



**Columbus Department of Public Health
Request for Proposal**

RFP-0006

**Last Date to Submit Proposals:
Friday, May 10, 2019, 1:00 pm EDT**

**Columbus Department of Public Health
2100 Comer Avenue
Columbus, Georgia 31904**

**Request for Proposal
Healthcare Janitorial Services
Columbus Department of Public Health**

I. Description of the Project:

The Columbus Department of Public Health hereinafter referred to as “CDPH”, is requesting proposals from qualified firms, hereinafter referred to as “Contractors” for the cleaning and general sanitary maintenance of the health department facilities in the Health and Human Services Building located at 2100 Comer Avenue, 2nd floor, Emergency Preparedness Suite on the 1st floor, WIC Kitchen on the 1st floor, Basement classroom and restrooms and the Ft. Benning WIC office located at 8150 Marne Road - Building 9230, Fort Benning, Georgia.

The approximate square footage of CDPH space located at the Health & Human Services building is 78,000 square feet, approximately 24,000 square feet require tile services. This facility is typically open Monday-Friday from 8 am until 5 pm, with occasional late clinic hours which should not affect the normal janitorial schedule. Areas serving clients are to be serviced only after the client service is complete, with the exception day porter duties. WIC hosts two (2) Saturday clinics per month from 8 am – 1 pm. The WIC Kitchen must be cleaned/service every Thursday evening.

The approximate square footage of the Ft. Benning WIC office is 3,500. Normal hours of operation are Monday-Friday from 8 am – 5 pm. The contractor is responsible for obtaining authorized access onto Ft. Benning post.

II. Scope of Work:

The successful Contractor must provide Healthcare Janitorial Services as outlined in Exhibit A (attached). Normal cleaning operations at the Health and Human Services Building should be scheduled between 5 pm and 7 am Monday-Friday with a Day Porter onsite Monday – Friday 10 am – 3 pm. The monthly Saturday Clinic should be scheduled between 2 pm Saturday – 7 am Monday. Weekly WIC Kitchen should be scheduled on Thursday evenings. The Ft. Benning WIC site should be scheduled during the morning or late afternoons on Mondays, Wednesdays and Fridays.

The successful Contractor must furnish all equipment, machinery, transportation and all other implements necessary to execute this contract. This includes, but is not limited to, scrubbing machines, buffers, vacuum cleaners, carpet cleaners, dust mops, brooms, rags, and brushes.

The Contractor proposal should include an outline of the type of equipment the Contractor intends to use so as to indicate sufficient equipment and supplies necessary execute all healthcare janitorial services required by CDPH.

The CDPH requests that proposals include an option for the Contractor or the CDPH to supply all paper products, hand soaps, lotions, and similar products. The Contractor will supply all other cleaning materials as needed to healthcare janitorial services, including, but not limited to, floor finishing products and equipment, cleaning agents, and trash liners.

Contractor response must propose a plan to accomplish the minimum services required under Exhibit A, as well as services beyond the minimum requirement. The plan should include the number of Contractor personnel to execute the contract, times of day each personnel will report to perform services, and the estimated time it will take to complete daily, weekly, monthly, and quarterly tasks. Contractor is required to maintain a file of backup/replacement personnel in the event a full-time project staff is unable to report to work. This is particularly important for the Day Porter position and for the WIC Ft. Benning facility needs.

The CDPH requires the successful Contractor to secure all windows, doors, and check all security alarms prior to leaving each premise. Violation of this responsibility may lead to immediate termination of the contract.

The successful Contractor must document that all employees have been fully trained and skilled in safe and proper housekeeping techniques. Contractor shall submit a statement outlining their training program and method of verifying employee competency. Failure to do so may be cause for rejection of the bid. The use of custodians who are not adequately trained is considered sufficient grounds for termination of the contract. Emphasis should be placed on Handling Hazardous Materials (proper cleanup of blood and body fluids). This training includes OSHA Guidelines related to Material Safety Data Sheets, Labeling of Hazardous Materials, Caution Signs, Blood Pathogen and other related requirements such as:

Slip Resistance:

The successful Contractor shall verify that all floor finishes, seals, spray buff solutions and other such chemicals applied to non-carpeted floors provide adequate protection against slippery floors. Any observed instances of slippery or slick floors shall be corrected immediately upon discovery.

Germicidal Properties:

The successful Contractor shall use only germicidal disinfectants that bear an Environmental Protection Agency (EPA) Registration Number.

Material Safety Data Sheets:

The successful Contractor shall furnish to the representative of CDPH copies of Material Safety Data Sheets (MSDS) for all products used prior to beginning service at any CDPH facility and must update copies of the MSDS on an annual basis. In addition, each time a new chemical or cleaning product is introduced into CDPH facilities, a copy of that product's MSDS must be provided to the representative of CDPH, prior to the product being used in the facility.

Labeling of Supplies/Chemicals:

The successful Contractor shall purchase and issue all chemicals in their original containers. Materials that require precautionary warnings shall have affixed to all containers such labels or markings as are prescribed by law, regulatory agencies or this Contract. Markings or labeling of materials containing hazardous or toxic substances or wastes shall be in accordance with all federal, state and county laws, ordinances, rules and regulations.

The successful Contractor and all employees will be required to sign and abide by a confidentiality agreement as well as attend required HIPPA training (provided by CDPH) as a condition to its contract with CDPH.

III. Qualifications of Contractors:

The Contractor must provide qualifications as to its ability to provide healthcare janitorial services to CDPH. Qualifications include, but are not limited to, previous experience, current cleaning contracts; length of time the Contractor has been providing healthcare janitorial services, length of time employees have been employed by the Contractor, and any special qualifications employees may have.

Contractors must have a minimum of two years' experience in professional healthcare janitorial type services.

The successful bidder shall provide verifiable copies of employee driver licenses, work permits and I-9 E-Verifications for Contractor employees assigned to CDPH facilities prior to performing duties at any CDPH facility. Each employee of the Contractor shall have had criminal background check including finger printing and pre-employment drug screening with results satisfactory to CDPH.

The CDPH reserves the right to require immediate removal of any employee under healthcare janitorial employment if deemed unfit for service for any reason not contrary to law.

The Contractor must submit a summary of work completed with governmental agencies, educational institutions or private industry which addresses such factors as cost control, work quality, and ability to meet schedules.

IV. References:

Please provide a list of relevant projects, including client contact names, titles, and phone numbers. A minimum of three (3) are required. References will be checked.

V. Information provided by Columbus Department of Public Health:

Contractors are solely responsible for conducting their own research, due diligence or other work necessary for the preparation of proposals, negotiation of agreements or delivery of services pursuant to any agreement. CDPH takes no responsibility for the completeness or the accuracy of any information presented in the RFP or otherwise distributed or made available during this procurement process (see Section IX, Inquiries, for more information).

VI. Schedule:

CDPH intends to adhere to the following schedule. However, it reserves the right to modify this schedule.

- Issue RFPFriday, March 22, 2019
- Walkthroughs (2100 Comer Ave).....Friday, April 12, 2019, 10 am
- Walkthroughs (8150 Marne Rd. Bldg 9230).....Friday, April 12, 2019, 2 pm

Contractor is responsible for obtaining access authorization onto Ft. Benning post.

Deadline to submit additional questions.....Wednesday, April 17, 2019, 1 pm
Responses or Addenda issuedFriday, April 19, 2019, 5 pm
Proposal due date.....Friday, May 10, 2019, 1 pm
Contract AwardFriday, May 31, 2019
Service start dateFriday, July 1, 2019

VII. Due Date:

Proposals must be delivered in sealed envelopes or boxes no later than 1 pm on Friday, May 10, 2019.and must be addressed to and received at:

Peggy Hallmark
Columbus Department of Public Health
2100 Comer Avenue
2nd Floor, Administration
Columbus, Georgia 31904

Envelopes or boxes must be clearly marked “Proposal for Healthcare Janitorial Services”. Contractors are fully responsible for timely delivery of proposals. Any proposal received after the stated closing time will be returned unopened. If proposals are sent by mail, the Contractor is responsible for assuring actual delivery of the proposal to the above address before the advertised date and hour.

VIII. Number of Copies:

Contractors must submit an original plus two (2) copies of the proposal. All expenses associated with this submittal must be borne by the Contractor.

IX. Inquiries:

Questions and/or clarifications regarding this RFP will be accepted in writing through Wednesday, April 17, 2019 at 1 pm. Written responses to all written inquiries will be provided and distributed to all recipients of this RFP and will be posted on the CDPH website at: <https://westcentralhealthdistrict.com/counties/columbus/>.

Responses and addenda to this RFP will be issued no later than 5 pm Friday, April 19, 2019. No Contractor may rely upon oral responses made by any Health Department employee or representative of CDPH. Questions or clarification concerning this RFP should be directed to:

Peggy Hallmark
Columbus Department of Public Health
2100 Comer Avenue
Columbus, Georgia 31904
peggy.hallmark@dph.ga.gov

Contractors discussing this RFP with any other CDPH employee may be disqualified. Contractors have no claim against CDPH for failure to obtain information made available by CDPH which the Contractor could have remedied through the exercise of due diligence.

X. Inspection of Premises:

A building walk-through at 2100 Comer Avenue, Columbus, Georgia is scheduled for Friday, April 12, 2019 at 10 am. Contractors may inspect the premises at that time only.

A building walk-through at 8150 Marne Road - Building 9230, Fort Benning, Georgia is scheduled for Friday, April 12, 2019 at 2 pm. Contractors may inspect the premises at that time only.

XI. Binding Offers:

All proposals submitted are required to be binding offers, enabling acceptance by CDPH to form a binding contract.

CDPH reserves the right to revise or amend the specifications prior to date set for opening proposals. Such revisions or amendments, if any, will be announced by amendments or addendum to these specifications. Copies of such amendments or addendum so issued will be furnished to all prospective Contractors. Contractors are to provide their email address to the CDPH representative for communication relating revisions/amendments. If Contractor demonstrates just reason for a change, CDPH must have at least five working days' notice prior to bid opening date.

The CDPH reserves the right to accept or reject any or all proposals or to select the proposer(s) that, in the opinion of the CDPH, will be in the best interest of and/or the most advantageous to the CDPH. The CDPH also reserves the right to reject the proposal of any proposer(s) who has previously failed to properly perform under the terms and conditions of a contract, to deliver on time contracts of a similar nature, and who is not able to perform the requirements defined in this RFP. The CDPH reserves the right to waive any irregularities and technicalities and may, at its discretion, withdraw and/or re-advertise the RFP.

XII. Subcontracts Not Permitted:

Contractor may not assign or subcontract any part of its duties, obligations, or rights.

XIII. Independent Contractor:

The employees, officers and agents of the Contractor are not, nor shall they be deemed for any purpose, employees or agents of the CDPH, nor are they entitled to any rights, benefits, or privileges of CDPH employees. It is understood that the relationship of the Contractor with CDPH will be that of an independent contractor.

XIV. Requirements of the Independent Contractor:

Maintain a monthly inventory of all cleaning chemicals, paper products and equipment required to perform tasks.

Contractor employees wear visible identification and/or a uniform identifying the Contractor company name at all times when performing custodial services.

Establish a primary and secondary contact person who would be available for any custodial emergencies.

Ensure all his/her employees observe all rules and regulations when conducting businesses on public health premises.

Inform CDPH of any problem (cleaning, security, lighting, maintenance, employees, tenants, etc.) immediately or within a business day of occurrence.

Contractor employees may not bring children or persons not employed by Contractor to the facilities while performing services.

Contractor to employ bondable employees of stable emotional character. Contractor shall defend and hold CDPH harmless for the actions, implied actions or omission of Contractor employees towards any tenant, guest or invitees of the building.

XV. Conduct of Work:

Each Contractor shall submit, with their proposal, the number of persons and the estimated number of hours to complete services for each facility. Failure to provide documentation may result in disqualification of proposal.

Any work that is unsatisfactory to CDPH's representative will be called to the attention of the Contractor and the Contractor will be required to properly service the area in question and take steps to improve the overall results of future service. Failure by the Contractor to comply with such requests will result either in the corrective work being done by others with the cost charged to the Contractor, or by deductions being imposed. If the contractor fails to rectify the unsatisfactory conditions, the contract will be terminated.

The successful Contractor shall conduct cleaning in such a manner that there will be no interruption in or interference with the proper execution of CDPH business.

Quality control inspections are to be performed on an agreed upon schedule, but not less than monthly. Any reported deficiency in the performance of these specifications will be corrected within 24 hours. Failure to provide services in accordance with the specifications may result in non- payment of services by adjustment of monthly fees. Failure to provide services may be cause for termination of contract.

All trash and waste products to be taken to dumpsters daily, lids and gates of dumpsters are to be left in a closed position. Contractor shall minimize the effects of noise, odor, light, fugitive dust emissions, and traffic movement on and/or adjacent to site property.

XVI. Confidentiality:

Proposals will be kept confidential until a list of recommended Contractors is approved by the Commissioner of Health. Following that approval, all documents pertaining to this submittal will be open for public inspection except material(s) designated by the Contractor as proprietary or confidential. CDPH will not disclose or make public any pages of a proposal on which the Contractor has stamped or imprinted the words "Proprietary" or "Confidential". Confidential or proprietary data is normally restricted to confidential financial information or data that qualifies as a trade secret. Such materials must be readily separable from the submittal in order to facilitate eventual public inspection of the non-confidential portion.

Upon award of the contract Contractor will provide CDPH with list of staff names and social security numbers for the issuance of property access cards. The Contractor must sign for these cards and update CDPH immediately of staff changes. Contractor is required to maintain an accurate inventory and notify CDPH immediately if custodial staff fails to return access card upon termination of employment either voluntary or involuntary.

Contractor will be charged for replacement cards and any additional charges incurred. The Contractor must return all issued property access cards at the termination of the contract.

XVII. Prohibited Contacts:

The Contractor, including any person affiliated with or in any way related to the Contractor, is strictly prohibited from any contact with the evaluation committee members on any matter having to do in any respect with this RFP other than as outlined within this document. Failure by any Contractor to adhere to this prohibition may, at the sole discretion of CDPH, result in disqualification and rejection of any proposal.

XVIII. Pricing:

The subsequent contract is considered a FIRM FIXED-PRICE CONTRACT. The fee proposed shall remain firm and must include all charges that may be incurred in fulfilling the terms of the contract.

In the event the contract is renewed, the contract unit price must be firm for the duration of the contract, unless otherwise stipulated in these Special Provisions:

1. The Awarded Contractor price to be paid is subject to increase or decrease upon approval of the Contractor's written request to CDPH. Written requests must be received sixty (60) days prior to the expiration of term in force. The request must include the cause for adjustment and must include the amount of change requested with documentation to support the requested adjustment.
2. The requested contract price increase is effective only upon approval of CDPH.

XIX. Payments:

The successful Contractor will submit invoices at the end of each monthly billing period. Invoice amounts will be based upon Contractor's services as rendered.

Invoices must be detailed and must be submitted no later than thirty (30) calendar days after the date of services have been rendered. Invoices received after this time will be considered null and void.

Payments will be paid to Contractor within thirty (30) days following receipt of a properly detailed invoice.

XX. Term:

The term of the agreement is one (1) year, subject to earlier termination or extension pursuant to the Agreement provisions.

The Agreement will renew automatically for two (2) additional one-year terms unless notice is given by either party to the other by U.S. Certified Mail of its intent not to renew at least sixty (60) days prior to the expiration of the term in force.

A sample Agreement is attached as Exhibit D. A written contract will be entered into between CDPH and the successful Contractor.

XXI. Proposal Format Requirements:

Contractors must follow the format outlined in this section. Failure to do so may result in rejection of the submittal. Legibility, clarity, and completeness are essential.

Proposals must be organized as follows:

1. Request for Proposal Form (**Exhibit B**)
2. Cover letter
3. Title Page
4. Table of Contents
5. Approach to the Scope of Services
6. Qualifications and Experience of Contractor and staff
7. Proof of workers' compensation coverage or exemption from such
8. Proof of general liability insurance
9. Proposal Schedule (**Exhibit C**)

CDPH reserves the right to reject any and/or all submittal, to waive technicalities, to re-advertise, or to otherwise proceed when the best interest of the agency will be realized.

XXII. Contents of Proposal:

The Contractor must provide the required information both as to itself and any other person, including any corporation, partnership, contractor, joint venture, consortium, or individual which the Contractor intends to assign to a key management role in the preparation of the Healthcare Janitorial Services to which the Contractor intends to assign material responsibilities under such agreement.

The Request for Proposal form, Exhibit B, and the Proposal Schedule, Exhibit C, must be completed, signed, and incorporated into the submitted proposal. Failure to do so may result in disqualification.

The Cover letter should contain the following information:

- Designation of the entity that will contract with CDPH;
- A brief identification of the roles of all Contractor team members;
- Identification of the principle contact person for the Contractor and an alternate contact person together with addresses, telephone and facsimile numbers, and email addresses;
- A clear statement indicating that the attached proposal constitutes a clear and binding offer by the Contractor to CDPH; and
- A clear statement indicating that all information in support of the proposal is accurate, truthful, and factual.

The Title Page should be on the letterhead of the Contractor. It should contain the name and identification number of this RFP and identify the name, title, company, mailing address, phone numbers of the person(s) authorized to commit the Contractor to contractual arrangements with CDPH. This person(s) will be considered to be the Contractor's contact point for all communication regarding this procurement.

The Table of Contents should be detailed and list major sections and subsections which correspond to the requirements of the RFP. It should list all tables, exhibits, figures, etc. contained in the proposal.

The Approach will include a description of how services will be provided or what tasks will be done in response to the Scope of Work and tasks outlined in **Exhibit A**. The description should show how the Contractor intends to perform services.

The Contractor should provide detailed information on the qualifications and experience of the company and the staff who will be providing the services. Contractor must also provide a listing of at least three (3) client references to which the same or similar types of services are being provided. Also include the resume and qualifications of the Service Manager who will be managing the healthcare janitorial services.

Proof of workers' compensation coverage or exemption from coverage should come in the form of a copy of coverage certification or an exemption certificate or letter. Proof of general liability insurance should come in the form of a certificate of coverage listing limits (\$1,000,000 combined limits required at a minimum), deductibles and any self-insured retentions. CDPH may require bonds for high deductibles or high self-insured retentions. Upon awarding of the contract, CDPH must be named as an additional insured.

XXIII. Criteria for Award:

Proposals for consideration must contain evidence of the Contractor's experience and abilities in the specified area and other disciplines directly related to the proposed services.

A selection committee will review and evaluate all replies and detailed proposals, may conduct oral presentations, or a combination of both.

The selection committee will only consider the response to this solicitation for selection of finalists. It is critical, therefore, that Contractors provide information completely, accurately, and clearly. Evaluation of the responses will be based on the following criteria:

- 45 points – Completeness of the proposed approach to the Scope of Services.
- 25 points – Price (*)
- 10 points – Qualification of the firm to perform the services
- 10 points – Responsiveness to RFP
- 10 points – Past record of performance with governmental agencies, higher-education institutions, or private industry with respect to such factors as cost controls, quality of work, and ability to meet schedules.

(*) Only the Contractor with the lowest price will receive the 25 points available for price. Each succeeding offer will receive zero (0) points for price. 100 points total.

XXIV. Discrepancies, Error and Omissions:

Any discrepancies, errors, or ambiguities in the RFP or addenda (if any) should be reported in writing to the CDPH representative. Should it be necessary, a written addendum will be incorporated to the RFP. The CDPH representative will **NOT** be responsible for any oral instructions, clarifications, or other communications.

EXHIBIT A

Healthcare Janitorial Services

Columbus Department of Public Health

Columbus Department of Public Health requires that the facility be cleaned and maintained at a level of quality commensurate with the highest standards of professional healthcare janitorial services. Following the schedule guidelines set forth on Section I & II. The minimum service is as follows:

GENERAL SPECIFICATIONS

Daily Service

1. Vacuum all areas except locked offices, including cubicles, hallways, conference rooms;
2. Sweep and/or dust mop all floor surfaces;
3. Corners/edges free of debris (baseboards);
4. Vacuum clean all carpeted areas;
5. Vacuum under tables and other large furniture;
6. Vacuum edges and corners of floors;
7. Vacuum with crevice tool behind doors and furniture;
8. Mop all floor surfaces not carpeted;
9. Spot clean carpet stains, spills;
10. Spot clean walls especially in hallways, exam rooms, conference rooms;
11. Only washable walls are to be spot cleaned;
12. Check all overhead light lenses and clean as necessary;
13. Dust / clean televisions per manufactures recommendations;
14. Empty all trash receptacles, except those in locked offices;
15. Items not in the receptacle are not to be thrown out unless specifically marked for disposal;
16. Leave extra bags in bottom of trash cans;
17. Transport trash to collection areas and place all collected trash in outside dumpsters;
18. Remove red bags daily and replace with new ones. They are not to be emptied and left due to the content and the contact to hazardous waste;
19. Pick-up sharps containers and dispose of when they are full (usually left outside of exam room in red bag). These containers and all red bags are to be boxed, labeled and held for disposal in designated location on 1st floor;
20. Wipe down and sanitize all counters, exam tables, chairs etc. in all exam rooms;
21. Wipe down and sanitize waiting room chairs, tables, cabinets and counter surfaces;
22. Clean transaction windows both sides in all waiting areas;
23. Dust wipe all telephones including ear and mouth;

24. Replace chairs, tables, etc. to proper position;
25. Dust all ledges and other flat surfaces within reach;
26. Dust counters and file cabinets;
27. Remove fingerprints from doors and partition glass;
28. Disinfect all drinking fountains, including all water coolers overflow catch;
29. Recycling- empty the recycling bins in the designated locations;
30. Clean restrooms, wash basins, dispensers and chrome fittings;
31. Clean mirrors and frames;
32. Sanitize toilets, toilet seats and urinals;
33. Dust ledges and partitions;
34. Disinfect hardware on bathroom doors and stalls;
35. Remove any soap scum or residue left from dispenser soap;
36. Fill floor drains with germicidal solution, filling p-trap to alleviate sewer gas smell;
37. Clean and wipe break area/kitchen tables;
38. Scour kitchen sink, Disinfect and shine faucets;
39. Wipe down and sanitize refrigerator and microwave exterior door handles;
40. Soap, tissues, etc. well-stocked and replenished;
41. Check to be sure all containers are in good working order;
42. Disinfectants must be hospital grade;
43. Check all doors and lock upon completion of work;
44. NOTE: Lock all doors during cleaning and upon leaving suite. Use green/red dot system where applicable if tenant has requested door be left unlocked.
45. Leave only designated lights on;
46. Keep janitor closets clean and orderly;
47. Report to Agency liaison areas not working properly or need maintenance.

Weekly Service

1. Wipe down hall baseboards
2. Clean inside of main hall windows
3. Wipe down bathroom walls
4. Disinfect all back-splash walls and cabinet doors/drawers in kitchens and break areas
5. Clean edges of all tiled floors
6. Dust all surfaces in conference rooms
7. Vacuum upholstery chairs
8. Wipe down office/conference room window sills and blinds
9. Dust desks, chairs, tables and other office furniture
10. Clean chair legs and armrests
11. Clean base of chairs and tables

12. Vacuum upholstered furniture
13. Dust artwork
14. Dust books, book shelves and filing cabinets in offices, cubicles and conference rooms
15. Polish or clean door kick plates and thresholds
16. Wash all waste baskets inside and outside

Monthly Service:

1. Dust tops of cabinets
2. High dust ledges and partitions.
3. Dust exit signs
4. Dust lights, ceilings, wall corners, etc.,
5. Wipe walls in entry ways, hallways, and conference rooms
6. Dust or vacuum ceiling intake and AC vent
7. Buff all floor tile
8. Clean floor chair pads

Semi-annual Service or as determined:

1. Shampoo all carpets including offices, hallways and waiting rooms
2. Wax kitchen, and restroom floor tiles
3. Strip and wax all linoleum floors.

Closing Instructions:

1. Turn off all designated lights
2. Lock all designated doors
3. Leave report on any designated problems
4. Clean and organize janitor's closet

Day Porter Duties

1. Restrooms
2. Keep common areas clean of trash
3. Spills
4. Window sills
5. Keep paper products stocked in all areas

EXHIBIT B
REQUEST FOR PROPOSALS

RFP TITLE: HEALTHCARE JANITORIAL SERVICES RFP #: 0006

COLUMBUS DEPARTMENT OF PUBLIC HEALTH
2100 COMER AVENUE
COLUMBUS, GEORGIA 31904

PROPOSAL OPENING DATE: MONDAY, MAY 13, 2019, 2:00 PM.

IMPORTANT – PROPOSALS MUST BE SUBMITTED IN A SEALED ENVELOPE OR BOX WITH THE RFP NUMBER AND OPENING DATE CLEARLY INDICATED ON THE FRONT OF THE ENVELOPE OR BOX.

FAXED PROPOSALS WILL NOT BE ACCEPTED.

SEALED PROPOSALS WILL NOT BE ACCEPTED AFTER 1 PM FRIDAY, MAY 10, 2019. THE OPENING OF PROPOSALS WILL BE CONDUCTED IN PRIVATE TO MAINTAIN THE CONFIDENTIALITY OF THE CONTENTS OF ALL PROPOSALS DURING THE NEGOTIATION PROCESS.

CONTRACTOR TO COMPLETE THE FOLLOWING

(Please Print)

COMPANY NAME

CONTACT PERSON

MAILING ADDRESS/CITY/STATE/ZIP

PHONE NUMBER

EMAIL ADDRESS

**EXHIBIT C
PROPOSAL SCHEDULE**

For the services as outlined, I, _____
representing the firm of _____, will
perform the necessary healthcare janitorial services according to the request for
proposals enclosed.

COLUMBUS DEPARTMENT OF PUBLIC HEALTH
2100 COMER AVENUE
COLUMBUS, GEORGIA 31904

Monthly Amount \$ _____

Number of Hours per day to clean _____

Number of Staff onsite _____

COLUMBUS DEPARTMENT OF PUBLIC HEALTH – WIC SERVICES
8150 MARNE ROAD, BUILDING 9230
COLUMBUS, GEORGIA 31904

Monthly Amount \$ _____

Number of Hours per day to clean _____

Number of Staff onsite _____

EXHIBIT D
HEALTHCARE JANITORIAL SERVICES
COLUMBUS DEPARTMENT OF PUBLIC HEALTH
SAMPLE AGREEMENT

1. PARTIES

This agreement is entered into by and between (**insert name of contractor and address**), and Columbus Department of Public Health (Agency), 2100 Comer Avenue, Columbus, GA 31904.

THE PARTIES AGREE AS FOLLOWS:

2. EFFECTIVE DATE, DURATION, AND RENEWAL

2.1 Contract Term. This contract shall take effect on (**insert date**), and terminate on (**insert date**), unless terminated earlier in accordance with the terms of this contract.

2.2 2.2 Contract Renewal. This contract may, upon mutual agreement between the parties and according to the terms of the existing contract, be renewed in 1-year intervals. This contract, including any renewals, may not exceed a total of 3 years.

3. COST/PRICE ADJUSTMENTS

Price Adjustments Negotiated Based on Changes in Contractor's Costs. Price adjustments may be permitted at the time of contract renewal through a process of negotiation with the Contractor and the CDPH. Any price increase must be based on demonstrated industry wide or regional increases in Contractor costs. Publications such as the Federal Bureau of Labor Statistics and the Consumer Price Index (CPI) for all Urban Consumers may be used to determine the increased value.

4. SERVICES AND/OR SUPPLIES

Contractor agrees to provide to the Agency the following (**insert a detailed description of the supplies, services, etc., to be provided to correspond to the requirements specified in Scope of Project**).

5. CONSIDERATION/PAYMENT

5.1 Payment Schedule. In consideration for the services to be provided, the Agency shall pay according to the following schedule: Contractor must submit invoices at the end of each monthly billing period. Invoice amounts will be based upon Contractor's services as rendered. Invoices must be detailed and must be submitted no later than thirty (30) calendar days after the date of services have been rendered. Invoices received after this time is considered null and void. Payments will be paid to Contractor within thirty

(30) days following receipt of a properly detailed invoice.

- 5.2 Withholding of Payment.** The Agency may withhold payments to the Contractor if the Contractor has not performed in accordance with this contract. Such withholding cannot be greater than the additional costs to the Agency caused by the lack of performance.

6. ACCESS AND RETENTION OF RECORDS

- 6.1 Access to Records.** The Contractor agrees to provide the Agency, Legislative Auditor or their authorized agent's access to any records necessary to determine contract compliance.

- 6.2 Retention Period.** The Contractor agrees to create and retain records supporting the provision of healthcare janitorial services for a period of three years after either the completion date of this contract or the conclusion of any claim, litigation, or exception relating to this contract taken by CDPH, or a third party.

7. ASSIGNMENT, TRANSFER, AND SUBCONTRACTING

The Contractor shall not assign, transfer, or subcontract any portion of this contract.

8. HOLD HARMLESS/INDEMNIFICATION

The Contractor agrees to protect, defend, and save CDPH, its elected and appointed officials, agents, and employees, while acting within the scope of their duties as such, harmless from and against all claims, demands, causes of action of any kind or character, including the cost of defense thereof, arising in favor of the Contractor's employees or third parties on account of bodily or personal injuries, death, or damage to property arising out of services performed or omissions of services or in any way resulting from the acts or omissions of the Contractor and/or its agents, employees, representatives, assigns, subcontractors, except the sole negligence of CDPH, under this agreement.

9. REQUIRED INSURANCE

- 9.1 General Requirements.** The Contractor shall maintain for the duration of the contract, at its cost and expense, insurance against claims for injuries to persons or damages to property, including contractual liability, with combined limits of \$1,000,000, which may arise from or in connection with the performance of the work by the Contractor, agents, employees, representatives, assigns, or subcontractors. This insurance shall cover such claims as may be caused by any negligent act or omission.

CDPH, its officers, officials, employees, and volunteers are to be covered and listed as additional insured; for liability arising out of activities performed by or on behalf of the Contractor, including the insured's general supervision of the Contractor; products, and completed operations; premises owned, leased, occupied, or used.

- 9.2 Deductibles and Self-Insured Retentions.** Any deductible or self-insured

retention must be declared to and approved by the Agency. At the request of the Agency either: (1) the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the Agency, its officers, officials, employees, or volunteers; or (2) at the expense of the Contractor, the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claims administration, and defense expenses.

- 9.3 Certificate of Insurance/Endorsements.** A certificate of insurance from an insurer with a Best's rating of no less than A- indicating compliance with the required coverage's, must be received by the CDPH at the time this contract is awarded. The Contractor must notify the CPPH immediately, of any material change in insurance coverage, such as changes in limits, coverage's, change in status of policy, etc. The Agency reserves the right to require complete copies of insurance policies at all times.

10. COMPLIANCE WITH WORKERS' COMPENSATION ACT

Contractors are required to comply with the provisions of the State of Georgia workers' compensation laws. Proof of compliance must be in the form of workers' compensation insurance or proof of exemption from coverage. Neither the contractor nor its employees are employees of the Agency. This insurance/exemption must be valid for the entire term of the contract. A renewal document must be sent to Columbus Department of Public Health, 2100 Comer Avenue, Columbus, Georgia 31904, upon expiration.

11. COMPLIANCE WITH LAWS

The Contractor must, in performance of work under this contract, fully comply with all applicable federal, state, or local laws, rules, and regulations, including the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. Any subletting or subcontracting by the Contractor subjects' subcontractors to the same provision. The Contractor agrees that the hiring of persons to perform the contract will be made on the basis of merit and qualifications and there will be no discrimination based upon race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, or national origin by

12. CONTRACT TERMINATION

- 12.1 Termination for Convenience.** The Agency may, by written notice to the Contractor, terminate this contract without cause. The Agency must give notice of termination to the Contractor at least **30** days prior to the effective date of termination.
- 12.2 Reduction of Funding.** The Agency must terminate this contract if funds are not appropriated or otherwise made available to support the Agency's continuation of performance of this contract in a subsequent fiscal period.

13. LIAISON AND SERVICE OF NOTICES

All project management and coordination on behalf of the Agency shall be through a

single point of contact designated as the Agency's liaison. Contractor shall designate a liaison that will provide the single point of contact for management and coordination of Contractor's work. All work performed pursuant to this contract shall be coordinated between the Agency's liaison and the Contractor's liaison.

Peggy Hallmark
Columbus Department of Public Health
2100 Comer Avenue, Columbus, Georgia 31904
Telephone: (706) 321-6108
Fax: (706) 321-6126
Email: Peggy.Hallmark@dph.ga.gov

_____ will be the liaison for the Contractor.

Firm Name: _____
Address: _____
City, State, Zip: _____
Telephone: _____
Cell Phone: _____
Fax: _____
E-mail: _____

The Agency's liaison and Contractor's liaison may be changed by written notice to the other party. Written notices, requests, or complaints will first be directed to the liaison.

14. MEETINGS

The Contractor is required to meet with the Agency's personnel, or designated representatives, to resolve technical or contractual problems that may occur during the term of the contract or to discuss the progress made by Contractor and the Agency in the performance of their respective obligations, at no additional cost to the Agency. Meetings will occur as problems arise and will be coordinated by the Agency. The Contractor will be given a minimum of three full working days' notice of meeting date, time, and location. Face-to-face meetings are desired. However, at the Contractor's option and expense, a conference call meeting may be substituted. Consistent failure to participate in problem resolution meetings two consecutive missed or rescheduled meetings, or to make a good faith effort to resolve problems, may result in termination of the contract.

15. CHOICE OF LAW AND VENUE

This contract is governed by the laws of Georgia. The parties agree that any litigation concerning this bid, proposal or subsequent contract must be brought in CDPH and each party shall pay its own costs and attorney fees.

16. SCOPE, AMENDMENT, AND INTERPRETATION

16.1 Contract. This contract consists of **(insert number)** numbered pages, any Attachments as required, RFP # **(insert RFP number)**, as amended and the Contractor's RFP response as amended. In the case of dispute or ambiguity about the minimum levels of performance by the Contractor the order of precedence of document interpretation is in the same order.

16.2 Entire Agreement. These documents contain the entire agreement of the parties. Any enlargement, alteration or modification requires a written amendment signed by both parties.

17. EXECUTION

The parties through their authorized agents have executed this contract on the dates set out below.

IN WITNESS WHEREOF, the Parties state and affirm that they are duly authorized to bind the respected entities designated below as of the day and year indicated.

PARTY A: COLUMBUS DEPARTMENT OF PUBLIC HEALTH

Asante' Hilts, DrPH, MPH
District Program Manager

Date

Beverley A. Townsend, MD, MBA, FAAFP
District Health Director

Date

PARTY B: (NAME OF PARTY B – ALL CAPS) – Authorized Signature(s)

Signature

Date

Printed Name of Signing Authority

Title