

# CLINCH COUNTY SCHOOL SYSTEM

## REQUEST FOR PROPOSALS

### CUSTODIAL SERVICES

**Deadline to Submit: March 7, 2024 @ 2:00 pm**

Clinch County School System

Attn: Jason Bell

46 South College Street

Homerville, GA 31634

THE CLINCH COUNTY SCHOOL SYSTEM  
Is accepting proposals for system-wide custodial services

Timeline:

RFP Available: February 5, 2024

Individual Site Visits\* February 5 – March 4

*\*Individual Site visits may be requested and scheduled with Jason Bell. It is not a requirement to bid.*

Deadline for Questions: March 4, 2024

Sealed Proposals Due: March 7, 2024 @ 2:00 pm

Clinch County BOE  
Attn: Jason Bell  
46 South College Street  
Homerville, GA 31634

One original and three copies of proposal due by deadline.

Interested vendors may contact Jason Bell, Director of Operations, Clinch County School System, at 912-487-5321 or by email at [jbell@clinchcounty.com](mailto:jbell@clinchcounty.com) for any questions regarding proposal and contract requirements.

Bids and proposals must be submitted in accordance with the requirements outlined in the Request for Proposal published on the Clinch County School System website and on the Georgia State Procurement Registry. A copy of the request for proposal may be picked up at 46 S College St, Homerville, GA 31634.

Each proposal must be submitted in a sealed envelope with the company name and labeled Custodial Services Proposal. Late proposals will not be accepted. Final proposals received before the deadline will be accepted.

## REQUEST FOR PROPOSALS CLINCH COUNTY SCHOOL SYSTEM

### CUSTODIAL SERVICES PROVIDER

The purpose of this request is to obtain proposals from skilled and proven vendors to provide complete custodial services to the facilities of the Clinch County School System.

Each interested Contractor shall be responsible for the review of information contained herein, other information that may be requested, site visitation as required, and other efforts as necessary for the submission of a comprehensive proposal that will represent the contractor's best offer as a supplier of custodial services for the Clinch County School System facilities.

Each proposal shall be complete, and it shall be outlined and identified by sections of this request to facilitate evaluation and to prevent evaluators from unnecessary searching/arranging materials for evaluation purposes. In the preparation of each proposal, attention should be given to the criteria referenced herein which will be used for purposes of evaluation and award determination purposes.

#### I. RFP Details

#### II. Notice to Bidder

Each company, before submitting proposals, shall become fully informed as to the extent and character of the services required. No consideration will be granted for any alleged misunderstanding of the services to be furnished. **Each bidder will be able to visit each school or building and ask questions for clarification by contacting Jason Bell between February 5 – March 4.**

#### III. Proposal Acceptance

1. Proposals will be reviewed and evaluated before a decision is determined. The Clinch County School System reserves the right to evaluate all proposals, to waive any informality, to reject any and all proposals, to accept portions of any proposal, and to accept any proposal which in its opinion may be in the best interest of the school system.
2. This Request for Proposal does not commit the Clinch County School System to contract for any requirements for this solicitation.
3. The Clinch County School System shall take an amount of time deemed necessary by the System to make the award- meaning notice of award should not be expected on the date of the deadline for submission of proposals.
4. The system may elect to conduct post-RFP interviews with any or all vendors as deemed appropriate and in the best interest of Clinch County Schools. A competitive selection process may be used post-RFP if deemed appropriate and in the best interest of the Clinch County School System.
5. A written award or contract furnished to the successful proposer, with the time for acceptance specified in the offer, shall be deemed to result in a binding contract without further action by either party.

6. Contract period is anticipated to begin on June 1, 2024, and continue through May 31, 2027 (“Initial Term”). However, Georgia Code 20-2-506 requires that any multi-year agreement “shall terminate absolutely and without further obligation on the part of the school system at the close of the calendar year in which it was executed and at the close of each succeeding calendar year for which it may be renewed. Furthermore, the “contract” may provide for automatic renewal unless positive action is taken by the school system to terminate such contract.”

To accomplish this, the contract will provide that at the end of the first year, at the sole option of the system, the contract can be extended for a second year, and at the end of the second year, at the sole option of the system, the contract shall be extended for a third year. While the system contemplates the contract will have a duration of three years, in no event is the school system obligated for more than one year at a time.

#### **IV. Evaluation of Proposals**

Evaluation of proposals submitted in response to the solicitation will be conducted by officials of the Clinch County School System. The opening and review of the proposals is not public. In the evaluation process, the total contractor proposal will be considered. However, particular attention will be paid to the criteria which are outlined in the CUSTODIAL SERVICES CONTRACTOR PROPOSAL FORMAT CRITERIA TABS below.

During the evaluation, the committee retains the right to request additional information from the contractor for clarification. During the evaluation, the committee retains the right to request interviews and/or presentations with contractors. Each area in the tabbed sections below will be assigned a numeric score rating by each committee member. The committee will recommend a contractor to the Clinch County School System Superintendent based on the numeric scores with the total cost for the proposal considered.

The Board of Education will consider the Superintendent’s recommendation and may authorize a contract for custodial services. Any Contractor that fails to submit their proposal on time, fails to provide the requested information to the committee, or fails to show up to any scheduled interviews may result in rejection of their bid and proposal.

#### **CUSTODIAL SERVICES CONTRACTOR PROPOSAL FORMAT CRITERIA**

##### **TAB 1 Understanding and ability to meet all service requirements (10 points)**

1. Submit a cover letter and introduce the company. The cover letter should be signed by a representative authorized to legally bind the firm.
2. Submit a completed copy of the E-Verify Affidavit for 2024.
3. How long in business (submit date organized).
4. Submit a list and description of equipment and vehicles to be used in the contract. Include a picture and specification sheet of each equipment item listed.
5. Submit information related to the company compensation package and a description of the company's total benefit package including but not limited to health, dental, and life insurance.

6. Proposals should describe employee incentive programs, such as recognition of work, promotion opportunities, etc.
7. Submit proof of valid worker's compensation insurance.
8. Submit proof of valid general liability insurance – two (2) million-dollar minimum.
9. Submit a description of supplies, chemicals, and equipment to be used in the contract.

**TAB 2 Satisfactory record of performance/relevant experiences/references (25 points)**

1. Submit experience with projects of similar size and scope within K-12 school systems.
2. Identify and provide 3 to 5 references from clients whom you have provided services for over the past thirty-six (36) months. The client list should include the following: company name, mailing address, contact name, telephone number, project scope, project value, and dates of service.

**TAB 3 Training, qualifications, and experience of contract and area managers who will be assigned to this contract. (20 points)**

1. Submit name, experience, training, and qualifications of the contract (local) and area managers to be assigned to this contract (with titles). If a manager has not been firmly identified for this project at the time of submittal, state the minimum qualifications/job experience that he/she possesses.
2. Submit new and ongoing training programs.
3. Contractor must describe a plan for clear and seamless communication with the school and building administration and their designees.
4. Contractor must provide a technical support plan for cleaning, cleaning of equipment, and cleaning methods in detail.
5. Please note that CCSS must have a system custodial manager who lives within 60 miles of Homerville, GA.

**TAB 4 Personnel Plan (20 points)**

1. Submit a complete plan of organization, management, number of custodians per location, and detailed duties including time schedule for each manager and custodian. Personnel plan should also include the pay rate for each position.
  - a. Please note that CCSS has the right to ask for modifications to the contract based on changes in needs for personnel and buildings opening or closing.
2. Submit pay rate and benefits schedule for each manager and custodian.
3. Submit pay rate and benefits schedule for each manager, custodian, and maintenance technician.
4. Submit a detailed plan for attracting and retaining new employees and list of employee benefits.

**TAB 5 Cost (25 points)**

1. Submit proposed contract cost for all custodial services.
2. Proposal pricing must include the total obligation for the proposal including fees, expenses and related costs. Prices quoted MUST remain firm for the requested service term.
3. Contractor must agree in advance in written form to submit a proposal with cost figures which will be firm for at least two (2) years after the opening of the proposal.

4. Annually, beginning February 1, 2026, the Contractor may request payment adjustments in writing with details of the reasons for request. The BOE shall have the sole discretion on whether or not the payment adjustment is granted. If the BOE agrees to an adjustment, the adjustment will be effective July 1<sup>st</sup> on the year that the BOE approves the payment adjustment, but shall not apply retroactively. If the Contractor fails to request payment adjustment by February 15, there shall be no payment adjustment for the term beginning that following July 1.
5. Proposal shall include monthly and yearly unit and total cost figures.

**TAB 6 Additional information not requested (0 Points)**

1. Submit any additional information or recommendations to be considered by the Clinch County School System.

**TAB 7 Annual report or financial statement (0 points)**

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

**Custodial Services Required for the Following Facilities:**

1. Clinch County Elementary/Middle/High School
2. Clinch County Alternative School/ Bus Shop
3. Clinch County Board Office

**V. Scope of Work**

The School System requires of the contractor:

**Daily cleaning of all areas in Clinch Elementary/Middle/High School including:**

- On school days, open school first thing in the morning and lock school in the evenings
- Empty waste receptacles and replace liners
- Vacuum carpets (where applicable)
- Sweep and spot mop floors
- Clean and sanitize all bathroom/locker room floors, sinks, toilets/urinals, behind toilets, mirrors, soap and paper towel dispensers, partitions and hand dryers
- Replenish paper towels, toilet paper, and hand soap dispensers
- Clean and sanitize counters, desks, doorknobs, light switches and classroom sinks
- Wipe tables and clear trash in the cafeteria during and after breakfasts
- Wipe tables and clear trash in the cafeteria between and after lunch shifts
- Sweep and machine scrub cafeteria and kitchen floors
- Clean and sanitize drinking fountains, sinks, door knobs
- Remove spider webs inside and outside of the facility
- Sweep/blow front exterior entrance, sidewalks, door mats
- Sweep/blow student exterior entrances, rear bus loading and unloading sidewalks, door mats

- Insect nests and webs will be removed from breezeways and entrances as needed

**Weekly cleaning of Clinch Elementary/Middle/High School including:**

- Low dust and clean window sills, ledges, moldings, shelves, marker board trays
- Vacuum upholstered furniture
- Sweep/mop entire classrooms and offices
- Spot clean carpets as needed
- Clean interior classroom, office, and display case windows
- Clean file cabinets, bookcases, etc.
- Scrub and foam restrooms
- Vacuum any carpeted door mats

**2 x Month cleaning of Clinch Elementary/Middle/High School including:**

- High dust including Shelves, molding, ledges
- Clean interior windows

**Quarterly cleaning of Clinch Elementary/Middle/High School including:**

- Dust blinds/HVAC vents

**Semi-Annually Cleaning of Clinch Elementary/Middle/High School including:**

- Clean rugs by extraction

**Annually Cleaning of Clinch Elementary/Middle/High School including:**

- Detail clean entire desks and chairs
- Clean outside windows
- Pressure wash sidewalks and outdoor entrances
- Sweep/machine scrub all floors
- Dust high-hanging light fixtures throughout the building

**Basketball gyms**

- Coordinate with each school administrator to get instructions and preferences on daily cleaning and cleaning before and after middle school, JV, and varsity games

**Football Stadium**

- Clean and sanitize bathroom floors, sinks, toilets/urinals, behind toilets, mirrors, soap and paper towel dispensers, partitions, hand dryers and replenish supplies **weekly and before home football games tennis matches and events**
- Pressure wash bathrooms and cooking areas **once before football season**

- Pick up trash and area inside the stadium and in bleachers **before and after middle, JV, and varsity games within 24 hours**
- Stage residential rolling trash cans around the spectator areas **before middle, JV, and varsity games**
- Stage trash cans in bleachers and replace bags **before and after middle, JV, and varsity games**
- Roll residential cans to the curb **weekly during the season and after events** for them to get emptied by trash service
- Clean visitor and home press boxes by sweeping, wiping down counters, and cleaning windows **after every middle, JV, and varsity game within 24 hours**

#### **Baseball/ Softball Bathrooms and Public Restrooms, Locker Rooms, Hitting Facility and Bleachers**

- Clean and sanitize bathroom floors, sinks, toilets/urinals, behind toilets, mirrors, soap and paper towel dispensers, partitions, hand dryers and replenish supplies **weekly and before and after home games and events**
- Pressure wash bathrooms **once before each season**
- Empty waste receptacles and replace liners **weekly and before and after JV and Varsity home games**

#### **Old Weight Room**

- Sweep/vacuum floor **weekly**
- Empty waste receptacles and replace liners **weekly**
- Wipe down all weight equipment **weekly**
- Dust and clean windows and remove spider webs **semi-annually**

#### **Tennis court**

- Sweep/blow tennis court **before the start of the season**
- Empty trash cans **before and after matches during tennis season**

#### **Alternative School**

- **Twice per week**- Empty waste receptacles and replace liners
- **Twice per week**- Vacuum carpets
- **Twice per week** - Clean and sanitize bathroom floors, sinks, toilets/urinals, behind toilets, mirrors, soap and paper towel dispensers, partitions, hand dryers and replenish supplies
- **Twice per week**- Clean and sanitize tables, counters, desks, chairs, computers, doorknobs, light switches
- **Twice per week**- Sweep off ramp and pick up any trash around and underneath it.
- Spot clean carpets **as needed**
- **2 x Month**- High and low dust including shelves, molding, ledges, blinds, shades

- **2 x Month**- Clean interior windows
- **Semi-Annually**- Clean carpet and rugs by extraction
- **Semi-Annually**- Dust HVAC vents
- **Annually**- Clean outside windows

#### **Bus Shop Office**

- **Twice per week**- Empty waste receptacles and replace liners
- **Twice per week**- Clean and sanitize all floors, sinks, toilets/urinals, behind toilets, shower, mirrors, soap and paper towel dispensers, partitions, hand dryers and replenish supplies (this includes one toilet entered into through the shop area, excluding the shop area)
- **Twice per week**- Sweep off and pick up trash along front sidewalk
- **2 x Month**- Clean interior windows and blinds
- **Semi-Annually**- Dust HVAC vents
- **Annually**- Clean exterior windows

#### **Board Office**

- **Weekly**- Empty waste receptacles and replace liners
- **Weekly**- Vacuum all carpet areas and rugs
- **Weekly**- Mop all wood floors as well as under rugs and hearth in front of fireplace
- **Weekly**- Clean and sanitize bathrooms. This includes: floors, sinks, complete toilet surfaces, behind toilets, mirrors, soap dispensers, railings, exterior cabinets, paper towel dispensers, all fixture surfaces and replenishing all supplies
- **Weekly**- Clean and sanitize large and small tables, counters, filing cabinets, chairs, doorknobs, light switches
- **Weekly**- Clean the interior and exterior glass at entrances
- **Weekly**- Sweep/blow off door mats and porch at entrances
- **Monthly**- Dust bookshelves and contents, lamps
- **Semi-Annually**- Clean molding, display cabinet outside of entrance and remove spider webs at exterior doorway entrances
- **Semi-Annually**- Dust window blinds and interior shutters
- **Annually**- Coordinate with the maintenance department to remove storm windows and then clean exterior windows. Do this after the pollen has fallen. (Usually March or April)
- **Annually**- Dust hanging lights in the foyers and HVAC vents.

- Labor & Supervision of custodial staff

- Consumable supply stock including Cleaning supplies and chemicals

- Provide Quality Control Reports to each building administrator quarterly

#### **Expectations:**

1. The Contractor will provide all consumables.

2. The Contractor will provide a System Manager of Custodial Services to manage the employees assigned to our facilities that lives within 60 miles of Homerville.
3. The Contractor will provide all cleaning supplies, chemicals, and cleaning equipment as needed to meet and exceed the expectations of the system. Contractor will provide hand soap, paper towels, toilet tissue, restroom deodorants, trash can liners, vacuum bags, scrubber pads, etc. **Contractor will supply and install all dispensers for soap, toilet paper, paper towels, etc.**
4. Contractor will deep clean, scrub, and sanitize all restrooms within the school daily.
5. The contractor will provide all cleaning equipment required to include floor scrubbers, brooms, etc. The contractor will supply all gasoline and propane and keep all propane tanks in a locked cabinet outdoors when not in use and not on equipment.
6. The contractor will not store any supplies or equipment in mechanical rooms.
7. The contractor will provide all custodial vehicles required and supply all fuel and maintenance for the vehicles.
8. The contractor will provide a washing machine and dryer for the schools if needed.
9. All employees of the contractor must be provided uniforms and wear them while on the job.
10. The contractor must comply with all statutes of the Equal Opportunity Employer Act of the state of Georgia and be a Drug-Free Employer. Criminal background checks must be run on all employees. Background checks should be permanently maintained on file. Copies may be requested by school or system administrators.
11. During the contract period, the Board of Education and/or contractor may terminate the agreement if a breach occurs which is not resolved within thirty days after written notice. Total due payment will be prorated for the number of months that services were actually provided.
12. Contractor and employees will not use cafeteria kitchen equipment. This includes walk-in cooler/freezer, pantry, ovens, microwaves, sinks, etc.
13. Contractor and employees will not use teacher workroom equipment. This includes copiers, refrigerators, microwaves, ovens, cooking utensils, etc.

### **Specifications & Clarification for Custodial Services**

Services to be performed Inside of Buildings:

1. All restrooms, offices, classrooms, gymnasiums, media centers, laboratories, cafeterias, dining rooms, auditoriums, and common areas must be cleaned and sanitized daily, Monday through Friday, including weekends when school-sponsored activities are held. All LVT tile hallways, lunchrooms, and classrooms will be machine scrubbed daily. Soap, paper towels and toilet paper must be supplied to the kitchen restroom and kitchen hand washing stations. Custodial employees must clean cafeteria during breakfast and lunch and remove trash from buildings during breakfast and lunch. Restroom floors, cafeteria floors and lunchroom kitchen floor will be machine scrubbed daily. Contractor will provide cleaning after all school events, including outside events (stadiums, field day events, etc.).

2. Provide the designated building administrators a cleaning plan for student holidays during the school year.
3. Provide the designated building administrators a cleaning plan for the summer break and Christmas break.
4. Will respond to occasional requests for setting up dining rooms, gymnasiums, etc. for special school related functions.
5. Custodial services for all school-system-related extra-curricular and weekend events at Board facilities (most commonly at gymnasiums, stadiums, and schools) will be included in the base annual contract price for services.

**Services to be performed Outside of Buildings:**

1. Walkways, porches, and sidewalks will be swept and/or blown daily.
2. Insect nests and webs will be cleaned off buildings and stadium bleachers as needed.
5. Contractor must include a provision for an administrator in the company (above the local manager level) to conduct a walkthrough of selected facilities with designated school system administration at least once per calendar quarter.
6. The System desires outcome-based services, meaning all facilities that are required to be cleaned should be done to Class A Building Standards and to meet and exceed the expectations of the Board and its representatives.

**Scheduling**

Bidders will submit proposed work schedules that will accommodate the daily, evening, and after-school needs of CCSS.

CCSS District reserves the right to change any of the work scheduled with advance notice to the Contractor.

The Contractor shall notify CCSS designated building administrators immediately of conditions that will limit hours or decrease the daily work crews, such as illness or injury. In addition, the Contractor shall notify CCSS's designee in advance of any condition or situation that will affect the performance of the work under this Agreement. In either case, the Contractor shall communicate how the affected work will be rescheduled.

Scheduled breaks and summer cleaning shall be coordinated with CCSS's building administrators and CCSS's director of operations. The schedule is to be developed to minimize interference with any scheduled instructional activities or with contracted work being performed by others.

**Building Opening and Closing**

The Contractor's employees may be asked to lock or unlock specific doors at the times specified by CCSS's designee.

The Contractor is responsible for the security of the building during the cleaning operation.

The Contractor shall secure the buildings at the end of each shift (secure all doors, and turn off all but designated lights). Office, classroom, and other doors are to be unlocked or opened only during the time that cleaning is being done and all are to be relocked as soon as the service has been completed. For the safety of students and the public at large, storage and custodial closet doors are to be kept shut and locked when not in use.

**The Contractor shall not:**

- Let students or parents inside school buildings without an administrator's approval.
- Use or allow access of students or groups to use the weight room or gymnasiums
- Give their keys, fob, or badge to anyone who might allow entry into school facilities.

**Communication with Principals**

One of the Contractor's most important contacts will be the building principals or his/her designee. To ensure customer satisfaction, the Contractor's employees will be required to maintain regular, open communication with the building principals or his/her designee.

**Emergency Contacts**

The Contractor will be responsible for providing CCSS's designee with an emergency contact person and telephone number for each system and regional manager.

**Energy Conservation**

Every effort shall be made to conserve energy whenever possible throughout the cleaning schedule. Only areas in use shall have lights on and doors and windows shall remain closed whenever the heating or cooling systems are operating.

**Equipment, Tools, and Cleaning Supplies**

It will be the Contractor's responsibility to ensure that its employees use the equipment, tools, and supplies in a safe and orderly manner and in accordance with the manufacturer's instructions and guidelines and within all local, state, and federal regulations.

**Government Regulations and District Policies**

The Contractor must have a complete working knowledge of, and must comply with, all of the following:

**Asbestos Hazard Emergency Response (AHERA) regulations**

All other applicable federal, state, and local laws, codes, and regulations

**Hazardous Substances**

The Contractor will ensure that any substances defined as hazardous by state or federal law will be properly labeled, delivered, stored or used in a way that does not violate state or federal laws.

### **Property Damage**

The Contractor shall inform the principals or his/her designee of any vandalism, evidence of attempts to force entry, and all other damages to any buildings. The Contractor's employees shall report, in writing, any items that require maintenance or repair.

### **Compliance with Laws**

The contractor shall procure all permits, bonds, and licenses, pay all charges, taxes, and fees, and give all notices necessary and incidental to the due and lawful prosecution of the work. All costs thereof shall be deemed to be included in the proposal price. The contractor shall, at all times, observe and comply with all Federal, State, City, and other laws, codes, ordinances, rules, and regulations in any manner affecting the conduct of the work.

Contractor Affidavit (E-VERIFY) - Contractor will be required to comply with E-Verify, O.C.G.A. § 13-10-91(b) (1) and provide the appropriate Contractor Affidavits, which is attached hereto.

### **Key and Alarm Codes**

CCSS shall provide the Contractor with keys, badges, fobs or alarm codes for each school. Keys, badges, fobs or alarm codes shall not be traded between nor shared among employees. Previously assigned keys, badges, fobs or alarm codes must not be forwarded by the Contractor to new employees. **Notification to the School System shall be immediate with the reassignment or termination of any individual who has been assigned keys, badges, fobs or alarm codes.**

At no time shall copies be made of any keys issued. If additional copies are needed, the Contractor must obtain keys from the CCSS Director of Operations.

Key Replacement – There will be a \$50.00 charge for the replacement of any lost or stolen key.

Lost Keys – all lost building keys assigned to the Contractor or to any of the Contractor's employees, (whether interior or exterior keys), must be reported to CCSS's designee within 24 hours of discovery of the loss.

Re-Keying of Locks – If CCSS deems it necessary to re-key any locks due to inadequate key control/management by the Contractor, the cost will be deducted from the monthly payment. This includes the cost of door core replacement.

Security of Keys – The Contractor is prohibited from lending District building keys badges, fobs or alarm codes to anyone. The Contractor and its employees are also prohibited from leaving key rings in closets or lying on custodial carts, or otherwise out of their possession.

Termination of Services - All keys badges, fobs or alarm codes assigned to a Contractor's employee shall be returned to CCSS's designee when his/her services in the assigned school ends. All keys shall be returned to CCSS's designee at the termination of this Service Agreement.

## **Licenses and Permits**

The Contractor shall obtain at its own expense any necessary licenses and permits to provide the services specified in this Agreement.

## **Prices Quoted**

The prices proposed by the Bidder shall include all fees, expenses, and charges for labor, insurance, taxes, overhead, profit, and any other related costs.

The annual price proposed by the Bidder shall be locked in for the first two years of the agreement.

Prices will not be the sole determinant for the award. Competitive Sealed Proposals (RFP) will be evaluated based upon criteria formulated around best value, which may include among other criteria: price, experience in similar facilities, performance references, and staffing model.

If there is a discrepancy between the unit price bid and the extension, the unit price shall govern. Bidders shall not be allowed to take advantage of errors, omission, or discrepancies in the specifications.

## **Quality Control Inspections**

The Contractor's Project Manager/Supervisor, CCSS's Designee, and other personnel as deemed appropriate by CCSS's Designee will perform periodic inspections to ensure:

- Tasks are completed according to the approved cleaning standards and frequency requirements
- The quality of work is satisfactory
- Contractor's compliance with other terms of the agreement

In addition, an inspection of the school will be conducted before the school year. This requirement is not intended to limit the Contractor's responsibility to inspect or control his own work, nor does it limit CCSS's right to inspect the building at any time. Inspections are to be conducted with CCSS's designee and other personnel as deemed appropriate by CCSS designee. The Project Manager/Supervisor will use the required inspection forms or pre-printed forms mutually agreed upon between CCSS and the Contractor.

## **Deductions and Penalties**

If the school is closed for "Acts of God", building renovations, and/or a problem with the building, CCSS's designee may request that cleaning services be temporarily suspended in the school. If this occurs, CCSS's bill for that month will be reduced by 1/20th for each day of work that cleaning services are canceled in the school. If any such service reductions can be reasonably anticipated by CCSS, CCSS's designee will provide as much lead time to the Contractor as possible.

If CCSS is assessed any fines for OSHA violations arising out of these Agreement services and attributable to the Contractor, the Contractor shall reimburse CCSS for these fines by commensurately reducing the charges on the monthly invoice.

If the Contractor uses chemicals or methods that damage CCSS's property and/or health of staff and students, the Contractor shall pay for the property's replacement and provide insurance coverage for health liabilities. For damages to health or property that are shown to have been the result of Contractor negligence, a deduction in the amount of the damages will be made on the next month's invoice.

### **Special Terms and Conditions**

Presentations may be requested by Bidders deemed by CCSS to be the best suited among those submitting proposals based on the selection criteria.

Determination of best-suited candidates will be at the sole discretion of CCSS and CCSS's decision shall be final. After presentations have been completed, CCSS may select the Bidder that, in its opinion, has submitted the proposal that is the most responsive and responsible.

The Contractor will be responsible for supplying all cleaning tools and floor-cleaning equipment.

Bidder assumes all costs of preparation of the proposal and any presentations necessary to the proposal process. CCSS does not assume any responsibility for errors, omissions, or misinterpretations resulting from the use of incomplete sets of this RFP.