

June 12, 2017

Emanuel County Board of Education is soliciting quotes for Custodial Vendor Management Program to be used at school sites. The program must include quarterly building inspections at each site, consulting, training, deliveries, as well as provide all supplies, which must include certified green chemicals. Emanuel County Board of Education may also request samples of dispenser systems, chemicals, and ancillary items. Vendors should submit their detailed building inspection manual and comprehensive janitorial software solution as part of this proposal. It is the vendor's responsibility to provide clear proof that the products they are supplying are equal to or better than the specifications listed. Attached is a detailed list of basic supplies needed to clean and stock schools properly.

Vendor shall maintain the Green Sustainable Choices Certification for Emanuel County Schools. This certification was accomplished during the 2014 school year, and has been maintained ever since. Our commitment to buying environmentally friendly products and making the school safer for students, faculty and staff is a high priority.

Vendor agrees to perform the above mentioned for a guaranteed set fee that will be billed out monthly from July 1, 2017 – June 30, 2018. Interested vendors should complete their recommended proposal and return it to Emanuel County Board of Education Maintenance Dept., no later than Thursday June 22, 2017.

Emanuel County Board of Education reserves the right to accept or reject any and all quotes, in whole or in part, and to accept the quotes that in its own judgment, will best serve the interest of Emanuel County Schools.

Deliveries will be made on a bi-weekly basis to the school location. Vendors must supply Material Safety Data Sheets for each chemical.

Prices will be for a period of at least one year with additional second year renewal.



P.O. Box 130
Swainsboro, Georgia 30401
478-237-6674
478-419-1102

THIS IS VERIFICATION THAT WE, THE UNDERSIGNED, HAVE READ AND UNDERSTAND THE TERMS OF THIS QUOTE AGREEMENT AND THAT WE, THE UNDERSIGNED, ARE AN EQUAL OPPORTUNITY EMPLOYER.

THE EMANUEL COUNTY BOARD OF EDUCATION DOES NOT DISCRIMINATE ON THE BASIS OF SEX, RACE, AGE, CREED, COLOR, RELIGION, NATIONAL ORIGIN, OR DISABILITY/HANDICAP IN ITS EDUCATIOAL PROGRAMS, ACTIVITIES OR EMPLOYMENT PRACTICES.

Signature of Company Representative

Date

Name of Company

Company Address

City, State, Zip Code

Phone Number

Fax Number

E-mail Number

LINE NO.	YEARLY ESTIMATED USAGE	DESCRIPTION	SPECIFICATIONS
1	600 CS	Jumbo Toilet Tissue 1000' 2ply	1000 FT, 12/CS
2	325 CS	PS ADX Clear & Mild Foam Hand Soap	1250 ML, 3/CS
3	500 CS	Hardwound Roll Brown Paper Towel	1000 FT, 6/CS
4	75 CS	33 Gallon Clear Roll Liners	33x40, 250/CS
5	120 CS	50-60 Gallon XXHD Eco Mean Green Bag Liners	44x55, 100/CS, 1.7 MIL
6	140 CS	10-20 Gallon XXHD Eco Mean Green Bag Liners	24x32, 500/CS, .8 MIL
7	50 EA	Yellow Angle Broom	EACH
8	50 EA	Parlor Broom	EACH
9		36" Push Broom	8 per school-4/1 st half; 4/2 nd half
10	100 EA	Bowl Mop	EACH
11	30 CS	Carpet Spotter & Fabric Stain Remover	12/CS
12	30 CS	1 Gallon Carpet Extraction, Bonnet, & Pre-Spray Cleaner	4/CS
13	40 EA	20" Bonnet Pad	5/CS
14	75 DZ	High Fragrance Urinal Screen (Mango Orange)	1 DZ
15	30 CS	Cherry Wall Deodorant Block	12/BX
16	40 CS	Absorbent Powder	16 oz., 6/CS
17	80 EA	Blue Washable Dust Mop Head	5x24 EACH
18	15 CS	Medium Powder Free Vinyl Gloves	1 BX, 100/BX, 10/CS
19	15 CS	Large Powder Free Vinyl Gloves	1 BX, 100/BX, 10/CS
20	15 CS	Extra Large Powder Free Vinyl Gloves	1 BX, 100/BX, 10/CS
21	100 EA	Pumice Stick with Handle	EACH
22	50 CS	Enzyme Odor Digester	12/CS
23	100 EA	32 oz. Trigger Sprayer & Bottle Combo Complete	EACH
24	40 CS	Large Looped Mop Head, Blue	CASE
25	50 CS	Medium Looped Mop Head, Green	CASE
26	35 BX	Cleaning Rags/Towel Ends	1 BX
27	8 CS	Multifold White Paper Towels	4000/CS
28	20 CS	Brown Roll Paper Towels	350 FT, 12/ CS
29	14 CS	Select Xpress Paper Towels, 2 ply	3024/CS
30	24 CS	Toilet Tissue Premium Embossed, 2 ply	60/CS
31	48 CS	20" Burgundy Super Strip/beige/green/red/black-choice by school	5/CS
32	120	2.5 Gallon Green High Gloss Floor Finish- 23% solids- Minimum	2/CS=5 Gal
33	60 CS	Green Certified Low Odor Clean Cut Was Stripper OTS	6/ CS
34		Green Certified UC System- 4 Product Chemical Dispenser	40 EACH
35	50 CS	Green Certified Peroxide Powered Cleaner Degreaser	80 oz., 2/CS
36	50 CS	Green Certified All Surface Neutral Cleaner	80 oz., 2/CS
37	50 CS	Green Certified Organic Acid Restroom Cleaner	80 oz., 2/CS
38	80 CS	Green Certified Neutral Disinfectant Cleaner	80 oz., 2/CS
39		Finishing Mop	
40		Floor Restorer	4/CS.
41		Utility Pad/Sponges	
42		Doodle Pad-Brown	
43		Vandalism Remover/Wipes	
44		High Dusters/Feather	

General Program Requirements / Specifications

1. A Vendor Management Computerized Cleaning Cost Analysis Program, whose software will identify the following information for each facility / building:
 - a. Estimated Total Square Feet for the Facility(s)
 - b. Estimated Total Square Feet by Building(s) / by Floor Type
 - c. Estimated Total Square Feet by Area / by Floor Type
 - d. Estimated Total Labor Hours
 - e. Estimated Total Labor Costs
 - f. Estimated Quantity of Supplies
 - g. Estimated Cost of Supplies
 - h. Estimated Total Cleaning Costs
 - i. Estimated Cost per Square Foot
 - j. Estimated Cost per User / Student
 - k. Estimated Total Labor Hours and Labor Costs by Area
 - l. Estimated Number of Cleaning / and Other Effort Hours per FTE
 - m. Estimated Number of Square Feet per FTE
 - n. Estimated Number of FTE's
 - o. Routine Task List by Building(s) / by Area
 - p. Special Project Task List by Buildings(s) / by Area
 - q. Customer Focused Report Generator
 - r. Customer Focused Task Manager Program
 - s. Professional Custodian Training and Certification Program
 - t. Train The Trainers Program
 - u. Training Job Cards
 - v. Training Flow Charts
 - w. Training Card Program
 - x. Daily Checklists
 - y. PDA Based Integrated Inspection / Quality Assurance Program
 - z. Comprehensive Custodial Operations Manual
- **Vendor must provide documentation to the Emanuel County School System**

2. Risk Management Program- Vendor will provide a Risk Management Program to include product liability insurance, quality control, professional advice, safety, and environmental concerns.
3. M.S.D. S. Materials-Vendor will provide all locations, the purchasing office, and the warehouse copies of all Material Data Sheets in compliance with OSHA's Hazard Communication Standard. All Labels for secondary containers meet OSHA's guidelines. As a service Vendor will provide MSDS's and labeling in English and Spanish, to assist in our compliance with OSHA requirements.
4. Training-Emanuel County Board of Education believes that a trained department is a successful and motivated department. Proper training makes a clear not only the overall goals of the housekeeping department, but individual responsibilities as well. Vendor will provide a comprehensive training program to include, but not limited to:

Technical Service Support-Vendor will provide on going technical service support regarding products, procedures, and equipment.

Communications-Vendor will provide a bi-annually goal setting meetings with all employees to increase moral and achievement.

Recognition-Team building is an integral part in having a successful cleaning program. Vendor will provide on going staff motivational programs as part of our training.
Handouts-All training blocs will include employee handouts, which upon completion of the program will comprise a Custodian's Training Manual.

Certificates of Completion-To be awarded each employee upon the successful completion of each bloc of the training program.

5. Vendor and the custodial supervisors will meet on a quarterly basis to discuss specific topics such as problem areas, delivery problems, equipment issues, new idea and how to address these issues. It is out intent to address all issues openly and offer a quick solution.

6. Product, Process, and Safety Training-Training will be offered in various formats from individual to large group and in classroom, seminar, and hands-on settings. This training will take place at least twice a year. Trainer(s) will have at least five years training experience.

Regulatory Compliance Up-Dates- To be offered bi-annually in compliance with OSHA requirements.

Bio-Hazardous training- To be offered bi-annually.

New Cleaning Methods, Tools and Techniques- To be offered on an as need basis and as new items and programs come available.

New Employee Orientation- To be offered on an as requested basis. Trainer(s) will have at least five years training experience.

7. Vendor will provide, train, and maintain a hazardous communication plan to follow all local county and state rules and regulations.

8. Equipment Training and updates- Vendor will provide on going support regarding products, procedures, and equipment.

9. **Monthly Inspections- This is the most important requirement in order to have a great Custodial Management Support System. Vendor will setup monthly inspections to take place with the custodial supervisor and our account manager. This step will give us the most pertinent information we will need to address any cleaning concerns and to rate the effectiveness of our program.**

10. A Vendor sales consultant will visit the required locations every 2 weeks. On this sales and service call the following will be covered: training, product delivery, ordering, troubleshooting, and machine inspections. Preventive maintenance will be made on cleaning equipment on a twice a year visit. Maintenance shop secretary will be notified, if any repairs are needed.

Deliveries-No minimum dollar amount per order. Next day delivery service. All deliveries must include a detailed packing slip.

DELIVERY LOCATIONS:

Swainsboro High School 689 South Main St. Swainsboro, Ga. 30401	Swainsboro Middle School 200 Tiger Trail Swainsboro, Ga. 30401	Swainsboro Elementary School 258 Tiger Trail Swainsboro, Ga. 30401
Swainsboro Primary School 302 Tiger Trail Swainsboro, Ga. 30401	Swainsboro River Quest Building 200 Jefferson St. Swainsboro, Ga. 30401	Emanuel County Schools Maintenance Department 115 Tiger Trail Swainsboro, Ga. 30401
Emanuel County Institute 102 N. College St. Twin City, Ga. 30471	Twin City Elementary 162 Parrish Pond Rd. Twin City, Ga. 304	

11. A vendor service technician will develop a preventative maintenance (PM) program based on manufacturers recommended service frequency. Twice a year reports will be turned in to log any repairs on equipment and to let the customer know of any misuse.
12. Vendor will supply all floor care supplies on an as needed basis. All floor wax finishes will have a minimum of 23 % solids.
 - EACH LOCATION IDENTIFIED WILL HAVE A MINIMUM OF ONE MONTH OF SUPPLIES, ADDITION TO AMOUNT REQUESTED, IN STOCK.
 - Additional floor care supplies are needed during Christmas, spring break and addition to summer supplies.

13. Chemical Proportioning System- Vendor will provide a proportioning system. This will consist of a push button dispensing system, which will meter the selected product at the correct dilution rate without waste. Metering tips will ensure consistent dilution accuracy. It will provide low-flow dispensing (for quart containers), and high-flow dispensing (for mop buckets, extractors, and auto scrubbers). The system requires minimum space. Ancillary methods of proportioning utilizing the same products and color and number coding system, will also be available where space or water supply will not allow a proportioner to be installed. Product usage wall charts using the same color and number coding system will be provided as required. Quick reference materials in a laminated, color-coded bilingual format shall be provided as requested. Vendor shall provide at no cost an adequate number of Chemical Proportioning Systems. In addition, Vendor shall install and maintain the Chemical Proportioning Systems throughout term of this agreement. (Minimum 1 fiscal year)

14. **GREEN PRODUCTS:**

Emanuel County School System is dedicated to using "Green Products". Products performance must be equivalent or greater than the listed product specifications.

15. Vendor must provide the following (if applicable) for products listed in present chemicals and materials list.

- a. Quantity of product per case
- b. Volume of container per unit
- c. Ratio of dilution rate
- d. Ready to use product per gallon of concentrate
- e. Technical data sheet/ label information per item

16. An Implementation Plan-Vendor will provide a "schedule of implementation" for the proposed maintenance program.

Note: All quotes must be complete and contain all the information requested to be considered for award.

QUOTE EVALUATION AND AWARD:

- A. The District reserves the right to reject any and all quotes received as a result of this RFQ. If a quote is selected it will be the most advantageous regarding price, quality of service, the vendor's qualifications and capabilities to provide the specified service, and other factors which Emanuel County School District may consider. The District does not intend to award a contract fully on the basis of any response made to the quote; the District reserves the right to consider quote for modifications at any time before a contract would be awarded, and negotiations would be undertaken with that vendor whose quote is deemed to best meet the District's specification and needs.
- B. The price quotations stated in the vendor's quote will not be subject to any price increase from the date on which the quote is opened until the mutually agreed-to-date of the contract.
- C. The District reserves the right to reject any or all quotes, to waive or not waive informalities or irregularities in quotes or bidding procedures, and to accept or further negotiate cost, terms or conditions of any quote determined by the District to be in the best interests of the District even though not the lowest bid.
- D. Quotes must be signed by an official authorized to bind the contractor to its provisions for at least a period of 90 days. Failure of the successful bidder to accept the obligation of the contract may result in the cancellation of any award.
- E. Quotes should be prepared simply and economically providing a straight-forward, concise description of the vendor's ability to meet the requirements of the RFQ. Quotes shall be written in ink or typewritten. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person signing the quote.
- F. The District will not be liable for any costs associated with the preparation, transmittal, or presentation of any materials submitted in response to this RFQ.

G. Evaluation Criteria:

- a. Vendor's qualifications in general
- b. How well the quote meets the Requirements of this Solicitation
- c. Satisfaction of references and other customers/clients of Vendor
- d. Overall cost
- e. Value received for quoted cost

H. The initial term of the award shall be a term mutually agreed between the parties, subject to the District's right to terminate for convenience.

I. Services are for 2017-2018 school term with a one year rollover contingent upon acceptable service evaluation by Director of Operations.

Quote Submission

Quotes must be received by our office no later than June 22, 2017.

The vendor shall provide three (3) references consisting of similar work and scope for school districts.

All quotes may be emailed or mailed and clearly marked “District Wide Custodial Supplies and Support Services”.

**Jansen Ware
Emanuel County School District
201 N. Main St.
Swainsboro, Georgia 30401**

Late Quotes will not be accepted.

All requests for information should be sent via email to Jansen Ware at jware@emanuel.k12.ga.us. Be aware that all interested parties will be copied on the questions and response.

ADDITIONAL GENERAL TERMS AND CONDITIONS

1. VENDOR’S RESPONSIBILITY

Each vendor shall fully acquaint itself with conditions relating to the scope and restrictions attending the performance of obligations under the conditions of this RFQ. The omission of a vendor to acquaint it with existing pre-contract conditions or post-contract consequences shall in no way relieve such quoter of any obligation with respect to the quote or to any contract resulting from this solicitation.

2. QUOTE CONSTITUTES OFFER

By submitting a quote, the vendor agrees to be governed by the terms and conditions as set forth in this document. Any quote containing variations from the term and conditions set forth herein may, at the sole discretion of the District, render such quote non-responsive. Any inconsistencies between the RFQ and any other contractual instrument shall be governed by the terms and conditions of this RFQ, except where subsequent amendments to any contract resulting from this RFQ award are specifically agreed to in writing by the parties to supersede any such provisions of this RFQ.

3. AMENDMENTS

If it becomes necessary to revise any part of the RFQ, all amendments will be provided in writing to all vendors. ALL AMENDMENTS TO AND INTERPRETATIONS OF THIS SOLICITATION SHALL BE IN WRITING. THE DISTRICT SHALL NOT BE LEGALLY BOUND BY ANY AMENDMENT OR INTERPRETATION THAT IS NOT IN WRITING.

4. EXPERIENCE AND REFERENCE CHECKS

The District intends to consider historic information and fact, whether gained from the offeror's quote, interviews, conferences, reference checks, discussions with Districts and architects of any of offeror's past projects, and/or other source available to the District, in the evaluation process. Quoter acknowledges (1) that District will contact various persons who are familiar with quoter's prior work and related matters, whether such persons are voluntarily disclosed to District in this quote or not; (2) that truthful and complete information is necessary for the District to make an adequate evaluation and (3) that vendor will not take any action against any person who responds in good faith to a bona fide inquiry by the District for purposes of evaluation the quotes received by the District under this solicitation.

5. CLARIFICATIONS

The District reserves the right, at any time after opening and prior award, to request from any vendor clarification, address, technical questions, or to seek or provide other information regarding the vendor's quote. Such a process may be used for such purposes as providing an opportunity for the quoter to clarify his quote in order to assure mutual understanding and/or aid in determination of responsiveness or responsibility.

6. DRUG-FREE WORKPLACE

By signing and submitting a quote, a vendor is certifying that it will comply with all requirements of Georgia Drug-Free Workplace Act, Georgia Drug-free Workplace Act as provided in O.C.G.A. Section 50-24-1 et seq.

7. TERMINATION BY DISTRICT

A. Termination for Non- appropriations:

Any contract formed hereunder is payable from District appropriations. In the event no funds or insufficient funds are appropriated and budgeted in any fiscal year for payments due under the a contract made pursuant to this solicitation, the District shall immediately notify vendor of such occurrence, but the District shall have no further obligation as to such current or succeeding fiscal year and the contract shall be null and void, except as to the portions of payments herein agreed upon for funds which shall have been appropriated and budgeted.

B. Termination for Convenience:

Any contract formed hereunder will be deemed to provide that, in the event that the contract is terminated or canceled upon request and for the convenience of the District, then the District shall negotiate reasonable terminations costs strictly necessary for disengagement and winding up the contract, but shall not be liable for lost profits, overhead, consequential damages, third-party reliance upon the continued existence of the contract, or any other measure of damages or restitution.

8. GOVERNING LAW

Any contract formed hereunder will provide that the vendor must comply with the laws of the State of Georgia which require that it be authorized and/or licensed to do business in said State. Notwithstanding the fact that applicable statutes may exempt or exclude the successful offeror from requirements that it be authorized and/or licensed to do business in said state, by signing of this Agreement, quoter agrees to subject itself to the jurisdiction and process of the courts of the State of Georgia or the Federal District Court for the District of Georgia as to all matters and disputes arising or to arise under the Agreement and the performance thereof, including any questions as to the liability for taxes, licenses or fees levied by the State.

9. COMPETITION IN PROCUREMENT

It is the intent and purpose of the District to promote and permit competition. It shall be each vendor's responsibility to advise the District if any language, requirements, etc., or any combination thereof, inadvertently restricts or limits fair competition among qualified potential quoter. Such notification must be submitted in writing, and must be received by the District within fifteen (15) days of the date of issuance of the RFQ.

10. NON-COMMITMENT BY SOLICITATION

This solicitation does not commit the District to award a contract, to pay any costs incurred in preparation of the quote, or to procure any goods or services. The District reserves the right to accept or reject, in part or entirety, any or all vendors, to negotiate with all qualified vendors, and to cancel or in part or entirety this solicitation if it is in the best interest of the District. Further, the District reserves the right to waive any informalities or technicalities in order to serve the best interest of the District.

11. PROCUREMENT CODE GOVERNS

The District's Procurement Code and Regulations and govern and supersede any and all documents, quotes and policies, whether or implied.

12. RESPONSIBILITY DETERMINATIONS

Responsibility of the vendor shall be ascertained for each contract awarded by the District based upon full disclosure to the District concerning capacity and capability to meet the terms of the contract and based upon past record of performance for similar contracts. The unreasonable failure of vendor or offeror to supply information promptly in connection with an inquiry with respect to responsibility may be grounds for a determination of non-responsibility with respect to such vendor or offeror. Failure to provide requested information may result in rejection of a solicitation response or debarment of the vendor.

13. AUDITS

The District shall be entitled to audit the books and records of a contractor or any subcontractor under any negotiated contract or subcontract-other than firm fixed price contract to extent that such books and records relate to the performance of such contract or subcontract. Such books and records shall be maintained by the contractor for a period of three years from the date of final payment under the prime contract and by the subcontractor for a period of three years from the date of final payment under the Subcontract, unless a shorter period is otherwise authorized in writing by a District Procurement official. This provision applies to any resulting award related this RFQ.

14. CONFIDENTIALITY

VENDOR'S MUST CLEARLY MARK AS "CONFIDENTIAL" EACH PART OF THEIR RESPONSES WHICH THEY CONSIDER TO BE PROPRIETARY INFORMATION THAT COULD BE EXEMPT FROM DISCLOSURE UNDER SECTION 50-18-70, GEORGIA OPEN RECORDS ACT O.C.G.A. IF ANY PART IS DESIGNATED AS CONFIDENTIAL, THERE MUST BE ATTACHED TO THAT PART AN EXPLANATION OF HOW THIS INFORMATION FITS WITHIN ONE OR MORE CATEGORIES LISTED IN GEORGIA OPEN RECORDS ACT -- O.C.G.A. sec 50-18-70 ET SEQ...THE DISTRICT RESERVES THE RIGHT TO DETERMINE WHETHER THIS INFORMATION SHOULD BE EXEMPT FROM DISCLOSURE AND NO LEGAL ACTION MAY BE BROUGHT AGAINST THE DISTRICT OR ITS AGENTS FOR ITS DETERMINATION IN THIS REGARD.