



Scott Justus
Assistant Superintendent

White County School System
136 Warriors Path
Cleveland, GA 30528
Phone: (706) 865-2315
Fax: (706) 865-7784

MEMORANDUM

TO: Facilities Support Services Providers

FROM: Scott Justus, Assistant Superintendent

DATE: March 14, 2024

SUBJECT: Proposals for Contract Services for the White County School District

You are invited to submit a proposal to the White County Board of Education for comprehensive facilities support services for the White County School District. Services are outlined in the attached "Request for Formal Proposals (RFP)".

Sealed proposals are due and will be opened in the Superintendent's Office on April 18, 2024, by 10:00 AM. An award will not be made at that time. All open Requests for Proposals will be presented for the Board's consideration and vote on April 25, 2024.

Please mark "**Facilities Support Services Proposal**" on the outside of the envelope.

The bid will be for a three (3) year contract beginning July 1, 2024, through June 30, 2027. Proposers will submit a copy of liability and workers' compensation insurance. This will be requested each year the contract is in force.

The Board of Education reserves the right to reject any/all proposals. It also reserves the right to cancel the agreement with the successful proposer at any time the work does not meet our expectations or specifications.

If you need further information, please call Scott Justus at (706) 865-2315 Ext. 1812.

White County School District

Request for Formal Proposal

For

Comprehensive Facilities Support Services Agreement

**July 1, 2024
through
June 30, 2027**

Table of Contents

PRICE PROPOSAL BREAKDOWN SHEET	5
Article 1 Purpose of Request for Proposal	7
Article 2 Nature of Proposal	7
Article 3 Program Requirements	7
3.1 General	7
3.2 Personnel	7
3.3 Safety	8
3.4 Security	8
3.5 Damage	8
3.6 Insurance	9
3.7 Costs to be paid by Proposer	9
ARTICLE 4 Indemnification	10
ARTICLE 5 District's Responsibilities	10
5.1 White County School Representative	10
5.2 Billing and Payment Terms	10
5.3 Agreed Upon Service	10
ARTICLE 6 Schedule of Services Provided	10
6.1 Custodial Services	10
6.2 Electrical Services	11
6.3 HVAC Services	11
6.4 Plumbing Services	11
6.5 General Repair Services	11
6.6 General Landscape Maintenance Services	12
6.7 Athletic Field Maintenance Services	12
6.8 Pest Control Maintenance Services	12
6.9 Energy Management Services	12
6.10 Other Services	12
Article 7 Special Requirements for the Submission of a Proposal	13
7.1 Bid Bond	13
7.2 Qualifications	13
7.3 Copies of Proposal	13
7.4 Format of Proposal	13
7.5 Acceptance/Rejection of Proposals	13
Article 8 Contract	14
8.1 Award	14

8.2 Termination/Cancellation	14
8.3 Performance Bond	14
Article 9 Cleaning Schedule	14
9.1 Classrooms	14
9.2 Offices	15
9.3 Work Areas	16
9.4 Media Center	16
9.5 Corridors	17
9.6 Restrooms/Dressing Rooms	17
9.7 Multi-Purpose Room/Gymnasium	18
9.8 Cafeteria	18
9.9 Day Porter Responsibilities	18
9.10 Night Porter Responsibilities	19
Article 10 Energy Conservation Guidelines	19
10.1 Objectives	19
10.2 Responsibilities	19
10.3 General	19
10.4 Air Conditioning Equipment	20
10.5 Heating Equipment	20
Article 11 WCHS Athletic Field Specifications	20
11.1 Turf Management	20
11.2 Fertilization/Weed Control	21
11.3 Top-Dressing/Aeration/Overseeding	21

PRICE PROPOSAL BREAKDOWN SHEET

(First three (3) pages must be completed and submitted with the proposal)

Company Name: _____

Company Address: _____

Contact Person(s): _____

Phone #:

E-mail Address:

Signature of Authorized Person _____

The White County Board of Education reserves the right to eliminate one or more schools from the Proposal packet before a contract is signed on any portion.

Please provide a list of at least three references. Include the most recent school system district under whom you have worked.

Please provide a detailed proposal for a three-year period as follows on the attached forms.

COST BREAKDOWN BY FACILITY

Jack P. Nix Primary School

	2024-2025	2025-2026	2026-2027	Total
Total Annual Price				

Tesnatee Gap Elementary

	2024-2025	2025-2026	2026-2027	Total
Total Annual Price				

Mt. Yonah Elementary School

	2024-2025	2025-2026	2026-2027	Total
Total Annual Price				

Mossy Creek Elementary School

	2024-2025	2025-2026	2026-2027	Total
Total Annual Price				

White County Middle School

	2024-2025	2025-2026	2026-2027	Total
Total Annual Price				

White County High School

	2024-2025	2025-2026	2026-2027	Total
Total Annual Price				

Board Office Facilities

	2024-2025	2025-2026	2026-2027	Total
Total Annual Price				

Warrior Academy

	2024-2025	2025-2026	2026-2027	Total
Total Annual Price				

Performing Arts Center (PAC)

	2024-2025	2025-2026	2026-2027	Total
Total Annual Price				

Grand Total for 3-Year Period

2024-2025	2025-2026	2026-2027	3-Year Total Proposal Amount

**WHITE COUNTY SCHOOL DISTRICT
COMPREHENSIVE FACILITIES SUPPORT SERVICES PROGRAM
“REQUEST FOR FORMAL PROPOSAL”**

Article 1 Purpose of Request for Proposal

The purpose of this Request for Proposal is to solicit proposals from qualified proposers for a comprehensive facilities support services program for the White County School District.

Article 2 Nature of Proposal

Each interested proposer shall be responsible for the review of information contained herein, other information that may be requested, and other efforts as necessary for the submission of a comprehensive proposal that will represent the proposer’s best offer as a supplier of comprehensive facilities support services for the White County School District. **The proposal must clearly illustrate the ability of the proposer to successfully perform ALL tasks in the schedule of services, without exception.**

Each proposal shall contain two complete, separately bound copies and one electronic copy in a PDF.

Article 3 Program Requirements

3.1 General

The proposer shall provide comprehensive facilities support services as required for the White County School District facilities, which serve students and faculty 6:00 AM to 11:00 PM, Monday through Friday each week. The proposer must have personnel available and able to respond as needed 24 hours a day, seven days a week, and 365 days a year within 15-30 minutes.

3.2 Personnel

All matters about recruitment, screening, testing, hiring, training and certifying, management, and direction of personnel employed by the Proposer to supply and carry out Services for the District shall be the exclusive responsibility and liability of the Proposer. The proposer will take all measures required by law to assure all Proposer employees who provide Services under this Agreement shall comply with all applicable state and federal laws, ordinances, rules, and regulations in the performance of Services provided under this Agreement, including, but not limited to, all applicable District policies and procedures, rules and regulations in effect at the time, all federal and state laws governing appropriate employment, visa, and work authorization.

Only those employees who have been properly trained, screened, certified, and acceptable to District shall be assigned duties under this Contract. Work involving specialty trades should only be performed by or under the direct supervision of licensed tradesmen.

All personnel shall be dressed in a manner authorized by the Proposer. The personnel shall be neat and clean in appearance. Uniforms shall be worn that fully identify the worker as a member of the Proposer's workforce, including a photo ID badge.

No employee who has a police record other than minor traffic violations may be assigned duties under this contract. The proposer shall be responsible for the submission of a police clearance record within 24 hours upon request.

A copy of the background (criminal and sexual abuse registry) check for all persons employed shall be provided to the Personnel Department of the White County School District before employment. All employees must be checked every three years.

The proposer will pay at least the greater of the federal minimum wage, or \$12.50 per hour. The proposer will pay all taxes on employees as required by law.

Any employee whose work habits and/or conducts are deemed objectionable shall be removed from the workforce upon request of the authorized White County School representative.

3.3 Safety

The Proposer shall be responsible for the training as necessary to facilitate safe conditions for the employees and the White County School District's students, staff, and faculty.

3.4 Security

The Proposer shall be responsible for training employees in the security requirements of the White County School District and shall be responsible for the enforcement of the same. The school district's security requires that the Proposer provide the Personnel Department of the White County School District with a list of all personnel hired by name, social security number, date of birth, sex, race, address, and work location.

1. The Proposer shall be responsible for safeguarding against loss, theft, or damage of all White County School District property, materials, equipment, and accessories that might be exposed to the Proposer's personnel.
2. Keys, which will be required by the Proposer and employees, will be approved by the Administration of the White County School District.

3.5 Damage

The proposer shall be responsible for the repair/replacement to the satisfaction of the White County School District representative of any damage to the facilities caused by any employee of the contract.

3.6 Insurance

Proposer shall procure and maintain during the term of this Agreement, at Proposer's sole expense, the following insurance coverage:

1. Workers Compensation and Employee Liability Insurance – Covering obligations imposed by federal and state statutes with jurisdiction of Proposer's employees, and otherwise having limits of \$1,000,000.
2. Property Insurance – Covering Proposer's equipment and other personal property now or hereafter located on or in District's facilities against "all-risk" of loss with an amount at least equal to replacement value. "All Risk" shall mean a minimum coverage for special causes of loss perils.
3. Commercial General Liability Insurance - Providing coverage for the Proposer's operations and minimum limits of liability shown below.

Limits:	Each Occurrence:	\$1,000,000
	General Aggregate:	\$5,000,000
	Products-Completed Operations Aggregate:	\$1,000,000

Limits:	Each Occurrence:	\$1,000,000
	Personal & Advertising Injury:	\$1,000,000
	Automobile Liability:	\$1,000,000

4. Umbrella Liability Insurance - Providing excess coverage over underlying commercial general liability, automobile liability and employer's liability policy with limits of at least \$3,000,000 per occurrence/aggregate.
5. Employee Theft Coverage
 - A. The acts of the Proposer's employees have a limit of at least \$1,000,000.
 - B. The proposer shall furnish a certificate of insurance to the District clearly evidencing the above coverage and identifying the District as an additional insurer.
 - C. Waiver of Rights of Recovery and Waiver of Rights of Subrogation – Proposer waives all rights of recovery against District for loss or damage to the extent covered by any insurance maintained by District. The proposer further waives and shall cause its respective insurance carriers to waive all rights of subrogation for loss or damage covered by any insurance maintained by the District. If any of the policies of insurance required under this Agreement require an endorsement to provide for the waiver of subrogation set forth above, then the Proposer shall cause them to be so endorsed.
6. White County School District must have a thirty (30) days notice of cancellation or change in insurance coverage and give its approval.

3.7 Costs to be paid by Proposer

The following costs shall be paid by the Proposer:

1. All wages and salaries, including regular pay and, to the extent applicable, overtime, vacation pay, sick pay, bereavement pay, and legal holiday pay for Proposer's employees working at District's facilities.
2. The cost of social security taxes, state and federal unemployment insurance premiums, general liability and umbrella insurance premiums, worker's compensation premiums, and, to the extent applicable, medical, life, and dental insurance premiums (if any), other applicable fringe benefits, related administrative costs and payroll-based federal, state and local taxes payable on behalf of Proposer's employees working at District's facilities. The proposer shall indemnify and hold harmless Districts from any claims for payments of such items relating to wages, salaries, or health insurance coverages under this Agreement.
3. Cost of all supplies and equipment necessary to provide Services.
4. Cost of any required uniforms and identification badges for Proposer's employees.
5. Cost of manuals, forms, training aids, office supplies, and long-distance telephone calls needed in performing the services.
6. Cost of Proposer's supporting operations management, human resources, accounting, legal, training and development, and general administrative functions.

ARTICLE 4 Indemnification

The proposer agrees to indemnify, hold harmless, and defend District, its officers, employees, and directors from and against any/all liability for loss, damage, or expense for which District may be held liable for reason of injury, including death, to any person or damage to any property which arises or results from Proposer's negligent or intentional acts or omissions arising out of or connected with the Services, except to the extent due to any negligent or intentional act of District. If a party seeks indemnification for any third-party claim, it must promptly notify the Proposer after becoming aware of any such claim to be indemnified for such claim.

ARTICLE 5 District's Responsibilities

5.1 White County School Representative

After the award of the contract, the White County School District representative will be the Assistant Superintendent of schools. This representative shall be available, within reason, at any time for consultation and liaison purposes, and communications from the Proposer shall be handled through this person.

5.2 Billing and Payment Terms

The proposer will invoice the District once per month at the beginning of each month for services rendered. Payment for services is due upon the District's approval of the Proposer's invoice, which is anticipated to be on the 15th day of each month.

5.3 Agreed Upon Service

At times, projects may arise that are beyond the terms of the scheduled services put forth in this contract. In such cases, the Proposer will negotiate the cost of those services with the Superintendent of Schools. The Proposer will invoice those services in a separate invoice upon successful completion of said services.

ARTICLE 6 Schedule of Services Provided

6.1 Custodial Services

The proposer will provide the necessary labor and materials to perform cleaning services throughout the White County School District facilities.

Examples of materials provided include but are not limited to:

- Paper towels (Staff Bathrooms only)
- Toilet paper
- Trash bags (Kitchens and Cafeterias excluded)
- Soap
- Cleaning Chemicals

6.2 Electrical Services

The proposer will provide the necessary labor and materials to perform routine maintenance and repairs of all electrical equipment throughout the White County Schools facilities. In under 30 minutes, response time.

Examples of materials provided include but are not limited to:

- Light Bulbs
- Ballasts
- Switches
- Receptacles
- Wire

6.3 HVAC Services

The proposer will provide the necessary labor and materials to perform routine maintenance and repairs of all Electric, Gas, and Water Source HVAC equipment throughout the White County Schools facilities including quarterly filter changes. In under 30 minutes, response time. In under 30 minutes, response time.

Examples of materials provided include but are not limited to:

- Compressors

- Coils
- Motors
- Belts
- Contactors
- Freon
- Filters
- Chemicals for Closed Loop/Cooling Tower

6.4 Plumbing Services

The proposer will provide the necessary labor and materials to perform routine maintenance and repairs of all plumbing equipment throughout the White County School District facilities.

Examples of materials provided include but are not limited to:

- Valves
- Cutoffs
- Pipe
- Fixtures

6.5 General Repair Services

The proposer will provide the necessary labor and materials to perform routine general repairs throughout the White County School District facilities, including requests received through the work order system.

Examples of services and materials provided include but are not limited to:

- Moving/relocation of furnishings
- Door repairs/rekeys
- Roof leaks
- Window repairs
- Maintenance of all outdoor sports field/court lighting
- Assisting with Food Service general maintenance needs
- Supply and maintain all mats (Cintas)
- Generator service and maintenance
- Lift station service and maintenance
- Irrigation service and maintenance to include water wells, piping, sprinkler heads and controls

6.6 General Landscape Maintenance Services

The proposer will provide the necessary labor and materials to perform routine general landscape maintenance services throughout the White County School District facilities.

Examples of services and materials provided include but are not limited to:

- Mowing
- Pruning
- Trimming
- Edging
- 150 yds. general mulch
- 200 bales of pine straw
- Trash/debris removal
- Fire Ant Control
- Weeding
- Over-seeding (150 lbs. seed)
- Fertilization (5000 lbs. fertilizer)

6.7 Athletic Field Maintenance Services

The proposer will provide the necessary labor and materials to perform routine athletic field maintenance services throughout the White County School District facilities. Please see attached Article 11 for the WCHS turf management plan.

Examples of services and materials provided include but are not limited to:

- Turf management
- Fertilization/weed control
- Top-dressing/Aeration/Overseeding
- Maintaining and upkeep of the Artificial turf fields

6.8 Pest Control Maintenance Services

The proposer will provide the necessary labor and materials to perform routine pest control maintenance services throughout the White County School District facilities.

6.9 Energy Management Services

The proposer will work jointly with the White County School District Staff to implement/maintain practices that eliminate energy waste, ensure the comfort of the students and staff, and ensure acceptable indoor air quality per industry standards.

Examples of services provided include but are not limited to:

- Utilization/Monitoring of software-based building controls where available
- Planned shutdowns during extended unoccupied periods

6.10 Other Services

The proposer will provide the necessary labor and materials to perform inspections/certifications where required throughout the White County School District facilities.

Examples of such services and materials include but are not limited to:

- Fire alarm inspections
- Sprinkler system inspections
- Fire extinguishers
- Backflow tests
- Elevator Service
- Pumping grease traps / septic systems and filing manifest reports with local government entities where required

Article 7 Special Requirements for the Submission of a Proposal

7.1 Bid Bond

A cashier's check, letter of credit, or bid bond executed by a Security Company authorized to do business in the State of GA, in the amount of 5% of the total amount must accompany the proposal. Security must be made payable to the White County School District. Failure to comply will result in the rejection of the proposal.

7.2 Qualifications

Each proposer shall submit evidence of qualifications, which would demonstrate the ability to satisfactorily perform the services defined elsewhere in this document. Proposers must have been in business for a minimum of three (3) years. Proposers must list at least three (3) accounts

similar in size, type, and scope of services to this proposal. Specifically, proposers must currently be or have recently been providing similar services to a K-12 school district. Failure to comply will result in the rejection of the proposal.

7.3 Copies of Proposal

Each proposal shall contain 2 complete, separately bound copies and one electronic copy. Failure to comply will result in the rejection of the proposal. One copy shall be marked **master** copy and prices submitted with it.

7.4 Format of Proposal

Each proposal shall be formatted identically to the outline of this request. The intent here is to facilitate evaluation by the committee members with a minimum of effort and delay. Therefore, each proposal should include information/materials that are clearly marked and separately segregated as required for easy and quick location and identification of that section of this request to which it pertains.

7.5 Acceptance/Rejection of Proposals

1. Award
 - a. The contract for services will be awarded to the qualified offeror whose offer, conforming to the conditions and requirements of this request for proposal, will be the most advantageous to the White County School District. The school district's evaluation of criteria will include but is not limited by the following factors: cost, reputation and references, experience, history with the school district, adherence to technical specifications, qualifications, financial health and responsibility, and service capabilities.
 - b. The White County School District reserves the right to reject any or all offers and to waive informalities and minor irregularities in proposals received. It also reserves the right to cancel the agreement with the successful respondent at any time the work does not meet our expectations or specifications with a 30-day notice.
 - c. This Request for Proposal does not commit the White County School District to contract for any requirements for this solicitation.
 - d. The signed proposal will become the binding contract after being awarded to the successful respondent by the White County Board of Education, and no further action by either party will be necessary.

Article 8 Contract

8.1 Award

If an award is made, it will be for a one-year pay period, beginning July 1, 2024, through June 30, 2027. Unless there is notice from either party within 60 days from the contract expiration date, this agreement may be renewed 2 times, with each additional term expiring at the end of White County School District's fiscal year.

8.2 Termination/Cancellation

Termination for Unsatisfactory Service: If, in the sole reasonable opinion of District, Proposer is not performing the Services following the requirements of this Agreement, and District desires to terminate this Agreement, District shall give Proposer thirty (30) days written notice of its intention to terminate this Agreement. If such service deficiencies are not corrected within that time (the "cure period"), which notice shall specify the service areas in question, the Contract shall terminate upon the 30th day included in the written notice.

Termination for Convenience: Either party may, without cause and for any reason, terminate this Agreement at any time upon giving ninety (90) days written notice to the other party.

8.3 Performance/Payment Bonds

The Proposer's firm must have sufficient bonding capacity for the anticipated total cost of work. Provide a letter or other supporting documentation from a bonding company indicating the firm's capacity to bond the project.

A firm authorized to do business in the State of Georgia and signed or countersigned by a resident agent must draw all bonding documents.

Article 9 Cleaning Schedule

9.1 Classrooms

A. Daily (Five days per week)

1. Empty wastebaskets and replace liners (from the District's supply)
2. Spot clean all windows
3. Clean and sanitize counters and sinks
4. Dust mop, with a chemically treated dust mop, all composition floors
5. Spot mop composition floors with all-purpose cleaner
6. Vacuum all carpets
7. Spot clean carpet
8. Vacuum walk-off mats

B. Weekly

1. Low dust on all horizontal surfaces to hand height (70")
2. High dust above hand height, including sills, moldings, ledges, shelves, frames, ducts, and heating outlets
3. Damp clean baseboards
4. Damp clean window ledges
5. Remove fingerprints from doors, frames, light switches, kick plates, handles, and railings
6. Spot clean desktops
7. Vacuum chalk rails and/or damp wipe
8. Damp clean muck on boards

C. Monthly

1. High dust above hand-height horizontal surfaces, including shelves, ceiling, moldings, pipes, ducts, heating outlets, etc.
2. Remove dust and cobwebs from ceiling areas and lights
3. Buff composition floors
4. Wash all windows and glass partitions (both sides)

D. Annually

1. Clean entire surfaces of students' desks and chairs
2. Strip and refinish all composition floors
3. Clean carpeting

Note: Semi-annual services are to be performed before the start of the August school year and during the Christmas break.

9.2 Offices

A. Daily (Five Days Per Week)

1. Empty wastebaskets and replace liners

2. Empty and damp clean ashtrays
 3. Dust furniture, including desks, chairs, and tables
 4. Dust interior window ledges
 5. Dust telephones
 6. Spot clean all window glass and glass partitions to hand height
 7. Spot clean desktops
 8. Dust mop, with a chemically treated dust mop, all composition floors
 9. Spot mop composition floors with all-purpose cleaners
 10. Vacuum carpet
 11. Spot clean carpet
 12. Vacuum walk-off mats
- B. Weekly
1. Low dust horizontal surfaces to hand height (70")
 2. Damp clean baseboards
 3. Damp clean window ledges
 4. Remove fingerprints from doors, frames, light switches, kick plates, handles, and railings
 5. Spray buff composition floors
- C. Monthly
1. High dust above hand height (70") horizontal surfaces, including ceilings, shelves, moldings, ledges, pipes, ducts, hating outlets, etc.
 2. Remove dust and cobwebs from ceiling areas.
 3. Dust Venetian blinds
 4. Wash all windows and glass partitions (both sides)
- D. Annually
1. Clean all carpets
 2. Strip and refinish all composition floors

Note: Semi-annual services are to be performed before the start of the August school year and during Christmas break.

9.3 Work Areas

- A. Daily (Five Days Per Week)
1. Empty wastebaskets and replace liners
 2. Empty and damp clean ashtrays
 3. Dust furniture, including desks, chairs, and tables
 4. Dust interior window ledges
 5. Dust telephones
 6. Spot clean all window glass partitions to hand height
 7. Damp clean countertops
 8. Damp clean vending machines
 9. Dust mop with chemically treated dust mop all composition floors
 10. Spot mop composition floors with all-purpose cleaner
 11. Vacuum carpet
 12. Spot clean carpet
 13. Vacuum walk-off mats
- B. Weekly
1. Low dust on all horizontal surfaces to hand height (70")
 2. Damp, clean baseboards
 3. Remove fingerprints from doors, frames, light switches, kick plates, handles, and railings
 4. Spray buff all composition floors
- C. Monthly (To be performed on the last Friday of each month)

1. High dust above hand height (70") on all horizontal surfaces, including shelves, moldings, ledges, pipes, ducts, heating outlets, etc.
 2. Remove dust and cobwebs from ceiling areas
- D. Annually
1. Strip and refinish all composition floors
 2. Damp clean all washable furniture
 3. Clean all carpets and apply soil retardant fabric coating

Note: Semi-annual services are to be performed before the start of the August school year and during Christmas break.

9.4 Media Centers

- A. Daily (Five Days Per Week)
1. Empty wastebaskets
 2. Dust furniture, including desks, chairs, and tables
 3. Dust interior window ledges
 4. Spot clean all window glass and glass partitions to hand height
 5. Spot clean desktops
 6. Dust mop, with a chemically treated dust mop, all composition floors
 7. Spot mop composition floors with an all-purpose cleaner
 8. Vacuum all carpets
 9. Spot clean carpets
 10. Vacuum walk-off mats
- B. Weekly
1. Replace all plastic liners in a waste receptacle
 2. Low dust horizontal surfaces to hand height (70")
 3. Dust all bookshelves (books to remain in place)
 4. Damp clean baseboards
 5. Damp clean window ledges
 6. Remove fingerprints from doors, frames, light switches, kick plates, handles, and railings
- C. Monthly
1. High dust above hand-height horizontal surfaces, including shelves, moldings, pipes, ducts, heating outlets, etc.
 2. Remove dust and cobwebs from ceiling areas
- D. Annually
1. Clean all carpets and apply soil retardant fabric coating

Note: Semi-annual services are to be performed during the summer months, prior to the start of the August school year, and during Christmas break.

9.5 Corridors

- A. Daily (Five Days Per Week)
1. Spot clean glass partitions and doors
 2. Clean and sanitize water fountains
 3. Dust interior window ledges
 4. Dust mop composition floors with a chemically treated dust mop
 5. Spot mop composition floors with all-purpose cleaner
 6. Vacuum carpet
 7. Spot clean carpet
 8. Vacuum walk-off mats
 9. Clean under entrance mats daily, inside and out ledges
 10. Clean lobby windows (inside)

- B. Three Times Weekly
 1. Spray buff all composition floors
- C. Weekly
 1. Damp clean baseboards
 2. Damp clean window ledges
 3. Dust locker tops
- D. Monthly (To be performed on the last Friday of each month)
 1. High dust above hand height (70") on all horizontal surfaces, including shelves, moldings, ledges, pipes, ducts, heating outlets, etc.
 2. Remove dust and cobwebs from ceiling areas
 3. Clean lobby windows (outside)
- E. Semi-Annually
 1. Strip and refinish all composition floors

9.6 Restrooms/Dressing Rooms

- A. Daily
 1. Check the restrooms throughout the school day
 2. Empty wastebaskets and replace liners
 3. Clean, sanitize, and polish all vitreous fixtures, including toilet bowls, urinals, and hand basins
 4. Clean and polish chrome fittings
 5. Clean and polish glass and mirrors
 6. Wash and sanitize the exterior of containers
 7. Dust metal partitions
 8. Remove spots, marks, stains, and splashes from wall areas
 9. Spot clean metal partitions
 10. Sweep floors
 11. Damp mop floors with germicidal disinfectant
 12. Re-supply expendable restroom dispensers
- B. Weekly
 1. Low dust horizontal surfaces to hand height (70")
 2. Damp clean baseboards
 3. Remove fingerprints from doors, frames, light switches, kick plates, plush plates, handles, railings, etc.
- C. Monthly
 1. High dust above horizontal surfaces, including shelves, ceilings, moldings, ledges, pipes, ducts, heating outlets, etc.
 2. Remove dust and cobwebs from ceiling areas
 3. Wash and sanitize metal partitions
 4. Machine scrub floors with germicidal disinfectant

9.7 Multi-Purpose Room/Gymnasium

- A. Daily (Five Days Per Week)
 1. Empty wastebaskets
 2. Remove fingerprints from doors, frames, light switches, kick plates, push plates, handles, railings, etc.
 3. Dust mop floors with chemically treated mop per manufacturer's specifications
 4. Spot mop composition floors
- B. Weekly
 1. Replace all plastic can liners in waste receptacles
 2. Low dust on all horizontal surfaces to hand height
 3. Sweep baseboards
 4. Thoroughly clean and mop hardwood floors

- C. Monthly
 - 1. High dust above hand height on all horizontal surfaces including shelves and moldings.
- D. Semi-Annually
 - 1. Wash all windows and glass partitions

9.8 Cafeteria

- A. Daily (Five Days Per Week)
 - 1. Dust mop composition floors including corners
 - 2. Damp mop composition floors including corners
 - 3. Spot clean interior glass to hand height (70")
 - 4. Remove trash from the cafeteria area
- B. Three Times Weekly (Performed each Monday, Wednesday, & Friday)
 - 1. Spray buff composition floors
 - 2. Clean windows (inside)
- C. Semi-Annually
 - 1. Strip and refinish composition floors
 - 2. Clean windows (inside and outside)

9.9 Day Porter Responsibilities

1. Open the building each morning and/or secure the building at the end of the day as directed by the Principal.
2. Inspect the building exterior for possible unauthorized entrance and/or vandalism.
3. Dust mop tile halls and clean entrance mats after the students are in the classroom.
4. Check the restrooms after each class break
5. Change light tubes
6. Pick up paper and other debris inside the building, parking area, and school grounds.
7. Sweep sidewalks.
8. Make minor repairs, tighten all loose screws, and replace light bulbs as required.
9. Dust mop gym floors at least three times daily.
10. Clean and mop any accident that may occur during the day
11. Assist in setting up furniture for special events
12. Assist in receiving deliveries of storeroom materials.
13. Be familiar with the emergency fire alarm systems in your building.
14. Take care of emergencies and any other cleaning-related work as directed by the Principal.

9.10 Night Porter Responsibilities

1. All tasks identified in the cleaning schedule are contained within this contract.
2. Ensure the building is locked and secure at the end of the night shift.

Article 10 Energy Conservation Guidelines

10.1 Objectives

1. Eliminate energy waste
2. Ensure the comfort of the students and staff
3. Ensure acceptable indoor air quality per industry standards

10.2 Responsibilities

1. Every person should be an "energy saver" as well as an "energy consumer".

2. The teacher is responsible for implementing the guidelines during the time that he/she is present in the classroom.
3. The custodian is responsible for control of common areas (i.e., halls, cafeteria, etc.)
4. Since the custodian is typically the last person to leave the building in the evening, he/she is responsible for verification of the nighttime shutdown.
5. The principal is responsible for the total energy usage of his/her building.
6. The Energy Manager performs routine audits of all facilities and communicates the audit results to the appropriate personnel.
7. The Energy Manager provides regular reports to principals indicating performance concerning energy savings.

10.3 General

1. All unnecessary lighting in occupied areas will be turned off. Teachers should make certain that lights are turned off when leaving the classroom when empty.
2. All outside lighting shall be turned off during daylight hours.
3. Gym lights should not be left on unless the gym is being utilized (exception – slow recovery lights – during the school day).
4. All classroom lights will be turned off when students and teachers leave school. Hallway lights will be reduced to nighttime levels when students leave school. Custodians will turn on lights only in the areas in which they are working.
5. Hallway and other common area lights should remain at nighttime levels until students arrive.
6. Refrain from turning lights on unless needed. Remember that lights not only consume electricity but also give off heat that places an additional load on the air conditioning equipment, increasing the electricity necessary to cool the room.
7. Classroom doors shall remain closed when HVAC is operating. Ensure doors between conditioned space and non-conditioned space remain closed at all times.
8. All exhaust fans should be turned off every day and during unoccupied times.
9. All office machines (copy machines, laminating machines, coffee machines, etc.) shall be switched off each night and during unoccupied times. Fax machines should remain on.
10. All classroom equipment (televisions, overhead projectors, video recorders, coffee machines, stereo equipment, etc.) shall be turned on each night.
11. All computers should be turned off each night. Including the monitor, printer, speakers, and peripherals. Please ensure the monitor is turned off after shutting down the computer. Network equipment is excluded. Exceptions will be determined and noted by the technology department.
12. All capable monitors should be programmed for the “energy saver” mode, using the power management feature, after 10 minutes of inactivity. Do not use “screensaver” as they prevent the energy saver from being enabled.

10.4 Air Conditioning Equipment

1. Occupied temperature shall not be set below 75° F.
2. During unoccupied times, the air conditioner equipment shall be off. The unoccupied period begins when students leave the area at the end of the school day. It is anticipated that the classroom temperature will be maintained long enough to afford comfort for the period the teacher remains in the classroom after the students have left.
3. Air conditioning start times may be adjusted (depending on the weather) to ensure classroom comfort when school begins.
4. Ceiling fans should be operated in all areas that have them.
5. Relative humidity levels shall not exceed 60% at any time.
6. Air conditioning should not be utilized in classrooms during the summer months unless the classrooms are being used for summer school or year-round school. Relative humidity levels should be monitored to verify level remains below 60%. Air conditioning may be used by exception only or in schools involved in a team-cleaning concept.
7. In all areas which have evaporative coolers such as shops, kitchens, or gymnasiums, the doors

leading to halls that have air-conditioned classrooms or dining areas should be kept closed as much as possible.

8. Where cross-ventilation is available during periods of mild weather, shut down HVAC equipment and control temperature with windows and doors. Cross-ventilation is defined as having windows and/or doors to the outside on each side of the room.

10.5 Heating Equipment

1. Occupied temperature settings should not be above 72°F.
2. The unoccupied temperature setting shall be 55°F.
3. The unoccupied time shall begin when students leave an area.
4. During the spring and fall, when there is no threat of freezing, all steam and forced air heating systems should be switched off during unoccupied times. Hot water heating systems should be switched off using the appropriate loop pumps.
5. Ensure all domestic hot water systems are set no higher than 120°F or 140° for cafeteria service (with dishwasher booster).

Cooling Season Occupied Set Points:	75° F - 78° F
Heating Season Occupied Set Points	68° F - 71° F

Article 11 WCHS Athletic Field Specifications

11.1 Turf Management

1. All turf fields shall be mowed with a reel-type mower. Fields are to be mowed at a height of one-half inch, and mowing patterns are to be changed during each mowing.
2. Cut the middle school football field and remove grass clippings 3 times per week, March – October, and other times, as needed.
3. Cut middle school baseball/Softball field and remove grass clippings 3 times per week year-round.
4. Cut practice field and remove clippings 2 times per week, March – October, and other times, as needed.
5. Perform All Installer recommended maintenance for All artificial turf Fields at the High School.

11.2 Fertilization/Weed Control

1. Keep fertilization and weed control schedule for all grass fields (six applications per year). After weed control spraying, if spot treating is done, it is the responsibility of the company.
2. Fields will be fertilized, and all applications will be with a commercial fertilizer at a rate of 4 lbs. per 1,000 sq. ft. and with at least one-half pounds of nitrogen per 1,000 sq. ft. Fields should have a pre-emergence herbicide and post-emergence herbicide to have broadleaf weed control following horticulture requirements.
3. Weed control along fence lines.
4. Applying fertilizer at the right time is as important as using the right fertilizer. Bermuda grass in north Georgia requires 4 to 7 pounds of nitrogen per 1000 sq. ft. per year. A complete fertilizer (one that contains nitrogen, phosphorus, and potassium) should be used in early spring when green-up begins and again two to four weeks before the average first frost date. Between these times, only nitrogen needs to be applied to maintain turf vigor.
5. Inform the Athletic Director of days when the fields should not be used or scheduled when the athletic teams are not using them for fertilization or weed control when required.

11.3 Top-Dressing/Aeration/Overseeding

1. Top-dress all regular turf fields with one ton of sand per 1,000 square feet of field (USGA Sand), to eliminate ruts and settings of any irrigation trenches.
2. Fields are to be core aerated 2 times per year and cores are to be ground up and spread – should be aerated before top-dressing.
3. Overseed all regular turf fields with a sports-type perennial ryegrass at a rate of 5 lbs. per 1,000 sq. ft.(Aerate before overseeding)

Note: Schematic diagrams of each school can be supplied upon request by the employer. Contact Scott.justus@white.k12.ga.us

Building List, extracted from floor plans

Building Name	Square Feet
Jack P Nix Primary School	64,028
Tesnatee Gap Elementary	82,642
Mt. Yonah Elementary School	92,000
Mossy Creek Elementary School	81,400
White County Middle School	125,700
White County High School	218,557
Board Office Facilities	Approximately 25,000
Warrior Academy	Approximately 11,000
Bus shop	4,000
Performing Arts Center (PAC)	41,000



WCBOE EVALUATION FOR FACILITIES SUPPORT SERVICES

REVIEWER NAMES	Contract			
	Facilities Support Services			
CRITERIA	POSSIBLE %	Vendor 1	Vendor 2	Vendor 3
Cost	10%			
Reputation and References	15%			
Experience	15%			
Qualification	15%			
History with School Systems	15%			
Financial Health and Responsibility	15%			
Service Capabilities	15%			
COLUMN TOTALS	100%			