal.

The Surety shall commence performance of its obligations and undertakings under this Bond promptly and without delay, after written notice from the Owner to the Surety.

The Surety hereby waives notice of any and all modifications, omissions, additions, changes, alterations, extensions of time, changes in payment terms, and any other amendments in or about the Contract, and agrees that the obligations undertaken by this Bond shall not be impaired in any manner by reason of any such modifications, omissions, additions, changes, alterations, extensions of time, change in payment terms, and amendments.

The Surety hereby agrees that this Bond shall be deemed amended automatically and immediately, without formal or separate amendments hereto, upon any amendment to the Contract, so as to bind the Principal and the Surety to the full and faithful performance of the Contract as so amended or modified, and so as to increase the penal sum to the adjusted Contract Price of the Contract.

No right of action shall accrue on this Bond to or for the use of any person, entity or corporation other than the Owner and any other obligee named herein, or their executors, administrators, successors or assigns.

This Bond is intended to comply with O.C.G.A. Section 36-91-1 et seq., and shall be interpreted so; as to comply with; the minimum requirements thereof. However, in the event the express language of this Bond extends protection to; the Owner beyond that contemplated by O.C.G.A. Section 36-91-1 et seq. and O.C.G.A. Section 13-10-1, as amended, or any other statutory law applicable to this Project, then the additional protection shall be enforced in favor of the Owner, whether or not such protection is found in the applicable statutes.

IN WITNESS WHEREOF, the Principal and the Surety have caused these presents to be duly signed and sealed this _____ day of _____, 20__.

PRINCIPAL: Chi-Ada Corporation

[Signature]

President/Vice President (Sign)

Bartholomew Oksa

President/Vice President (Type or Print)

Attested to by:

[Signature]

Secretary/Assistant Secretary (Seal)

SURETY: Great Midwest Insurance Company

By: [Signature]

Attorney-in-Fact (Sign)

Charles J. Nielson

Attorney-in-Fact (Type or Print)

END OF SECTION

Bond No. GM215512

PAYMENT BOND

"County:" means Fulton County Government; a political subdivision of the State of Georgia (hereinafter called the "Owner").

"Project:" means 21ITB130447C-GS, Janitorial Services for Selected Fulton County Facilities (Group E, F & H)

"Principal:" (Legal Name and Business Address),
called the

Chi-Ada Corporation

5482 Oconee Drive

Douglasville, GA 30135

Type of Organization ("X" one):
☐ Individual
☐ Partnership
☐ Joint Venture
☒ Corporation

"Surety:" (Name and Business Address)

Great Midwest Insurance Company

800 Gessner, Suite 600, Houston, TX 77024

duly authorized by the Commissioner of Insurance of the State of Georgia to transact surety business in the State of Georgia.

"Contract:" Agreement between Principal and Owner, dated ____ day of _____, 20____, regarding performance of Work relative to the Project.

"Penal Sum:" [100% of contract amount] Four Hundred Thirty Seven Thousand Two Hundred Twenty Four Dollars and 00/100 (\$ \$437,224.00)

KNOW ALL MEN BY THESE PRESENTS, that we, the Principal and Surety hereto, as named above, are held and firmly bound to the Owner in the above Penal Sum for the payment of which well and truly to be made we bind ourselves, executors, administrators, successors and assigns, jointly and severally.

WHEREAS, the Principal and the Owner entered into a certain written Contract identified above, which is incorporated herein by reference in its entirety (hereinafter called the "Contract"), for construction-type services for the Project identified above;

NOW, THEREFORE, the conditions of this obligation are such that if the Principal shall promptly make payment of all persons working on or supplying labor or materials or equipment for the performance of said work, this obligation shall be void; otherwise of full force and effect.


1. A "Claimant" shall be defined herein as any subcontractor, person, party, partnership, corporation or the entity furnishing labor, services or materials used, or reasonably required for use, in the performance of the Contract, without regard to whether such labor, services or materials were sold, leased or rented, and without regard to whether such Claimant is or is not in privity of contract with the Principal or any subcontractor performing work on the Project, including, but not limited to, the following labor, services, or materials: water, gas, power, light, heat, oil, gasoline, telephone service or rental of equipment directly applicable to the Contract.
2. In the event a Claimant files a lien against the property of the Owner, and the Principal fails or refuses to satisfy or remove it promptly, the Surety shall satisfy or

remove the lien promptly upon written notice from the Owner, either by bond or as otherwise provided in the Contract.

3. The Surety hereby waives notice of any and all modifications, omissions, additions, changes, alterations, extensions of time, changes in the payment terms, and any other amendments in or about the Contract and agrees that the obligations undertaken by this Bond shall not be impaired in any manner by reason of any such modifications, omissions, additions, changes, alterations, extensions of time, changes in payment terms, and amendments.
4. The Surety hereby agrees that this Bond shall be deemed amended automatically and immediately, without formal or separate amendments hereto, upon any amendment or modifications to the Contract, so as to bind the Principal and Surety, jointly and severally, to the full payment of any Claimant under the Contract, as amended or modified, provided only that the Surety shall not be liable for more than the penal sum of the Bond, as specified in the first paragraph hereof.
5. This Bond is made for the use and benefit of all persons, firms, and corporations who or which may furnish any materials or perform any labor for or on account of the construction-type services to be performed or supplied under the Contract, and any amendments thereto, and they and each of them may sue hereon.
6. No action may be maintained on this Bond after one (1) year from the date the last services, labor, or materials were provided under the Contract by the Claimant prosecuting said action.
7. This Bond is intended to comply with O.C.G.A. Section 13-10-1, and shall be interpreted so as to comply with the minimum requirements thereof. However, in the event the express language of this Bond extends protection to the Owner beyond that contemplated by O.C.G.A. Section 13-10-1 and 36-91-1, *et seq.*, or any other statutory law applicable to this Project, then the additional protection shall be enforced in favor of the Owner, whether or not such protection is found in the applicable statutes.

IN WITNESS WHEREOF, the Principal and Surety have hereunto affixed their corporate seals and caused this obligations to be signed by their duly authorized representatives this day of _____.

PRINCIPAL: Chi-Ada Corporation



President/Vice President (Sign)

Bartholomew Osoyo

President/Vice President (Type or Print)

Attested to by:



Secretary/Assistant Secretary (Seal)

SURETY: Great Midwest Insurance Company

By: 

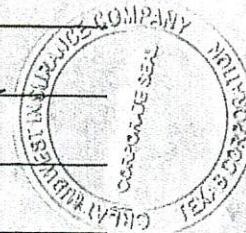
Attorney-in-Fact (Sign)

Charles J. Nielson

Attorney-in-Fact (Type or Print)

As Per Attached Power of Attorney

Secretary/Assistant Secretary (Seal)



POWER OF ATTORNEY

Great Midwest Insurance Company

KNOW ALL MEN BY THESE PRESENTS, that GREAT MIDWEST INSURANCE COMPANY, a Texas Corporation, with its principal office in Houston, TX, does hereby constitute and appoint:

Dale A. Belis, Marilyn Ann Blome, Donald Bramlage, Edward M. Clark, Christian Collins, F. Danny Gann, David R. Hoover, Jarrett Merlucci, Laura D. Mosholder, Charles J. Nielson, Jessica P. Reno, Audria R. Ward, Edward T. Ward, Kevin Wojtowicz, Richard Zimmerman, Charles D. Nielson, Brett M. Rosenhaus

its true and lawful Attorney(s)-In-Fact to make, execute, seal and deliver for, and on its behalf as surety, any and all bonds, undertakings or other writings obligatory in nature of a bond.

This authority is made under and by the authority of a resolution which was passed by the Board of Directors of GREAT MIDWEST INSURANCE COMPANY, on the 1st day of October, 2018 as follows:

Resolved, that the President, or any officer, be and hereby is, authorized to appoint and empower any representative of the Company or other person or persons as Attorney-In-Fact to execute on behalf of the Company any bonds, undertakings, policies, contracts of indemnity or other writings obligatory in nature of a bond not to exceed Ten Million dollars (\$10,000,000.00), which the Company might execute through its duly elected officers, and affix the seal of the Company thereto. Any said execution of such documents by an Attorney-In-Fact shall be as binding upon the Company as if they had been duly executed and acknowledged by the regularly elected officers of the Company. Any Attorney-In-Fact, so appointed, may be removed in the Company's sole discretion and the authority so granted may be revoked as specified in the Power of Attorney.

Resolved, that the signature of the President and the seal of the Company may be affixed by facsimile on any power of attorney granted, and the signature of the Secretary, and the seal of the Company may be affixed by facsimile to any certificate of any such power and any such power or certificate bearing such facsimile signature and seal shall be valid and binding on the Company. Any such power so executed and sealed and certificate so executed and sealed shall, with respect to any bond of undertaking to which it is attached, continue to be valid and binding on the Company.

IN WITNESS THEREOF, GREAT MIDWEST INSURANCE COMPANY, has caused this instrument to be signed by its President, and its Corporate Seal to be affixed this 11th day of February, 2021.



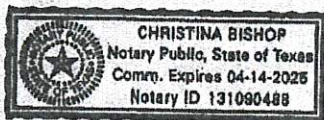
GREAT MIDWEST INSURANCE COMPANY

BY

Mark W. Haushill
President

ACKNOWLEDGEMENT

On this 11th day of February, 2021, before me, personally came Mark W. Haushill to me known, who being duly sworn, did depose and say that he is the President of GREAT MIDWEST INSURANCE COMPANY, the corporation described in and which executed the above instrument; that he executed said instrument on behalf of the corporation by authority of his office under the By-laws of said corporation.



BY

Christina Bishop
Notary Public

CERTIFICATE

I, the undersigned, Secretary of GREAT MIDWEST INSURANCE COMPANY, A Texas Insurance Company, DO HEREBY CERTIFY that the original Power of Attorney of which the foregoing is a true and correct copy, is in full force and effect and has not been revoked and the resolutions as set forth are now in force.

Signed and Sealed at Houston, TX this _____ Day of _____, 20____.



BY

Leslie K. Shaunty
Secretary

"WARNING: Any person who knowingly and with intent to defraud any insurance company or other person, files and application for insurance of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

PRESENTATIONS TO THE BOARD**Metropolitan Atlanta Rapid Transit Authority**

- 22-0146** **Board of Commissioners**
MARTA Quarterly Update

Fulton DeKalb Hospital Authority

- 22-0147** **Board of Commissioners**
Fulton DeKalb Hospital Authority Quarterly Update

COUNTY MANAGER'S ITEMS**Open & Responsible Government**

- 22-0148** **County Manager**
Presentation of COVID-19 Operational Response Update.

- 22-0149** **Purchasing and Contract Compliance**
Request ratification of emergency procurement - County Manager, Countywide Emergency Procurements.

- 22-0150** **Real Estate and Asset Management**
Request approval of lowest responsible bidders - Department of Real Estate and Asset Management, 21ITB130447C-GS, Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I) in the total amount of \$771,929.00 with (A) Chi-ADA Corporation, (Atlanta, GA) in the amount of \$437,224.00 for Groups E (South Libraries), F (Other Offices North) & (Other Offices South), & H (Arts Centers); (B) Quality Cleaning Services, Inc. (Douglasville, GA) in the amount of \$194,646.00 for Group G (South Senior Centers); and (C) American Facility Services, Inc. (Alpharetta, GA) in the amount of \$140,059.00 for Group I (North & South Service Centers), to provide the highest quality cleaning services for selected Fulton County facilities effective April 1, 2022, through December 31, 2022, with two renewal options.

Health and Human Services

- 22-0151** **Senior Services**
Request approval to increase spending authority - Department of Senior Services, 17RFP109210A-FB, Comprehensive Nutrition Care, with Open Hand Atlanta (Atlanta, GA) in an amount not to exceed \$313,074.00 to provide home delivered meals, nutritional screening, nutrition education, and nutrition counseling for Fulton County residents aged 60 and above. Effective upon BOC approval.