



COBB COUNTY PURCHASING DEPARTMENT

1772 County Services Parkway
Marietta, Georgia 30008-4012
(770) 528-8400 /FAX (770) 528-1154
Email: purchasing@cobbcounty.org
www.purchasing.cobbcountyga.gov

IMPORTANT NOTICE – PLEASE READ CAREFULLY!!

ALL bids **MUST** be received at the Cobb County Purchasing Department.

BIDS MUST BE RECEIVED BEFORE 12:00 (NOON) ON BID OPENING DAY

Any bid received later than 12:00 (noon) will not be accepted. The County accepts no responsibility for delays in the mail. Bids are to be mailed or delivered to:

**COBB COUNTY PURCHASING DEPARTMENT
1772 COUNTY SERVICES PARKWAY
MARIETTA, GA 30008-4012**

**All bid prices shall be submitted on the Bid Form included in the bid/proposal.
Any revisions made on the outside of the envelope WILL NOT be considered.**

PLEASE CHECK bid specifications and advertisement for document requirements.

Documents/Forms listed below **MUST** be submitted when required.

Omission of these documents / forms will cause your bid/proposal to be declared **NON-RESPONSIVE**.

- **BID SUBMITTAL FORM**
 - ▶ *Official Signature is required on this form guaranteeing the quotation.*
- **CONTRACTOR AFFIDAVIT and AGREEMENT - Exhibit A (REQUIRED)**
 - ▶ *Affidavit **MUST** be signed, notarized and submitted with any bid requiring the performance of physical services. If the affidavit is not submitted at the time of the bid, bid will be determined non-responsive and will be disqualified.*
- **BID BOND (REQUIRED)**

If your firm is classified as a Disadvantaged Business Enterprise (DBE) please complete Exhibit B with bid response. A Disadvantaged Business Enterprise (DBE) is generally defined as a Female, Black American, Hispanic American and any other minority owned business.

All vendors are required to submit the ORIGINAL AND AT LEAST one (1) duplicated copy of any bid submitted to Cobb County. Please refer to your bid specifications to determine if more than one (1) copy is required. Non-submission of a duplicate copy may disqualify your bid/proposal.

A “**SEALED BID LABEL**” has been enclosed to affix to your bid. This label **MUST** be affixed to the outside of the envelope or package, **even if it is a “NO BID” response**. Failure to attach the label may result in your bid being opened in error or not routed to the proper location for consideration. No bid will be accepted after the date and time specified.

Thank you in advance for your cooperation.

ADVERTISEMENT FOR BIDS
COBB COUNTY PURCHASING DEPARTMENT

BID OPENING DATE: MAY 24, 2012

Sealed bids from qualified contractors will be received before 12:00 NOON, May 24, 2012 in the Cobb County Purchasing Department, 1772 County Services Parkway, Marietta, GA 30008 for furnishing all labor, materials, equipment, appliances, etc. pursuant to the plans, specifications, condition and addenda for:

**SEALED BID # 12 – 5674
FULL SERVICE ANNUAL CONTRACT – JANITORIAL SERVICES
COBB COUNTY WATER SYSTEM**

**PRE-BID/PROPOSAL MEETING: MAY 9, 2012 @ 1:00 P.M.
COBB COUNTY PURCHASING DEPARTMENT
1772 COUNTY SERVICES PARKWAY
MARIETTA, GEORGIA 30008**

No bids will be accepted after the 12:00 noon deadline.

Bids are opened at 2:00 p.m. at Cobb County Purchasing Department, 1772 County Services Parkway, 2nd Floor, Bid/Meeting Room, Marietta, GA 30008.

All contractors wishing to submit bids for this work must submit a qualification statement form (in bid package) to be considered. Proposals must be accompanied by bid security in the amount not less than five percent (5%) of the base bid. Performance Bond and Labor and Material Payment Bond, or other security instruments as allowed by law each in the amount equal to 100% of the contract sum will be required of the successful bidder. Bonds must be written by a surety company licensed to do business in the State of Georgia, have a "Best's" rating of "A" or better, appear on the current U.S. Treasury Department list of sureties that are acceptable on bonds for the federal government (circular 570), and have recommended bonds limits equal to or in excess of those required for this project; otherwise acceptable to the owner.

The Georgia Security and Immigration Compliance Act Affidavit form must be submitted with all bid packages involving the "performance of physical services" in order to be considered.

No proposal may be withdrawn for a period of sixty (60) days after date of bid opening, unless otherwise specified in the bid documents. Cobb County will consider the competency and responsibility of bidders in making the award. Cobb County reserves the right to reject any and all bids, to waive informalities and technicalities, to reject portions of the bids, and to award contracts in a manner consistent with the County and the laws governing the State of Georgia.

This solicitation and any addenda are available for download in PDF format on the Cobb County Purchasing website. www.purchasing.cobbcountyga.gov.

Advertise: April 27, 2012
May 4, 11, 18, 2012



BID SUBMITTAL FORM

SUBMIT BID/PROPOSAL TO:
COBB COUNTY PURCHASING DEPARTMENT
1772 COUNTY SERVICES PARKWAY
MARIETTA, GA 30008-4012

BID/PROJECT NUMBER: 12-5674
FULL SERVICE ANNUAL CONTRACT FOR JANITORIAL SERVICE
COBB COUNTY WATER SYSTEM

DELIVERY DEADLINE: MAY 24, 2012 BEFORE 12:00 (NOON) EST
(NO BIDS/PROPOSALS WILL BE ACCEPTED AFTER THIS DEADLINE).

BID OPENING DATE: MAY 24, 2012 @ 2:00 P.M. IN THE PURCHASING DEPARTMENT BID ROOM.

BUSINESS NAME AND ADDRESS INFORMATION:

Company name: _____

Contact name: _____

Company address: _____

E-mail address: _____

Phone number: _____ Fax number: _____

NAME AND OFFICIAL TITLE OF OFFICER GUARANTEEING THIS QUOTATION:

(PLEASE PRINT/TYPE) NAME TITLE

SIGNATURE OF OFFICER ABOVE: _____
(SIGNATURE)

TELEPHONE: _____ FAX: _____

BIDDER WILL INDICATE TIME PAYMENT DISCOUNT: _____

BIDDER SHALL INDICATE MAXIMUM DELIVERY DATE: _____

Bids received after the date and time indicated will not be considered. Cobb County reserves the right to reject any and all bids, to waive informalities, to reject portions of the bid, to waive technicalities and to award contracts in a manner consistent with the county and the laws governing the state of Georgia.

The enclosed (or attached) bid is in response to Bid Number 12-5674; is a firm offer, **as defined by section O.C.G.A. (s) 11-2-205 of the code of Georgia (Georgia laws 1962 pages 156-178)**, by the undersigned bidder. This offer shall remain open for acceptance for a period of 60 days calendar days from the bid opening date, as set forth in this invitation to bid unless otherwise specified in the bid documents.

NOTICE TO BIDDERS - - BID QUOTES MUST INCLUDE INSIDE DELIVERY CHARGES

Advertise Dates: April 27, 2012
May 4, 11, 18, 2012

SEALED BID LABEL

SEALED BID ENCLOSED

DELIVER TO:
COBB COUNTY PURCHASING
1772 County Services Parkway
Marietta, GA 30008-4012

SEALED BID # 12-5674 DATE: May 24, 2012

BIDS MUST BE RECEIVED BEFORE 12:00 NOON

**DESCRIPTION: FULL SERVICE ANNUAL CONTRACT
FOR JANITORIAL SERVICE**

PLEASE ATTACH LABEL TO OUTSIDE OF BID PACKAGE



Cobb County...Expect the Best!

"STATEMENT OF NO BID"

COBB COUNTY PURCHASING DEPARTMENT
1772 COUNTY SERVICES PARKWAY
MARIETTA, GA 30008

TO ALL PROSPECTIVE BIDDERS:

Because of the many requests to be placed on our vendors' list, we are continuously updating the list. While we want to include all bona fide vendors, we do not want to mail bids to those vendors who may no longer be interested in participating in our bidding process.

If you do not choose to respond to the attached Invitation to Bid/Request for Proposal, please fill out the form below indicating whether or not you want to be retained on our current vendor list.

Vendors who do not respond in any way (by either submitting a bid or by returning this form) over a period of one year may be removed from the current vendor list.

Vendors who do not wish to bid often return the entire bid package, sometimes at considerable postage expense. Returning the entire bid package is not necessary. Simply return this form.

Thank you for your cooperation.
Cobb County Purchasing Department

"STATEMENT OF NO BID"
SEALED BID NUMBER 12-5674
FULL SERVICE ANNUAL CONTRACT FOR JANITORIAL SERVICE
COBB COUNTY WATER SYSTEM

If you do not wish to respond to the attached Invitation to Bid/Request for Proposal, please complete this form and mail/fax to: **Cobb County Purchasing Department, Attention: Sealed Bid Department, 1772 County Services Parkway, Marietta, GA. Fax # 770-528-1154**

I do not wish to submit a bid/proposal on this solicitation.

I wish to be retained on the vendor list for this commodity or service: Yes _____ No _____

Please PRINT the following:

Company

Representative

You are invited to list reasons for your decision not to bid: _____



Cobb County...Expect the Best!

INVITATION TO BID

**SEALED BID # 12-5674
FULL SERVICE ANNUAL CONTRACT FOR JANITORIAL SERVICE
COBB COUNTY WATER SYSTEM**

BID OPENING DATE: MAY 24, 2012

**PRE-PROPOSAL CONFERENCE: MAY 9, 2012 @ 1:00 P.M. (E.S.T.)
COBB COUNTY PURCHASING DEPARTMENT
1772 COUNTY SERVICES PARKWAY
MARIETTA, GEORGIA 30008**

BIDS ARE RECEIVED IN THE
COBB COUNTY PURCHASING DEPARTMENT
1772 COUNTY SERVICES PARKWAY
MARIETTA, GEORGIA 30008
BEFORE 12:00 (NOON) BY THE BID OPENING DATE

BIDS WILL BE OPENED IN THE COBB COUNTY PURCHASING DEPARTMENT
BID/MEETING ROOM AT 2:00 P.M.

**VENDORS ARE REQUIRED TO SUBMIT THE ORIGINAL AND 1 COPY OF BID
(UNLESS OTHERWISE SPECIFIED IN BID SPECIFICATIONS)**

N.I.G.P. COMMODITY CODE: 91039

NAME: _____

ADDRESS: _____

REPRESENTATIVE: _____

PHONE: _____ FAX: _____

E-MAIL _____

NOTE: The Cobb County Purchasing Department will not be responsible for the accuracy or completeness of the content of any Cobb County Invitation to Bid or Request for Proposal or subsequent addenda thereto received from a source other than the Cobb County Purchasing Department.

Invitation to Bid
Full Service Annual Contract - Janitorial Services
Cobb County Water System
Sealed Bid #12-5674

Introduction

The Cobb County Water System is seeking to enter into a service agreement with a qualified vendor to provide Janitorial Services for all Administrative Offices, Operation Center, Central Laboratory, and Central Maintenance facilities located at 660, 662, and 680 South Cobb Drive, Marietta, Georgia. The agreement will also include an hourly rate to provide janitorial services and industrial cleaning for buildings and equipment at the four (4) Cobb County Water Reclamation Facilities.

The regular janitorial services are defined by activity and frequency in the bid package. The work is to be performed after normal business hours or in a manner as not to interrupted Water System operations for the South Cobb addresses. While the Operations Center, Central Maintenance, and Laboratory facilities do operate continually, normal business activities are considered to be eight hour days; 7:00 a.m. to 4:00 p.m., Monday thru Friday.

Bids are due at the Cobb County Purchasing Department, 1772 County Services Parkway, Marietta, GA 30008 before 12:00 Noon on Thursday, May 24, 2012. Late bids will not be accepted.

Please submit an original and one (1) copy to:
Cobb County Purchasing Department
1772 County Services Parkway
Marietta, GA 30008

All costs related to the preparation and submittal of this bid shall be the responsibility of the bidder and will not be assumed in full or in part by Cobb County. **All bids must be accompanied by a bid bond in the amount not less than five percent (5%) of the bid proposal for Year one (1) Service.** No bid shall be considered if a proper bid bond or other authorized security has not been submitted.

A pre-bid meeting will be held at the offices of the Cobb County Purchasing Department, 1772 County Services Parkway, Marietta, Georgia on May 9, 2012 at 1:00 p.m. Vendors are encouraged to attend.

Questions concerning this bid must be submitted in writing to:
Cobb County Purchasing Department
1772 County Services Parkway
Marietta, GA 30008
Fax: (770) 528-1154
Email: purchasing@cobbcounty.org

The deadline for questions is Tuesday, May 15, 2012 at 5:00 p.m.

Vendor shall provide an hourly rate structure for janitorial service and industrial cleaning services for the buildings and equipment associated with our Water Reclamation Facilities. The operation of the Water Reclamation Facilities is twenty four (24) hours, seven (7) days a week, three hundred sixty five days (365) a year. An hourly rate structure with a minimal hourly commitment required for service and a normal daily service rate is included on the bid form. Normal hours of service are 7:00 a.m. to 4:00 p.m., Monday thru Friday. All other hourly rate schedules will be considered overtime, weekend, or holiday rates. Materials provided by the owner for regular janitorial services are listed in the bid specifications. However, a reasonable percentage mark-up for the purchase of materials is also requested in the bid form.

The operation of the Cobb County Water System is essential to the public health and the environmental safety of the Citizens of Cobb County. The business conducted within its facilities is of a sensitive nature. Critical operational services such as those provided by the Water System must be secure. All the facilities mentioned in this bid are secure locations and access is controlled and monitored at all times. The service vendor will be expected to provide services directly under their control by employees who have passed extensive pre-employment screening and periodic security up-date. The Cobb County Water System will only consider bids from those vendors who can meet these requirements.

SCOPE OF SERVICES

The following services to be performed throughout this contract are defined below:

1. Windows are classified as glass surfaces which are an integral part of the outer surface of the building; glass surfaces which serve as walls or room dividers; glass exterior walls of an elevator shaft.
 - (a) Clean All Exterior and Interior Window Surfaces: After a window has been cleaned, all traces of film, dirt, smudges, water, and other foreign matter shall have been removed from frames, casings, sills, and glass.
2. Trash Removal - All wastebaskets and other waste containers shall be emptied and returned to their original location. Boxes, cans, and papers placed near a trash receptacle and/or marked "TRASH" shall also be removed. Any obviously spoiled or torn plastic trash receptacle liners in trash receptacles shall be replaced. The Contractor shall pick up any trash that may fall onto the facility or grounds during the trash collection by their staff. The trash shall be deposited in the nearest trash collection point.
3. Vacuuming (carpet) - The carpeted floor shall be free of all-visible litter and soil after vacuuming. All spots shall be removed as soon as noticed. Contractor is responsible for spot cleaning of an area regardless of size. All tears, raveling, etc. shall be brought to the attention of the Owner.
4. Spot Removal (carpet) - Remove spots from carpeted surfaces. The carpeted surface shall be free from discoloration or dirt, except in the event the carpet is permanently altered or discolored by a dye or similar chemical. Spots shall be removed regardless of size.
5. Carpet Extraction - Using appropriate carpet extraction equipment, clean all carpeted areas to remove grit and dirt that is not easily removed by vacuuming. Alternative cleaning methods may be used with appropriate approval by the Owner, which will accomplish the same result.

6. Soap and Water Wash Removal - All floor maintenance solutions shall be removed from baseboards, furniture, trash receptacles, etc. Chairs, trash receptacles, and easily movable items shall be tilted or moved to maintain floors underneath. Items moved shall be returned to their proper position when all operations have been completed. The entire floor shall be free of scuff marks, heel marks, and other stains and discoloration.
7. Strip and Wax - All previously applied floor finish and sealer should be removed from all non-carpeted floors. The floor shall have a uniform coating or nonskid floor finish and it should have a uniform, glossy appearance and be free of scuff marks.
8. Auto Scrub - Using an auto scrubbing machines, remove all dirt, litter, dust, and foreign debris from the Operation Building non-carpeted floor, corners, and abutments. Chairs, trash receptacles, and easily movable items shall be tilted or moved to clean underneath.
9. Damp Mop Floors - All accessible non-carpeted areas shall be mopped. Chairs, trash receptacles, and easily movable items shall be moved to mop underneath. The floor shall have a uniform appearance, with no streaks, swirl marks, detergent residue, or any evidence of soil stains, film, debris, or standing water after mopping. There shall be no splash marks or mop streaks on furniture, walls, baseboards, etc., or mop strands remaining in the area. Do not mop wood or carpeted floors. (Exception: Damp mops are permitted on parquet at Cobb County Building).
10. Sweep or Dust Mop Floors - After the non-carpeted floors have been swept or dust mopped, the entire floor surface, including corners and abutments, will be free of litter, dust and foreign debris. Chairs, trash receptacles, and easily movable items shall be tilted or moved to sweep underneath.
11. Walk-Off Mat Cleaning - All existing carpet-type entrance mats shall be vacuumed to remove soil and grit and to restore resiliency of the carpet pile. Rubber or polyester entrance mats shall be swept, vacuumed and hosed-down outside to remove soil and grit. Soil and moisture underneath entrance mats shall be removed and mats returned to their normal location.
12. Low-Dusting - After low-dusting; all dust, lint, litter, and dry soil shall be removed from horizontal surfaces of desks; chairs; file cabinets; other types of office furniture; equipment; and also from horizontal ledges; window sills; handrails, etc., to a line 7'9" above floor level.
13. High-Dusting - After high-dusting, all dust, lint, litter, and dry soil shall be removed from all surfaces 7'9" above the top of the floor surface. Venetian blinds, where installed, are included in high dusting.
14. Spot Clean - Remove smudges, fingerprints, marks, streaks, etc., from washable surfaces of walls, partitions, doors, fixtures and from the surfaces of chairs, telephones, cleared surfaces of desks, lamps, tables, cabinets, shelves, and other types of furniture. Germicidal detergent shall be used in restrooms, locker rooms, break areas, and drinking fountains. Brass hardware, aluminum bars, and other metal on doors shall be polished with a polishing compound. After spot cleaning, the surface shall have a clean, uniform appearance; free of streaks, spots, and other evidence of removed soil.

15. Parquet Floor Maintenance - Dust mop on a daily basis, completely removing all soils and grit from floor surface. The entire floor shall be free of scuff marks, heel marks, and any other signs of wear. Expert advice shall be sought in the proper method of surface maintenance for each case. The floor shall have a uniform, non-skid finish. Replenish oil and color. Mopping of this floor is not a permissible method of maintenance.
16. Surface Clean, Bonnet Method - Use an absorbent spin pad to shampoo carpet. Areas such as corners which are inaccessible to the equipment shall be shampooed with manual scrubbing devices.
17. Scrub and Refinish - Use a strong cleaner instead of stripper to remove soil, scratches, scuff marks, and the top layer of finish. Then apply two fresh coats of floor finish.
18. Clean and Disinfect Fixtures - Apply a germicidal detergent solution to all surfaces of basins, toilets, urinals, showers, and adjacent surfaces. Remove all soil, streaks, smudges, etc., from these fixtures and adjacent surfaces. Then dry all metal surfaces of faucets, handles, valves, etc.
19. Damp Wipe and Disinfect - Damp wipe with a germicidal detergent solution and disinfect all surfaces of furniture, walls, partitions, doors, etc.
20. Wet Clean Floors - Apply a germicidal detergent solution to the entire floor area and allow it to remain for three to five minutes. Scrub entire floor with brush. Rinse floor thoroughly. Chairs, trash receptacles, and other such items shall be moved as necessary and returned to their appropriate location.
21. Clean and Refill Floor Drains - Use a floor drain brush to clean floor drains. Use metal polish to remove corrosion and tarnish. Pour a solution of germicidal detergent or drain maintainer down the floor drain to fill the drain trap and prevent the escape of sewer gas.
22. De-scale Toilets and Urinals - Use acid-type bowl cleaner and a nylon bowl mop to remove scale, scum, mineral deposits, rust stains, etc. from the insides of toilet bowls and urinals.
23. Replenish Supplies - Check and refill each toilet paper dispenser, hand soap dispenser, paper towel dispenser, and toilet seat cover dispenser, etc. The supplies shall be placed in the dispensers in accordance with the directions of the supply and dispenser manufacturers. Hand soap dispensers and adjacent surfaces shall be wiped to remove spillage.
24. Vacuum Completely - Use a carpet vacuum to remove visible and hidden soil and debris from the carpeted areas and from within the carpet pile. Chairs, trash receptacles and other such items shall be tilted or moved where necessary to vacuum underneath. A hose and brush or crevice attachment shall be used to vacuum areas inaccessible to the carpet vacuum. After completely vacuuming, the carpet shall be free of all visible soil and litter and all soil which can be removed from the carpet pile.

EQUIPMENT, FACILITIES, & SUPPLIES

1. Equipment and Tools - The Contractor shall furnish all equipment and tools necessary to properly perform all facets of this Contract. All equipment shall have bumpers and necessary guards to prevent marking or scratching of fixtures, furnishings, or building surfaces. All electrical equipment used by the Contractor shall meet all Federal, State and local electrical safety standards, codes and requirements for equipment used in this Contract and shall be **UL** approved or equivalent. The equipment must operate using existing building circuits. It shall be the responsibility of the Contractor to prevent the operation or attempted operation of electrical equipment, or combinations of equipment, which require power exceeding the capacity of existing building circuits.
2. Facilities - The Owner shall furnish, without cost to the Contractor, designated spaces in buildings and a reasonable amount of utilities to be used only in connection with the performance of this Contract. The Contractor shall maintain this space to the same standards as similar areas occupied by the Owner. The Contractor will not make any modifications or alterations to the space except with the written permission of the Owner. The Contractor shall vacate building space and restore the premises at his expense to the condition in which received, fair wear and tear excepted, by the time stated for the Contract completion. No reserved or special parking shall be provided by the Owner.
3. Supplies - The Owner shall furnish only the following supplies to be used in providing the custodial services required of this Contract:
 - Toilet tissue
 - Hand soap for dispensers
 - Cups
 - Multifold hand towels
 - Trash Bags
 - Everything else is supplied by Contractor.

SPECIFIC TASKS AND FREQUENCIES

This section identifies the tasks that are to be performed with the frequency of occurrence. All cleaning tasks must be accomplished to meet the quality requirements of the performance work definitions. The frequencies of the tasks to be performed as stated are **minimums** and shall be performed as often as required.

LOCATIONS

660 SOUTH COBB DRIVE
CUSTOMER SERVICE

662 SOUTH COBB DRIVE
WATER SYSTEM LAB

680 SOUTH COBB DRIVE (Complex)

- BUILDING 2-OPERATIONS BLDG
- BUILDING 3-TRAINING ROOM (downstairs)
- BUILDING 4-WATER SYSTEM WAREHOUSE
- BUILDING 5-MAINTENANCE SHOP

The flooring surfaces in the building are a combination of tile and carpet. The table below provides an estimated area of offices, break rooms, reception, and public spaces to be cleaned. Of the Approximately 67,000 square feet it is estimated that 4/5 of the floor area is carpeted and the remaining is tile. The tile is largely located in assemble areas, common hallways, foyer area, and bath and locker room areas.

Each of the five sites/buildings has glass windows as a part of their design. The windows are large and placed around each side of the buildings. The operation building is two stories. A site visit is required to get an exact count. **For site visit contact David Price at 770-419-6214**

	Approx Sq. Ft.	# Restrooms	# Stalls	# Sinks	# Showers	Occupancies
Customer Service	27,000	4	11	10	2	97
Field Operation	27,1000	5	10	10	4	87
Water Quality Laboratory	10,600	2	6	4	0	15
Maintenance Shop Bldg 5	2,000	2	2	3	2	15
Warehouse	1,000	2	4	2	0	20

SERVICES TO BE PERFORMED IN ALL AREAS OF BUILDINGS LISTED ABOVE:

(Including elevators, stairways, mechanical/elect rooms, storage areas, and all other spaces)

- Remove trash (change liners) 1/day
- Empty recycles bins 1/day
- Low dust 1/day
- High dust 1/3 months
- Spot clean furniture & bldg. surfaces 1/day
- Walk off mat cleaning 1/day
- Clean & refill drains 1/month
- Hand sweep pedestrian entrances 1/day
- Spot clean windows 1/day
- Complete interior window clean 4/year (spring, summer, fall, winter)
- Complete exterior window clean 4/year (spring, summer, fall, winter)
- Resilient Tile, Hard Tile, or Terrazzo Floors
 - Dust mop 1/day
 - Damp mop 1/day
 - Soap & water wash 1/week
 - Strip & wax (traffic areas) 1/4 months

Strip & wax (other areas)	1/year
Auto Scrub (Operation non-carpeted areas)	1/week
Auto Scrub (other areas)	as needed

-Concrete Floors	
Dust mop	1/day
Damp mop	1/day
Soap & water wash	1/week

-Carpet	
Vacuum visible soil & traffic areas	1/day
Vacuum completely	1/week
Surface clean, bonnet method (traffic areas)	as needed
Surface clean, bonnet method (other areas)	as needed
Carpet extraction	1/year
Spot removal	1/day

-Parquet Wood Floor	
Dust mop	1/day
Spray & buff	as needed
Strip & wax	1/3 months

ADDITIONAL SERVICES FOR LOBBY AREAS:

-Clean lobby glass	1/week
-Interior/Exterior windows	1/month
-Brush/buff lobby floors	1/month
-Wax break room floors	1/month
-Clean carpet	1/year

ADDITIONAL SERVICES FOR RESTROOMS:

-Dust all surfaces including air vents	1/day
-Replenish supplies	1/day
-Clean & disinfect fixtures, partitions, and furniture	1/day
-Damp wipe and disinfect all surfaces	1/day
-De-scale toilets & urinals	1/week
-Wet-clean floors	1/day

ADDITIONAL SERVICES FOR KITCHENS & BREAK AREAS:

-Clean tables, chairs, sinks, and counter surfaces	1/day
-Clean refrigerators, microwave, ovens and other appliances, inside and out	1/week
-Clean cabinets, inside & out	1/month

In addition to the areas described for monthly service, the Cobb County Water System request bids for an hourly rate to provide janitorial services to the administration/control buildings and industrial cleaning services for the process equipment buildings at the following Water

Reclamation facilities on a will-call basis.

- R. L. SUTTON W.R.F.
5175 S. Atlanta Rd.
Smyrna, GA 30080
- SOUTH COBB W.R.F.
490 Lee Industrial Blvd.
Austell, GA 30168
- NOONDAY CREEK W.R.F.
415 Shallowford Rd.
Kennesaw, GA 30144
- NORTHWEST COBB W.R.F.
3740 Hwy 293
Kennesaw, GA 30144

For equipment cleaning and pressure washing vendor will be contacted by each Facility at the time service is required. Arrangements will be made to define the scope of work to be done, cost, and a time frame for beginning and finishing the project.

Services to be performed in the Administration and Control Buildings located at the Water Reclamation Facilities

(Including elevators, stairways, mechanical/elect rooms, storage areas, and all other spaces)

-FLOORS

All hard surface floors, swept and/or dust-mopped with control treated mops or other effective tools, and left clean and free of dust.
Carpet vacuumed, spot cleaned where possible.
Stairs checked, swept/vacuumed where needed.
Break rooms, floors damp mopped.

-RESTROOMS

Floors swept, mopped and rinsed with a disinfectant detergent.
Fixtures cleaned and sanitized.
Mirrors cleaned.
Stall partitions and walls kept clean.
Waste receptacles emptied, and resulting debris placed in designated areas.
Towel and tissue receptacles refilled from your stock.

-RECEPTACLES

Waste receptacles emptied and resulting debris placed in designated area.
Plastic liners replaced as needed from your stock.

-GLASS

Entrance door glass cleaned.
Partition glass smudges removed.

-DUSTING

Counters, tables, desks, bookcases, and executive office suites dusted.
Break room tables, microwave, and counter tops damp wiped.

-MISCELLANEOUS

Drinking fountains cleaned and sanitized.
Carpet spot cleaned.
Overhead vent dusted.
Detail vacuum under desk.

Carpet stairs detailed, vacuumed, spotted and dusted.
Venetian blinds, window mullions dusted.
High ledges and low ledges detail dusted.
Walls spot cleaned.

Industrial cleaning – Due to certain hazardous issues such as high voltage, hydraulic units, sophisticated controls, automatic equipment starting, and moving components these activities must be closely coordinated with facility staff for employee safety and the protection of the process equipment in these buildings.

Services to be performed in the Process Equipment Buildings located at the Water Reclamation Facilities

All handrails cleaned – shall be pressure washed and to remove all surface dirt, oil, grease, and chemicals and remove all spider webs
All steps cleaned - shall be pressure washed and to remove all surface dirt, oil, grease, and chemicals
All stairwell walls cleaned - shall be pressure washed to remove surface dirt, oil, grease, and chemicals and remove all spider webs
All air conditioning ducts dust/wipe – shall be cleaned by hand
All vents cleaned - shall be cleaned by hand
All light fixtures cleaned - shall be cleaned by hand and remove all spider webs
All walls cleaned - shall be pressure washed and to remove surface dirt, oil, grease, and chemicals and remove all spider webs
All ceiling dust/cleaned - shall be pressure washed and to remove surface dirt, oil, grease, and chemicals and remove all spider webs
All window sills cleaned - to remove all spider webs and dust
All windows interior/exterior cleaned - shall be cleaned by hand, to remove all traces of film, dirt, smudges, water, and other foreign matter from frames, casings, sills, and glass.
All restrooms cleaned - apply a germicidal detergent solution to all surfaces of basins, toilets, urinals, showers, and adjacent surfaces. Remove all soil, streaks, smudges, etc., from these fixtures and adjacent surfaces. Then dry all metal surfaces of faucets, handles, valves, etc. Use acid-type bowl cleaner and a nylon bowl mop to remove scale, scum, mineral deposits, rust stains, etc. from the insides of toilet bowls and urinals.
Building Exteriors - all eaves cleaned and all spider webs removed.

Equipment

All pipes, motors, blowers, etc. dust/cleaned - shall be cleaned by hand
All motors, blowers, and compressors degreased - shall be cleaned by hand
All electrical motors cleaned - shall be cleaned by hand
All panels dust/wipe - shall be cleaned by hand
All electrical boxes dust/wipe - shall be cleaned by hand
Compressor area dust/cleaned - shall be cleaned by hand
Overhead crane cleaned - by hand and all spider webs removed
All pipes cleaned - shall be pressure washed to remove all surface dirt, oil, grease, chemicals, and spider webs
All pumps cleaned - shall be pressure washed to remove all surface dirt, oil, grease, and chemicals

Cobb County General Instructions For Bidders, Terms and Conditions

I. Preparation Of Bids

Each bidder shall examine the drawings, specifications, schedule and all instructions. Failure to do so will be at the bidder's risk, as the bidder will be held accountable for their bid response.

Unit price for each quotation shall be shown and such price shall include packing unless otherwise specified, along with a total and grand total where applicable. In case of discrepancy between a unit price and extended price, the unit price will be presumed correct.

Each bidder shall furnish all information required by the bid form or document. Each bidder shall sign the bid and print or type his or her name on the schedule. The person signing the bid must initial erasures or other changes. An authorized agent of the company must sign bids.

Invitations to Bid issued by Cobb County are advertised on the Cobb County Internet site (www.purchasing.cobbcounty.ga.gov) and every Friday in the Cobb County legal organ, the Marietta Daily Journal.

II. Delivery

Each bidder should state the time of proposed delivery of goods or services. Words such as "immediate", "as soon as possible", etc. shall not be used. The known earliest date or the minimum number of calendar days required after receipt of order (delivery A.R.O.) shall be stated (if calendar days are used, include Saturday, Sunday and holidays in the number).

III. Explanation to Bidders

Any explanation desired by a bidder regarding the meaning or interpretation of the invitation for bids, drawings, specifications, etc. must be received in writing by **5:00 pm on May 15, 2012** in order for a reply to reach all bidders before the close of the bid. Any information concerning an Invitation to Bid (ITB) will be furnished to all prospective bidders as an addendum if such information is necessary or if the lack of such information would be prejudicial to uninformed bidders.

Submit questions in writing to:
Cobb County Purchasing Department
1772 County Services Parkway
Marietta, GA 30008
Fax: 770-528-1154
Email: purchasing@cobbcounty.org

The written bid documents supersede any verbal or written communication between parties. Addenda are posted on the Purchasing web site: www.purchasing.cobbcounty.ga.gov. Receipt of addenda should be acknowledged in the bid. It is the bidder's ultimate

responsibility to ensure that they have all applicable addenda prior to bid submittal.

IV. Submission of Bids

Bids shall be enclosed in sealed envelopes, addressed to the Cobb County Purchasing Department with the name of the bidder, the date and hour of opening and the invitation to bid number on the face of the envelope. Bids must be received in the Purchasing Department no later than the date and time (determined by the date/time stamp in the department) set forth in the Invitation to Bid. It is the sole responsibility of the bidder to ensure that his or her bid reaches the Purchasing Department. Telegraphic/faxed bids will not be considered. Any addenda should be enclosed in the sealed envelopes as well. **All bids shall be submitted on the Bid Proposal Form. Any revisions made on the outside of the envelope will not be accepted.** The bids will be publicly opened and read at the time and place set forth in the Invitation to Bid.

Samples of items, when required, must be submitted within the time specified and, unless otherwise specified by the County, at no expense to the County. Unless otherwise specified, samples will be returned at the bidder's request and expense if items are not destroyed by testing. Items offered must meet required specifications and must be of a quality, which will adequately serve the use and purpose for which intended.

Full identification of each item bid upon, including brand name, model, catalog number, etc. must be furnished to identify exactly what the bidder is offering. The bidder must certify that items to be furnished are new and that the quality has not deteriorated so as to impair its usefulness.

If no items are bid on, the "Statement of No Bid" must be returned, with the envelope plainly marked "No Bid" including the bid number. Where more than one item is listed, any items not bid upon must be indicated "No Bid".

Unsigned bids will not be considered except in cases where bid is enclosed with other documents, which have been signed. The County will determine this.

Cobb County is exempt from federal excise tax and Georgia sales tax with regards to goods and services purchased directly by Cobb County. Suppliers and contractors are responsible for federal excise tax and sales tax, including any taxes for materials incorporated in county construction projects. Suppliers and contractors should contact the State of Georgia Sales Tax Division for additional information. Tax Exemption Certificates will be furnished upon request.

Information submitted by a bidder in the bidding process shall be subject to disclosure after the public opening in accordance with the Georgia Open Records Act. Each page of proprietary information must be identified. Entire bid may not be deemed proprietary.

V. Withdraw Bid Due To Errors

The bidder shall give notice in writing of his claim of right to withdraw his bid without penalty due to an error within two (2) business days (48 hours) after the conclusion of the

bid opening. Bids may be withdrawn from consideration if the price was substantially lower than the other bids due solely to a mistake therein, provided the bid was submitted in good faith, and the mistake was a clerical mistake as opposed to a judgment mistake, and was actually due to an unintentional arithmetic error or an unintentional omission of a quantity of work, labor or material made directly in the compilation of the bid, which unintentional arithmetic or unintentional omission can be clearly shown by objective evidence drawn from inspection of original work papers, documents and materials used in the preparation of the bid sought to be withdrawn. The bidder's original work papers shall be the sole acceptable evidence of error and mistake if he elects to withdraw his bid. If a bid is withdrawn under the authority of this provision, the lowest remaining responsive bid shall be deemed to be low bid. Bid withdrawal is not automatically granted and will be allowed solely at the discretion of Cobb County.

No bidder who is permitted to withdraw a bid shall, for compensation, supply any material or labor or perform any subcontract or other work agreement for the person or firm to whom the contract is awarded or otherwise benefit, directly or indirectly, from the performance of the project for which the withdrawn bid was submitted.

Supplier has up to forty-eight (48) hours to notify the Cobb County Purchasing Department of an obvious clerical error made in calculation of bid in order to withdraw a bid after bid opening. Withdrawal of bid for this reason must be done in writing within the forty-eight (48) hour period. Suppliers who fail to request the withdrawal of bid by the required forty-eight (48) hours shall automatically forfeit bid bond. Bid may not be withdrawn otherwise. Bid withdrawal is not automatically granted and will be allowed solely at the discretion of Cobb County.

VI. Testing and Inspection

Since tests may require several days for completion, the County reserves the right to use a portion of any supplies before the results of tests are determined. Cost of inspections and tests of any item, which fails to meet specifications, shall be borne by the bidder.

VII. F.O.B. Point

Unless otherwise stated in the Invitation to Bid and any resulting contract, or unless qualified by the bidder, items shall be shipped F.O.B. Destination. The seller shall retain title for the risk of transportation, including the filing for loss or damages. The invoice covering the items is not payable until items are delivered and the contract of carriage has been completed. Unless the F.O.B. clause states otherwise, the seller assumes transportation and related charges either by payment or allowance.

VIII. Patent Indemnity

The contractor guarantees to hold the County, its agents, officers, or employees harmless from liability of any nature or kind for use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, articles or appliances furnished or used in the performance of contract, for which the contractor is not the patentee, assignee or licensee.

IX. Bid, Pay, & Performance Bonds

A five percent (5%) bid bond, one hundred percent (100%) performance bond, and a one hundred percent (100%) payment bond shall be furnished to Cobb County for any bid as required in bid package or document. Failure to submit appropriate bonding will result in automatic rejection of bid. Bonding company must be authorized to do business in Georgia by the Georgia Insurance Commission, listed in the Department of the Treasury's publication of companies holding certificates of authority as acceptable surety on Federal bonds and as acceptable reinsuring companies, and have an A.M. Best rating as stated in the insurance requirements of the solicitation. The bonds shall be increased as the contract amount is increased.

XI. Insurance

Insurance requirements: Contractor shall procure and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property that may arise from or in connection with performance of the Work hereunder by the Contractor, his agents, representatives, employees, or subcontractors.

A. MINIMUM LIMITS OF INSURANCE

Contractor shall maintain limits no less than:

1. General Liability: \$1,000,000 combined single limit per occurrence for comprehensive coverage including bodily injury, personal injury and property damage for premises/operations, products/completed operations, contractual liability, independent contractors, broad-from property damage, and underground, explosion and collapse hazard.
2. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage including all owned, hired, and non-owned.
3. Workers' Compensation and Employers Liability: Workers' Compensation limits as required by the Labor code of the State of Georgia and Employers Liability of \$100,000 per accident.
4. Umbrella Liability: \$5,000,000 combined single limits per occurrence.
5. Builders Risk Insurance, if applicable: All Risk coverage on any buildings, structure of work and material in an amount equal to 100 per cent of the value of the contract. Coverage is to cover Cobb County interest and Cobb County shall be named as Loss Payee.

B. DEDUCTIBLES AND SELF-INSURED RETENTION

Any deductibles or self-insurance retentions must be declared to and approved by the Owner. At the option of the Owner, either: The insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the Owner, its officers officials, and employees; or the Contractor shall procure a bond guaranteeing payment of losses related to investigations, claim administration and defense expenses.

C. OTHER INSURANCE PROVISIONS

1. General Liability, Automobile Liability, and Umbrella Liability Coverages.

The Owner and its officers, officials, employees and volunteers are to be covered as additional insureds as respects: liability arising out of activities performed by or on behalf of the Contractor.

Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Owner and its officers, officials, employees and volunteers.

The Contractor is responsible for insuring its own property and equipment.

2. Workers' Compensation and Employers Liability Coverage. The insurer shall agree to waive all rights of subrogation against the Owner and its officers, officials, employees and volunteers for losses arising from the work performed by the Contractor for the Owner.

3. All Coverages: Each insurance policy required by this clause shall be endorsed to state that coverage shall not be changed, cancelled, suspended, terminated or non-renewed except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to Cobb County of said change of coverage, cancellation, suspension, termination / or non-renewal.

D. ACCEPTABILITY.

Insurance is to be placed with insurers with a Best's rating of no less than A: VII, or otherwise acceptable to the Owner.

E. VERIFICATION OF COVERAGE.

Contractor shall furnish the Owner with certificates of insurance and with original endorsements effecting coverage required by this clause. These certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be received and approved by the Owner before any work commences. The Owner reserves the right to require complete, certified copies of all required insurance policies at any time.

F. SUBCONTRACTORS

Subcontractor means one not in the employment of the Contractor who is performing all or part of the services under this Agreement under a separate contract with the Contractor.

Contractor shall include all subcontractors as an additional insured under its insurance or shall ensure that subcontractors have met the insurance requirements of this agreement. Owner may request evidence of subcontractor's insurance.

Contractor is responsible for having all subcontractors comply with all terms and conditions of the Invitation to Bid.

G. WAIVER OF SUBROGATION

Vendor shall require all insurance policies in any way related to the work and secured and maintained by Vendor to include clauses stating each underwriter shall waive all rights of recovery, under subrogation or otherwise, against Customer. Vendor shall require of subcontractors, by appropriate written agreements, similar waivers each in favor of all parties enumerated in this section.

XII. Award

Award will be made to the lowest responsive and responsible bidder. Conditional bids are not be acceptable. The quality of articles to be supplied, their conformity with the specifications, their suitability to the requirements of the County, and the delivery terms will be taken into consideration in making the award. The County may make such investigations as it deems necessary to determine the ability of the bidder to perform, and the bidder shall furnish to the County all such information and data for this purpose as the County may request. The County reserves the right to reject any bid if the evidence submitted by, or investigation of such bidder fails to satisfy the County that such bidder is properly qualified to carry out the obligations of the contract. The County reserves the right to reject or accept any or all bids and to waive technicalities, informalities, and minor irregularities in bids received.

The County reserves the right to purchase the goods or services described herein from other sources. The Bidder does not have the exclusive right to fill all of the County's requirements for the goods or services awarded nor will the County be obligated to purchase the estimated annual quantity or any quantity contained in the bid document.

The County reserves the right to make an award as deemed in its best interest, which may include awarding a bid to a single bidder or multiple bidders; or to award the whole bid, only part of the bid, or none of the bid to single or multiple bidders, based on its sole discretion of its best interest. In case of tie bid, the award will be made as follows:

1. The bid will be awarded to the in-county vendor.
2. The bid will be awarded to the in-state vendor.
3. The bid will be awarded to the vendor with the lesser total dollar volume.

The County reserves the right to award by line item to more than one vendor. The County reserves the right to negotiate a lower price than the bid award price on any line item with the successful vendor, should the quantity required significantly exceed those on the Invitation to Bid. If the County is unable to negotiate an acceptable price, it reserves the right to rebid the item(s) involved. If after the award of the bid there is a decrease in the price of a product from the manufacturer, or a rebate, the successful bidder will pass that price decrease and/or rebate onto the County.

Time payment discounts will be considered in arriving at net prices and in award of bids. Offers of discount for payment within ten (10) days following the end of the month are preferred.

XIII. Delivery Failures

Failure of a contractor to deliver within the time specified or within reasonable time as interpreted by the Purchasing Director, or failure to make replacement of rejected articles/services when so requested, immediately or as directed by the Purchasing Director, shall constitute authority for the Purchasing Director to purchase in the open market articles/services of comparable grade to replace the articles/services rejected or not delivered. On all such purchases, the contractor shall reimburse the County within a reasonable time specified by the Purchasing Director for any expense incurred in excess of contract prices, or the County shall have the right to deduct such amount from monies owed the defaulting contractor. Alternatively, the County may penalize the contractor one percent (1%) per day for a period of up to ten (10) days for each day that delivery or replacement is late. Should public necessity demand it, the County reserves the right to use or consume articles delivered which are substandard in quality, subject to an adjustment in price to be determined by the Purchasing Director.

XIV. County Furnished Property

No material, labor or facilities will be furnished by the County unless so provided in the invitation to bid.

XV. Reject and Withdraw Bids

Failure to observe any of the instructions or conditions in this invitation to bid may constitute grounds for rejection of bid.

XVI. Contract

Each bid is received with the understanding that the acceptance in writing by the County of the offer to furnish any or all commodities or services described therein shall constitute a contract between the bidder and the County which shall bind the bidder on his part to furnish and deliver the articles quoted at the prices stated in accordance with the conditions of said accepted bid. The County, on its part, may order from such contractor, except for cause beyond reasonable control, and to pay for, at the agreed prices, all articles specified and delivered. The County's normal payment terms are net thirty (30) days after receipt of invoice.

The Price and all unit prices shown shall be deemed to include all costs of Contractor's performance of the Work as set forth in the Bid Documents, including, but not limited to, the costs of labor, supervision, travel, services, materials, equipment, tools, scaffolds, hoisting, transportation, storage, insurance and taxes.

Upon receipt of a bid package, containing a Cobb County "Sample Contract" as part of the requirements, it is understood that the bidder has reviewed the documents with the understanding that Cobb County requires all agreements between the parties must be entered into via this document. If any exceptions are taken to any part, each must be stated in detail and submitted as part of the bid. If no exceptions are stated, it is assumed that the bidder fully agrees to the provisions contained in the "Sample Contract" in its entirety.

When the contractor has performed in accordance with the provisions of this agreement, Cobb County shall pay the contractor, within thirty (30) days of receipt of any payment request based upon work completed or service provided pursuant to the contract, the sum so requested, less the retainage stated in this agreement, if any.

XVII. Non-Collusion

By submission of a bid, the vendor certifies, under penalty of perjury, that to the best of its knowledge and belief:

- (a) The prices in the proposal have been arrived at independently without collusion, consultation, communications, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other vendor or with any competitor.
- (b) Unless otherwise required by law, the prices which have been quoted in the proposal have not been knowingly disclosed by the vendor prior to opening, directly or indirectly, to any other vendor or to any competitor.
- (c) No attempt has been made, or will be made, by the vendor to induce any other person, partnership or corporation to submit or not to submit a proposal for the purpose of restricting competition.

Collusions and fraud in bid preparation shall be reported to the State of Georgia Attorney General and the United States Justice Department.

XVIII. Conflict of Interest, Etc.

By submission of a bid, the responding firm certifies, under penalty of perjury, that to the best of its knowledge and belief:

1. No circumstances exist which cause a Conflict of Interest in performing the services required by this ITB, and
2. That no employee of the County, nor any member thereof, not any public agency or official affected by this ITB, has any pecuniary interest in the business of the responding firm or his sub-consultant(s) has any interest that would conflict in any manner or degree with the performance related to this ITB.

By submission of a bid, the vendor certifies under penalty of perjury, that to the best of its knowledge and belief:

- (a) The prices in the bid have been arrived at independently without collusion, consultation, communications, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other vendor or with any competitor.
- (b) Unless other wise required by law, the prices which have been quoted in the bid have not knowingly been disclosed by the vendor prior to opening, directly or indirectly, to any other vendor or competitor.
- (c) No attempt has been made, or will be made, by the vendor to induce any other person, partnership or cooperation to submit or not to submit a bid for the purpose of restricting competition.

For any breach or violation of this provision, the County shall have the right to terminate any related contract or agreement without liability and at its discretion to deduct from the price, or otherwise recover, the full amount of such fee, commission, percentage, gift, payment or consideration.

The successful responding firm shall require each of its sub-consultant(s) to sign a statement certifying to and agreeing to comply with the terms of the Sub-sections above.

XIX. Default

The contract may be cancelled or annulled by the Purchasing Director in whole or in part by written notice of default to the contractor upon non-performance or violation of contract terms. An award may be made to the next low responsive and responsible bidder, or articles specified may be purchased on the open market similar to those so terminated. In either event, the defaulting contractor (or his surety) shall be liable to the County for costs to the County in excess of the defaulted contract prices; provided, however, that the contractor shall continue the performance of this contract to the extent not terminated under the provisions of this clause. Failure of the contractor to deliver materials or services within the time stipulated on his bid, unless extending in writing by the Purchasing Director, shall constitute contract default.

XX. Disputes

Except as otherwise provided in the contract documents, any dispute concerning a question of fact arising under the contract which is not disposed of shall be decided after a hearing by the Purchasing Director, who shall reduce his/her decision to writing and mail or otherwise furnish a copy thereof to the contractor. The decision of the Purchasing Director shall be final and binding; however, the contractor shall have the right to appeal said decision to a court of competent jurisdiction.

XXI. Substitutions

Bidders offering and quoting on substitutions or who are deviating from the attached specifications shall list such deviations on a separate sheet to be submitted with their bid. The absence of such a substitution list shall indicate that the bidder has taken no exception to the specifications contained herein.

XXII. Ineligible Bidders

The County may choose not to accept the bid of a bidder who is in default on the payment of taxes, licenses, or other monies due to the County. Failure to respond three (3) consecutive times for any given commodity/service may result in removal from the supplier list under that commodity/service.

In compliance with the Americans With Disabilities Act (ADA), Cobb County provides reasonable accommodations to permit a qualified applicant with a disability to enjoy the privileges of employment equal to those employees without disabilities. Disabled

individuals must satisfy job requirements for education background, employment experience, and must be able to perform those tasks that are essential to the job with or without reasonable accommodations.

XXIII. Alterations Of Documents

Alterations of County documents are strictly prohibited and will result in automatic disqualification of the firm's solicitation response. If there are "exceptions" or comments to any of the solicitation requirements or other language, then the firm may make notes to those areas, but may not materially alter any document language.

XXIV. Termination For Convenience

The County, by written notice, may terminate this contract, in whole or in part, when it is in the County's interest. If this contract is terminated, the County shall be liable only for goods or services delivered or accepted. The County Notice of Termination may provide the contractor thirty (30) days prior notice before it becomes effective. However, at the County's sole option a termination of convenience may be effective immediately and may apply to delivery orders (if applicable) or to the contract in whole.

XXV. Inter-governmental Agreement

Other cities and Authorities located in Cobb County will be allowed to purchase identical items at the same price and upon the same terms and conditions, pursuant to the Intergovernmental Cooperative Purchasing Agreements entered into between the BOC and Cobb County Governmental entities listed under the Intergovernmental Cooperative Purchasing Program. These entities include the Cobb County Board of Education and Cities of Acworth, Austell, Kennesaw, Smyrna, Marietta, and Powder Springs and the Cobb County-Marietta Water Authority and the Cobb-Marietta Coliseum and Exhibit Hall Authority.

XXVI. Indemnification and Hold Harmless

By submission of a bid, the selected responding firm agrees to the fullest extent permitted by law to indemnify Cobb County and protect, defend, indemnify and hold harmless Cobb County, its officers, officials, employees and volunteers from and against all claims, actions, liabilities, losses (including economic losses), or costs arising out of any actual or alleged a) bodily injury, sickness, disease, or death; or injury to or destruction of tangible property including the loss of use resulting there from; or any other damage or loss arising out of or resulting claims resulting in whole or part from any actual or alleged act or omission of the responding firm, sub-consultant, anyone directly or indirectly employed by any firm or sub-consultant; or anyone for whose acts any of them may be liable in the performance of work; b) violation of any law, statute, ordinance, governmental administrative order, rule, regulation, or infringements of patent rights or other intellectual property rights by the responding firm in the performance of work; or c) liens, claims or actions made by the responding firm or other party performing the work, as approved by Cobb County. The indemnification obligations herein shall not be limited by any limitation on the amount, type of damages, compensation, or benefits payable by or for the responding firm or its sub-

consultant(s), as approved by the County, under workers' compensation acts, disability benefit acts, other employee benefit acts, or any statutory bar or insurance.

XXVII. Special Terms and Conditions

Should these General Terms and Conditions be in conflict with any attached Special Terms and Conditions, the Special Terms and Conditions will control.

XXV. Disadvantaged Business Enterprises (DBE): The following provisions should be carefully read to determine applicability to your business.

Cobb County Government encourages the participation of all businesses in offering their services and/or products. The Cobb County Government has the goal to fairly and competitively procure the best product at the most reasonable cost.

A Disadvantaged Business Enterprise (DBE) is generally defined as a Female, Black American, Hispanic American and any other minority owned business. The Federal Government has long had program in place to ensure participation of DBE vendors and suppliers. The State of Georgia has established a similar program whereby DBE firms are defined, certified and made known. This effort is managed by the Georgia Department of Transportation (GDOT). More information can be obtained from GDOT web site:

1. <http://www.dot.state.ga.us/eoo-div/index.shtml>

The Cobb County Government addresses DBE business participation (frequency and dollar value) in the following ways:

1. Cobb County wishes to identify all DBE participation; both at the contractor and sub-contractor levels in the following ways.
 - a. DBE businesses are requested to identify such status at the time they register as a vendor.
 - b. DBE businesses are requested to identify themselves at the time they propose to do business. Please complete **EXHIBIT B** if applicable and return with bid submittal.
 - c. All businesses will receive with each Purchase Order an instruction sheet for use of the furnished *Cobb County Government DBE Participation Report*, **EXHIBIT C**. Businesses are requested to complete this report and submit it with each invoice for the time period billed.
2. Cobb County has established a Disadvantaged Business Enterprise Plan in accordance with the regulations of the U.S. Department of Transportation (U. S. Department of Transportation (USDOT), 49 CFR Part 26.) The Cobb County Department of Transportation is the lead agency for implementing the USDOT DBE Program for the County.

The Plan applies only to projects which are clearly indicated by the County.

**XXVIII. Compliance with Georgia Security and Immigration Compliance Act
PROCEDURES & REQUIREMENTS**
(Effective 10-28-2010 - Supersedes All Previous Versions)

BACKGROUND

Pursuant to the “Georgia Security and Immigration Compliance Act,” Cobb County cannot enter into a contract for the physical performance of services unless the contractor registers and participates in the federal work authorization program to verify information of all newly hired employees or subcontractors. Neither may any contractor or subcontractor enter a contract with the county in connection with the physical performance of services unless the contractor and/or subcontractor registers and participates in the federal work authorization program to verify information of all new employees. O.C.G.A. § 13-10-91.

Before any bid for the physical performance of services is considered, the bid must include a signed, notarized affidavit from the contractor attesting to the following: (1) the affiant has registered with and is authorized to use the federal work authorization program; (2) the user ID number and date of authorization for the affiant; and (3) the affiant is using and will continue to use the federal work authorization program throughout the contract period. O.C.G.A. § 13-10-91 (b) (1). Affidavits shall be maintained for five years from the date of receipt. O.C.G.A. § 13-10-91 (b) (1).

Upon contracting with a new subcontractor, a contractor or subcontractor shall, as a condition of the contract or subcontract, provide Cobb County with notice of the identity of any and all subsequent subcontractors hired or contracted by that contractor or subcontractor within five (5) business days of entering into a contract or agreement for hire with any subcontractor. Such notice shall include an affidavit including the subcontractor’s name, address, user ID number, and date of authorization to use the federal work authorization program. O.C.G.A. § 13-10-91 (b) (3).

Based upon the County’s experience and desire for full compliance, no work may be commenced by any subsequent subcontractor prior to notice being received by the County that the subcontractor (regardless of tier) is in compliance with the law and the attached Procedures & Requirements, including the preparation and submission of the Contractor (or Subcontractor) Affidavit & Agreement AND the Immigration Compliance Certificate PRIOR to the commencement of any work.

DEFINITIONS

Affidavit – a written statement made or taken under oath before an officer of the court or a notary public or other person who duly has been authorized so to act.

Affiant – the person who makes and subscribes to a statement made under oath (affidavit).

Physical Performance of Services – the building, altering, repairing, improving, or demolishing of any public structure or building or other public improvements of any kind to public real property, including the construction, reconstruction, or maintenance of all or part of a public road; or any other performance of labor for a public employer under a contract or other bidding process.

PROCEDURES & REQUIREMENTS

1. Bid Documents: Bid documents should contain information regarding the contract language and contractual requirements described below.
2. Responsive Bid Documents: Responsive bid documents **MUST INCLUDE** a signed, notarized affidavit from the contractor in the form attached as EXHIBIT A (CONTRACTOR AFFIDAVIT & AGREEMENT). **If the affidavit is not submitted at the time of the bid, the applicant will be disqualified.**

THIS AFFIDAVIT MUST BE SIGNED, NOTARIZED AND SUBMITTED WITH ANY BID REQUIRING THE PERFORMANCE OF PHYSICAL SERVICES. IF THE AFFIDAVIT IS NOT SUBMITTED AT THE TIME OF THE BID, THE BID WILL BE DETERMINED TO BE NON-RESPONSIVE AND WILL BE DISQUALIFIED.

3. Contract Language & Contractual Requirements: Affirmative language shall be contained in agreements for the performance of services to cover all statutory and County requirements; such language shall require:
 - (a) That affidavits in the form attached to these “Procedures & Requirements” be executed from a contractor (and any subcontractors, regardless of tier) and notarized, showing compliance with the requirements of O.C.G.A. § 13-10-91 and that such be made part of the contract and/or subcontracts;
 - (b) That the contractor (and any subcontractors, regardless of tier) fully comply with the requirements for completing and submitting the “Immigration Compliance Certification” and that such certification be received by the County prior to the commencement of any work under the contract or subcontract;
 - (c) That the contractor (or any subcontractor, regardless of tier) notify the County within five (5) business days of entering into a contract or other agreement for hire with any subcontractor(s), regardless of tier;
 - (d) That the contractor be responsible for obtaining and providing to the County the “Subcontractor Affidavit & Agreement” and “Immigration Compliance Certification” attached to and required under these “Procedures & Requirements” from each subcontractor, regardless of tier, employed or retained for work under the contract prior to the commencement of any work under the contract or any subcontract;
 - (e) That Cobb County, Georgia, reserves the right to dismiss, or require the dismissal of, any contractor or subcontractor for failing to provide the required affidavit or certification and/or for failure to comply with the statutory requirements of O.C.G.A. § 13-10-91 and/or for providing false or misleading information upon the required affidavit(s) or certification(s);
 - (f) That any contractor and/or subcontractor retaining any other subcontractor to perform services under the contract provide legal notice to any subcontractor of the requirements of Cobb County for immigration compliance and further provide notice that Cobb County, Georgia, reserves the right to dismiss, or require the dismissal of, any contractor or subcontractor for failing to provide the required affidavit or certification and/or for failure to comply with the statutory requirements of O.C.G.A.

§ 13-10-91 and/or for providing false or misleading information upon the required affidavit(s) or certification(s);

(g) That failure to comply with any of the requirements and procedures of the County (i.e., failure to timely supply required affidavits or compliance certification documents; failure to utilize federal work authorization procedures; failure to permit or facilitate audits or reviews of records by County or State officials upon request; and/or failure to continue to meet any of the statutory or County obligations during the life of the contract) shall constitute a material breach of the agreement and shall entitle the County to dismiss any general contractor or to require the dismissal of any subcontractor or sub/subcontractor (irrespective of tier) for failing to fully comply with these requirements;

(h) That upon notice of a material breach of these provisions, the contractor (or subcontractor, regardless of tier) shall be entitled to cure the breach within ten (10) days and provide evidence of such cure. Should the breach not be cured, the County shall be entitled to all available remedies, including termination of the contract, the requirement that a subcontractor be dismissed from performing work under the contract, and any and all damages permissible by law.

4. Immigration Compliance Certification: Prior to commencing work under any contract for the physical performance of services, the contractor shall complete the “IMMIGRATION COMPLIANCE CERTIFICATION” form attached to these “Procedures & Requirements” and submit the same to the County.

Prior to allowing any other subcontractor to perform work under the contract, the contractor shall obtain a completed “IMMIGRATION COMPLIANCE CERTIFICATION” from each subcontractor (regardless of tier) and submit the same to the County.

FORM ATTACHMENTS:

1. CONTRACTOR AFFIDAVIT & AGREEMENT (EXHIBIT A);
2. SUBCONTRACTOR AFFIDAVIT & AGREEMENT (EXHIBIT A-1);
3. IMMIGRATION COMPLIANCE CERTIFICATION (EXHIBIT A-2).

**CONTRACTOR AFFIDAVIT & AGREEMENT
(EXHIBIT A)**

This affidavit must be signed, notarized and submitted with any bid requiring the performance of physical services. If the affidavit is not submitted at the time of the bid, the bid will be determined non-responsive and will be disqualified.

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 contracting with Cobb County, Georgia, has registered with, is authorized to use, and is participating in a federal work authorization program (an electronic verification of work authorization program operated by the U.S. Department of Homeland Security or any equivalent federal work authorization program operated by the U.S. Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA) <http://www.uscis.gov/portal/site/uscis/menuitem.eb1d4c2a3e5b9ac89243c6a7543f6d1a/?vgnextoid=75bce2e261405110VgnVCM1000004718190aRCRD&vgnextchannel=75bce2e261405110VgnVCM1000004718190aRCRD>). The undersigned contractor further attests that it will continue to use the federal Employment Eligibility Verification (EEV) work authorization program throughout the contract period.

The undersigned further agrees that should it employ or contract with any subcontractor(s) or should its subcontractor(s) employ other subcontractor(s) for the physical performance of services pursuant to the contract with Cobb County, Georgia, the contractor or subcontractor will:

- (1) Notify the County within five business days of entering into a contract or agreement for hire with any subcontractor(s);
- (2) Secure from any subcontractor(s) and/or their subcontractor(s) verification of compliance with O.C.G.A. § 13-10-91 on the attached Subcontractor Affidavit (EXHIBIT A-1) prior to the commencement of any work under the contract/agreement;
- (3) Secure from any subcontractor(s) and/or their subcontractor(s) a completed Immigration Compliance Certification (EXHIBIT A-2) prior to the commencement of any work under the contract/agreement;
- (4) Provide the subcontractor(s) with legal notice that Cobb County, Georgia, reserves the right to dismiss, or require the dismissal of, any contractor or subcontractor for failing to provide the affidavit and/or for failure to comply with the requirements referenced in the affidavit;
- (5) Maintain records of such compliance and provide a copy of each such verification to Cobb County, Georgia, at the time the subcontractor(s) is retained to perform such services or upon any request from Cobb County, Georgia; and
- (6) Maintain such records for a period of five (5) years.

EEV (E-Verify) Program User ID Number

EEV Program Date of Authorization

BY: Authorized Officer or Agent
[Contractor Name]

Contractor Business Name

Printed Name

Date

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

Notary Public Commission Expires: _____

Effective 10-28-2010

**SUBCONTRACTOR AFFIDAVIT & AGREEMENT
(EXHIBIT A-1)**

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 on behalf of Cobb County, Georgia, has registered with, is authorized to use, and is participating in a federal work authorization program (an electronic verification of work authorization program operated by the U.S. Department of Homeland Security or any equivalent federal work authorization program operated by the U.S. Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA)). The undersigned contractor further attests that it will continue to use the federal Employment Eligibility Verification (EEV) work authorization program throughout the contract period.

The undersigned further agrees that should it employ or contract with any subcontractor(s) or should its subcontractor(s) employ other subcontractor(s) for the physical performance of services pursuant to the contract with Cobb County, Georgia, the undersigned subcontractor will:

- (1) Notify the County within five business days of entering into a contract or agreement for hire with any subcontractor(s);
- (2) Secure from any subcontractor(s) and/or their subcontractor(s) verification of compliance with O.C.G.A. § 13-10-91 on this Subcontractor Affidavit form (EXHIBIT A-1) prior to the commencement of any work under the contract/agreement;
- (3) Secure from any subcontractor(s) and/or their subcontractor(s) a completed Immigration Compliance Certification (EXHIBIT A-2) prior to the commencement of any work under the contract/agreement;
- (4) Provide the subcontractor(s) with legal notice that Cobb County, Georgia, reserves the right to dismiss, or require the dismissal of, any contractor or subcontractor for failing to provide the affidavit and/or for failure to comply with the requirements referenced in the affidavit;
- (5) Maintain records of such compliance and provide a copy of each such verification to Cobb County, Georgia, at the time the subcontractor(s) is retained to perform such services or upon any request from Cobb County, Georgia; and
- (6) Maintain such records for a period of five (5) years.

EEV (E-Verify) Program User ID Number

EEV Program Date of Authorization

BY: Authorized Officer or Agent
[Subcontractor Name]

Subcontractor Business Name

Printed Name

Date

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

Notary Public Commission Expires: _____

Effective 10-28-2010

IMMIGRATION COMPLIANCE CERTIFICATION
(Required to be completed by Contractors and all Subcontractors)
(EXHIBIT A-2)

I certify to the Cobb County Board of Commissioners that the following employees will be assigned to:

(Project Name/Description)

I further certify to Cobb County, Georgia the following:

- The E-Verify program was used to verify the employment eligibility of each of the above-listed employees hired after the effective date of our contract to use the program;
- We have not received a Final Nonconfirmation response from E-Verify for any of the employees listed.
- If we receive a Final Nonconfirmation response from E-Verify for any of the employees listed above, we will immediately terminate that employee's involvement with the project.
- I have confirmed that we have an I-9 on file for every employee listed above and that to the best of my knowledge all the I-9's are accurate.
- To the best of my knowledge and belief, all of the employees on the above list are legally authorized to work in the United States.
- If any other employee is assigned to this Cobb County project, a certification will be provided for said employee prior to the employee commencing work on the project.

To the best of my knowledge and belief, the above certification is true, accurate and complete.

Sworn to by:

Employer Name & Address:

Signature of Officer

Printed Name/Title

Date

SWORN AND SUBSCRIBED BEFORE ME
ON THIS THE ____ DAY OF _____, 201_

Notary Public
Commission Expires: _____

Effective 10-28-2010

EXHIBIT B

DISADVANTAGED BUSINESS ENTERPRISE (DBE) IDENTIFICATION FORM

A Disadvantaged Business Enterprise (DBE) is generally defined as a Female, Black American, Hispanic American and any other minority owned business. If your firm is classified as a Disadvantaged Business Enterprise (DBE), please complete this form and submit with bid response or send to:

Cobb County Purchasing Department
Attn: Purchasing Director
1772 County Services Parkway
Marietta, GA 30008
Fax: 770-528-1154
Email: purchasing@cobbcounty.org

Name of Business: _____

Address: _____

Telephone: _____

Fax: _____

Email: _____

Certification Number: _____

Name of Organization Certification _____

This information is acquired for informational purposes only and will have no bearing on the award unless otherwise stated

Instructions for Completing Exhibit C
Disadvantaged Business Enterprise (DBE)
Participation Report

All Cobb County Government contractors or vendors are requested to complete a report descriptive of any DBE subcontractor involvement in work for which the government is making payment. If otherwise specified in an RFP/ITB or contract, additional reporting forms may be required as well.

The objective of this request is to assist in the identification of Disadvantaged Business Enterprise (DBE) business participation with the Cobb County Government and to quantify that participation.

The Cobb County Government does not administer a DBE Certification Program. The principle certification agency for the State of Georgia is the Georgia Department of Transportation. As a Contractor/Vendor you are not responsible for verification of any DBE Certification information of your subcontractor.

***** Instructions *****

1. Contractor/Vendor is furnished the one-page *DBE Monthly Participation Report* with each Cobb County Government-issued Purchase Order.
2. Contractor/Vendor completes this report for each billing period and attaches it to the invoice to then be sent to the County department/agency receiving the service or product.
3. Upon receipt of a Contractor/Vendor invoice and DBE report, the County department/agency receiving the service or product should keep a copy of the completed DBE report for their reporting process. In order to add or verify the prime contractor is registered as a DBE vendor in AMS, the County department/agency should send a copy of the DBE report to:

Cobb County Purchasing Division
Attn.: DBE Report

A Disadvantaged Business Enterprise (DBE) is a firm that is under the control of someone in an ownership position (at least 51%) that:

1. Has membership in one or more of the following groups: Female, Black American, Hispanic American, Native American, Subcontinent Asian American and Asian-Pacific America. There may be other groups that may be eligible to be certified as DBE.
2. Is a U.S. citizen or lawfully admitted permanent resident of the U.S.
3. Has a personal net worth which does not exceed \$750,000.
4. The business meets the Small Business Administration's size standard for a small business. Its annual gross receipts for the three previous fiscal years cannot have exceeded \$22,410,000. Depending on the type of work the business performs, other size standards may apply.
5. The business is organized as a for-profit business.
6. The business may also be DBE eligible as a certified U.S. Small Business Administration 8 (a) program.

Exhibit C
Cobb County Government Disadvantaged Business Enterprise Participation
Monthly Report

Contractor/Vendor: Please keep this blank report to make copies as needed. Print or type in the report, then send the completed report to the County department/agency receiving the service or product.

County Departments: Keep a copy of this completed report and use the dollar figures to input into your quarterly DBE report to the DBE Liaison (Records Management Division). If you already have a similar reporting method of gathering the dollar figures continue to use it. Send a copy of this completed report to the Purchasing Division (Attn: DBE Report) to add or verify the prime contractor is registered as a DBE vendor in AMS.

Submitted by: _____ Month Invoiced: _____
Name of Prime Contractor/Vendor **From/To:**

Cobb County Project Name: _____ Bid or P.O. Number: _____

Cobb County Department or Agency receiving service or product: _____

Description of Purchased Service/Product: _____

Full Contracted Amount: \$_____ Payment amount requested at this time: \$_____

1. Are YOU, the Prime Contractor a DBE business? YES _____ NO _____
 2. Are YOUR subcontractors DBE vendors? YES _____ NO _____

Please provide information below for each participating DBE subcontractor(s).

DBE Subcontractor Business Name	Type Service or Product Supplied	DBE Subcontractor Business/Contact Tel. Number	Actual Dollar Value of DBE Subcontractor Participation this Reporting Month
			\$
			\$
			\$
			\$
			\$
			\$

Submitted by: _____
 Printed Name

Title or position: _____

Date Completed: _____

Signature of Authorized Representative

**BID FORM
FULL SERVICE ANNUAL CONTRACT – JANITORIAL SERVICES
COBB COUNTY WATER SYSTEM
SEALED BID #12-5674**

**BID PRICE LIST BREAKDOWN
YEAR (1)**

WATER SYSTEM FACILITIES LOCATIONS:

MONTHLY / YEARLY

660 SOUTH COBB DRIVE-CUSTOMER SERVICE \$ _____ / _____

662 SOUTH COBB DRIVE-WATER SYSTEM LAB \$ _____ / _____

680 SOUTH COBB DRIVE FACILITIES:

BUILDING 2-NEW OPERATIONS BLDG \$ _____ / _____

BUILDING 3-TRAINING ROOM (downstairs) \$ _____ / _____

BUILDING 4-WATER SYSTEM WAREHOUSE \$ _____ / _____

BUILDING 5-MAINTENANCE SHOP \$ _____ / _____

BID PRICE - TOTAL YEAR ONE (1) \$ _____ / _____

Hourly Rate Structure for Water Reclamation Facilities Year (1)

Hourly Rate \$____ - ____/per hr for a minimum of _____ hrs.

Daily Rate \$____ - ____/per day.

Overtime/Holiday Rate \$____ - ____/per day.

Materials Purchased % Mark-up _____ %

**BID FORM
 FULL SERVICE ANNUAL CONTRACT – JANITORIAL SERVICES
 COBB COUNTY WATER SYSTEM
 SEALED BID #12-5674**

**BID PRICE LIST BREAKDOWN
 YEAR (2)**

WATER SYSTEM FACILITIES LOCATIONS:

MONTHLY / YEARLY

660 SOUTH COBB DRIVE-CUSTOMER SERVICE \$ _____ / _____

662 SOUTH COBB DRIVE-WATER SYSTEM LAB \$ _____ / _____

680 SOUTH COBB DRIVE FACILITIES:

BUILDING 2-NEW OPERATIONS BLDG \$ _____ / _____

BUILDING 3-TRAINING ROOM (downstairs) \$ _____ / _____

BUILDING 4-WATER SYSTEM WAREHOUSE \$ _____ / _____

BUILDING 5-MAINTENANCE SHOP \$ _____ / _____

BID PRICE - TOTAL YEAR TWO (2) \$ _____ / _____

Hourly Rate Structure for Water Reclamation Facilities Year (2)

Hourly Rate \$____ - ____/per hr for a minimum of _____ hrs.

Daily Rate \$____ - ____/per day.

Overtime/Holiday Rate \$____ - ____/per day.

Materials Purchased % Mark-up _____ %

**BID FORM
FULL SERVICE ANNUAL CONTRACT – JANITORIAL SERVICES
COBB COUNTY WATER SYSTEM
SEALED BID #12-5674**

**BID PRICE LIST BREAKDOWN
YEAR (3)**

WATER SYSTEM FACILITIES LOCATIONS:

MONTHLY / YEARLY

660 SOUTH COBB DRIVE-CUSTOMER SERVICE \$ _____ / _____

662 SOUTH COBB DRIVE-WATER SYSTEM LAB \$ _____ / _____

680 SOUTH COBB DRIVE FACILITIES:

BUILDING 2-NEW OPERATIONS BLDG \$ _____ / _____

BUILDING 3-TRAINING ROOM (downstairs) \$ _____ / _____

BUILDING 4-WATER SYSTEM WAREHOUSE \$ _____ / _____

BUILDING 5-MAINTENANCE SHOP \$ _____ / _____

BID PRICE - TOTAL YEAR THREE (3) \$ _____ / _____

Hourly Rate Structure for Water Reclamation Facilities Year (3)

Hourly Rate \$ ____ - ____ /per hr for a minimum of _____ hrs.

Daily Rate \$ ____ - ____ /per day.

Overtime/Holiday Rate \$ ____ - ____ /per day.

Materials Purchased % Mark-up _____ %

Bids will be only evaluated on service being supplied to all of the above mentioned buildings. Any bid that does not include a bid and breakdown for janitorial service to all of the above mentioned buildings will be considered as not meeting bidding requirements.

CONTRACTOR ACKNOWLEDGES RECEIPT OF THE FOLLOWING ADDENDUMS:

#___, Dated / /2012

#___, Dated / /2012

#___, Dated / /2012

The undersigned understands and agrees also to comply with and be bound by the entire contents of the Project Manual.

CONTRACTOR'S QUALIFICATION STATEMENT

I. CONTRACTOR

Name of Contractor: _____

Address of Contractor: _____

Primary Contact Person: _____

Telephone Number: _____

II. BANK REFERENCE

Primary Bank: _____

Relationship officer responsible for account: _____

Telephone Number: _____

III. BACKGROUND

Has Contractor ever done business under a different name? _____

If so, provide names: _____

Prior projects with Cobb County: _____

SIMILAR PROJECT EXPERIENCE

1. Name of project: _____

Address of project: _____

Contact person with Owner: _____

Phone number: _____

2. Name of project: _____

Address of project: _____

Contact person with Owner: _____

Phone number: _____

Bidder: _____

Signed: _____

Title: _____

Address: _____

License #: _____

Bond Co: _____

Agent: _____

Type of Business Entity: _____

(Corporation, sole proprietorship, partnership, p.c.)

Individual Members of the Firm:

President of the Corporation:

Secretary of the Corporation

Corporation is organized under the Laws of the State of _____

Bid dated this _____ day of _____ 20_____

END OF BID FORM