Request for Proposal
PROJECT MANUAL
Bid Documents and Specifications

November 2019

Live Oak Public Libraries

Custodial Service Contract

LIVE OAK
Public Libraries
2002 Bull Street
Savannah, Georgia 31401
Phone (912) 652-3624
INVITATION TO BID

Live Oak Public Libraries (LOPL), will receive sealed bids from Contractors for the Contracting of Custodial Services. Bid opening will be on November 12, 2019 at 2:00 p.m. The bids will be privately opened.

There will be a pre-bid conference held on October 22, 2019 at 10:00 a.m. at the Bull Street Library. Attendance at this conference is Mandatory for any contractor intending to bid on this contract.

Contract if awarded will be on a lump sum basis. No bid may be withdrawn for a period of thirty- five days after time has been called on the date of opening.

LOPL reserves the right in its sole and complete discretion to waive technicalities and informalities. LOPL further reserves the right in its sole and complete discretion to reject all bids and any bid that is not responsive or that is over budget. LOPL anticipates that the contract will be awarded to the responsive and responsible bidder who provides the best bid within budget.

In the event all responsive and responsible bids are in excess of the budget, LOPL, in its sole and absolute discretion and in addition to rejecting all bids, reserves the right either to supplement the budget or to negotiate with the bidder but not only for the purpose of making changes to the services that will in a cost to LOPL that is within the budget, as it may be supplemented.
General Information:

The purpose of this proposal is to establish specifications and solicit bids for an annual contract for custodial services for various Live Oak Public Libraries facilities. For additional information concerning specifications, please contact Ted Goudeau, Live Oak Public Libraries, Facilities Director (912) 652-3624. Detailed specifications are as follows:

1.0 Contract Specifications:

1.1 The contract period will be for a period of one year with extensions of 1 year increments up to 4 years.

1.2 County Tax Certificate Requirements: Contractor must supply a copy of their Tax Certificate as proof of payment of the occupational tax where their office is located. Please contact the County Inspections Department at (912) 652-7830 for additional information.

1.3 No contract shall be awarded unless all real and personal property taxes have been paid by the successful contractor and/or subcontractors as adopted by the Board of Commissioners on April 8, 2018.

1.4 Bidders shall furnish with bid, a list of the equipment which will be used by the Contractor in the performance of this contract. Live Oak Public Libraries reserves the right to visit bidders’ place of business to verify equipment and personnel availability.

1.5 Contractor will be required to submit a “Task Performance Sheet” which will verify that all monthly, quarterly, semi-annual, and annual tasks are performed in compliance with the specifications and as per the schedule stated herein. Sheets are to show the task to be performed, site location, and time requirement (i.e. monthly, quarterly, semi-annually, annually, etc.). Submittal of task Performance Sheets which falsely or inaccurately reflect the work actually done may result in termination of the contract. The Contract Administrator will be the sole arbiter of the accuracy of the Task Performance Sheets.

Task Performance sheets will be signed and approved by the Contractor, Contractors’ Supervisory Personnel and Live Oak Public Libraries. Live Oak Public Libraries will maintain an original copy of all Task Performance Sheets. **Contractors’ failure to submit Task Performance Sheets as scheduled herein may result in termination of contract.**
1.6 The following information must be provided by the Contract Administrator on a weekly basis:
- List of all employees working in library and title.
- Time Sheets for all employees involved in the performance of this contract.
- Sign-In Sheet for each site, detailing: Company name, names of personnel doing the cleaning, time in and time out. At all libraries, this form is to be completed for each date of service and is to remain in the building.

1.7 Workmanship and Inspection: The Contract Administrator shall decide any and all questions which may arise as to the quality and acceptability of materials used and work performed.

Live Oak Public Libraries may, pursuant to this agreement, deduct or withhold from the Contractor’s invoice a percentage not to exceed 25% for workmanship which does not meet the quality standards required under this agreement. The Contract Administrator will document and provide the Contractor, upon request, the reasons for the deduction from the monthly invoice.

2.0 Service Requirements:

2.1 Any costs associated with “out-of-scope” cleaning services, will be determined and negotiated, on a job-to-job basis, by the Live Oak Public Libraries Contract Administrator and the Contractor or an authorized agent (i.e. supervisor, foreman, boss, etc.) of the Contractor.

2.2 Definition: Out-of-Scope Cleaning Services – “Out-of-scope” cleaning services refers to any work requested of the Contractor that is not included, or scheduled, in the Custodial Contract (i.e. daily, weekly, monthly, semi-annual, or annual cleaning) and/or additional work which places an unfair burden on the Contractor due to extra labor required or extra material used. The need for “out-of-scope” cleaning services will be determined by the Live Oak Public Libraries Contract Administrator. “Out-of-scope” cleaning services may result from the relocation, construction, and/or renovation of a department or section within a department. Lobbies and corridors may also be included in “out-of-scope” cleaning services if any of the above actions cause an unacceptable appearance.

If an area within the contract parameters has lapsed into an unacceptable state of cleanliness due to normal use or contractor’s neglect, this will not be considered as an “out-of-scope” cleaning service. If remedial cleaning is required, Contractor will be responsible for performing this service at no additional cost to Live Oak Public Libraries.
Listed below are the 2 categories of out-of-scope cleaning.

1. **OUT-OF-SCOPE CLEANING**: Out-of-scope general cleaning will consist of, but shall not be limited to, all tasks and quality requirements as provided in the section of cleaning specifications entitled “Room Cleaning”. However, all reference to stripping, sealing, and re-coating resilient tile floors will be disregarded. Also, any reference to carpet cleaning will be disregarded.

2. **OUT-OF-SCOPE AFTER CONSTRUCTION/RENOVATION CLEANING**: The same as above.

### 2.1 Mandatory Pre-Bid/Pre-Proposal meeting and Site Visitations:

2.1.1 A **Mandatory Pre-Bid Conference** has been scheduled for **10:00 a.m. Tuesday, October 22-23, 2019**. Site visits will begin (if needed at end of the day and visits not completed, a second Mandatory day will bidders will meet at Bull Street Library, 2002 Bull Street, Savannah, Georgia 31401). at **10:30 a.m. Mandatory Site Visitations** will follow this meeting. **ANY BIDDER NOT PRESENT AT THIS CONFERENCE, WILL NOT BE PERMITTED TO SUBMIT A BID FOR THIS CONTRACT.**

2.1.2 Bidders may make arrangements for additional site visitations by contacting Mr. Ted Goudeau, Facilities Director, Live Oak Public Libraries, (912) 652-3624. It will be the bidder’s responsibility to familiarize himself with each library site prior to bid opening. **ALL QUESTIONS SHALL BE SUBMITTED (IN WRITING) prior to 9:00 a.m. Monday, November 1, 2019.** Answered questions will be completed by 4:00 p.m. November 8, 2019.

### 2.2 Bid Opening:

2.2. Bid Opening shall be on Tuesday, November 12, 2019. All bids must be sealed and in the Live Oak Public Library Office by noon.
3.0 Service Schedule and Site Locations:

3.1 The Libraries shall be cleaned each day scheduled per week. Except:

New Year’s Day
Martin Luther King Jr. Day
President’s Day
Easter
Memorial Day
Independence Day
Labor Day
Veteran’s Day
Thanksgiving Day
Friday following Thanksgiving Day
Christmas Eve
Christmas Day

3.2 Site requirements are as follows:

Site 1

Bull Street Library – 2002 Bull Street, Savannah, Georgia 31401.

Three-story building with several small mezzanine areas consisting of 66,000 square feet total and approximately 50,000 square feet of serviceable area. Consists of offices, meeting rooms, break room, restrooms (staff and public), public reading rooms, elevators, stairwells, hallways and lobbies. Storage areas, vehicle garage and basement are not included. To be cleaned 7 days a week after closing. Lighting is computer controlled. Contractor must provide and adhere to a schedule to be coordinated with lighting.

This library is open Monday 10 a.m.–7 p.m., Tuesday–Friday 10 a.m.–6 p.m., Saturday 10 a.m.–4 p.m. and Sunday 2 p.m.–6 p.m.

- **Alternate #1**
  - **Add – One Day porter for General Daily Task**
  - **During normal operational hours 10 a.m.- to 6 p.m. (No Sundays)**
Site 2

Carnegie Library – 537 East Henry Street, Savannah, Georgia 31401.

Two story building consisting of 4,262 square feet with approximately 3,500 square feet of serviceable area. This library consists of office space, meeting rooms, restrooms, main media areas, an elevator, stairwells, hallways, lobbies, a basement area with office space and meeting areas. To be cleaned 3 days a week.

This library is open Monday 10:00 a.m. to 7:00 p.m., Tuesday –Friday 10:00 a.m. to 6:00 p.m. and closed Saturday and Sunday.

Site 3

Forest City Library – 1501 Stiles Avenue, Savannah, Georgia 31415.

Single story building consisting of 6,800 square feet with approximately 6,000 square feet of serviceable area. The library consists of office space, vestibules, hallways, restrooms, meeting rooms, work rooms and main media areas. To be cleaned 2 days a week.

This library is open Monday - Tuesday 10:00 a.m. to 6:00 p.m., Wednesday 2:00 p.m. to 6:00pm, Thursday 2:00 p.m. to 7:00 p.m., Friday 10:00 a.m. to 2:00 p.m. and closed Saturday and Sunday.

Site 4

Garden City Library – 104 Sunshine Avenue, Garden City, Georgia 31405.

Single story library with mezzanine consisting of 16,000 square feet with approximately 15,500 square feet of serviceable area. The library consists of office space, vestibules, hallways, restrooms, meeting rooms, work rooms and main media areas. To be cleaned 3 days a week.

This library is open Monday – Tuesday 10:00 a.m. to 7:00 p.m., Wednesday – Friday 10:00 a.m. to 6:00 p.m., Saturday 10:00 a.m. to 4:00 p.m. and closed on Sundays.
Site 5

Hinesville Library – 236 West Memorial Drive, Hinesville, Georgia 31313.

Single story library consisting of 21,508 square feet with approximately 20,000 square feet of serviceable area. The library consists of lobby areas, main media areas, office space, restrooms, meeting rooms and computer labs. To be cleaned 6 days a week.

This library is open Monday – Thursday 9:00 a.m. to 8:00 p.m., Friday – Saturday 9:00 a.m. to 6:00 p.m. and closed on Sundays.

Site 6

Islands Library – 50 Johnny Mercer Boulevard, Savannah, Georgia 31410.

Single story library with mezzanine consisting of 16,000 square feet with approximately 15,500 square feet of serviceable area. The library consists of office space, work room space, vestibules, hallways, restrooms, meeting rooms and main media spaces. To be cleaned 3 days a week.

This library is open Monday – Tuesday 10:00 a.m. to 7:00 p.m., Wednesday – Friday 10:00 a.m. to 6:00 p.m., Saturday 10:00 a.m. to 4:00 p.m. and closed on Sundays.

Site 7

Midway-Riceboro Library – 9397 East Oglethorpe Highway, Midway, Georgia 31320.

Single story library consisting of 1,188 square feet with approximately 950 square feet of serviceable area. The library consists of a foyer, restrooms, meeting room, main media areas, office space and computer lab. To be cleaned 2 days a week.

This library is open Monday – Tuesday 10:00 a.m. to 6:00 p.m., Wednesday 12:00 p.m. to 8:00 p.m., Thursday – Saturday 10:00 a.m. to 6:00 p.m. and closed on Sundays.
Site 8

Oglethorpe Mall Library – 7 Mall Annex, Savannah, Georgia 31406.

Two story library consisting of 15,000 square feet with approximately 14,500 square feet of serviceable area. The library consists of 1 elevator, 2 stair wells, office space, vestibules, restrooms and main media areas. To be cleaned 6 days a week.

This library is open Monday 10:00 a.m. to 7:00 p.m., Tuesday 10:00 a.m. to 6:00 p.m., Wednesday 10:00 a.m. to 7:00 p.m., Thursday – Friday 10:00 a.m. to 6:00 p.m., Saturday 10:00 a.m. to 4:00 p.m. and closed on Sundays.

Site 9

Pooler Library – 216 South Rogers Street, Pooler, Georgia 31322.

Single story library consisting of 6,800 square feet with approximately 5,500 square feet of serviceable area. The library consists of a vestibule, meeting room, restrooms, hallways, office space and main media areas. To be cleaned 3 days a week.

This library is open Monday – Tuesday 10:00 a.m. to 7:00 p.m., Wednesday – Thursday 10:00 a.m. to 6:00 p.m., Friday 10:00 a.m. to 4:00 p.m., Saturday 10:00 a.m. to 2:00 p.m. and closed on Sundays.

Site 10

Port City Library – 3501 Houlihan Avenue, Savannah, Georgia 31408.

Single story library consisting of 5,800 square feet with approximately 5,000 square feet of serviceable area. The library consists of vestibules, meeting rooms, office spaces, restrooms, hallways and main media areas. To be cleaned 2 days a week.

This library is open Monday 12:00 p.m. to 6:00 p.m., Tuesday 10:00 a.m. to 6:00 p.m., Wednesday 12:00 p.m. to 6:00 p.m., Thursday 10:00 a.m. to 6:00 p.m., Friday 12:00 p.m. to 6:00 p.m. and closed on Saturday and Sunday.
Site 11

Southwest Chatham Library – 14097 Abercorn Street, Savannah, Georgia 31419.

Two story library consisting of 49,500 square feet with approximately 48,500 square feet of serviceable area. The library consists of vestibules, hallways, office space, restrooms, meeting space, 1 elevator, stairwells, glass space and main media areas. To be cleaned 7 days a week.

This library is open Monday – Tuesday 10:00 a.m. to 8:00 p.m., Wednesday – Friday 10:00 a.m. to 6:00 p.m., Saturday 10:00 a.m. to 4:00 p.m. and Sunday 2:00 p.m. to 6:00 p.m.

Site 12

Tybee Library – 405 Butler Avenue, Tybee Island, Georgia 31328.

Single story library consisting of 4,000 square feet with approximately 3,500 square feet of serviceable area. The library consists of a lobby area, restrooms, office space, main media areas and a meeting room. To be cleaned 2 days a week.

This library is open Monday 1:00 p.m. to 6:00 p.m., Tuesday – Wednesday 10:00 a.m. to 6:00 p.m., Thursday 2:00 p.m. to 5:00 p.m., Friday 1:00 p.m. to 6:00 p.m., Saturday 10:00 a.m. to 2:00 p.m. and closed on Sundays.

Site 13

W. W. Law Library – Co-located at W. W. Law Regional Center, 909 East Bolton Street, Savannah Georgia 31401.

Single story library consisting of 900 square feet with approximately 700 square feet of serviceable area. The library consists of a single room with a media area and a computer lab area. To be cleaned 2 days a week.

This library is open Monday 2:00 p.m. to 6:00 p.m. (Summer 10:00 a.m. to 2:00 p.m.), Tuesday – Thursday 10:00 a.m. to 6:00 p.m., Friday 2:00 p.m. to 6:00 p.m. and closed on Saturday and Sunday.
Site 14

West Broad Library – Co-located at West Broad YMCA, 1110 May Street, Savannah, Georgia 31415.

Single story library within the West Broad YMCA consisting of 1,100 square feet with 950 square feet of serviceable area. The library consists of a single room with a media area and a computer lab area. To be cleaned 2 days a week.

This library is open Monday 2:00 p.m. to 6:00 p.m., Tuesday – Thursday 10:00 a.m. to 6:00 p.m., Friday 2:00 p.m. to 6:00 p.m. and closed Saturday and Sunday.

ALTERNATE #2
Annual cost for floor care cleaning twice a year.
All Sites Floor Care – Carpet and Tile – Emergency Spot and Spill removal.
Buff and top coat, Carpet Deep Cleaning and Sanitizing, Floor Tile strip and finish.
4.0 General Requirements:

4.1 Supplies and Equipment provided by the Contractor: Contractor will provide all chemicals, cleaning equipment, cleaning products, mops, brooms, buckets, and other items necessary to accomplish cleaning in an acceptable manner.

4.2 Supplies provided by Live Oak Public Libraries: paper hand towels (roll or multi-fold), hand soap (liquid), and rolled toilet paper only.

4.3 Personnel Screening and Training:

A. Contractor personnel must be experienced or trained in proper custodial/janitorial procedures, methods, and materials. The Contractor may be required to submit documentation of any employee’s training to the Contract Administrator. Failure to provide documentation or use of inadequately trained personnel may be grounds for termination of the contract.

B. Contractor personnel are to wear clean uniforms and/or acceptable clothing for work being performed.

C. Contractor personnel must be readily identified as an employee of the Contractor by wearing a clearly visible ID Badge with his/her picture, employee’s full name, and Contractor’s company name.

D. Contractor personnel must not have a criminal history or have been convicted of a felony.

E. A criminal background investigation report shall be conducted on each employee by a credible law enforcement agency upon award of Contract. Contractor and each of his employees shall sign a “Background Investigation Release Form”. Contractor shall immediately notify Live Oak Public Libraries of any “New” employees hired during the duration of the contract. No “New” employee will be allowed to report to any contracted job site prior to the completion of a “Background Investigation Report”.

F. A list of all employees must be given in advance to the Director of Facilities of each employee working at Live Oak Public Libraries.

G. Contractor personnel must be 18 years of age or older unless prior approval is obtained by Live Oak Public Libraries.
4.4 Contractor Supervisor Personnel Duties

A. The Contractor shall be responsible for supervisors and direction of the work performed by his/her employees and shall at all times provide a manager or crew leader on the premises to carry out the responsibility. The manager or crew leader shall have the authority to act as agent for the Contractor in his/her absence, and shall be fully qualified to implement the contract specifications.

In addition to providing a responsible premises manager or crew leader, the Contractor shall ensure that a principle of the firm or upper manager visits the site for inspection purposes and meets with the Contract Administrator at least once in each calendar quarter.

B. Supervisory personnel will handle any complaints, problems, and/or requests that may occur on a daily basis.

C. Supervisory personnel shall check all areas to insure quality requirements of each task performed are in accordance with the specifications stated herein.

D. Supervisory personnel will be responsible for training, instilling discipline, and insuring that all security standards are observed and enforced.

E. Supervisory personnel will be responsible for verifying cleaning personnel performs all monthly, quarterly, semi-annual, and annual tasks in compliance with specifications and as per the schedule stated herein. **Contractors’ failure to submit Task Performance Sheets as per the Designated Schedule stated herein may result in termination of contract.**
5.0 Security Provisions

5.1 The following rules, regulations, and policies will be strictly enforced. Failure to do so, or a gross violation of any security procedure, shall be grounds for cancellation of this contract.

5.2 **Key Security**: All keys and security codes will be issued to the Contractor who shall control access to them and shall not make copies. A fee will be charged for the loss of any keys or the cost of changing locks or security codes caused by loss, improper dissemination, or misuse of keys or codes. The decision as to whether locks require changing rests solely with the Contract Administrator.

The Contractor will be responsible for acting in accordance with security guidelines provided by the Contract Administrator while entering, exiting, and cleaning.

5.3 The Contractor shall be responsible for instructing his/her employees in all safety measures. All equipment used by the Contractor shall be maintained in safe operating condition at all times, free from defects or wear which may in any way constitute a hazard to any person on Library property. All electrical equipment will be properly grounded. All employees will wear proper personal protective equipment while working on Library premises.

5.4 The Contractor shall furnish and maintain on premises SDS sheets on all chemicals utilized by the Contractor in the work.

5.5 Security of Building Doors, Windows & Lights:

A. Contractor is responsible for securing (locking up) all entrance and exit doors if building is void of office personnel at the end of the work shift.

B. Contractor to secure all interior doors to office areas, storerooms and/or other designated areas that are normally secured.

C. Contractor to secure all open windows.

D. Contractor to turn off all non-standing lights if area is void of office personnel at the end of the work shift.
6.0 Scope of work/cleaning requirements – offices and room areas:

Included are all office areas, shared work rooms, auditoriums, conference rooms, stairwells, and corridor spaces adjacent to these areas.

6.1 Task #1 (Daily): Empty wastebaskets and remove trash to designated disposal area. Supply wastebaskets with fresh liners.

6.2 Task #2 (Daily): Vacuum traffic pattern areas. Extend the vacuum to remove obvious dirt from around and under furniture.

6.3 Task #3 (Daily): Damp mop all hard and resilient floors. Rinse mop bucket to ensure clean water is being used. Clean baseboards of dust and dirt.

6.4 Task #4 (Daily): Dust all unobstructed desks, furniture, filing cabinets, chairs and tables. Low dust all horizontal surfaces including sills, ledges, molding, shelves, picture frames, etc., except books shelves. Clean glass desk tops.

6.5 Task #5 (Daily): Spot clean walls, light switches, and doors.

6.6 Task #6 (Weekly): Damp mop and burnish all hard and resilient flooring.

6.7 Task #7 (Weekly): Clean hard surfaces of all furniture. Brush or vacuum upholstery.

6.8 Task #8 (Weekly): High dust all above hand height, all horizontal surfaces, including shelves, ledges, moldings, etc. (except book shelves).

6.9 Task #9 (Weekly): Thoroughly dust all vertical surfaces and under surfaces, including shelves, ledges, moldings, etc. (including book shelves).

6.10 Task #10 (Weekly): Spot clean interior door and partition glass.

6.11 Task #11 (Weekly): Scrub and rinse with clear water all ceramic tile flooring and baseboards.

6.12 Task #12 (Weekly): In auditoriums move chairs, vacuum entire carpet area.

6.13 Task #13 (Weekly): Dust or vacuum venetian blinds and vents.
7.0 Scope of work/cleaning requirements-public rooms:

Included are all reading rooms, study rooms, book stack areas, checkout desk areas, and information desk areas.

7.1 Task #1 (Daily): Empty wastebaskets and remove trash to designated disposal area. Supply wastebaskets with fresh liners.

7.2 Task #2 (Daily): Vacuum traffic pattern areas and extend the vacuum to remove obvious dirt from around and under furniture and in aisles between book stacks.

7.3 Task #3 (Daily): Damp mop all hard and resilient floors. Rinse mop bucket to ensure clean water is being used.

7.4 Task #4 (Daily): Dust all unobstructed desks, counters, furniture, filing cabinets, chairs, and tables. Low dust all horizontal surfaces including sills, ledges, moldings, shelves, picture frames, etc., except book shelves. Clean glass desk tops.

7.5 Task #5 (Daily): Spot clean walls, light switches, and doors.

7.6 Task #6 (Daily): Spot clean all interior doors and partition glass.

7.7 Task #7 (Weekly): Damp mop and burnish all hard and resilient flooring.

7.8 Task #8 (Weekly): Clean hard surfaces of all furniture. Brush or vacuum upholstery.

7.9 Task #9 (Weekly): High dust all above hand height, all horizontal surfaces, including shelves, ledges, moldings, etc., except book shelves.

7.10 Task #10 (Weekly): Scrub and rinse with clear water all ceramic tile flooring and baseboards.

7.11 Task #11 (Weekly): Dust visible portions of book shelves (areas not covered by books) and shelves that do not have books on them.

7.12 Task #12 (Weekly): Dust or vacuum venetian blinds and vents.
8.0 Scope of work/cleaning requirements-entrances, lobbies, and main corridors:

8.1 Task #1 (Daily): Empty wastebaskets and remove trash to designated disposal area. Supply wastebaskets with fresh liners.

8.2 Task #2 (Daily): Sweep and remove litter from exterior walkway immediately in front of main entrance.

8.3 Task #3 (Daily): Clean both sides of glass in entry doors. Clean glass on directory and announcement boards. Spot clean all interior doors and partition glass.

8.4 Task #4 (Daily): Vacuum traffic pattern areas and extend the vacuum to remove obvious dirt from around and under furniture.

8.5 Task #5 (Daily): Damp mop all hard and resilient floors. Clean baseboards. Rinse mop bucket to ensure clean water is being used.

8.6 Task #6 (Daily): Dust all unobstructed desks, counters, furniture, filing cabinets, chairs, and tables. Low dust all horizontal surfaces including sills, ledges, moldings, shelves, picture frames, etc., except book shelves. Clean glass desk tops.

8.7 Task #7 (Daily): Spot clean walls, light switches, and doors.

8.8 Task #8 (Daily): Clean hard surfaces of all furniture. Brush or vacuum upholstery.

8.9 Task #9 (Daily): Damp mop and burnish all hard and resilient flooring.

8.10 Task #10 (Weekly): High dust all above hand height, all horizontal surfaces, including shelves, ledges, moldings, etc. (except book shelves).

8.11 Task #11 (Weekly): Clean and polish metal door thresholds.

8.12 Task #12 (Weekly): Scrub and rinse with clear water all ceramic tile flooring and baseboards.

8.13 Task #13 (Weekly): Dust or vacuum venetian blinds and vents.
9.0 Scope of work/cleaning requirements-restrooms:

9.1 Task #1 (Daily): Empty wastebaskets and remove trash to designated disposal area. Supply wastebaskets with fresh liners.

9.2 Task #2 (Daily): Sweep and wet mop floor using a disinfecting cleaner. Clean baseboards using a disinfecting cleaner.

9.3 Task #3 (Daily): Clean all fixtures, commodes, urinals, washbasins, waste receptacles, dispensers, and changing tables, using a disinfecting cleaner.

9.4 Task #4 (Daily): Fill all supply dispensers.

9.5 Task #5 (Daily): Spot clean other surfaces and remove any graffiti.

9.6 Task #6 (Daily): Damp wipe the full surface area of all stall partitions, doors, window frames, and waste receptacles using a disinfecting, deodorizing cleaner.

9.7 Task #7 (Weekly): Descale all fixtures, commodes, urinals, and washbasins Remove all rings and surface stains.

10.0 Scope of work/cleaning requirements-drinking fountains:

10.1 Task #1 (Daily): Clean and disinfect drinking fountains.

10.2 Task #2 (Weekly): Remove all scale and stains and thoroughly clean the fountain.

11.0 Scope of work/cleaning requirements-elevators:

11.1 Task #1 (Daily): Clean all stainless steel inside and out, including bottoms plates, floor indicators, and all other stainless items.

11.2 Task #2 (Daily): Clean cab walls as necessary.

11.3 Task #3 (Daily): Clean threshold/door track, removing foreign matter from crevices.

11.4 Task #4 (Daily): Damp mop all hard and resilient floors.

11.5 Task #5 (Daily): Vacuum carpeted floors.

11.6 Task #6 (As needed): Remove and clean ceiling light cover and lattice. Properly reinstall all components.
12.0 Scope of work/cleaning requirements-stairwells:

12.1 Task #1 (Daily): Sweep all stair treads and landings.

12.2 Task #2 (Daily): Damp mop rubber stair treads and resilient floors.

12.3 Task #3 (Daily): Wipe down all Handrails with disinfectant.

12.4 Task #3 (Daily): Vacuum all carpet and floor mats.

12.5 Task #4 (Daily): Spot clean walls, light switches, and doors.

12.6 Task #5 (Weekly): Dust all furniture, filing cabinets, chairs and tables. Low dust all horizontal surfaces including sills, ledges, moldings, shelves, picture frames, etc.

13.0 Scope of work/cleaning requirements-break rooms:

13.1 Task #1 (Daily): Empty wastebaskets and remove all trash to designated disposal area. Supply wastebaskets with fresh liners.

13.2 Task #2 (Daily): Remove chairs from floor. Sweep or vacuum entire floor.

13.3 Task #3 (Daily): Damp mop all hard and resilient floors. Replace chairs on floor. Rinse mop bucket to ensure clean water is being used.

13.4 Task #4 (Daily): Damp wipe table tops, counter tops and hard chair seats.

13.5 Task #5 (Daily): Clean sinks and fixtures. Clean stainless-steel fixtures.

13.6 Task #6 (Daily): Dust chairs and tables. Low dust all horizontal surfaces including sills, ledges, moldings, shelves, picture frames, etc.

13.7 Task #7 (Daily): Spot clean walls, light switches and doors.

13.8 Task #8 (Daily): Damp mop and burnish all hard and resilient flooring. Rinse mop bucket to ensure clean water is being used.

13.9 Task #9 (Daily): Thoroughly clean microwave ovens and refrigerator.

13.10 Task #10 (Weekly): Clean and disinfect waste receptacles.

13.11 Task #11 (Weekly): High dust all above hand height and horizontal surfaces, including shelves, ledges, moldings, etc.
13.12 Task #12 (Weekly): Thoroughly dust all vertical surfaces and under surfaces of
furniture (chair rungs and legs, table legs, etc).


14.0 Scope of work/cleaning requirements-Day porter Daily task:
14.1 Task #1 Morning check and remove exterior trash and debris.
14.2 Task #2 Respond to unexpected spills and other cleaning crises.
14.3 Task #3 Restock restrooms and maintain cleanliness.
14.4 Task #4 Wipe down front entrance area including glass and doors.
14.5 Task #5 Noon check exterior waste cans and front entrance for trash and debris.
14.6 Task #6 Moves and setups and tear downs as needed
14.7 Task # 7 Remove stains on various surfaces.

15.0 Quality Standards

15.1 Frequency: Frequency requirements are minimum requirements. All tasks are to be
performed at least as frequently as specified and as needed to maintain a clean
condition.

15.2 In general, the achievement of the desired standard of cleanliness will result in an
almost complete absence of visible soil. In order to maintain the facilities in this
condition, Contractor will immediately remove any visible soil which is found as a
result of his inspection. For purposes of definition, absence of visible soil shall be
as follows:

A. Absence of dust on horizontal and vertical surfaces of floors, walls,
ledges, furniture, and equipment.

B. Absence of litter and trash on floor and horizontal surfaces.

C. Absence of finger marks, spots, and soil build-up on walls, partitions,
doors, dividers, etc.
D. Absence of encrustation, soil, and wax build-up on floors, particularly in corners, along baseboards, around door jambs, and around furniture and equipment legs and bases.

E. Absence of soil, scale and stain on restroom fixtures, drains, taps, faucets, soap dispensers, paper dispensers, hand dryers, changing tables, stalls, mirrors, ledges, and drinking fountains.

F. Absence of soil, stain, and scale on restroom floors and baseboards. Tile and grout maintained free of stain and buildup.

G. Absence of dust, lint, and litter on upholstered furniture.

H. Absence of soil, litter, dust and encrustation on furniture and equipment surfaces and legs.

I. Absence of soil, litter, dust, and encrustation in urns, wastebaskets, and trash containers.

J. Absence of marks, spots, stains, and streaks on glass and mirrors.

K. Absence of soil and dust on window blinds, shades, sills, frames and ledges.

L. Absence of other visible soil and cobwebs on horizontal surfaces, including ceilings.

M. Absence of trash in building.

N. Absence of soil, litter, dust and spots on all carpets, mats and floors.

O. Absence of streaks, spots, scale and stain from all bright work. All bright work shall be polished dry.

15.3 **Solid Waste Collection:** All solid waste in the building shall be collected and removed to designated disposal areas.

15.4 **Damp Mopping:** Floors shall be free of streaks, mop strand marks, and skipped areas. Walls, baseboards, and other surfaces shall be free of splashing and markings from the equipment.

15.5 **Wet Mopping:** Floors shall be free of streaks, mop strands, and skipped areas. Walls, baseboards, and other surfaces shall be free of splashing and markings from
the equipment. Mops and buckets shall be emptied and thoroughly rinsed immediately after use in restrooms and before use in any other area.

15.6 **Furniture Moving:** Where it is necessary for the Contractor to move furniture and furnishings, it shall be done with extreme care and shall be replaced.

15.7 **Graffiti Removal:** Graffiti shall be removed with the mildest cleaning agent possible. Contractor shall provide cleaning staff with a series of progressively stronger graffiti removal agents, and cleaning staff will use the agents in series, progressing from the mildest to strongest, stopping when graffiti is removed. Graffiti which cannot be removed without damage to the underlying finish shall be reported immediately to the Contract Administrator.

15.8 **Custodial Closets:** Closets shall be maintained in a clean, orderly, and safe condition at all times.

15.9 **Contractor's Equipment:** Contractor's equipment shall be stored only in areas designated by the Contract Administrator. Equipment shall be stored in a clean, orderly, and safe condition and identified as contractor with the name of the company.

15.10 **Materials and Equipment:** The Contractor shall use cleaning products and equipment which are effective and safe for fixtures, furnishings and finishes in their particular applications. The Contract Administrator may require Contractor to select an alternative cleaning product or piece of equipment if the use of that particular product or piece of equipment is ineffective or tends to cause damage to or deterioration of fixtures, furnishings or finishes in the use being made of it.

15.11 **Level of Care:** Contractor shall exercise due care at all times to ensure that cleaning products and practices do not cause damage to finishes, furnishings or fixtures. Contractor shall restore to good condition any fixtures damaged by lack of due care in the activities of Contractor employees.

### 16.0 Default/Termination of Contract:

16.1 **Damage to Library Property:** Responsibility for damage or theft of library property directly caused by the Contractor during the janitorial operations shall be assumed by the Contractor. Contractor will be responsible for the cost of any polygraph test which is required as a result of damage or theft.

16.2 **Default by Contractor:** The Contractor may be declared in default and contract may be terminated by Live Oak Public Libraries within seven (7) days of written notice for the following reasons:

A. Failure of the Contractor to maintain a satisfactory level of performance.
B. Failure of the Contractor to start work within the time frame stated in the Notice to Proceed.

C. Failure of the Contactor to pay for materials and supplies used under this contract.

D. Insolvency of the Contractor.

16.3 Termination by Live Oak Public Libraries: The Library at its option and discretion may, terminate the contract at any time, in whole or in part, without any default on the part of the Contractor, by giving written notice to the Contractor at least 30 days prior to the effective date of the termination.

16.4 Termination by the Contractor: The Contractor may terminate this contract by giving thirty (30) calendar days written notice. The library reserves the right to accept or reject a termination notice submitted by the Contractor, and no such termination notice submitted by the Contractor shall become effective unless and until the Contractor is notified in writing by the library of its acceptance.

17.0 Insurance Requirements:

17.1 The Contractor shall procure and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his Agents, Representatives and Employees. The cost of such insurance shall be included in the Contractor's bid. Prior to the commencement of any work the Contractor shall obtain and furnish certificates of insurance to the library indicating lines of coverage.

18.0 Reference Requirement:

18.1 Four (4) references are required of work completed within the last 24 months, and are to be included with this solicitation.

18.2 References are to consist of Company Name, Address, Phone Number, Contact Person, and dates work was completed as per Attachment "A".
19.0 Billing/Invoices

19.1 Original invoices are to be mailed to:

Live Oak Public Libraries
2002 Bull Street
Savannah, GA 31401
Attn: Director of Facilities

19.2 Invoices will contain the monthly cost as listed on bid submission.

19.3 Live Oak Public Libraries reserves the right to conduct periodic audits to insure compliance with the contract terms. In general, the audit will consist of a review of invoices. Each invoice will be reviewed for proper service pricing along with appropriate support documentation.

20.0 Submittal Requirements:

The document listed below shall be furnished with bid submission. FAILURE TO ATTACH THE REQUIRED DOCUMENTATION MAY RESULT IN DISQUALIFICATION OF BID.

A. County tax certificate as specified in Section 1.2 (Page 1).

B. Certification of insurance as specified in Section 16.0 (Page 15).

C. Equipment inventory listing as specified in Section 1.4 (Page 1).

D. Listing of shop personnel who will be committed to this Contract which identifies the job title and years of custodial experience by each employee.

E. References as specified in Section 17.0 (Page 16).
Attachment “A”
References

Company Name: ________________________________

Total Square Footage of Area(s) Serviced: ________________________________

Address: ________________________________

City: __________________ State: ________ Zip Code: ________

Contact Person: ________________________________

Phone Number: ________________________________

Company Name: ________________________________

Total Square Footage of Area(s) Serviced: ________________________________

Address: ________________________________

City: __________________ State: ________ Zip Code: ________

Contact Person: ________________________________

Phone Number: ________________________________

Company Name: ________________________________

Total Square Footage of Area(s) Serviced: ________________________________

Address: ________________________________

City: __________________ State: ________ Zip Code: ________

Contact Person: ________________________________

Phone Number: ________________________________
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<thead>
<tr>
<th>#</th>
<th>Building Name</th>
<th>Building Address</th>
<th>Occupancy</th>
<th>Estimate Area (Sq. Ft.)</th>
<th>Estimate Cleanable Areas (Sq. Ft.)</th>
<th>Frequency (Days/Week)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Bull Street</td>
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<td>Library Main Office</td>
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<tr>
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<td>Carnegie</td>
<td>537 East Henry Street, Savannah, GA 31401</td>
<td>Library</td>
<td>4,262</td>
<td>3500</td>
<td>2</td>
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<td>3</td>
<td>Forest City</td>
<td>1501 Stiles Avenue, Savannah, GA 31415</td>
<td>Library</td>
<td>6,800</td>
<td>6,000</td>
<td>2</td>
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<tr>
<td>4</td>
<td>Garden City</td>
<td>104 Sunshine Avenue, Garden City, GA 31405</td>
<td>Library</td>
<td>16,000</td>
<td>15,500</td>
<td>3</td>
</tr>
<tr>
<td>5</td>
<td>Islands</td>
<td>50 Johnny Mercer Boulevard, Savannah, GA 31410</td>
<td>Library</td>
<td>16,000</td>
<td>15,500</td>
<td>3</td>
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<tr>
<td>6</td>
<td>Oglethorpe Mall</td>
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<td>15,000</td>
<td>14,000</td>
<td>6</td>
</tr>
<tr>
<td>7</td>
<td>Pooler</td>
<td>216 South Rogers Street, Pooler, GA 31322</td>
<td>Library</td>
<td>6,800</td>
<td>6,000</td>
<td>3</td>
</tr>
<tr>
<td>8</td>
<td>Port City</td>
<td>3501 Houlihan Avenue, Savannah, GA 31408</td>
<td>Library</td>
<td>5,860</td>
<td>5,000</td>
<td>2</td>
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<tr>
<td>9</td>
<td>Southwest Chatham</td>
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<td>10</td>
<td>Tybee</td>
<td>405 Butler Avenue, Tybee Island, GA 31328</td>
<td>Library</td>
<td>4,000</td>
<td>3,000</td>
<td>2</td>
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<tr>
<td>11</td>
<td>W.W. Law</td>
<td>Co-located at W. W. Law Regional Center 909 East Bolton Street, Savannah, GA 31401</td>
<td>Library</td>
<td>912</td>
<td>850</td>
<td>2</td>
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<tr>
<td>12</td>
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**Effingham County**

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<th>Estimate Area (Sq. Ft.)</th>
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<th>Frequency (Days/Week)</th>
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<tr>
<td>13</td>
<td>Rincon</td>
<td>17th Street &amp; Highway 21, Rincon, GA 31326</td>
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<td>14</td>
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<td>810 Highway 119 South, Springfield, GA 31329</td>
<td>Library</td>
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**Liberty County**

<table>
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<th>Frequency (Days/Week)</th>
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<tr>
<td>15</td>
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<tr>
<td>16</td>
<td>Midway-Riceboro</td>
<td>9397 East Oglethorpe Highway, Midway, GA 31320</td>
<td>Library</td>
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# Live Oak Public Libraries - FY2020 Quote

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<th>Cleaning Schedule</th>
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<tr>
<td>*</td>
<td>Alternate 1 Day Porter</td>
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<td>2</td>
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<td>4</td>
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<td></td>
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<td>11</td>
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<td></td>
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<tr>
<td>13</td>
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<td>16,000</td>
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<td>Address</td>
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<td>8</td>
<td>Port City</td>
<td>3501 Houlihan Ave, Savannah Georgia 31408</td>
<td>5,860</td>
<td>5,000</td>
<td>2 Annually</td>
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<td>9</td>
<td>Southwest</td>
<td>14097 Abercorn Street, Savannah Georgia 31419</td>
<td>49,500</td>
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<td>10</td>
<td>Tybee</td>
<td>405 Butler Ave, Tybee Island Georgia 31328</td>
<td>4,000</td>
<td>3,500</td>
<td>2 Annually</td>
</tr>
<tr>
<td>11</td>
<td>WW Law</td>
<td>909 East Bolton Street, Savannah Georgia 31401</td>
<td>912</td>
<td>850</td>
<td>2 Annually</td>
</tr>
<tr>
<td>12</td>
<td>West Broad</td>
<td>1110 May Street, Savannah Georgia 31415</td>
<td>1,100</td>
<td>950</td>
<td>2 Annually</td>
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**LIBERTY** Alternate Floor Carpet and Tile Cleaning

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<th>Location</th>
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<th>Square Feet</th>
<th>Clean Square Feet</th>
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<td>21,500</td>
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<td>Emergency</td>
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<tr>
<td>14</td>
<td>Midway</td>
<td>9397 East Oglethorpe HWY, Midway Georgia 31320</td>
<td>1,188</td>
<td>950</td>
<td>2 Annually</td>
<td>Emergency</td>
<td>Spot Clean</td>
</tr>
</tbody>
</table>
Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)

The undersigned contractor ("Contractor") executes this Affidavit to comply with O.C.G.A § 13-10-91 related to any contract to which Contractor is a party that is subject to O.C.G.A. § 13-10-91 and hereby verifies its compliance with O.C.G.A. § 13-10-91, attesting as follows:

a) The Contractor has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program;

b) The Contractor will continue to use the federal work authorization program throughout the contract period, including any renewal or extension thereof;

c) The Contractor will notify the public employer in the event the Contractor ceases to utilize the federal work authorization program during the contract period, including renewals or extensions thereof;

d) The Contractor understands that ceasing to utilize the federal work authorization program constitutes a material breach of Contract;

e) The Contractor will contract for the performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the Contractor with the information required by O.C.G.A. § 13-10-91(a), (b), and (c);

f) The Contractor acknowledges and agrees that this Affidavit shall be incorporated into any contract(s) subject to the provisions of O.C.G.A. § 13-10-91 for the project listed below to which Contractor is a party after the date hereof without further action or consent by Contractor; and

g) Contractor acknowledges its responsibility to submit copies of any affidavits, drivers' licenses, and identification cards required pursuant to O.C.G.A. § 13-10-91 to the public employer within five business days of receipt.

________________________________________  _________________
Federal Work Authorization User Identification Number  Date of Authorization

________________________________________  _______________________
Name of Contractor  Name of Project

________________________________________
Name of Public Employer

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

Executed on _________, _____, 20_____ in _______________ (city), __________ (state).

________________________________________
Signature of Authorized Officer or Agent

________________________________________
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _______ DAY OF ___________, 20_____.

NOTARY PUBLIC
My Commission Expires: ________________________