



Department of Purchasing & Contract Compliance

Cecil S. Moore, CPPO, CPPB, CPSM, C.P.M., A.P.P
Director

Fulton County, GA

June 17, 2010

Re: 10ITB99927YC-BL, Janitorial Services for Senior Centers

Dear **Bidders:**

Attached is one (1) copy of Addendum 1, hereby made a part of the above referenced Bid #**10ITB99927YC-BL, Janitorial Services for Senior Centers**.

Except as provided herein, all terms and conditions in the **10ITB99927YC-BL, Janitorial Services for Senior Centers** referenced above remain unchanged and in full force and effect.

Sincerely,

William E. Long, Jr., CPPB
Chief Assistant Purchasing Agent

1

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This Addendum forms a part of the contract documents and **modifies** the original RFP documents as noted below:

- **A Revised Facility Listing for South Senior Centers, adding additional buildings is attached.**
- **A Revised Bid Submission Package is attached.**

**THE FOLLOWING QUESTIONS WERE SUBMITTED FOR BID NO.
10ITB99927YC-BL.**

QUESTION: Out of the total square footage listed in bid how many facilities have the following:

Restrooms:

How many bathrooms are included in each location?

How many urinals and stalls in men's bathrooms?

How many stalls in women's bathrooms?

How many sinks in each bathroom?

Hand Soap Dispenser:

Are these refillable dispenser, pouch or individual soap containers? How many soap dispensers are in each bathrooms?

Kitchens:

How many kitchens are in each facility?

Admin./ Offices:

How many offices in each facility?

Stairwells:

Are their stairwells in any of the facilities?

-
1. **Total Cleanable Square Footage cost for all facilities in the Group being cleaned**
 2. **Total Premium Event Costs**
 3. **Total Day Porter Cost;**
 4. **Then the total of all three combined.**

QUESTION: The Day Porters section is a memo section where you show your day porter cost per hour and yearly cost. Total cost for Senior Center section 1st line take Annual cost from section 1 and subtract out day porter and premium cost 2nd line is your day porter cost from above 3rd line is your premium cost from section 1 4th line is a sum total of the 3 lines

RESPONSE: See response above

ACKNOWLEDGEMENT OF ADDENDUM NO. 1

The undersigned proposer acknowledges receipt of this addendum by returning one (1) copy of this form with the proposal package to the Purchasing Department, Fulton County Public Safety Building, 130 Peachtree Street, Suite 1168, Atlanta, Georgia 30303 by the RFP due date and time **June 23, 2010, 11:00 A.M.**

This is to acknowledge receipt of Addendum No. 1, _____ day of _____, 2010.

Legal Name of Bidder

Signature of Authorized Representative

Title

**PREVIOUS QUESTIONS and FULTON COUNTY'S
OFFICIAL RESPONSES FOR QUESTIONS TO
10ITB72999YC-BT, JANITORIAL SERVICES WHICH
WAS CANCELLED.**

1. **Question:** Who is the incumbent cleaning company?

Response: A - Action.

2. **Question:** What is the annual amount of the current cleaning contract

Response: \$595,300.14 for buildings 1-15 on Group G Facility List. Buildings 16-20 are new buildings that were not part of the original contract. They are new facilities added to this solicitation. See initial awards chart on page 28.

3. **Question:** Please specify exactly what documents and information are required for the bid packet that is to be submitted to the county.

Response: Section 2-Bid Form, Purchasing Forms, Section 4- Bid Bond, Section 5- Contract Compliance Requirements, and Section 10- Pricing Forms

4. **Question:** Will we be expected to complete the night cleaning during specific hours? E.g. all cleaning must be performed between 5:00 p.m. and 10:00 p.m.

Response: All work must be completed before the next business day regular hours of operation.

5. **Question** Please give, as detailed as possible, all expectations of any Saturday and Sunday cleaning and the hours expected to work.

Response: According to Human Services Office of Aging Rental Agreement, normal rental activities occur after hours and are considered to be Friday, 6:00 p.m. -- 12:00 midnight or Saturday 2:00 p.m. – 12:00 a.m. midnight, or Sunday, 9:00 a.m. – 10:00 p.m.

6. **Question:** How much is the county currently paying the vendor(s) for janitorial services at these facilities?

Response: \$595,300.14 buildings 1-15 on Group G Facility List. Buildings 16-20 are new buildings that were not part of the original contract. They are new facilities added to this solicitation. See initial awards chart on page 28.

7. **Question** If we are using a certified check in lieu of the bid bond, are we required to submit the bid bond form and mark N/A?

Response: If you submit a Certified Check in lieu of a bid bond, you must also submit a statement that the Certified Check is being submitted in lieu of the bid bond.

8. **Question** In light of the current economic environment, it is extremely costly for us to provide a 100% performance and payment bond. As our costs increase, we must pass that cost on to the county in the form of a higher bid. This will only increase the county's expenses. Would the county consider reducing the size of these bonds?

Response: The Performance and Payment Bonds must be in the amount of 100% of the contracted amount.

9. **Question** On page 5 under small letter a, 4th line down states, "All blank spaces must be typed on hand written in blue ink." Should that read, "All blank spaces must be typed or hand written in blue ink."?

Response: Yes

10. **Question:** Are there specifications for paper towels (e.g. multifold white) or other supplies?

Response:

Single 2-Ply Towels	C-Fold	Lotion-Sml-Soap
Jumbo Role Towels	Jumbo-2ply tissue	
Multi-Fold	Large Liners	

11. **Question** What are the sizes of trash liners that are currently used?

Response:

Small office trash cans – size 33 bag
Large trash cans in dining room – size 38 x 47
size 43 x 48 (black heavy duty bags)

12. **Question:** Since we will be required to provide all supplies, what is the average consumption rate per month of the paper & plastic goods?

Response:

Average Paper Products @ Six Centers
(Bowden/Darnell/Mills/Benson/4H/Palmetto)
\$769.00 (M-F)
\$242.00 (Weekend)
\$1011.00Total

13. **Question:** Page 76 under - A. Employees, 8th line down... "County has provided in writing the expected total of employees and/or hours required to

adequately clean the facility and meet Fulton County standards.” Please provide the specific location in the bid package where this information is located.

Response: County has not provided in writing the expected total of employees and/or hours required to adequately clean the facility and meet Fulton County standards.”

- 14. Question:** If the county requests additional cleaning beyond the scope of work, e.g. additional carpet cleaning, what is the determination of charges to the county?

Response: SeePp104. Additional services are for emergency-type services, such as responding to a roof leak during periods when there is no company staff

on-site (i.e., early morning or late evening hours or weekends. Provide repair and/or restoration of facilities

and/or equipment owned by Fulton County that has suffered fire, storm, or water damage. Providing drying equipment (blower, industrial fan, air purifier, air scrubber, etc.) and manpower as requested. Cleaning / extracting all water from floors, wiping down all walls, all furniture, removing all trash, dirt, and debris which are directly related to the activity of cleaning, drying, repair and/or restoration.

- 15. Question:** Could you please provide me with the current incumbent pricing on the aforementioned solicitation number.

Response: See below on next page:

Inbox - Microsoft Outlook

748163-3893.pdf - Adobe Reader

File Edit View Document Tools Window Help

1 / 1 50% Find

(Initial Contract Term - 12 Months)

GROUP F - Other Offices (North) (Cleanable Square Feet)

Period	\$/SqFt*	Additional Svcs \$ / Hr**	Monthly \$ Amount	Annual \$ Amount
12-Month Contract	2.4844	13.50	8083.78	97005.40

DAY PORTERS (Group G) (Senior Centers)

Period	\$/ Hour	Monthly \$ Amount	Annual \$ Amount
12-Month Contract	12.30	35,503.95	426,047.40

GROUP G - Senior Citizens Service Center (Cleanable Square Feet)

Period	\$/SqFt*	Additional Svcs \$ / Hr**	Monthly \$ Amount	Annual \$ Amount
12-Month Contract	1.0883	13.50	19499.72	233,996.65

**Minimum Required Day Porter Service
Group G
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	\$ 12.30	\$ 49,396.80
Camp Fruit	5	251	1,255	\$ 12.30	\$ 15,436.50
Dogwood	5	251	1,255	\$ 12.30	\$ 15,436.50
H.G. Darnell (Wood)	16	251	4,016	\$ 12.30	\$ 49,396.80
Edgewood/Auburn	5	251	1,255	\$ 12.30	\$ 15,436.50
South Fulton (Fairburn)	16	251	4,016	Temporarily closed / 2.30	49,396.80
New Horizons	5	251	1,255	\$ 12.30	\$ 15,436.50
Palmetto	5	251	1,255	\$ 12.30	\$ 15,436.50
North Fulton (Warsaw)	5	251	1,255	\$ 12.30	\$ 15,436.50
QLS	8	251	2,008	\$ 12.30	\$ 24,705.60
D.C. Benson	16	251	4,016	\$ 12.30	\$ 49,396.80
Mills	16	251	4,016	\$ 12.30	\$ 49,396.80
Southenst	5	251	1,255	\$ 12.30	\$ 15,436.50
Hapeville	5	251	1,255	\$ 12.30	\$ 15,436.50
Camp Fruit 4-H Ed Ctr.	5	251	1,255	\$ 12.30	\$ 15,436.50
New Beginnings	5	251	1,255	\$ 12.30	\$ 15,436.50
TOTAL	128	251	14,638		\$126,177.48

TOTAL COST FOR INITIAL CONTRACT TERM: \$ 157,049.45

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16. **Question:** Who are the incumbent cleaning companies?

Response: A-Action Incorporated.

17. **Question:** What is the annual amount of the current cleaning contract?

Response: \$595,300.14 buildings 1-15 on Group G Facility List. Buildings 16-20 are new buildings that were not part of the original contract. They are new facilities added to this solicitation. See initial awards chart on page 28.

18. **Question:** Is the form on page 68 regarding references a suggested format or is this what the county wants.

Response: What the county wants completed and returned with your bid package.

-
19. **Question:** Will the storage rooms available to us have locks on them?
- Response:** Yes, the closets will be secured.
20. **Question:** pg. 82 #11- Are there any cement floors presently in this condition?
- Response:** See pp.80 #11 'Cleaning and Sealing Cement Floors' in the 10ITB72999YC-BT.pdf document
21. **Question:** Should our bid for the "original 12 months" be for 12 actual months or only 6 months since this original contract period will only be for 6 months?
- Response:** 12 actual months
22. **Question:** Are there dumpsters at each facility?
- Response:** Not at all locations
23. **Question:** Certainly there are tasks that can only be performed by the night cleaners. Is there a specific breakdown of tasks expected of the day porters vs. the night cleaners?
- Response:** 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.
24. **Question:** Please give county allowances for submitting a bid package on a CD-ROM as discussed in the bid meeting.
- Response:** **This statement/question does not make sense. The bidder is responsible for all expenses (cost) associated or producing their bid.**
25. **Question:** At the bid meeting, we were told that more buildings were being added to this RFP. When will that information be available?
26. **Question:** What additional hours have been added for special events at all facilities?
- Response:** 100events per year X 1.00Hour for the four multipurpose facilities only.
27. **Question:** At the pre-bid meeting, it was stated that a new bid document or addendum will be added. Is that correct?
- Response:** Yes

28. Question: Other than the Senior Centers what other facilities have been or will be added? Will an addenda be added to the website for additional facilities?

Response: Various Department facilities in North Fulton and South Fulton. An addenda will be added to the website.

29. Question: Per page 104 in regards to Premium Services/Hours (highlighted below); is it 100 events per facility or 100 hours per facility? Please clarify.

Response:

“Premium Services/Hour” is for event coverage after normal hours of operation and weekends, (Approximately 100 Events Per Year for each multipurpose facility). The bidder shall be responsible for the restocking of all paper products, soap dispensers, and the cleanliness of the rest rooms. The bidder shall clean the entire floor, lobby (sweep the floor, empty trash, remove debris, mop the floor, and clean the glass of any smudges, wipe down tables, and dust all flat surfaces with the supplies that are provided by the County for the purpose in which the cleaner is designed to be used for) Under no circumstance shall the bidder be allowed to use cleaning products not authorized by the County.

Response: 100 Events. The price per premium event hour is available in the pricing matrix.

30. Question: Who supplies the paper products, soap, cleaning solution, etc for these events referred above? The contractor, General Services, Human Services, or the rental party?

Response: According to the ITB specifications as stated in question #4 above, premium event hours includes restoring all paper products, supplies, etc. from the vendor.

31. Question: Are the above mention events Fulton County sponsored events or rental party events?

Response: Both

General Information:

The Human Services Department, Office of Aging maintains that its Senior Multipurpose Facilities are public and, as such, may be used by the public after general operating hours. When there is an interest in public use after hours, a fee for use will apply. After hours is considered to be Friday, 6:00 p.m. -- 12:00 midnight or Saturday 2:00 p.m. -- 12:00 a.m. midnight, or Sunday, 9:00 a.m. -- 10:00p.m.

Generally, a senior multipurpose facility offers dining halls as rental facilities. Locations:

Dorothy C. Benson Senior Multipurpose Complex (Building B only)
6500 Vernon Woods Drive, Sandy Springs, Georgia 30328
404-705-4900 404-843-7362 (fax)

H.J.C. Bowden Senior Multipurpose Facility
2885 Church Street, East Point, Georgia 30344
404-762-4821 404-762-4829 (fax)

Harriett G. Darnell Senior Multipurpose Facility
677 Fairburn Road, NW, Atlanta, Georgia 30331
404-699-8580 404-505-3867 (fax)

Helene S. Mills Senior Multipurpose Facility
515 John Wesley Dobbs
Atlanta, Georgia 30312
404-523-3355
404-523-3356
404-893-0765 fax

- 32. Question:** Who is responsible for the sitting up and breaking down of tables, chairs, etc referencing these events?

Response: Dining Halls: Most Dining Halls feature adjustable tables, a stage area, stage storage area, off-stage storage area, podium, adjustable lighting throughout hall as well as on stage, a mounted (projector) screen on stage and some sound equipment (if notified in advance of request). Use of the piano may or may not be included in the rental agreement; the piano may not be moved from its original location. Check with facility for specific features and equipment use.

Furniture: Any movement of furniture shall be subject to approval; **a floor plan must be provided if furniture is to be moved**; and, all furniture must be returned to its original place. Furniture may be moved, but not removed from the Dining Hall.

Kitchen: Most facilities offer a catering kitchen for use by professional catering companies. The caterer(s) /renter(s) are responsible for clean up of the kitchen after the event, including ovens, small capacity ice machine, refrigerators, counter tops, floors, etc. Also, caterer(s)/renter(s) are to ensure all trash receptacles are emptied into the facility dumpster.

Availability: The Multipurpose facilities are available for special events after normal business hours, **Friday, 6:00 p.m. -- 12:00 a.m., midnight** or **Saturday 2:00 p.m. -- 12:00 a.m., midnight** or **Sunday, 9:00 a.m. -- 10:00 p.m.** Availability is on a first-come, first serve basis; multiple rentals (more than two rental requests per month) are

subject to review based on facility demands. An increase in demand requires that organizations/individuals may request no more than two rentals per month for a six-month period of time (January – June & July – December). Fulton County business takes precedence over private use.

Rental Rates: Rates are for not more than 8-hour periods of time between the hours of 6 p.m. – 12:00 midnight on Friday or 9:00 a.m. – 12:00 midnight on Saturday or 2:00 p.m. – 12:00 midnight on Sunday (as established in the rental request form) and must include set up and break down time; there will be a \$32.00 an hour charge for each hour of use exceeding the initial 8-hour period of time, **but not to exceed midnight**. Provided in the fee are: a **security guard** for the duration of the **rental**; an **Event Coordinator** for the duration of the **event**; and, porter staff for light clean-up duty after the event.

Room/Furniture set up and break down are the responsibility of the renter. Rooms must be restored to original set up. Garbage must be placed in bags and disposed of in the facility dumpster. _____ (initials). The parking lot and surrounding grounds must be kept in original condition.

- 33. Question:** Who is responsible for cleaning the kitchen area in reference to the events mentioned above? The contractor, the rental party, caterer, Human Services, etc?

Response: A catering kitchen is available except at the HJC Bowden Senior Multipurpose Facility. The catering kitchen must be cleaned and restored to its original condition after use, including ovens, refrigerators, etc. The Human Services Department will not be responsible for any lost or stolen supplies or equipment used by the caterer.

Locations	Bathroom Locations	Bathroom Stalls Mens	Bathroom Stalls Womens	Number of Sinks	Individual Soaps	How many Soap	Kitchens/ Break Rooms	Admin/Offices	Stairwells	Floors	Trash Cans
Rowell Senior Center	1 - up and 4 - down	4	4	5	5	5	1	5	1	mixed	10
Benson Multipurpose	17 (all on one level)	12 - unisex; 8 regular	12 unisex. 14 regular	24	20	20	1	28 16	none 3	mixed mixed	30 25
North Service Center	4 up and 4 down	4	6	6	8	8	1				
Aiport Building B											
Big Creek	3	1	2	3	3	3	1	6	2	mixed	10
Maxwell Trailers	6	3	3	6	6	6	3	12			
Danell Senior Center	17	12 - unisex; 8 regular	12 - unisex; 8 regular	24	20	20	1	28		mixed	30
Dogwood Senior Center	4	2	2	4	4	4	1	6		mixed	12

REVISED FACILITIES LIST FOR SOUTH SENIOR CENTERS

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 bidders verify square footage prior to submitting their bids.

GROUP G
SENIOR CENTERS

<u>Building Name</u>	<u>Address</u>	<u>Total Sq Ft</u>
1. H. J. C. Bowden	2885 Church Street 30349	34,652
2. Camp Truitt	4320 Hershel Road 30337	5,000
3. Dogwood	1953 Bankhead Hwy. NW 30318	7,155
4. H. G. Darnell	677 Fairburn Road 30331	33,000
5. Edgewood (Auburn)	300 Edgewood Avenue NE 30303	5,451
6. New Horizons	745 Orr Street 30314	7,000
7. Palmetto	Locke St & Turner Rd 30268	10,000
8. North Fulton (Warsaw)	1250 Warsaw Road 30076	11,102
9. Quality Living Services	4001 Danforth Road SW 30331	30,085
10. D. C. Benson	6500 Vernon Woods Road 30328	43,918
11. Helene S. Mills	515 John Wesley Dobbs 30312	34,000
12. Southeast	1650 Newton Circle SE 30312	7,660
13. Hapeville	Central Park Drive 30354	8,522
14. Camp Truitt 4-H Ed Ctr	4300 Herschel Drive 30337	5,000
15. New Beginnings	66 Brooks Drive, Fairburn, GA 30213	13,400
16. North Service Center	7741 Roswell Road, Sandy Springs, GA 30350	64,072
17. Parks & Recreation Bldg	11655 Maxwell Rd., Alpharetta, GA 30009	3,471
18. Public Works Big Creek	1030 Marietta Pkwy	2,613
19. Public Works Trailers	11575 Maxwell Rd., Alpharetta, GA 30009	6,727
20. Transportation-Charlie Brown Airport	3929 Aviation Circle, Bldg A, Atlanta, GA 30036	13,690
21. Clifondale Community Center	4645 Butner Road, College Park, GA 30349	4,716
22. Oak Hill Campus (Cottage #2)	2799 Metropolitan Parkway, Atlanta, GA 30315	3,000
Total Gross Square Footage of Group G		354,234
Estimated Total Square Footage to be Cleaned		297,557



FULTON COUNTY

Vision

*People Families
Neighborhoods*

Mission

*To serve, protect and govern in concert
with local municipalities*

Values

REQUEST FOR INVITATION TO BID NO. 10ITB99927YC-BL

JANITORIAL SERVICES FOR SENIOR CENTERS For General Services Department

BID DUE DATE AND TIME: June 23, 2010 at 11:00 A.M.

BID ISSUANCE DATE: May 25, 2010

PRE-BID CONFERENCE DATE: June 9, 2010 @ 11:00 AM

Last Day to Submit Questions: June 16, 2010 @ 5:00 PM

PURCHASING CONTACT: William E. Long, Jr. at (404) 612-5812

E-MAIL: william.long@fultoncountyga.gov

**LOCATION: FULTON COUNTY PURCHASING DEPARTMENT &
CONTRACT COMPLIANCE
130 PEACHTREE STREET, S.W., SUITE 1168
ATLANTA, GA 30303**

The following submittals shall be completed and submitted with each bid (see table below “Required Bid Submittal Check List.”). Please check to make sure that the required submittals are in the envelope before it is sealed. Failure to submit all required submittals may deem your proposal non-responsive. Submit one (1) Original bid, signed and dated and five (5) complete copies of the Original Bid including all required documents.

DID YOU EXECUTE AND RETURN THE FOLLOWING?

1	Bid Form – submittal shall show amounts for both Base Bid and Alternate and shall be signed and sealed by the bidder. All dollar amounts must be Both in writing AND figures and represent prices for the published scope of work without exceptions.	
2	Acknowledgement of each Addendum	
3	Bid Bond (separate envelope if Public Works Construction project)	
4	Purchasing Forms Form A - Non-Collusion Affidavit of Prime Bidder/Offeror Form B - Certificate of Acceptance of Request for Bid/Proposal Requirements Form C - Georgia Professional Licenses Form D - Certificate Regarding Debarment Form E - Disclosure Form & Questionnaire Form F - Declaration of Employee-Number Categories Form G - Georgia Security and Immigration Contractor Affidavit and Agreement Form H - Georgia Security and Immigration Subcontractor Affidavit	
5	Office of Contract Compliance Requirements Exhibit A - Promise of Non-Discrimination Exhibit B - Employment Record Exhibit C - Schedule of Intended Subcontractor Utilization Exhibit D - Letter of Intent to Perform as Subcontractor Exhibit E - Declaration Regarding Subcontractor Practices Exhibit F - Joint Venture Disclosure Affidavit Exhibit G - Prime Contractor/Subcontractor Utilization Report Equal Business Opportunity Plan (EBO Plan)	
6	Risk Management Insurance Provisions Form	
7	References - The Bidder shall provide five (5) references from work done of similar nature to this bid.	

BID FORM

**Bid #10ITB99927YC-BL
Janitorial Services for Senior Centers**

Submitted _____, 20 .

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.

BASE BID AMOUNT (Do not include any Bid Alternates)

\$ _____
(Dollar Amount in Numbers)

(Dollar Amount in Words)

The Bidder agrees hereby to commence work under this Contract, with adequate personnel and equipment, on or before a date to be specified in the written 'Notice to Proceed' from the County and to fully complete the project within the time limits identified in the owner-contractor agreement.

The Bidder declares that he understands that the quantities shown for the unit prices items are subject to either increase or decrease, and that should the quantities of any of the items of work be increased, the Bidder proposes to do the additional work at the unit prices stated herein; and should the quantities be decreased, the Bidder also understands that payment will be made on the basis of actual quantities at the unit price bid and will make no claim for anticipated profits for any decrease in quantities; and that actual quantities will be determined upon completion of work, at which time adjustments will be made to the contract amount by direct increase or decrease.

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.

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 # _____ DATED _____

ADDENDUM # _____ DATED _____

BIDDER: _____

Signed by: _____

[Type or Print Name]

Title: _____

Business Address: _____

Business Phone: _____

Bidder's Contractor License No: _____

[State/County]

License Expiration Date: _____

PURCHASING FORMS & INSTRUCTIONS

This section contains the procurement forms that are required to be executed and submitted with the bid package. This section does not contain all forms required to be included with the bid package submittal.

To be deemed responsive to this ITB, Bidders must provide the information requested and complete in detail all Purchasing Forms. The appropriate individual(s) authorized to commit the Bidder to the Project must sign the Purchasing Forms. Bidders should reproduce each Purchasing Form, as required, and complete the appropriate portions of the forms provided in this section.

- Form A: Non-Collusion Affidavit of Prime Bidder/Offeror
- Form B: Certificate of Acceptance of Request for Bid/Proposal Requirements
- Form C: ***Not Applicable***
- Form D: Certification Regarding Debarment
- Form E: Disclosure Form and Questionnaire
- Form F: Declaration of Employee-Number Categories
- Form G: Georgia Security and Immigration Contractor Affidavit and Agreement
- Form H: Georgia Security and Immigration Subcontractor Affidavit

**FORM A: NON-COLLUSION AFFIDAVIT OF
BIDDER/OFFEROR**

STATE OF GEORGIA
COUNTY OF FULTON

I, _____ certify that pursuant to Fulton County Code Section 2-320 (11), this bid or proposal is made without prior understanding, agreement or connection with any corporation, firm or person submitting a bid for the same work, labor or service to be done or the supplies, materials or equipment to be furnished and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of state and federal law and can result in fines, prison sentences and civil damages awards. I agree to abide by all conditions of this bid or proposal and certify that I am authorized to sign this bid or proposal for the bidder.

Affiant further states that pursuant to O.C.G.A. Section 36-91-21 (d) and (e), _____ has not, by itself or with others, directly or indirectly, prevented or attempted to prevent competition in such bidding or proposals by any means whatsoever. Affiant further states that (s)he has not prevented or endeavored to prevent anyone from making a bid or offer on the project by any means whatever, nor has Affiant caused or induced another to withdraw a bid or offer for the work.

Affiant further states that the said offer of _____ is bona fide, and that no one has gone to any supplier and attempted to get such person or company to furnish the materials to the bidder only, or if furnished to any other bidder, that the material shall be at a higher price.

(COMPANY NAME)

(PRESIDENT/VICE PRESIDENT)

Sworn to and subscribed before me this _____ day of _____, 2010.

(SECRETARY/ASSISTANT SECRETARY)

(Affix corporate seal here, if a corporation)

Notary Public: _____

County: _____

Commission Expires: _____

NOTE:

IF THE OFFEROR IS A PARTNERSHIP, ALL OF THE PARTNERS AND ANY OFFICER, AGENT, OR OTHER PERSON WHO MAY HAVE REPRESENTED OR ACTED FOR THEM IN BIDDING FOR OR PROCURING THE CONTRACT SHALL ALSO MAKE THIS OATH.

IF THE OFFEROR IS A CORPORATION, ALL OFFICERS, AGENTS, OR OTHER PERSONS WHO MAY HAVE ACTED FOR OR REPRESENTED THE CORPORATION IN BIDDING FOR OR PROCURING THE CONTRACT SHALL MAKE THE OATH.

**FORM B: FULTON COUNTY CERTIFICATE OF ACCEPTANCE
OF BID/PROPOSAL REQUIREMENTS**

This Is To Certify That On This Day Bidder/Proposer Acknowledges That He/She Has Read This Bid Document, Pages _____ To _____ Inclusive, Including Addendum(s) ____ To ____, And/Or Appendices ____ To ____, In Its Entirety, And Agrees That No Pages Or Parts Of The Document Have Been Omitted, That He/She Understands, Accepts And Agrees To Fully Comply With The Requirements Therein, And That The Undersigned Is Authorized By The Bidding/Proposing Company To Submit The Bid/Proposal Herein And To Legally Obligate The Bidder/Proposer Thereto.

Company: _____

Signature: _____

Name: _____

Title: _____

Date: _____

(Corporate Seal)

FORM D: CERTIFICATION REGARDING DEBARMENT

- (1) The Offeror certifies that neither it or its subcontractors is presently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from doing business with any government agency. Any such exclusion may cause prohibition of your firm from participating in any procurement by the Fulton County Government.
- (2) If the Offeror is unable to certify to any of the statements in this certification, such Offeror or subcontractor shall attach an explanation to this bid or proposal.

INSTRUCTIONS FOR CERTIFICATION

By signing and submitting this certification, the Offeror is providing the certification set out below:

- (1) The certification in this clause is a material representation of fact upon which reliance will be placed. If it is later determined that the prospective vendor knowingly rendered a false certification, the Purchasing Agent may pursue all available remedies, including suspension and/or debarment, for withdrawal of award or termination of a contract.
- (2) The prospective Offeror shall provide immediate written notice to the Purchasing Agent if at anytime the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- (3) Offeror shall be under a continuing duty to immediately inform the Purchasing Agent in writing of any changes, if as a result of such changes, the Offeror certification regarding debarment is affected.

DEBARMENT ORDINANCE

The following Section 2-322 of Fulton County Code of Laws establishes the procedure for the debarment of contractors.

Authority to suspend.

After reasonable notice to the entity involved and reasonable opportunity for that entity to be heard, the Purchasing Agent, after consultation with user department, the County Manager and the County Attorney shall have the authority to suspend an entity for cause from consideration for award of county contracts. As used in this section, the term entity means any business entity, individual, firm, contractor, subcontractor or business corporation, partnership, limited liability corporation, firm, contractor, subcontractor or business structured; provided, further, that any such entity shall also be subject to suspension under this section if any of its constituents, members, subcontractors at any tier of such entity's and the entity, or any constituent or member, knew or should have known of the commission of the act. The suspension shall be for a period not to exceed three (3) years unless cause is based on a felony conviction for an offense related or associated fraudulent contracting or misappropriation of funds wherein the suspension shall not exceed seven (7) years.

Causes for Suspension. The causes for suspension include:

- (1) Conviction for commission of a criminal offense as an incident to obtain or attempting to obtain a public or private contract or subcontract, or in performance of such contract or subcontract;

-
- (2) Conviction of state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property or other offense indicating a lack of business integrity or business honesty which currently, seriously and directly affects responsibility as a county contractor.
 - (3) Conviction of state or federal anti-trust statutes arising out of the solicitation and submission of bids and proposals;
 - (4) Violation of contract provisions, as set forth below, of a character which is regarded by the Purchasing Agent to be so serious as to justify suspension action:
 - a. Failure to perform in accordance with the specifications within a time limit provided in a county contract;
 - b. A recent record of failure to perform or unsatisfactory performance in accordance with the terms of one or more contracts; provided, that failure to perform or unsatisfactory performance caused by acts beyond the control of the contractor shall not be considered to be a basis for suspension;
 - c. Material representation of the composition of the ownership or workforce or business entity certified to the county as a minority business enterprise; or
 - d. Falsification of any documents.
 - (5) For violation of the ethical standards set forth in Fulton County Code Chapter 9, Code of Ethics.
 - (6) Knowing misrepresentation to the county, of the use which a majority owned contractor intends to make a minority business enterprise (a business entity at least 51 percent of which is owned and controlled by minority persons, as defined in Fulton County Code Chapter 6, Article B, Minority Business Enterprise Affirmative Action Program and certified as such by the County) as a subcontractor or a joint venture partner, in performing work under contract with the County.

Failure to fully and truthfully provide the information required, may result in the disqualification of your bid/proposal from consideration or termination of the Contract, once awarded. This document must be completed and included as a part of the bid/proposal package along with other required documents.

Under penalty of perjury, I declare that I have examined this certification 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 _____, 2010

(Legal Name of Offeror)

(Date)

(Signature of Authorized Representative) (Date)

(Title)

On this _____ day of _____, 2010

(Legal Name of Proponent)

(Date)

(Date)

(Signature of Authorized Representative)

(Title)

Sworn to and subscribed before me,

this _____ day of _____, 2010

(Notary Public)

(Seal)

Commission Expires _____

(Date)

FORM F: DECLARATION OF EMPLOYEE-NUMBER CATEGORIES

Please affirmatively indicate by checking the appropriate box the employee-number category applicable to your company:

- 500 or more employees
- 100 or more employees
- fewer than 100 employees

Company Name: _____

I certify that the above classification is true and correct.

Signed: _____

Printed: _____

Title: _____

Date: _____

FORM G: GEORGIA SECURITY AND IMMIGRATION CONTRACTOR AFFIDAVIT AND AGREEMENT

Instructions:

Contractors must attest to compliance with the requirements of O.C.G.A 13-10-91 and the Georgia Department of Labor Rule 300-10-01-.02 by executing the Contractor Affidavit provided. The affidavit should be executed by Contractors who have indicated on Form F, Declaration of Employee-Number Categories, that they have 100 or more employees.

STATE OF GEORGIA

COUNTY OF FULTON

FORM G: 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 services under a contract with **[insert name of prime contractor]** _____ on behalf of **Fulton County Government** has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services 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.

EEV/Basic Pilot Program* User Identification Number

BY: Authorized Officer of Agent
(Insert Subcontract Name)

Title of Authorized Officer or Agent of Subcontractor

Printed Name of Authorized Officer or Agent

Sworn to and subscribed before me this _____ day of _____, 2010.

Notary Public: _____

County: _____

Commission Expires: _____

NOTE:

*** As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the “EEV/Basic Pilot Program” operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).**

FORM H: GEORGIA SECURITY AND IMMIGRATION SUBCONTRACTOR AFFIDAVIT

Instructions:

In the event that your company is awarded the contract for this project, and will be utilizing the services of any subcontractor(s) in connection with the physical performance of services pursuant to this contract, the following affidavit must be completed by such subcontractor(s). Your company must provide a copy of each such affidavit to Fulton County Government, Department of Purchasing & Contract Compliance with the proposal submittal.

All subcontractor affidavit(s) shall become a part of the contract and all subcontractor(s) affidavits shall be maintained by your company and available for inspection by Fulton County Government at any time during the term of the contract. All subcontractor(s) affidavit(s) shall become a part of any contractor/subcontractor agreement(s) entered into by your company.

STATE OF GEORGIA

COUNTY OF FULTON

FORM H: 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 services under a contract with **[insert name of prime contractor]** _____ behalf of **Fulton County Government** has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

EEV/Basic Pilot Program* User Identification Number

BY: Authorized Officer of Agent
(Insert Subcontract Name)

Title of Authorized Officer or Agent of Subcontractor

Printed Name of Authorized Officer or Agent

Sworn to and subscribed before me this _____ day of _____, 2010.

Notary Public: _____

County: _____

Commission Expires: _____

NOTE:

*** As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the “EEV/Basic Pilot Program” operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).**

CONTRACT COMPLIANCE REQUIREMENTS

NON-DISCRIMINATION IN CONTRACTING AND PROCUREMENT

Policy Statement: It is the policy of Fulton County Government that discrimination against businesses by reason of the race, color, gender or national origin of the ownership of any such business is prohibited. Furthermore, it is the policy of the Board of Commissioners (“Board”) that Fulton County and all vendors and contractors doing business with Fulton County shall provide to all businesses the opportunity to participate in contracting and procurement paid, in whole or in part, with monetary appropriations of the Board. Similarly, it is the policy of the Board that the contracting and procurement practices of Fulton County should not implicate Fulton County as either an active or passive participant in the discriminatory practices engaged in by private contractors seeking to obtain contracts with Fulton County.

Equal Business Opportunity Plan (EBO Plan): In addition to the proposal submission requirements, each vendor **must** submit an Equal Business Opportunity Plan (EBO Plan) with their bid/proposal. The EBO Plan is designed to enhance the utilization of a particular racial, gender or ethnic group by a bidder/proposer, contractor, or vendor or by Fulton County. The respondent **must** outline a plan of action to encourage and achieve diversity and equality in the available procurement and contracting opportunities with *this solicitation*.

The EBO Plan **must** identify and include:

1. Potential opportunities within the scope of work of *this solicitation* that will allow for participation of racial, gender or ethnic groups.
2. Efforts that will be made by the bidder/proposer to encourage and solicit minority and female business utilization in this solicitation.

Fulton County encourages joint ventures, teaming, partnering and mentor-protégé relationships with minority and female businesses in an effort to achieve contracting and procurement diversity.

Prompt Payment: The prime contractor **must** certify in writing and **must** document on the Exhibit G Form (Prime Contractor/Subcontractor Utilization Report) that all subcontractors, sub-consultants and suppliers have been promptly paid for work and materials, (less any retainage by the prime contractor prior to receipt of any further progress payments). In the event the prime contractor is unable to pay subcontractors, sub-consultants or suppliers until it has received a progress payment from Fulton County, the prime contractor shall pay all subcontractors, sub-consultants or suppliers funds due from said progress payments within forty-eight (48) hours of receipt of payment from Fulton County. In no event shall a subcontractor, sub-consultant or supplier be paid later than fifteen (15) days as provided for by state law.

REQUIRED FORMS AND EBO PLAN:

In order to be compliant with the intent and provisions of the Fulton County Non-Discrimination in Purchasing and Contracting Ordinance (99-0960), bidders/proposers **must** submit the following completed documents. Failure to provide this information **shall** result in the bid/proposal being deemed non-responsive:

- **Exhibit A** - Promise of Non-Discrimination
- **Exhibit B** - Employment Report
- **Exhibit C** - Schedule of Intended Subcontractor Utilization
- **Exhibit D** - Letter of Intent to Perform As a Subcontractor or Provide Materials or Services
- **Exhibit E** - Declaration Regarding Subcontractor Practices
- **Exhibit F** - Joint Venture Disclosure Affidavit
- **Equal Business Opportunity Plan (EBO Plan)** – This document is not a form. It is a statement created by the bidder/proposer on its company letter head addressing the EBO Plan requirements.

All Contract Compliance documents (Exhibits A – F and EBO Plan) are to be placed in a **separate sealed envelope** clearly marked “Contract Compliance”. The EBO Plan must be submitted on company letterhead. These documents are considered part of and should be submitted with the Technical Proposal.

The following document **must** be completed as instructed if awarded the bid:

- **Exhibit G** - Prime Contractor’s Subcontractor Utilization Report

EXHIBIT A – PROMISE OF NON-DISCRIMINATION

“Know all persons by these presents, that I/WE (_____),
Name

_____ Title _____ 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 Contract Compliance pursuant to Section 4.4 of the Fulton County Non-Discrimination in Purchasing and Contracting Ordinance.

SIGNATURE: _____
ADDRESS _____
TELEPHONE NUMBER: _____

EXHIBIT B – EMPLOYMENT REPORT

The demographic employment make-up for the bidder **must** be identified and submitted with this bid/proposal. In addition, if subcontractors will be utilized by the bidder/proposer to complete this project, then the demographic employment make-up of the subcontractor(s) must be identified and submitted with this bid.

EMPLOYEES

CATEGORY	NATIVE INDIAN		AFRICAN AMERICAN		ASIAN AMERICAN		HISPANIC AMERICAN		CACUSIAN AMERICAN		OTHER	
	M	F	M	F	M	F	M	F	M	F	M	F
Mgmt/Official												
Professional (Arch., P.E., etc.)												
Supervisors												
Office/ Clerical												
Craftsmen												
Laborers												
Others (Specify)												
TOTALS												

FIRM'S NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

This completed form is for (Check one) _____ Bidder/Proposer ___ Subcontractor

Submitted by: _____ Date Completed: _____

EXHIBIT C – SCHEDULE OF INTENDED SUBCONTRACTOR UTILIZATION

If the bidder/proposer intends to subcontract any portion of this scope of work/service(s), this form **must be** completed and **submitted with the bid/proposal**. All prime bidders/proposers **must** include Letter(s) of Intent (Exhibit D) in the bid document for all subcontractors who will be utilized under the scope of work/services.

Prime Bidder/Proposer: _____

ITB/RFP NUMBER: _____

Project Name or Description of Work/Service(s): _____

1. My firm, as Prime Bidder/Proposer on this scope of work/service(s) is _____ is not a minority or female owned and controlled business. (Please indicate below the portion of work, including, percentage of bid amount that your firm will carry out directly):

If the Prime Bidder/Proposer is a Joint Venture, please complete Exhibit F: Joint Venture Disclosure Affidavit and attach a copy of the executed Joint Venture Agreement.

2. Sub-Contractors (Including suppliers) to be utilized in the performance of this scope of work/service(s), if awarded, are:

SUBCONTRACTOR NAME: _____

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 (WFBE); **If yes, attach copy of recent certification letter.**

EXHIBIT C – SCHEDULE OF INTENDED SUBCONTRACTOR UTILIZATION

SUBCONTRACTOR NAME: _____
ADDRESS: _____

PHONE: _____
CONTACT PERSON: _____
ETHNIC GROUP*: _____ COUNTY CERTIFIED** _____
WORK TO BE PERFORMED: _____

DOLLAR VALUE OF WORK: \$ _____ PERCENTAGE VALUE _____ %
SUBCONTRACTOR NAME: _____
ADDRESS: _____

PHONE: _____
CONTACT PERSON: _____
ETHNIC GROUP*: _____ COUNTY CERTIFIED** _____
WORK TO BE PERFORMED: _____

DOLLAR VALUE OF WORK: \$ _____ PERCENTAGE VALUE _____ %

SUBCONTRACTOR NAME: _____
ADDRESS: _____

PHONE: _____
CONTACT PERSON: _____
ETHNIC GROUP*: _____ COUNTY CERTIFIED** _____
WORK TO BE PERFORMED: _____

DOLLAR VALUE OF WORK: \$ _____ PERCENTAGE VALUE _____ %

SUBCONTRACTOR NAME: _____
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 (WFBE); **If yes, attach copy of recent certification letter.**

EXHIBIT D

**LETTER OF INTENT TO PERFORM AS A SUBCONTRACTOR
OR
PROVIDE MATERIALS OR SERVICES**

This form **must** be completed by **ALL** known subcontractors/suppliers and submitted with the bid. The Prime Contractor **must** submit Letters of Intent for ALL known subcontractors/suppliers at time of bid submission.

To: _____
(Name of Prime Contractor Firm)

From: _____
(Name of Subcontractor Firm)

ITB/RFP Number: _____

Project Name: _____

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

(Prime Bidder)

(Subcontractor)

Signature _____

Signature _____

Title _____

Title _____

Date _____

Date _____

EXHIBIT E – DECLARATION REGARDING SUBCONTRACTING PRACTICES

If the bidder/proposer **does not intend to subcontract** any portion of the scope of work services(s), this form **must be** completed and submitted with the bid.

_____ Hereby declares that it is
my/our intent to

(Bidder)

Perform 100% of the work required for _____

(IFB/RFP Number)

(Description of Work)

In making this declaration, the bidder/proposer states the following:

1. That the bidder does not customarily subcontract elements of this type project, and normally performs and has the capability to perform and will perform **all elements** of the work on this project with his/her own current work forces;
2. If it should become necessary to subcontract some portion of the work at a later date, the bidder will comply with all requirements of the County's Non-Discrimination Ordinance in providing equal opportunities to all firms to subcontract the work. The determination to subcontract some portion of the work at a later date shall be made in good faith and the County reserves the right to require additional information to substantiate a bidder's decision to subcontract work following the award of the contract. Nothing contained in this provision shall be employed to circumvent the spirit and intent of the County's Non-Discrimination Ordinances;
3. The bidder will provide, upon request, information sufficient for the County to verify Item Number one.

AUTHORIZED COMPANY REPRESENTATIVE

Name: _____ Title: _____ Date: _____

Signature: _____

Firm: _____

Address: _____

Phone Number: _____

Fax Number: _____

Email Address: _____

EXHIBIT F – JOINT VENTURE DISCLOSURE AFFIDAVIT

IFB No. _____

Project Name _____

This form must be completed and submitted with the bid if a Joint Venture approach is to be undertaken.

The firms listed below do hereby declare that they have entered into a joint venture agreement pursuant to the above mentioned project. The information requested below is to clearly identify and explain the extent of participation of each firm in the proposed joint venture. All items must be properly addressed before the business entity can be evaluated.

1. Firms:

1) Name of Business: _____

Street Address: _____

City/State/Zip: _____

County: _____

Nature of Business: _____

2) Name of Business: _____

Street Address: _____

City/State/Zip: _____

County: _____

Nature of Business: _____

3) Name of Business: _____

Street Address: _____

City/State/Zip: _____

County: _____

Nature of Business: _____

NAME OF JOINT VENTURE (If applicable): _____

OFFICE ADDRESS: _____

PRINCIPAL OFFICE:

OFFICE PHONE: _____

EXHIBIT F – JOINT VENTURE DISCLOSURE AFFIDAVIT

Note: Attach additional sheets as required

1. Describe the capital contributions by each joint venturer and accounting thereof. Indicate the percentage make-up for each joint venture partner.
2. Describe the financial controls of the joint venture, e.g., will a separate cost center be established? Which venturer will be responsible for keeping the books? How will the expense therefore be reimbursed? What is the authority of each joint venture to commit or obligate the order?
3. Describe any Ownership, options for Ownership, or loans between the joint ventures. Identify terms thereof.
4. Describe the estimate contract cash flow for each joint venturer.
5. To what extent and by whom will the on-site work be supervised?
6. To what extent and by whom will the administrative office be supervised?
7. Which joint venturer will be responsible for material purchases including the estimated cost thereof? How will the purchase be financed?
8. Which joint venturer will provide equipment? What is the estimated cost thereof? How will the equipment be financed?
9. Describe the experience and business qualifications of each joint venturer.
10. Submit a copy of all joint venture agreements and evidence of authority to do business in the State of Georgia as well as locally, to include all necessary business licenses.
11. Percent of ownership by each joint venture in terms of profit and loss sharing: _____

12. The authority of each joint venturer to commit or obligate the other: _____
13. Number of personnel to be involved in project, their crafts and positions and whether they are employees of the small business enterprise, the majority firm or the joint venture: _____

EXHIBIT F – JOINT VENTURE DISCLOSURE AFFIDAVIT

14. Identification of control and participation in venture; list those individuals who are responsible for day-to-day management and policy decision-maker, including, but not limited to, those with prime responsibility for areas designated below; (use additional sheets if necessary)

<u>Name</u> <u>Operation</u>	<u>Race</u>	<u>Sex</u>	<u>Financial</u> <u>Decisions</u>	<u>Supervision</u> <u>Field</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

In connection with any work that these firms, as a joint venture, might be authorized to perform in connection with above captioned contract, we each do hereby authorize representatives of the Fulton County Department of Contract Compliance, Departments of Purchasing and Finance, under the direction of the County Manger’s Office, to examine, from time to time, the books, records and files to the extent that such relate to this County project.

WE DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THE FOREGOING DOCUMENT ARE TRUE AND CORRECT, AND THAT WE ARE AUTHORIZED, ON BEHALF OF THE ABOVE FIRMS, TO MAKE THIS AFFIDAVIT AND GRANT THE ABOVE PRIVILEGE.

FOR: _____
(Company)

Date: _____

(Signature of Affiant)

(Printed Name)

(Company)

Date: _____

(Signature of Affiant)

(Printed Name)

State of _____:

County of _____:

On this _____ day of _____, 20_____, before me, appeared

_____, the undersigned known to me to be the person described in the foregoing Affidavit and acknowledge that he (she) executed the same in the capacity therein stated and for the purpose therein contained.

**Insurance and Risk Management Provisions
General (NOC)**

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. 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 and Description must appear on the Certificate of Insurance).
- A combination of specific policies written with an umbrella policy covering liabilities in excess of the required limits is acceptable to achieve the applicable insurance coverage levels.

Upon award, the Contractor/Vendor must maintain at their expense, insurance with policy limits equal to or greater than the limits described below. 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.

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 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.
(Aggregate)	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
(Other than Products/Completed Operations)General Aggregate-	\$2,000,000

To include Designated Per Project/Location Endorsement #CG2503/CG2504

Products\Completed Operation	Aggregate Limit	-	\$1,000,000
Personal and Advertising Injury	Limits	-	\$1,000,000
Fire Damage	Limits	-	\$100,000

3. BUSINESS AUTOMOBILE LIABILITY INSURANCE

Combined Single Limits

Each Occurrence	-	\$1,000,000
(Including operation of non-owned, owned, and hired automobiles)		

4. UMBRELLA LIABILITY

(In excess of Auto, GL and Employers Liability) Each Occurrence	-	\$2,000,000
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5. FIDELITY BOND and CRIME

(Employee Dishonesty - Theft)	Each Occurrence	-	\$100,000
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Above to include 3rd Party Coverage

Certificates of Insurance

Certificates shall state that the policy or policies shall not expire, be cancelled or altered without at least sixty (60) days prior written notice to Fulton County Government. Policies and Certificates of Insurance are to list Fulton County Government as an Additional Insured (except for Workers' Compensation) and shall conform to all terms and conditions (including coverage of the indemnification and hold harmless agreement) contained in the Insurance and Risk Management Provisions. The General Liability Additional Insured language should apply to on-going and completed-operations, using ISO form CG 2010 (11/85 version) or equivalent.

The Contractor agrees to name the Owner and all other parties required of the Contractor/Vendor shall be included as insureds on the CGL, using ISO Additional Insured Endorsement forms CG 2010 11/85 or its equivalent coverage to the additional insureds. This insurance for the additional insureds shall be as broad as the coverage provided for the named insured Subcontractor. It shall apply as Primary Insurance before any other insurance or self-insurance, including any deductible, non-contributory, and Waiver of Subrogation provided to the Additional Insureds.

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

If Fulton County Government shall so request, the Respondent, Contractor or Vendor will 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.

Such certificates should be sent to Fulton County Government and must identify the "Certificate Holder" as follows:

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

It is understood that **Insurance in no way Limits the Liability of the Contractor/Vendor.**

USE OF PREMISES

Contractor 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.

PROTECTION OF PROPERTY

Contractor 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 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 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.

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

Contractor/Vendor hereby agrees to release, indemnify, defend and hold harmless Fulton County, its Commissioners, officers, employees, subcontractors, successors, assigns and agents, from and against any and

all losses (including death), claims, damages, liabilities, costs and expenses (including but not limited to all actions, proceedings, or investigations in respect thereof and any costs of judgments, settlements, court costs, attorney's fees or expenses, regardless of the outcome of any such action, proceeding, or investigation), caused by, relating to, based upon or arising out of any act or omission by Contractor/Vendor, its directors, officers, employees, subcontractors, successors, assigns or agents, or otherwise in connection (directly or indirectly) with its acceptance, or the performance, or nonperformance, of its obligations under these agreements. Such obligations shall not be construed to negate, abridge or otherwise reduce any other rights or obligations of indemnity which would otherwise exist as to any party or person as set forth in this paragraph.

Contractor/Vendor's obligation to protect, defend, 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/Vendor further agrees to protect, defend, 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 Contractor/Vendor. These indemnities shall not be limited by reason of the listing of any insurance coverage.

If the bid/quotation involves construction services Contractor/Vendor will be responsible fully for any and all damage to the work during the course of construction, until the point of Final acceptance by Fulton County.

FULTON COUNTY ACKNOWLEDGES THAT ALL PROVISIONS OF THIS INDEMNITY AGREEMENT MAY NOT BE APPLICABLE TO THE CONTRACTOR/VENDOR'S BUSINESS. TO THE EXTENT THAT CONTRACTOR/VENDOR MAY DEMONSTRATE SUCH NONAPPLICABILITY, FULTON COUNTY MAY NEGOTIATE AMENDMENTS TO THIS AGREEMENT AS THE CIRCUMSTANCES DICTATE.

CONTRACTOR/VENDOR ACKNOWLEDGES HAVING READ, UNDERSTANDING, AND AGREEING TO COMPLY WITH THIS INDEMNIFICATION AND HOLD HARMLESS AGREEMENT, AND THE REPRESENTATIVE OF THE CONTRACTOR/VENDOR IDENTIFIED BELOW IS

AUTHORIZED TO SIGN CONTRACTS ON BEHALF OF THE RESPONDING CONTRACTOR/VENDOR.

COMPANY: _____ SIGNATURE: _____

NAME: _____ TITLE: _____ DATE: _____

BIDDER'S QUALIFICATIONS

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

The bidder 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 bidder has recently performed this type and scope of work in facilities of similar size, type, and geographical dispersion.

The listing must include:

- A. 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.
- B. 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.
- C. .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.
- D. Membership in any professional cleaning and/or certifying organization.
- E. Training and professional certification of key individuals who will be involved in the Fulton County contract.

REFERENCE FORD

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

BID PRICING SHEET

There are three (3) pricing lines for each group as follows:

- Original Term contract term (12 months)
- 1st Renewal term (12 months)
- 2nd and Final Renewal term (12 months)

\$/Sq. Ft. = The total bid dollar amount divided by the number of cleanable square feet.

Additional Services/Hours is for emergency type services, such as responding to a roof leak during periods when there is no company staff on-site (i.e. early morning or late evening hours or weekends).

Core operating hours are 8:30 a.m. to 5:30 p.m. Monday thru Friday. These locations require **Day Porter** support and night cleaning. In some instances, weekend cleaning (i.e. Fulton County Sponsored Events and special events) may be required.

**South Senior Centers
(Initial 12 Month Term)**

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.	29,108	\$	\$		\$
Camp Truitt					
Total Sq. Ft.	5,000				
Cleanable Sq. Ft.	4,200	\$	\$		\$
Palmetto					
Total Sq. Ft.	10,000				
Cleanable Sq. Ft.	8,400	\$	\$		\$
Quality Living Services					
Total Sq. Ft.	30,085				
Cleanable Sq. Ft.	25,272	\$	\$		\$
Hapeville					
Total Sq. Ft.	8,522				
Cleanable Sq. Ft.	7,159	\$	\$		\$
Camp Truitt 4-H Ed Ctr					
Total Sq. Ft.	5,000				
Cleanable Sq. Ft.	4,200	\$	\$		\$
New Beginnings					
Total Sq. Ft.	13,400				
Cleanable Sq. Ft.	11,256	\$	\$		\$
Cliftdale Comm Center					
Total Sq. Ft.	4,716				
Cleanable Sq. Ft.	3,962	\$	\$		\$
Oak Hill Campus (Cot #2)					
Total Sq. Ft.	3,000				
Cleanable Sq. Ft.	2,520	\$	\$		\$
TOTALCOST					\$

PREMIUM EVENT	Premium Cost Per Hour	Annual Premium Cost
100 Hours	\$	\$

**South Senior Centers
(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	\$	\$
Camp Truitt	5	251	1,255	\$	\$
Palmetto	5	251	1,255	\$	\$
Quality Living Services	8	251	2,008	\$	\$
Hapeville	5	251	1,255	\$	\$
New Beginnings	5	251	1,255	\$	\$
Total Cost Day Porters	44	251	11,044		\$

Total Cost for South Senior Centers- ORIGINAL TERM

Total Cost for Cleanable Sq Ft for South Senior Centers (General Cleaning)	\$
Total Cost for Day Porter Services for South Senior Centers	\$
Premium Events Cost	\$
Total Annual Cost for South Senior Centers	\$

**South Senior Centers
(1st Renewal Term)**

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.	29,108	\$	\$		\$
Camp Truitt					
Total Sq. Ft.	5,000				
Cleanable Sq. Ft.	4,200	\$	\$		\$
Palmetto					
Total Sq. Ft.	10,000				
Cleanable Sq. Ft.	8,400	\$	\$		\$
Quality Living Services					
Total Sq. Ft.	30,085				
Cleanable Sq. Ft.	25,272	\$	\$		\$
Hapeville					
Total Sq. Ft.	8,522				
Cleanable Sq. Ft.	7,159	\$	\$		\$
Camp Truitt 4-H Ed Ctr					
Total Sq. Ft.	5,000				
Cleanable Sq. Ft.	4,200	\$	\$		\$
New Beginnings					
Total Sq. Ft.	13,400				
Cleanable Sq. Ft.	11,256	\$	\$		\$
Cliftondale Comm Center					
Total Sq. Ft.	4,716				
Cleanable Sq. Ft.	3,962	\$	\$		\$
Oak Hill Campus (Cot #2)					
Total Sq. Ft.	3,000				
Cleanable Sq. Ft.	2,520	\$	\$		\$
TOTALCOST					\$

PREMIUM EVENT	Premium Cost Per Hour	Annual Premium Cost
100 Hours	\$	\$

**South Senior Centers
(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	\$	\$
Camp Truitt	5	251	1,255	\$	\$
Palmetto	5	251	1,255	\$	\$
Quality Living Services	8	251	2,008	\$	\$
Hapeville	5	251	1,255	\$	\$
New Beginnings	5	251	1,255	\$	\$
Total Cost Day Porters	44	251	11,044		\$

Total Cost for South Senior Centers- 1st Renewal TERM

Total Cost for Cleanable Sq Ft for South Senior Centers (General Cleaning)	\$
Total Cost for Day Porter Services for South Senior Centers	\$
Premium Events Cost	\$
Total Annual Cost for South Senior Centers	\$

**South Senior Centers
(2nd Renewal Term)**

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.	29,108	\$	\$		\$
Camp Truitt					
Total Sq. Ft.	5,000				
Cleanable Sq. Ft.	4,200	\$	\$		\$
Palmetto					
Total Sq. Ft.	10,000				
Cleanable Sq. Ft.	8,400	\$	\$		\$
Quality Living Services					
Total Sq. Ft.	30,085				
Cleanable Sq. Ft.	25,272	\$	\$		\$
Hapeville					
Total Sq. Ft.	8,522				
Cleanable Sq. Ft.	7,159	\$	\$		\$
Camp Truitt 4-H Ed Ctr					
Total Sq. Ft.	5,000				
Cleanable Sq. Ft.	4,200	\$	\$		\$
New Beginnings					
Total Sq. Ft.	13,400				
Cleanable Sq. Ft.	11,256	\$	\$		\$
Cliftondale Comm Center					
Total Sq. Ft.	4,716				
Cleanable Sq. Ft.	3,962	\$	\$		\$
Oak Hill Campus (Cot #2)					
Total Sq. Ft.	3,000				
Cleanable Sq. Ft.	2,520	\$	\$		\$
TOTALCOST					\$

PREMIUM EVENT	Premium Cost Per Hour	Annual Premium Cost
100 Hours	\$	\$

**South Senior Centers
(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	\$	\$
Camp Truitt	5	251	1,255	\$	\$
Palmetto	5	251	1,255	\$	\$
Quality Living Services	8	251	2,008	\$	\$
Hapeville	5	251	1,255	\$	\$
New Beginnings	5	251	1,255	\$	\$
Total Cost Day Porters	44	251	11,044		\$

Total Cost for South Senior Centers- 2nd Renewal TERM

Total Cost for Cleanable Sq Ft for South Senior Centers (General Cleaning)	\$
Total Cost for Day Porter Services for South Senior Centers	\$
Premium Events Cost	\$
Total Annual Cost for South Senior Centers	\$

**Central Senior Centers
(Initial 12 Month Term)**

BUILDING	Sq. Ft.	\$/Per Sq. Ft. Cost	Monthly Cost	Premium Cost Per Hour	Annual Cost
Dogwood					
Cleanable Sq. Ft.	6,011	\$	\$		\$
Edgewood (Auburn)					
Cleanable Sq. Ft.	4,579	\$	\$		\$
New Horizons					
Cleanable Sq. Ft.	5,880	\$	\$		\$
Helene S. Mills					
Cleanable Sq. Ft.	28,560	\$	\$		\$
Southeast					
Cleanable Sq. Ft.	6,435	\$	\$		\$
TOTALCOST					\$

Premium Events	Premium Cost Per Hour	Annual Premium Event Cost
100	\$	\$

**Central Senior Centers
(Day Porters)**

Facility Name	Daily Hours	Days Per Year	Hours Per Year	Cost Per Hour	Cost Per Year
Dogwood	5	251	1,255	\$	\$
Edgewood/Auburn	5	251	1,255	\$	\$
New Horizons	5	251	1,255	\$	\$
Helene S. Mills	16	251	4,016	\$	\$
Southeast	5	251	1,255	\$	\$
Total Cost Day Porters	36	251	9,036		\$

Total Cost for Central Senior Centers- ORIGINAL TERM

Total Cost for Cleanable Sq Ft for Central Senior Centers (General Cleaning)	\$
Total Cost for Day Porter Services for Central Senior Centers	\$
Total Annual Cost for Central Senior Centers	\$
Total Premium Annual Cost	\$
Total Annual Cost Central Centers, Porter and Premium Event	\$

**Central Senior Centers
(1st Renewal Term)**

BUILDING	Sq. Ft.	\$/Per Sq. Ft. Cost	Monthly Cost	Premium Cost Per Hour	Annual Cost
Dogwood					
Cleanable Sq. Ft.	6,011	\$	\$		\$
Edgewood (Auburn)					
Cleanable Sq. Ft.	4,579	\$	\$		\$
New Horizons					
Cleanable Sq. Ft.	5,880	\$	\$		\$
Helene S. Mills					
Cleanable Sq. Ft.	28,560	\$	\$		\$
Southeast					
Cleanable Sq. Ft.	6,435	\$	\$		\$
TOTALCOST					\$

Premium Events	Premium Cost Per Hour	Annual Premium Event Cost
100	\$	\$

**Central Senior Centers
(Day Porters)**

Facility Name	Daily Hours	Days Per Year	Hours Per Year	Cost Per Hour	Cost Per Year
Dogwood	5	251	1,255	\$	\$
Edgewood/Auburn	5	251	1,255	\$	\$
New Horizons	5	251	1,255	\$	\$
Helene S. Mills	16	251	4,016	\$	\$
Southeast	5	251	1,255	\$	\$
Total Cost Day Porters	36	251	9,036		\$

Total Cost for Central Senior Centers- 1st Renewal Term

Total Cost for Cleanable Sq Ft for Central Senior Centers (General Cleaning)	\$
Total Cost for Day Porter Services for Central Senior Centers	\$
Total Annual Cost for Central Senior Centers	\$
Total Premium Annual Cost	\$
Total Annual Cost Central Centers, Porter and Premium Event	\$

**Central Senior Centers
(2nd Renewal Term)**

BUILDING	Sq. Ft.	\$/Per Sq. Ft. Cost	Monthly Cost	Premium Cost Per Hour	Annual Cost
Dogwood					
Cleanable Sq. Ft.	6,011	\$	\$		\$
Edgewood (Auburn)					
Cleanable Sq. Ft.	4,579	\$	\$		\$
New Horizons					
Cleanable Sq. Ft.	5,880	\$	\$		\$
Helene S. Mills					
Cleanable Sq. Ft.	28,560	\$	\$		\$
Southeast					
Cleanable Sq. Ft.	6,435	\$	\$		\$
TOTALCOST					\$

Premium Events	Premium Cost Per Hour	Annual Premium Event Cost
100 Hours	\$	\$

**Central Senior Centers
(Day Porters)**

Facility Name	Daily Hours	Days Per Year	Hours Per Year	Cost Per Hour	Cost Per Year
Dogwood	5	251	1,255	\$	\$
Edgewood/Auburn	5	251	1,255	\$	\$
New Horizons	5	251	1,255	\$	\$
Helene S. Mills	16	251	4,016	\$	\$
Southeast	5	251	1,255	\$	\$
Total Cost Day Porters	36	251	9,036		\$

Total Cost for Central Senior Centers- 2nd Renewal Term

Total Cost for Cleanable Sq Ft for Central Senior Centers (General Cleaning)	\$
Total Cost for Day Porter Services for Central Senior Centers	\$
Total Annual Cost for Central Senior Centers	\$
Total Premium Annual Cost	\$
Total Annual Cost Central Centers, Porter and Premium Event	\$

**North Senior Centers
(Initial 12 Month Term)**

BUILDING	Sq. Ft.	\$/Per Sq. Ft. Cost	Monthly Cost	Premium Cost Per Hour	Annual Cost
HG Darnell					
Cleanable Sq. Ft.	27,720	\$	\$		\$
North Fulton (Warsaw)					
Cleanable Sq. Ft.	9,326	\$	\$		\$
DC Benson					
Cleanable Sq. Ft.	36,892	\$	\$		\$
North Service Center					
Cleanable Sq. Ft.	53,821	\$	\$		\$
Parks & Recreation Bldg					
Cleanable Sq. Ft.	2,916	\$	\$		\$
Public Works Big Creek					
Cleanable Sq. Ft.	2,195	\$	\$		\$
Public Works Trailers					
Cleanable Sq. Ft.	5,651	\$	\$		\$
Charlie Brown Airport					
Cleanable Sq. Ft.	11,500	\$	\$		\$
TOTALCOST					\$

PREMIUM EVENT COSTS

Premium Event Hours	Premium Cost Per Hour	Annual Premium Cost
100	\$	\$

**North Senior Centers
(Day Porters)**

Facility Name	Daily Hours	Days Per Year	Hours Per Year	Cost Per Hour	Cost Per Year
H.G. Darnell	16	251	4,016	\$	\$
North Fulton (Warsaw)	5	251	1,255	\$	\$
D.C. Benson	16	251	4,016	\$	\$
North Service Center	8	251	2,008	\$	\$
TOTAL for Day Porters	45	251	11,295		\$

Total Cost for North Senior Centers- ORIGINAL TERM

Total Cost for Cleanable Sq Ft for North Senior Centers (General Cleaning)	\$
Total Cost for Day Porter Services for North Senior Centers	\$
Total Premium Annual Cost	\$
Total Annual Cost North Centers, Porter and Premium Event	\$

**North Senior Centers
(1st Renewal Term)**

BUILDING	Sq. Ft.	\$/Per Sq. Ft. Cost	Monthly Cost	Premium Cost Per Hour	Annual Cost
HG Darnell					
Cleanable Sq. Ft.	27,720	\$	\$		\$
North Fulton (Warsaw)					
Cleanable Sq. Ft.	9,326	\$	\$		\$
DC Benson					
Cleanable Sq. Ft.	36,892	\$	\$		\$
North Service Center					
Cleanable Sq. Ft.	53,821	\$	\$		\$
Parks & Recreation Bldg					
Cleanable Sq. Ft.	2,916	\$	\$		\$
Public Works Big Creek					
Cleanable Sq. Ft.	2,195	\$	\$		\$
Public Works Trailers					
Cleanable Sq. Ft.	5,651	\$	\$		\$
Charlie Brown Airport					
Cleanable Sq. Ft.	11,500	\$	\$		\$
TOTALCOST					\$

PREMIUM EVENT COSTS

Premium Event Hours	Premium Cost Per Hour	Annual Premium Cost
100	\$	\$

**North Senior Centers
(Day Porters)**

Facility Name	Daily Hours	Days Per Year	Hours Per Year	Cost Per Hour	Cost Per Year
H.G. Darnell	16	251	4,016	\$	\$
North Fulton (Warsaw)	5	251	1,255	\$	\$
D.C. Benson	16	251	4,016	\$	\$
North Service Center	8	251	2,008	\$	\$
TOTAL for Day Porters	45	251	11,295		\$

Total Cost for North Senior Centers- 1st Renewal Term

Total Cost for Cleanable Sq Ft for North Senior Centers (General Cleaning)	\$
Total Cost for Day Porter Services for North Senior Centers	\$
Total Annual Cost for North Senior Centers (Includes Premium Annual Cost)	\$
Total Annual Cost North Centers, Porter and Premium Event = 100 hours total Services	\$

**North Senior Centers
(2nd Renewal Term)**

BUILDING	Sq. Ft.	\$/Per Sq. Ft. Cost	Monthly Cost	Premium Cost Per Hour	Annual Cost
HG Darnell					
Cleanable Sq. Ft.	27,720	\$	\$		\$
North Fulton (Warsaw)					
Cleanable Sq. Ft.	9,326	\$	\$		\$
DC Benson					
Cleanable Sq. Ft.	36,892	\$	\$		\$
North Service Center					
Cleanable Sq. Ft.	53,821	\$	\$		\$
Parks & Recreation Bldg					
Cleanable Sq. Ft.	2,916	\$	\$		\$
Public Works Big Creek					
Cleanable Sq. Ft.	2,195	\$	\$		\$
Public Works Trailers					
Cleanable Sq. Ft.	5,651	\$	\$		\$
Charlie Brown Airport					
Cleanable Sq. Ft.	11,500	\$	\$		\$
TOTALCOST					\$

PREMIUM EVENT COSTS

Premium Event Hours	Premium Cost Per Hour	Annual Premium Cost
100	\$	\$

**North Senior Centers
(Day Porters)**

Facility Name	Daily Hours	Days Per Year	Hours Per Year	Cost Per Hour	Cost Per Year
H.G. Darnell	16	251	4,016	\$	\$
North Fulton (Warsaw)	5	251	1,255	\$	\$
D.C. Benson	16	251	4,016	\$	\$
North Service Center	8	251	2,008	\$	\$
TOTAL for Day Porters	45	251	11,295		\$

Total Cost for North Senior Centers- 2nd Renewal Term

Total Cost for Cleanable Sq Ft for North Senior Centers (General Cleaning)	\$
Total Cost for Day Porter Services for North Senior Centers	\$
Total Premium Annual Cost	\$
Total Annual Cost North Centers, Porter and Premium Event	\$