Addendum No. 1

RFP No. 19-29
CUSTODIAL SERVICES

November 19, 2019

RFP #19-29 is hereby amended as follows:

1. Below are questions received and corresponding answers:

   A. **Question:** Can you please provide me with the name of the current contractor and the current contract amount for said services at the Rockdale Health Department, the DUI Accountability Lab and the Elections/Extension Building for 3 days per week and for 5 days per week.

   **Answer:** The current contractor is A-Action. They are contracted for 5 days per week at the Health Department for $1872 per month and DUI and Elections/Extension for 3 days per week for $1900.

   B. **Question:** Can you please provide the square footage for all of the other areas/buildings that are listed on the Proposal Form?

   **Answer:** Please see the attached.

   C. **Question:** Please advise as to whether you want a per day rate or hourly rate for the on-call services at the Costley Mill Banquet Center, Rockdale Auditorium and JP Carr Community Hall.

   **Answer:** Please provide an “hourly rate” for on call services for all three buildings.

   D. **Question:** Who is the incumbent contractor and how long have they been providing their services?

   **Answer:** A-Action – they have been providing services for 3 years.
E. **Question:** What is the current contracted monthly price and yearly price?

**Answer:** They are currently under contract for selected buildings only which include Portman Drive (all suites), Old Covington Hwy, Health Dept, DUI and Elections/Extension for a total of $6,652 per month.

F. **Question:** Can you provide us with the bid tab sheet form the last bid opening?

**Answer:** Bidders should rely only on the current bidding documents and not on any previous bids or contract in the submission of their proposal.

G. **Question:** Provide the size of each locations.

**Answer:** Please see attached.

H. **Question:** On Price Proposal form, you are asking 2 prices, one for 3 day service and the other for 5 day service. How are you planning to decide the number of service days for each locations?

**Answer:** The county will select the option which best suits the county’s funding and staffing needs.

I. **Question:** Is the scope/size of this bid identical with the current contract?

**Answer:** As stated in the Summary Narrative on page 11 of the bid, the county has 3 facilities currently under contract but may add additional facilities as needed.

J. **Question:** Have there been any changes from the previously awarded contract to current request for bid?

**Answer:** Bidders should rely only on the current bidding documents and not on any previous bids or contract in the submission of their proposal.

K. **Question:** Are there any significant changes from the last bid?

**Answer:** Bidders should rely only on the current bidding documents and not on any previous bids or contract in the submission of their proposal.

L. **Question:** Can you provide the flooring type breakdown of all locations? Carpet, Concrete, VCT, Tile, etc.?
Answer: Bidder can obtain this information during the site visits.

M. Question: Why did these facilities come up for bid at this time?

Answer: The current contract is set to expire.

N. Question: Can you provide the contract price if it has been increased for the past years?

Answer: Bidders should rely only on the current bidding documents and not on any previous bids or contract in the submission of their proposal.

O. Question: Will it be awarded a single bidder or multiple bidders?

Answer: The county will make award to a single contractor or to multiple contractors as best suits its interests.

P. Question: Is Exterior Window Cleaning a part of this contract?

Answer: No.

Q. Question: There were no service requirement for carpet cleaning or floor strip & wax services. Are these not part of scope of services?

Answer: Correct. These are not part of the Scope.

R. Question: Is it as needed at extra charges? There is no place to put extra charges for emergency services or carpet shampoo or floor strip/wax/buff. Do you want us to submit prices for those prices or this is going to be separate negotiation?

Answer: No.

S. Question: I would like to know if I can go to the sites on my own and sign in at each site or do I need an escort from the County?

Answer: A county escort is required to visit the sites and a sign-in sheet will be provided.

T. Question: Can companies from New York bid on this project?
Answer: The County prefers that the companies have a local presence in order to bid.

2. SITE VISITS CAN BE SCHEDULED STARTING MONDAY, DECEMBER 2, 2019 AND WILL CONTINUE UNTIL FRIDAY, DECEMBER 13, 2019. ON DECEMBER 6, 2019 STARTING AT 10:00 AM, THE DEPARTMENT WILL BE MEETING VENDORS AT THE ROCKDALE COUNTY SENIOR CENTER, LOCATED AT 1240 DOGWOOD DRIVE, CONYERS, GA TO GO TO ALL OF THE LOCATIONS THAT DAY. IF YOU ARE NOT ABLE TO ATTEND THIS DAY, PLEASE CONTACT ANDREW HAMMER OR CHARLES WELCH TO SET YOUR SITE VISITS UP, AS THESE ARE MANDATORY.

3. All other conditions remain in full force and effect.

4. If a Proposal has been submitted and anything in this Addendum causes the bidder to change the item offered or to increase or decrease the Proposal price, the new price and/or changes will be inserted below:

5. All bidders under this Request for Proposal are kindly requested to acknowledge receipt of this Addendum on page 19 of the Proposal Form.

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Tina Malone
Tina Malone, CPPB CPPO
Procurement Officer
Department of Finance, Purchasing Division
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**Elected Officials**

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**Fire & Rescue**

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<td>E911</td>
<td>2120 NW Farmer Rd</td>
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**Recreation & Maintenance**

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**On Call Services**

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|          | **Total**        |           | **288,458**|        |
Agenda Item Summary: Item #

Requesting Department
Recreation and Maintenance / Building Maintenance

Requested Action (Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)
Approve contract for General Janitorial Services at Health Department

Requirement for Board Action (Cite specific Board policy, statute or code requirement)

Is this Item Goal Related? (If yes, describe how this action meets the specific Board of Commissioners Focus Area or Goal)
[X] Yes  [ ] No  Customer Service

Summary & Background (First sentence includes Department recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)

This contract is for cleaning of the Rockdale County Public Health Department. This service was put out to bid and an evaluation committee analyzed the bids as well as interviewed bidders.

Fiscal Impact / Funding Source (Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)
$1,872/month or $22,464/year – 100-1568-522200-41

Exhibits Attached (Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)

Source of Additional Information (Type Name, Title, Department and Phone)
Sue Sanders, Director, Recreation & Maintenance, ext. 7223

Department Head/Director's Approval

Typed Name and Title
Sue Sanders, Director Recreation and Maintenance

Phone
770-278-7223

Signature

Chief of Staff Approval

Date
9/27/10
GENERAL JANITORIAL SERVICES AGREEMENT

THIS AGREEMENT (the “Agreement”) entered into on this 25th day of October, 2016, between A-Action Janitorial Service, Inc., a Georgia Corporation whose address is 6607 Tribble Street, Lithonia, GA 30058 (hereinafter “Contractor”) and Rockdale County, Georgia, a political subdivision of the State of Georgia, 962 Milstead Avenue, Conyers, Georgia 30012 (hereinafter “County”); and

WHEREAS, the County desires to engage the services of Contractor to perform general janitorial services to the Rockdale County Public Health Department; and

WHEREAS, Contractor is qualified to perform this service and desires to render general janitorial services to the County as provided herein.

NOW THEREFORE, the County engages the services of Contractor for and in consideration of the mutual promises contained in this Agreement and the parties agree as follows:

1. **SCOPE OF SERVICES.** Contractor shall furnish all products, tools, equipment, skill and labor of every description necessary to carry out and to complete in a good firm, substantial workmanlike manner for general janitorial services for the Rockdale County Public Health Department, located at 985 Taylor Street, Conyers, Rockdale County, Georgia, five (5) times per week, after 7:00 p.m., (hereinafter “Work”), and in accordance with the County’s Request for Proposal#16-13, and amendments, incorporated herein by reference, (hereinafter “Work”), and as described in Contractor’s proposal dated April 28, 2016, attached hereto and made a part hereof, and hereinafter referred to as the “Services”. Contractor shall provide, at their expense, all vehicles, supplies, and equipment necessary to provide these Services. These Services shall be performed at the direction of the Director of the Rockdale County Public Health Department or their designee and consistent with all federal, state, and local laws.

The Contract Documents, Requests for Proposal and Proposals are considered essential parts of the Contract, and requirements occurring in one are as binding as though occurring in all. They are intended to define, describe and provide for all labor necessary to complete the Work in an acceptable manner by the County.

Rockdale County requests that the vendor provide a minimum of two (2) personnel be present during the janitorial service.

Rockdale County reserves the right to request that regular cleaning products be used instead of the “Green Cleaning” products.
2. **PAYMENT.** The County shall pay to Contractor the monthly fee of One thousand Eight hundred Seventy Two and 00/100 ($1,872.00) Dollars for the Work provided under this Agreement, as set forth in Contractor’s Proposal, (hereinafter “Bid”).

Consultant shall submit monthly invoices to County in a format acceptable by the County. The amount billed in each invoice shall be calculated as set forth in the Bid. The County shall endeavor to make payment to Consultant within thirty (30) days from receipt of invoice.

3. **PERFORMANCE OF SERVICES.** The manner in which the services are to be performed, and the specific hours to be worked by Contractor shall be determined by Contractor. The County will rely on Contractor to work as many hours as may be necessary to fulfill Contractor’s obligations under this Agreement for the fee provided in Section 2 of this Agreement.

4. **DEFAULT AND TERMINATION.** Failure to substantially perform the Services or fulfill obligations set forth hereunder shall constitute material default. Where either party believes there is a material default by the other party, the party claiming such default shall give written notice of the default to the other party within 15 days. The defaulting party shall have a reasonable time in which to correct or cure the default, provided, however, that such default shall be cured within 15 days unless otherwise agreed upon by the parties.

Should either party materially default in the performance of any provision of this Agreement and fail to cure such default as provided herein, the other party shall be permitted to terminate this Agreement with 15 days written notice to the other party hereto. Termination of this Agreement shall not constitute waiver of any other remedy either party may have hereunder.

5. **TERM/TERMINATION.** The initial term of this Agreement shall be for a twelve (12) month time period beginning from the date of execution by all parties. The parties may agree to renew this Agreement for a two (2) additional twelve month periods renewable each year under the same terms and conditions as the original Proposal, unless and until terminated as provided below.

Either party, upon giving thirty (30) days written notice, may terminate this Agreement at any time without cause. Termination of this Agreement by either party shall not impair or affect whatever rights, including payment for services performed prior to termination either party may have under this Agreement.

Upon such termination, Contractor shall be entitled to collect only the outstanding fees incurred based upon the work completed as the day of termination. In the event of termination, Contractor shall submit a final billing through the date of termination and if accepted by the County, payment shall be made within twenty (2) days of receipt thereof.

6. **RELATIONSHIP OF PARTIES.** It is understood by the parties that Contractor is an independent contractor with respect to the County and not an employee of the County.

7. **INDEMNIFICATION.** Contractor agrees to hold harmless and indemnify County, its Directors, Officers, and employees from and against any and all liability, claims, actions, causes
of action, losses, damages, demands, suits, judgments, costs and expenses arising out of bodily injury (including death) to persons or damage to property, including, but not limited to, any and all costs, expenses, legal fees and liabilities, incurred in and about investigation and defense thereof, to the extent caused by a negligent act, error or omission of Contractor, or as a result of defective services under this Agreement.

8. ASSIGNMENT. The Contractor's obligations under this Agreement may not be assigned or transferred to any other person, firm, or corporation without the prior written consent of the County.

9. NOTICES. All notices required or permitted under this Agreement shall be in writing and shall be deemed delivered when delivered in person or deposited in the United States mail, postage prepaid, addressed as follows:

IF for the County:
Rockdale County Board of Commissioners
Attn: Tina Malone, Procurement Officer
P.O. Box 289
Conyers, Georgia 30012
770-278-7552, tina.malone@rockdalecountyga.gov

IF for Contractor:
A-Action Janitorial Service, Inc.
Attn: Barbara Storey
6607 Tribble Street
Lithonia, GA 30058
678-526-7421, Barbara@aactioninc.com

10. ENTIRE AGREEMENT. This Agreement, its attachments and essential documents (as provided in ¶ 1 above) represent the entire understanding of the parties with regard to the subject matter of this Agreement. There are no oral agreements, understandings, or representations made by any party to this Agreement that are outside of this Agreement and are not expressly stated in it. No supplement, modification, or amendment of this Agreement will be binding unless executed in writing by all parties.

By signing this Agreement, the parties acknowledge that they have read each and every page of this Agreement before signing same and that they understand and assent to all the terms thereof. In addition, by signing this Agreement, the parties acknowledge that they are entering into this Agreement freely and voluntarily and under no compulsion or duress.

11. CORPORATE AUTHORITY. Contractor represents to the County that this Agreement, the transaction contemplated in this Agreement, and the execution and delivery hereof, have been duly authorized by all necessary corporate proceedings and actions, including, without limitation, the action on the part of the directors. The individual executing this Agreement on
behalf of Contractor warrants that he or she is authorized to do so and that this Agreement constitutes the legally binding obligation of the corporation.

12. AMENDMENT. This Agreement may be modified or amended if the amendment is made in writing and is signed by both parties.

13. SEVERABILITY. If any provisions of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provisions of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

14. WAIVER OR CONTRACTUAL RIGHT. The failure of either party to enforce any provisions of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

15. FURTHER ASSURANCES. The Contractor agrees to execute, acknowledge, seal and deliver, after the date of this Agreement, without additional consideration, such further assurances, instruments and documents, and to take such further actions, as the County may reasonably request in order to fulfill the intent of this Agreement and the transactions contemplated by this Agreement.

16. INTERPRETATION. Should any provision of this Agreement require a judicial interpretation, the parties agree that the body interpreting or construing this Agreement will not apply the assumption that the terms of this Agreement will be more strictly construed against one party by reason of the rule of legal construction that an instrument is to be construed more strictly against the party which itself or through its agents prepared the Agreement. The parties acknowledge and agree that they and their agents have each participated equally in the negotiation and preparation of this Agreement.

17. VENUE & JURISDICTION. The County and the Contractor, by entering into this Agreement, hereby agree that the courts of Rockdale County, Georgia shall have jurisdiction to hear and determine any claims or disputes between them pertaining directly or indirectly to this Agreement. Contractor expressly submits and consents in advance to such jurisdiction in any action or proceeding commenced in said courts. The choice of forum set forth in this section shall not be deemed to preclude the bringing of any action by the County or the enforcement by the County of any judgment obtained in such forum in any other appropriate jurisdiction. Further, the Contractor hereby waives the right to assert the defense of forum non-conveniens and the right to challenge the venue of any court proceeding.
18. **APPLICABLE LAW.** This Agreement shall be construed and interpreted according to the provisions of the laws of the State of Georgia.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals on the date and year first above written.

A-Action Janitorial Service, Inc.                  Rockdale County, Georgia

By: [Signature]                                     Board of Commissioners

Witness:

By: [Signature]

By: [Signature]                                     Richard A. Oden, Chairman

Attest:

By: [Signature]                                     Jennifer Rutledge, County Clerk

Approved as to form:

By: [Signature]                                     M. Qader A. Baig, County Attorney
REQUEST FOR PROPOSALS

No. 16-13

ROCKDALE COUNTY, GEORGIA

April 2016

JANITORIAL CLEANING FOR THE HEALTH DEPARTMENT

ROCKDALE COUNTY FINANCE DEPARTMENT
PROCUREMENT OFFICE
958 Milstead Avenue
CONYERS, GA 30012
770-278-7553
INTRODUCTION:
Rockdale County is requesting Competitive Sealed Proposals for the Janitorial Cleaning for the Health Department. Instructions for preparation and submission of a proposal are contained in this packet. Proposals must be typed or printed in ink.

Rockdale County provides equal opportunity for all businesses and does not discriminate against any person or business because of race, color, religion, sex, national origin, handicap or veterans status. This policy ensures all segments of the business community have access to supplying the goods and services needed by Rockdale County.

PURCHASING CONTACT FOR THIS REQUEST:
All questions concerning this invitation and all questions arising subsequent to award are to be addressed to the Buyer at the following address:

Rockdale County Finance Department
Purchasing Division
Attn: Dawn Spivey
958 Milstead Avenue
Conyers, GA 30012
Phone: (770) 278-7553, Fax: (770) 278-8910
E-mail: dawn.spivey@rockdalecountyga.gov

To maintain a "level playing field", and to assure that all proposers receive the same information, proposers are requested NOT to contact anyone other than the contact above until after the award of the contract. Doing so could result in disqualification of the proposer.

PROPOSAL COPIES FOR EVALUATION:
Two (2) hard copies and one (1) original hard copy and one (1) CD or Flash Drive in Adobe PDF format will be required for review purposes. (Original must be clearly marked "Original" and the Copies clearly marked "Copies."). CD's that are blank or have incorrect information on them will not be acceptable and may be justification for disqualification. Check your disk(s) to ensure that they have the appropriate material on it before submitting.

DUE DATE:
Sealed proposals will be received at the Rockdale County Finance Department, Procurement Division, 958 Milstead Avenue, Conyers, GA 30012 no later than 2:00 P.M., local time, Thursday, April 28, 2016. Proposals received after this time will not be accepted.

PRE-PROPOSAL CONFERENCE:
There will be a MANDATORY Pre-Proposal Conference held at the Rockdale County Administration Building, 958 Milstead Avenue, 1st Floor, Room 106, Conyers, GA 30012, at 10:00 a.m., local time, Monday, April 18, 2016. Immediately after this meeting, there will be a site visit to the Rockdale County Health Department, 985 Taylor Street, Conyers, Georgia 30012.

Any questions and/or misunderstandings that may arise from this RFP must be submitted in writing and forwarded to the Buyer at the above address or by email. It shall be the Proposers responsibility to seek clarification as early as possible prior to the due date and time. Any contractor who intends to submit a proposal is required to attend this meeting.
QUESTIONS AND CLARIFICATIONS:
You should submit your questions and/or requests for clarifications about this RFP no later than 2:00 p.m., local time, Thursday, April 21, 2016. Written responses from the County to the questions it receives will be in an addendum and posted to the County’s website at www.rockdalecountyga.gov under Finance/Purchasing.

ADDENDA:
Answers to questions submitted that materially change the conditions and specifications of this RFP will be issued in an addendum and posted to the County’s website at www.rockdalecountyga.gov under Finance/Purchasing. Any discussions or documents will be considered non-binding unless incorporated and issued in an addendum.

*It is the proposer’s responsibility to check the County’s website at www.rockdalecountyga.gov under Finance/Purchasing for any addenda that may be issued, prior to submitting a proposal for this RFP.*

QUANTITIES
The quantities listed in the Proposers Response Schedule are provided as an estimate for proposal purposes. The County will not be obligated to quantities beyond actual needs.

CONTRACT TERM:
The Contract Term shall be for a twelve (12) month time period with the option to renew two (2) additional twelve (12) month periods renewable each year under the same terms and conditions as the original Proposal.

ENERGY EFFICIENT, RECYCLING, AND WASTE REDUCTION PURCHASING POLICY
Policy #R-2015-08 includes the following language:

> The Rockdale County Board of Commissioners only purchases energy star rated equipment and appliances that are economically responsible and reduce resource consumption and waste within federal, state, and local laws. The County will only purchase recycled copy, computer, and fax paper with at least 30 percent recycled content.

A copy of the policy may be viewed and downloaded by visiting the website at www.rockdalecountyga.gov under Finance/Purchasing, and scrolling down to the bottom of the page.

QUALIFICATIONS OF OFFERORS:
Proposers must have a current business license from their home based jurisdiction and provide a copy of that license with the submittal of their proposal response.

Proposals from any offeror that is in default on the payment of any taxes, license fees, or other monies due to Rockdale County will not be accepted.

Any contractor submitting a Proposal must complete the Contractor’s Qualification Statement and Questionnaire if provided in this package.

In evaluating Proposals, the County may seek additional information from any contractor concerning such contractor’s proposal or its qualifications to construct the Project.
Proposers are to submit at least (3) three references from projects with similar experience using the materials and process in this RFP.

**PROPRIETARY INFORMATION**
Careful consideration should be given before submitting confidential information to Rockdale County. The Georgia Open Records Act permits public scrutiny of most materials collected as part of this process. Please clearly mark any information that is considered a trade secret, as defined by the Georgia Trade Secrets Act of 1990, O.C.G.A. §10-1-760 et seq., as trade secrets are exempt from disclosure under the Open Records Act. Rockdale County does not guarantee the confidentiality of any information not clearly marked as a trade secret.

**FINANCIAL STABILITY**
The Offeror will provide financial information that would allow proposal evaluators to ascertain the financial stability of the firm.

- If a public company, the Offeror will provide their most recent audited financial report.
- If a private company, the Offeror will provide a copy of their most recent internal financial statement, and/or a letter from their financial institution, on the financial institution’s letterhead, stating the Offeror is in good standing with that financial institution.

**SELECTION PROCESS:**
The Rockdale County Procurement Office and Evaluation Committee makes a recommendation for award. The Board of Commissioners will make the actual award of the contract and has the authority to award the contract to a company different than the company recommended by the Procurement Office and/or Evaluation Committee.

This is a past performance/quality/price trade-off source selection in which competing offeror’s past and present performance history and product quality will be evaluated on a basis approximately equal to price. Award will be made to the responsible offeror whose proposal represents the best value after evaluation in accordance with the factors listed below. Rockdale County Board of Commissioners may reject any or all proposals and to waive any technicalities or informalities if such action is in the county’s interest.

Rockdale County may evaluate proposals and award a contract without discussions with offerors. Therefore, the offeror’s initial proposal should contain the offeror’s best terms from a price and technical standpoint. The County reserves the right to conduct discussions if the County later determines them to be necessary.

Proposers will be evaluated based on the following criteria and may be called in for an interview. The County intends to award the contract to the responsible and responsive contractor whose proposal is determined in writing to be the most advantageous to the County taking into consideration all of the evaluation criteria.

**Contract Nullification**
Rockdale County may, at any time, nullify the agreement if, in the judgment of Rockdale County, the contractor(s) has failed to comply with the terms of the agreement. In the event of nullification, any payment due in arrears will be made to the contractor(s), but no further sums shall be owed to the contractor(s). The agreement between Rockdale County and the contractor(s) is contingent upon approved annual budget allotments, and is subject, within thirty (30) days notification, to restrictions, or cancellation if budget adjustments are deemed necessary by Rockdale County.
Payments

Invoices that are submitted by the awarded bidder are required to provide accurate and current addresses including any discounts for early payment.

Invoices are to be submitted to:

Rockdale County Department of Finance
P.O. Box 289
Conyers, Georgia 30012
EVALUATION CRITERIA:

Offerors will be evaluated based on the following criteria and may be called in for an interview.

Respondents will have their submissions evaluated and scored. Submissions will be evaluated to assess the respondent’s ability to provide anticipated services for Rockdale County. Rockdale County shall be the sole judge of the quality and the applicability of all statements of qualifications. Approach, scope, overall quality, local facilities, terms, and other pertinent considerations will be taken into account in determining acceptability.

Selection Committee shall evaluate and rank the statements of qualifications based on the following criteria:

- **Staffing and Availability** – Evaluation of the list of personnel specifically assigned to the RFP proposed project, including their qualifications, overall experience and recent experience on projects of similar nature and complexity to the proposed project. Organization and Staffing, evaluation of the work load of the proposing firm and the staffing to be assigned to the proposed project; time schedule of the Proposer in relation to that of the proposed project; location of the offices or facilities from which the services are to be provided to the County. (35%)

- **Experience/Performance** – Review of personnel qualifications and experience. Management approach to projects, past performance on projects of similar nature and complexity as the proposed project. Evaluation of client references including but not limited to references submitted in qualification response; overall responsiveness to County’s needs. Provider financial capability, qualifications and experience. (35%)

- **Approach** – Evaluation of the overall understanding of the scope of the proposed project; completeness, adequacy and responsiveness to the required information of the request for proposals. (10%)

- **Cost** (20%)

INTERVIEWS

Interviews may be scheduled. Interviews will be informal, and will provide respondents with an opportunity to answer any questions the selection team may have on a submission.
INSURANCE:
The Company shall maintain in full force and effect the following insurance during the term of the Agreement.

<table>
<thead>
<tr>
<th>Coverage</th>
<th>Limits of Liability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workers' Compensation</td>
<td>Statutory</td>
</tr>
<tr>
<td>Employers' Liability</td>
<td>$1,000,000.00</td>
</tr>
<tr>
<td>Bodily Injury Liability</td>
<td>$1,000,000.00 each occurrence</td>
</tr>
<tr>
<td>except Automobile</td>
<td>$1,000,000.00 aggregate</td>
</tr>
<tr>
<td>Property Damage Liability</td>
<td>$1,000,000.00 each occurrence</td>
</tr>
<tr>
<td>except Automobile</td>
<td>$1,000,000.00 aggregate</td>
</tr>
<tr>
<td>Personal &amp; Advertising Injury Limit</td>
<td>$1,000,000.00</td>
</tr>
<tr>
<td>Products / Completed Ops.</td>
<td>$2,000,000.00 aggregate</td>
</tr>
<tr>
<td>Automobile Bodily Injury Liability</td>
<td>$1,000,000.00 each person</td>
</tr>
<tr>
<td></td>
<td>$1,000,000.00 each occurrence</td>
</tr>
<tr>
<td>Professional Liability/General Liability</td>
<td>$1,000,000.00</td>
</tr>
</tbody>
</table>

(If hazardous substances are involved)

Contractor's Pollution Liability (with 1 year extended reporting period)

| Each Occurrence                     | $1,000,000.00 |
| Aggregate                            | $2,000,000.00 |

Environmental Impairment Liability (with 1 year extended reporting period)

| Each Occurrence                     | $1,000,000.00 |
| Aggregate                            | $2,000,000.00 |

All insurance shall be provided by an insurer(s) acceptable to the County, and shall provide for thirty (30) days prior notice of cancellation to the County. Upon contract award, Contractor shall deliver to the County a certificate or policy of insurance evidencing Contractor's compliance with this paragraph. Contractor shall abide by all terms and conditions of the insurance and shall do nothing to impair or invalidate the coverage.

Rockdale, GA shall be named as Additional Insured under any General Liability, Business Auto and Umbrella Policies using ISO Additional Insured Endorsement forms CG 2010 or its equivalent. Coverage shall apply as Primary and non-contributory with Waiver of Subrogation in favor of Rockdale County, Georgia.

The insurance carrier must have a minimum rating of A or higher as determined by the rating firm A.M. Best.

Certificates to contain policy number, policy limits and policy expiration date of all policies issued in accordance with this contract.

FIDELITY BOND COVERAGE:

Precedent to the execution of the Contract and before the starting of any work, the Contractor shall furnish to the County a Certificate of Insurance covering its Fidelity Bond in at least the total amount of this Contract. Surety Company shall be acceptable to the County and licensed to do business in the State of Georgia.
BONDS:
N/A

PERMITS:
The awarded contractor will be responsible for acquiring any permits that are required for this project/purchase. Rockdale County will waive fees on all permits issued by Rockdale County.

AWARD OF CONTRACT
The Rockdale County Procurement Office and Evaluation Committee make a recommendation for award. The Board of Commissioners will make the actual award of the contract and has the authority to award the contract to a company different than the company recommended by the Procurement Office and/or Evaluation Committee.

ILLEGAL IMMIGRATION REFORM AND ENFORCEMENT ACT OF 2011
Vendors submitting a Qualification package in response to this RFP must complete the Contractor Affidavit under O.C.G.A. §13-10-91(b)(1) which is provided with the RFP package to verify compliance with the Illegal Immigration Reform and Enforcement Act of 2011.

A. The form must be signed by an authorized officer of the contractor or their authorized agent.

B. The form must be notarized.

C. The contractor will be required to have all subcontractors and sub-subcontractors who are engaged to complete physical performance of services under the final contract executed between the County and the contractor complete the appropriate subcontractor and sub-subcontractor affidavits and return them to the County a minimum of five (5) days prior to any work being accomplished by said subcontractor or sub-subcontractor. Format for this affidavit can be provided to the contractor if necessary.
GENERAL INFORMATION

No proposals received after said time or at any place other than the time and place as stated in the notice shall be considered. No responsibility shall attach to Rockdale County for the premature opening of a proposal not properly addressed and identified.

WITHDRAWAL OF PROPOSAL:

A proposer may withdraw his proposal before the proposal due date, without prejudice to the proposer, by submitting a written request of withdrawal to the Rockdale County Procurement Office.

REJECTION OF PROPOSAL:

Rockdale County may reject any and all proposals and must reject a proposal of any party who has been delinquent or unfaithful in any formal contract with Rockdale County. Also, the right is reserved to waive any irregularities or informalities in any proposal in the proposing procedure. Rockdale County shall be the sole judge as to which proposal is best, and in ascertaining this, will take into consideration the business integrity, financial resources, facilities for performing the work, and experience in similar operations of the various proposers.

STATEMENT OF EXPERIENCE AND QUALIFICATIONS:

The proposer may be required, upon request, to prove to the satisfaction of Rockdale County that he/she has the skill, experience, necessary facilities and ample financial resources to perform the contract(s) in a satisfactory manner and within the required time. If the available evidence of competency of any proposer is not satisfactory, the proposal of such proposer may be rejected. The successful proposer is required to comply with and abide by all applicable federal and state laws in effect at the time the contract is awarded.

NON-COLLUSION AFFIDAVIT:

By submitting a proposal, the proposer represents and warrants that such proposal is genuine and not sham or collusive or made in the interest or in behalf of any person not therein named, that the proposer has not directly or indirectly induced or solicited any other proposer to put in a sham proposal, or any other person, firm or corporation to refrain from proposing and that the proposer has not in any manner sought by collusion to secure to that proposer any advantage over any other proposer.

INTEREST OF:

By submitting a proposal, the proposer represents and warrants that a Commissioner, Administrator, employee, nor any other person employed by Rockdale County has, in any manner, an interest, directly or indirectly, in the proposal or in the contract which may be made under it, or in any expected profits to arise there from.

DOCUMENTS DEEMED PART OF THE CONTRACT:

The notice, invitation to proposers, general conditions, and instructions for proposers, special conditions, specifications, proposal, and addenda, if any, will be deemed part of the contract.
STANDARD INSTRUCTIONS

1. The instructions contained herein shall be construed as a part of any proposal invitation and/or specifications issued by Rockdale County and must be followed by each proposer.

2. The written specifications contained in this proposal shall not be changed or superseded except by written addendum from Rockdale County. Failure to comply with the written specifications for this proposal may result in disqualification by Rockdale County.

3. All goods and materials shall be F.O.B. Destination Conyers, Georgia and no freight or postage charges will be paid by Rockdale County unless such charges are included in the proposal price.

4. The following RFP number, 16-13 must be written clearly on the outside of each proposal envelope in order to avoid prior opening in error.

5. All proposals must be received and in-hand at proposal due date and time. Each proposer assumes the responsibility for having his/her proposal received at the designated time and place of proposal due date. Proposals received after the stated time and date may be subject to rejection without consideration, regardless of postmark. Rockdale County accepts no responsibility for mail delivery.

6. Unless otherwise stated, all proposals submitted shall be valid and may not be withdrawn for a period of 120 days from the due date.

7. Each proposal form submitted must include the name of the business, mailing address, the name, title and signature of the person submitting the proposal. When submitting a proposal to Rockdale County the first page of your proposal package should be the proposal form listing the price, delivery date, etc., unless the proposal form is requested to be in a separate envelope.

8. Rockdale County reserves the right to accept a proposal that is not the lowest price if, in the County's judgment, such proposal is in the best interest of the County and the public. The County reserves the right to reject any and all proposals.

9. Telephone, Telegraphic or Facsimile proposals will not be accepted.

10. No sales tax will be charged on any orders except for contracts that include construction materials being purchased through a third party.
    i. Federal I.D. #58-6000882
    ii. Sales Tax Exempt #58-800068K

11. If applicable, completed questionnaires must be signed manually. Rockdale County reserves the right to accept or reject any proposal on the basis of incomplete or inaccurate answers to the questionnaire.

12. If applicable, warranty information shall be provided.

13. Proposers shall state delivery time after receiving order.

14. Proposers shall identify any subcontractors, and include an explanation of the service or product that they may provide.
Proposal Specifications:

Respondents shall be capable of providing the highest quality level of service, performed by personnel who are trained to provide the janitorial/cleaning services proposed.

The size of the building to be cleaned is 14,305 sq. ft.

No day porter service is required, only nightly cleaning.

Proposals Requirement Details:

This includes, but not limited to the following information. Any alternative recommendations may be so noted and priced separately.

- Keys to the property will be issued by Rockdale County and shall not be duplicated. All keys or other access devices shall be surrendered upon request from Rockdale County.
- Rockdale County shall, as agreed upon with the service provider, provide all paper products, trashcan liners, soap for dispenser, and other disposables.
- Contractor shall provide their own cleaning equipment and furnish their own cleaning supplies, including chemicals.
- No janitorial/cleaning activities may commence prior to 7:00 p.m. All janitorial/cleaning activities must start AFTER 7:00 p.m. and must be completed by 6:00 a.m.
- Cleaning shall be performed on Monday, Tuesday, Wednesday, Thursday, and Friday of each week.

Required five times per week: sweeping/wet moping/dusting/ cleaning/disinfecting activities

- Restrooms
- Drinking fountains,
- Toilet partitions/dividers
- Spot cleaning carpeting
- Tile/linoleum floors
- Mirrors cleaned and streak free
- Trash empties form receptacles
- Sinks, fixtures, countertops
- Vacuuming the entire facility
- Dusting of all desks, tables, chairs, pictures, signage
- Cleaning of all glass surfaces
- Dust air vents
- Dust door glass
- Dust bookshelves/cabinetry
- Dust supply rooms
- Dust patient rooms
- Dust exam rooms
• All administrative areas
• Detailed cleaning of lab daily
• Detailed cleaning of exam rooms daily
• Clean break room daily
• Clean chairs daily

**Required Daily Re-Supplying**

• Soap dispensers
• Paper towel dispensers
• Toilet paper holders
• New trash bags

**Additional requirements**

• Stripping and waxing floors to be done twice/year
• Buffing floors one time/week
• Windowsills/blinds to be dusted monthly
• Chair frames to be cleaned twice/week
• Baseboards to be cleaned monthly

All cleaning mops/brushes shall be washed with cleaner disinfectant and rinsed in clean water, then hung to dry. Personal items should not be moved about.

**Proposal Requirements**

• Contractor & Company is required to provide evidence of a valid State of Georgia Business License

• Contractor is required to provide evidence that you meet the Rockdale County Government Insurance Requirements

• Contractor is required to provide a reference list of clients that have a current contract for services with their company

• Contractor shall provide evidence of a company safety program and a drug testing program. All of the contractor’s employees/workers must be drug-free.

• Contractor to provide evidence of a current Hepatitis “B” inoculation of all persons involved in work at the health facility

The entity responsible for fulfilling this agreement shall be identified in the proposal response.

**Right to Seek a New Proposal**

Rockdale County reserves the right to receive, accept, or reject any and all proposals for any, or all, reasons.
Proposals will be awarded to the best overall respondent as determined by that which is in the best interests of Rockdale County.

In comparing the responses to this RFP and making awards, Rockdale County may consider such factors as quality and thoroughness of a proposal, the record of experience, the references of the respondents, and the integrity, performance, and assurances in the proposal in addition to that of the proposal price.

**PROPOSAL FORM – RFP No. 16-13**

Instructions: Complete all **THREE (3)** parts of this proposal form.

**PART I: Proposal Summary**

**PLEASE NOTE:** THE COST SUBMITTED ON THIS PROPOSAL SHEET SHALL BE FOR A ONE (1) YEAR PERIOD. PROPOSERS MUST COMPLETE ALL AREAS OF THE PROPOSAL SHEET FOR THEIR PROPOSALS TO BE CONSIDERED.

**SECTION A**

Total cost to maintain Facility ...........................................$ 1,872.00 /mo. X 12 mos. = $ 22,467.00 /yr.

**THE FOLLOWING RATE COSTS AND/OR PROJECT TASKS COSTS LISTED BELOW ARE FOR SERVICES IN ADDITION TO ANY FREQUENCIES IDENTIFIED IN THIS SPECIFICATION.**

- Carpet Shampooing Services ...........................................$ .20 /sq.ft.
- Tile Refinishing (Strip/Scrub, 1 Seal, 2 Waxes)
  Above frequencies identified in the specification ..................$ .27 /sq.ft.
- Terrazzo Refinishing (Strip/scrub, 2 seal, 2 wax) .................$ .27 /sq.ft.
- Wash all ceiling and wall light fixtures throughout the facility $ 375.00 /time
- Window washing services (upon request) interior/exterior of entire facility..............................................$ 475.00 /time
- Subcontracting Services not identified in this specification charged at actual costs plus 20% mark-up
PART II: Addenda Acknowledgements (if applicable)
Each vendor is responsible for determining that all addenda issued by the Rockdale County Finance Department – Purchasing Division have been received before submitting a bid.

<table>
<thead>
<tr>
<th>Addenda</th>
<th>Date Vendor Received</th>
<th>Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>&quot;1&quot;</td>
<td>March 30, 2016</td>
<td>BS</td>
</tr>
<tr>
<td>&quot;2&quot;</td>
<td>April 14, 2016</td>
<td>BS</td>
</tr>
<tr>
<td>&quot;3&quot;</td>
<td>April 21, 2016</td>
<td>BS</td>
</tr>
<tr>
<td>&quot;4&quot;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>&quot;5&quot;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>&quot;6&quot;</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PART III: Vendor Information:

<table>
<thead>
<tr>
<th>Company Name</th>
<th>A-Action Janitorial Service Inc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>6607 Tribble Street Lithonia, GA 30058</td>
</tr>
<tr>
<td>Telephone</td>
<td>(678) 526-7421</td>
</tr>
<tr>
<td>E-Mail</td>
<td><a href="mailto:barbara@aaactioninc.com">barbara@aaactioninc.com</a></td>
</tr>
<tr>
<td>Representative (print name)</td>
<td>Barbara Storey</td>
</tr>
<tr>
<td>Signature of Representative</td>
<td>Barbara Storey</td>
</tr>
<tr>
<td>Date Submitted</td>
<td>April 28, 2016</td>
</tr>
</tbody>
</table>
ROCKDALE COUNTY BOARD OF COMMISSIONERS
NON-COLLABORATION AFFIDAVIT OF VENDOR

State of Georgia
County of DeKalb

Barbara Storey, being first duly sworn, deposes and says that:

(1) He is CEO (owner, partner officer, representative, or agent) of A-Action Janitorial Service, Inc, the Vendor that has submitted the attached RFP;

(2) He is fully informed respecting the preparation and contents of the attached RFP and of all pertinent circumstances respecting such RFP;

(3) Such RFP is genuine and is not a collusive or sham RFP;

(4) Neither the said Vendor nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Vendor, firm or person to submit a collusive or sham RFP in connection with the Contract for which the attached RFP has been submitted or refrain from proposing in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Vendor, firm or person to fix the price or prices in the attached RFP or of any other Vendor, or to fix any overhead, profit or cost element of the proposing price or the proposing price of any other Vendor, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against Rockdale County or any person interested in the proposed Contract, and

(5) The price or prices quoted in the attached RFP are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Vendor or any of its agents, representatives, owners, employees, or parties in interest, including this affidavit.

(Signed)

(Title)

Subscribed and Sworn to before me this 28th day of April, 2016

Name Notary Public, Fulton County, Georgia
My Commission Expires January 10, 2017

Title Notary Public, Fulton County, Georgia
My Commission Expires January 10, 2017

My commission expires (Date)
ROCKDALE COUNTY BOARD OF COMMISSIONERS
NON-COLLUSION AFFIDAVIT OF SUB-CONTRACTOR

State of _________________
County of _________________

___________________________, being first duly sworn, deposes and says that:

(1) He/She is __________________________ (owner, partner officer, representative, or
agent) of __________________________, the sub-contractor that has submitted the attached RFP;

(2) He is fully informed respecting the preparation and contents of the attached RFP and of all pertinent
circumstances respecting such RFP;

(3) Such RFP is genuine and is not a collusive or sham RFP;

(4) Neither the said sub-contractor nor any of its officers, partners, owners, agents, representatives,
employees or parties in interest, including this affidavit, has in any way colluded, conspired, connived or
agreed, directly or indirectly with any other Vendor, firm or person to submit a collusive or sham RFP in
connection with the Contract for which the attached RFP has been submitted or refrain from proposing in
connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion
or communication or conference with any other Vendor, firm or person to fix the price or prices in the
attached RFP or of any other Vendor, or to fix any overhead, profit or cost element of the proposing price or
the proposing price of any other Vendor, or to secure through any collusion, conspiracy, connivance or
unlawful agreement any advantage against Rockdale County or any person interested in the proposed
Contract; and

(5) The price or prices quoted in the attached RFP are fair and proper and are not tainted by any collusion,
conspiracy, connivance or unlawful agreement on the part of the sub-contractor or any of its agents,
representatives, owners, employees, or parties in interest, including this affidavit.

___________________________
(Signed)

___________________________
(Title)

Subscribed and Sworn to before me this _________ day of ____________, 20___.

Name __________________________

Title __________________________
My commission expires (Date)
Contractor Affidavit under O.C.G.A. §13-10-91(b)(1)

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

100711
Federal Work Authorization User Identification Number

02/15/2008
Date of Authorization

A-Action Janitorial Service, Inc
Name of Contractor

Janitorial Cleaning For Health Department
Name of Project

Name of Public Employer

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

Executed on April 28, 2015, in Atlanta, GA (state).

Barbara Storey
Signature of Authorized Officer or Agent

Barbara Storey
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE 28TH DAY OF APRIL, 2015

Harold Blake
NOTARY PUBLIC
My Commission Expires: January 10, 2017
Subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(3)

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 (name of contractor) on behalf of (name of public employer) has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five business days of receipt. If the undersigned subcontractor receives notice that a sub-subcontractor has received an affidavit from any other contracted subcontractor, the undersigned subcontractor must forward, within five business days of receipt, a copy of the notice to the contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

N/A
Federal Work Authorization User Identification Number

Date of Authorization

Name of Subcontractor

Name of Project

Name of Public Employer

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

Executed on _____, ___, 20__ in _____(city), _____(state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF ______________, 20__

NOTARY PUBLIC
My Commission Expires:
Sub-subcontractor Affidavit under O.C.G.A. §13-10-91(b)(4)

By executing this affidavit, the undersigned sub-subcontractor verifies it 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 for (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract) and (name of contractor) on behalf of (name of public employer) has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. §13-10-91. Furthermore, the undersigned sub-subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned sub-subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the sub-subcontractor with the information required by O.C.G.A. §13-10-91(b). The undersigned sub-subcontractor shall submit, at the time of such contract, this affidavit to (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Additionally, the undersigned sub-subcontractor will forward notice of the receipt of any affidavit from a sub-subcontractor to (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Sub-subcontractors hereby attests that its federal work authorization user identification number and date of authorization are as follows:

N/A

Federal Work Authorization User Identification Number

Date of Authorization

Name of Sub-Subcontractor

Name of Project

Name of Public Employer

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

Executed on _____, __, 201__ in _____(city), ______(state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF ________________, 201__.

NOTARY PUBLIC
My Commission Expires: _______________________

19
Affidavit Verifying Status
for County Public Benefit Application

By executing this affidavit under oath, as an applicant for the award of a contract with Rockdale, County Georgia, I, Barbara Storey, [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity] am stating the following as required by O.C.G.A. Section 50-36-1:

1) √ I am a United States citizen

OR

2) _____ I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States.*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

Barbara Storey
Printed Name:

* Alien Registration number for non-citizens

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE 28th DAY OF APRIL, 2016.

Notary Public, Fulton County, Georgia
My Commission Expires January 10, 2017

Notary Public
My commission Expires:

*Note: O.C.G.A. § 50-36-1(e)(2) requires that aliens under the federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their registration number. Because legal permanent residents are included in the federal definition of "alien", legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below.
CONTRACTOR'S QUALIFICATION STATEMENT AND QUESTIONNAIRE

NAME OF PROPOSED CONTRACTOR: A-Action Jantorial Service Inc.

I. INSTRUCTIONS

A. All questions are to be answered in full. If copies of other documents will answer the question completely, they may be attached and clearly labeled. If additional space is needed, additional pages may be attached and clearly labeled.

B. The owner, Rockdale County, Georgia, its agents and representatives, shall be entitled to contact each and every reference listed in response to this questionnaire, and each entity referenced in any response to any question in this questionnaire. By completing this questionnaire, the contractor expressly agrees that any information concerning the contractor in possession of said entities and references may be made available to the owner.

C. Only complete and accurate information shall be provided by the contractor. The contractor hereby warrants that, to the best of its knowledge and belief, the responses contained herein are true, accurate, and complete. The contractor also acknowledges that the owner is relying on the truth and accuracy of the responses contained herein. If it is later discovered that any material information given in response to a question was provided by the contractor, knowing it was false, it shall constitute grounds for immediate termination or rescission by the owner of any subsequent agreement between the owner and the contractor. The owner shall also have and retain any other remedies provided by law.

D. The completed form shall be submitted with contractor’s proposals.

E. This form, its completion by the contractor, and its use by the contractor, and its use by the owner, shall not give rise to any liability on the part of the owner to the contractor or any third party or person.

II. GENERAL BACKGROUND

A. Current address of contractor: 6607 Tribble Street
   Lithonia, GA 30058

B. Previous Name or address of contractor:

C. Current president or CEO and years in position: Barbara Storey 25 years

D. Number of permanent employees: 65

E. Name and address of affiliated companies:

III. FINANCIAL STATUS

A. Please attach financial statements for the past three years for which they are complete. If such statements are not available, please furnish the following information: