

Board of Commissioners
Agenda Item Transmittal Form
Procurement/Contract Transmittal-Form

Type of contract: 1 year ☐ Multi-year ☒ Single Event ☐		Purchasing Use Only Contract #: C-2020-91
☐ Submission Information Contact Name: Sue Sanders x7223 Department: Recreation & Maintenance Project Title: General Janitorial/Custodial Services at Various County Facilities Funding Account Number: Various Contract amount: Unit Pricing (see addendum) Contract Type: Goods () Services (X) Labor () Contract Action: New (X) Renewal () Change Order () Original Contract Number:	☐ Vendor Information Vendor Name: American Facility Services, Inc. Address: 1325 Union Hill Industrial Court, Ste A Address: Alpharetta, GA 30004 Email: anugent@amfacility.com Phone #: 770-740-1613 Contact: Harold Angel BOC approved 7-28-2020 Term of contract: 1 year with 2 renewals	

Finance Director Signature I have reviewed the attached contract, and the amount is approved for processing. Signature: R. Miller Date: 7.21.20	Procurement Officer Signature I have reviewed the attached contract, and it is in compliance with Purchasing Policies of Rockdale County. Signature: Zeina Malone Date: 6/11/2020
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Summary:

Recreation & Maintenance recommends award of the contract for General Janitorial/Custodial Services for various facilities per the terms and conditions of the Invitation to Bid ITB #19-29, wherein American Facility Services, Inc. was one of the two highest ranked bidders.

Department Head/Elected Official Signature:

Sue Sanders

Date:

6/9/2020

Dawn Spivey

From: Oscar Pavon <opavon@amfacility.com>
Sent: Monday, June 29, 2020 10:55 AM
To: Dawn Spivey
Cc: Andrea Nugent
Subject: Re: Rockdale County - American Facility Services, Inc. - RFP No. 19-29 - General Janitorial/Custodial Services at Various County Facilities

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning Mr. Spivey, for that location 7 days service will be \$1,600

Thank you
Oscar Pavon
Project manager
American Facility Services
1325 union hill industrial court
Suite A, Alpharetta Ga 30004
Cell- 770- 318-9785
Fax- 770-475-7720
Email: opavon@amfacility.com

On Jun 29, 2020, at 9:45 AM, Dawn Spivey <Dawn.Spivey@rockdalecountyga.gov> wrote:

Good morning,

No. It is the one on West Avenue that you all bid 3 days and 5 days on. The Courts has decided they want 7 days. Please provide the price for DUI Lab on West Ave for 7/days/week.

Thanks,

Dawn Spivey

Contract Specialist

Rockdale County Government | Department of Finance

Purchasing Division

958 Milstead Ave, Suite 300 | P.O. Box 289 | Conyers, GA 30012

770 278 7553 - direct | 770 278 8910 - fax

E-mail: dawn.spivey@rockdalecountyga.gov | www.rockdalecountyga.gov

From: Oscar Pavon <opavon@amfacility.com>
Sent: Friday, June 26, 2020 8:36 AM
To: Andrea Nugent <anugent@amfacility.com>
Cc: Dawn Spivey <Dawn.Spivey@RockdaleCountyGA.gov>



INTERDEPARTMENTAL MEMORANDUM

Department
of Finance
Purchasing Division

TO: Andrew Hammer, Jason Redmond, Charles Welch & Timara Green
FROM: Tina Malone, Procurement & Purchasing Manager, Finance
DATE: April 28, 2020
SUBJECT: RFP No. 19-29: Custodial Services

Attached find copy(ies) of bid(s) / proposal (s) and abstract.

There are certain rules and regulations which govern the dissemination of bid information. To protect the County and the integrity of our process, it is requested that you do not give out any information concerning these bids. If you have anyone seeking this information, refer them to Purchasing. The bid copies are confidential, and no bidder is permitted to handle them.

If departments have questions or need clarifications regarding bids, such questions must be submitted to Purchasing in writing, and Purchasing will address any questions to the vendor and provide the information back to the department.

Our analysis of the bids indicates that the following is (are) low bidder(s) meeting specification, and we anticipate to recommend award to:

Please review and advise low bidder meeting specification.

If you agree that the above listed bidder(s) should be awarded the contract, please indicate your agreement. If you think otherwise, please give reasons and your alternative recommendation. Further, it is requested that this form along with an agenda transmittal form with your recommendation be completed and returned no later than the close of business on Friday, May 8, 2020.

Keep a copy of the abstract for your files and make your comments/recommendation(s) below or on a separate sheet and return them to us.

If you have any questions, please call me as our department is always ready to assist you.


Tina Malone, CPPO, CPPB
Procurement Manager, Finance, Procurement Division

Department's Response

TM/mp

Date 4-28-20

This bidder meets / ~~does not meet~~ our approval. (please circle the appropriate response)

Return this memorandum with your comments whether or not your recommendation concurs with that of Purchasing.

Recommendation Per the consensus of the evaluations, Recreation and Maintenance recommends award of the bid to the top

Two highest ranked bidders, American Facility Services, Inc. and A-Action Janitorial Services, Inc. per the terms and

Conditions of RFP #19-29.

Andrew Hammer
Person Completing Form

4-28-20
Date


Sue Sanders
Department Director

4/29/2020
Date

Janitorial Venodor Schedule

Buidling Location		5 Day Cleaning Cost Per Month A-Action	5 Day Cleaning Cost Per Month AFS	
Admin Building (assembly hall, auditorium included)	AFS / after hours cleaning		\$ 3,250.00	
BOC	AFS / after hours cleaning		\$ 950.00	
Court House Annex (3 story)	A-Action / after hours cleaning	\$ 3,517.44		
Court House Historic	A-Action / after hours cleaning	\$ 3,517.44		
DUI	A-Action / after hours cleaning	\$ 911.05		
EOC (911)	AFS / after hours cleaning		\$ 950.00	
Magistrate Court / Probate	A-Action / after hours cleaning	\$ 911.05		
Clay Building	A-Action / after hours cleaning	\$ 1,336.57		
Old Covington Hwy	A-Action / after hours cleaning	\$ 1,594.34		
Portman Drive	AFS / after hours cleaning		\$ 2,300.00	
Public Defender	A-Action / after hours cleaning	\$ 1,594.34		
Senior Services	AFS/ after hours cleaning		\$ 1,900.00	
Talent Management / Tax Assessor	AFS / after hours cleaning		\$ 1,100.00	
Tax Commissioner	AFS / after hours cleaning		\$ 950.00	
Election / Extension	AFS / after hours cleaning		\$ 1,850.00	
DUI Lab West Ave.	A-Action / after hours cleaning	\$ 911.05		
Health Dept	A-Action / after hours cleaning	\$ 2,320.89		
Fire Head Quarters	AFS / after hours cleaning		\$ 950.00	
TOTAL		\$ 16,614.17	\$ 14,200.00	
RWR				
Central Maintnenance (Tatum Rd.)	A-Action / after hours cleaning	\$ 911.05	\$ 950.00	
Quigg Branch	A-Action / after hours cleaning	\$ 911.05	\$ 850.00	
Gees Mill Treatment Plant	A-Action / after hours cleaning	\$ 911.05	\$ 950.00	
RWR Enginerring (Portman Dr.)	A-Action / after hours cleaning	\$ 1,038.81	\$ 950.00	
RWR Customers Service Building	A-Action / after hours cleaning	\$ 1,038.81	\$ 950.00	
TOTAL		\$ 4,810.77	\$ 4,650.00	

RFP #19-29 - Custodial Services - Excluding Health Department & DUI Accountability La

Final Evaluation Score Sheet

	Eval #1	Eval #2	Eval #3	Total	Ranking
The Business Transformation Company, Inc.	3.42	2.92	1.92	8.26	
Atlanta Premium Group, Inc.	3.63	2.93	3.56	10.12	
A-Action Janitorial Service, Inc.	7.10	7.2	4.45	18.75	2
Consolidated Facility Services	3.84	3.84	3.29	10.97	
Supreme Cleaning of GA, Inc.	3.37	4.37	3.17	10.91	
Green Choice Services, LLC	4.33	3.53	3.32	11.18	
Building Maintenance Services, Inc.	4.69	5.79	3.94	14.42	
Intercontinental Commercial Services, Inc.	4.03	5.03	4.27	13.33	
Harper's Security Janitorial, Inc.	2.32	1.22	1.62	5.16	
Green Phoenix Works, LLC	3.18	2.68	2.18	8.04	
3H Service System, Inc.	3.87	6.97	7.37	18.21	3
Imagann Facility Support Services, Inc. dba Imagann Cleaning Service	2.82	3.62	2.92	9.36	
American Facility Services, Inc.	5.21	7.31	7.71	20.23	1
All Bright Janitorial Service, Inc.	4.10	2.7	3.1	9.9	



**GEORGIA
CORPORATIONS
DIVISION**

GEORGIA SECRETARY OF STATE
**BRAD
RAFFENSPERGER**

[HOME \(/\)](#)

BUSINESS SEARCH

BUSINESS INFORMATION

Business Name:	AMERICAN FACILITY SERVICES, INC.	Control Number:	K108611
Business Type:	Domestic Profit Corporation	Business Status:	Active/Compliance
Business Purpose:	NONE		
Principal Office Address:	1325 UNION HILL INDUSTRIAL CT, SUITE A, ALPHARETTA, GA, 30004-5693, USA	Date of Formation / Registration Date:	5/15/1991
State of Formation:	Georgia	Last Annual Registration Year:	2020

REGISTERED AGENT INFORMATION

Registered Agent Name: **BCS Corporate Services, Inc.**

Physical Address: **1001 Cambridge Square, Suite D, Alpharetta, GA, 30009, USA**

County: **Fulton**

OFFICER INFORMATION

Name	Title	Business Address
KEVIN MCCANN	CEO	1325 Union Hill Industrial Court Suite A, Alpharetta, GA, 30004, USA
Harold Angel	Secretary	1325 Union Hill Industrial Court, Suite A, Alpharetta, GA, 30004, USA
Harold Angel	CFO	1325 Union Hill Industrial Court, Suite A, Alpharetta, GA, 30004, USA



A NEW WAY TO SIGN IN - If you already have a SAM account, use your **SAM email** for login.gov.



[Login.gov FAQs](#)

ALERT: SAM.gov will be down for scheduled maintenance Saturday, 06/13/2020 from 8:00 AM to 1:00 PM

Search Results

Current Search Terms: American Facility Services, Inc.*

Total records: 0

Save PDF

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Print

Result Page:

Sort by: Relevance ▼ Order by: Descending ▼

Your search for American Facility Services, Inc.* returned the following results...

No records found.

Result Page:

Save PDF

Export Results

Print



GSA Procurement
Website

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Brian P. Kemp
Governor

J. Alexander Atwood
Commissioner

State of Georgia Suspended and Debarred Suppliers

The following list of suppliers have been suspended or debarred from receiving State of Georgia contracts as of the respective effective date through the identified expiration date:

Supplier Name	Supplier ID	Supplier Address	Status (Suspended/Debarred)	Effective Date	Expiration Date
NONE					

**GENERAL JANITORIAL/CUSTODIAL SERVICES AGREEMENT
AT VARIOUS COUNTY FACILITIES**

THIS AGREEMENT (the "Agreement") entered into on this 28th day of July, 2020, between American Facility Services, Inc. , a Georgia Corporation whose address is 1325 Union Hill Industrial Court, Suite A, Alpharetta, GA 30004 (hereinafter "Contractor") and Rockdale County, Georgia, a political subdivision of the State of Georgia, 962 Milstead Avenue, Conyers, Georgia 30012 (hereinafter "County"); and

WHEREAS, the County desires to engage the services of Contractor to perform general janitorial/custodial services at various County facilities; and

WHEREAS, Contractor is qualified to perform this service and desires to render general janitorial/custodial services to the County as provided herein.

NOW THEREFORE, the County engages the services of Contractor for and in consideration of the mutual promises contained in this Agreement and the parties agree as follows:

1. SCOPE OF SERVICES. Contractor shall furnish all products, tools, equipment, skill and labor of every description necessary to carry out and to complete in a good firm, substantial workmanlike manner for general janitorial/custodial services at various County facilities, (hereinafter "Work"), in accordance with the County's Request for Proposals (RFP) No.19-29, and amendments, incorporated herein by reference, (hereinafter "Work"), and as described in Contractor's proposal dated January 7, 2020, attached hereto and made a part hereof, and hereinafter referred to as the "Services". Contractor shall provide, at their expense, all vehicles, supplies, and equipment necessary to provide these Services. These Services shall be performed at the direction of the Director of the Rockdale County Recreation and Maintenance Department or her designee and consistent with all federal, state, and local laws.

The Contract Documents, Requests for Proposal and Proposals are considered essential parts of the Contract, and requirements occurring in one are as binding as though occurring in all. They are intended to define, describe and provide for all labor necessary to complete the Work in an acceptable manner by the County.

Contractor acknowledges that the County has the option to add additional facilities to the scope of work as needed during the term of this contract.

Prior to the start of cleaning any building, the County will issue a written Notice to Proceed (NTP) per building to Contractor. No work is to start until Contractor receives the NTP.

2. PAYMENT. The County shall pay to Contractor a monthly fee for the work provided under this agreement, as set forth in Contractor's Proposal, (hereinafter "Proposal"). Only buildings with a NTP will be paid a monthly fee.

Consultant shall submit monthly invoices to County in a format acceptable by the County. The amount billed in each invoice shall be calculated as set forth in the Proposal. The County shall endeavor to make payment to Consultant within thirty (30) days from receipt of invoice.

3. PERFORMANCE OF SERVICES. The manner in which the services are to be performed, and the specific hours to be worked by Contractor shall be determined by Contractor. The County will rely on Contractor to work as many hours as may be necessary to fulfill Contractor's obligations under this Agreement for the fee provided in Section 2 of this Agreement.

4. DEFAULT AND TERMINATION. Failure to substantially perform the Services or fulfill obligations set forth hereunder shall constitute material default. Where either party believes there is a material default by the other party, the party claiming such default shall give written notice of the default to the other party within 15 days. The defaulting party shall have a reasonable time in which to correct or cure the default, provided, however, that such default shall be cured within 15 days unless otherwise agreed upon by the parties.

Should either party materially default in the performance of any provision of this Agreement and fail to cure such default as provided herein, the other party shall be permitted to terminate this Agreement with 15 days written notice to the other party hereto. Termination of this Agreement shall not constitute waiver of any other remedy either party may have hereunder.

5. TERM/TERMINATION. The initial term of this Agreement shall be for a twelve (12) month time period beginning from the date of execution by all parties. The parties may agree to renew this Agreement for a two (2) additional twelve month periods renewable each year under the same terms and conditions as the original Proposal, unless and until terminated as provided below.

Either party, upon giving thirty (30) days written notice, may terminate this Agreement at any time without cause. Termination of this Agreement by either party shall not impair or affect whatever rights, including payment for services performed prior to termination either party may have under this Agreement.

Upon such termination, Contractor shall be entitled to collect only the outstanding fees incurred based upon the work completed as the day of termination. In the event of termination, Contractor shall submit a final billing through the date of termination and if accepted by the County, payment shall be made within twenty (2) days of receipt thereof.

6. RELATIONSHIP OF PARTIES. It is understood by the parties that Contractor is an independent contractor with respect to the County and not an employee of the County.

7. INDEMNIFICATION. Contractor agrees to hold harmless and indemnify County, its Directors, Officers, and employees from and against any and all liability, claims, actions, causes of action, losses, damages, demands, suits, judgments, costs and expenses arising out of bodily injury (including death) to persons or damage to property, including, but not limited to, any and all costs, expenses, legal fees and liabilities, incurred in and about investigation and defense

thereof, to the extent caused by a negligent act, error or omission of Contractor, or as a result of defective services under this Agreement.

8. ASSIGNMENT. The Contractor's obligations under this Agreement may not be assigned or transferred to any other person, firm, or corporation without the prior written consent of the County.

9. NOTICES. All notices required or permitted under this Agreement shall be in writing and shall be deemed delivered when delivered in person or deposited in the United States mail, postage prepaid, addressed as follows:

IF for the County:

Rockdale County Board of Commissioners
Attn: Tina Malone, Procurement Officer
P.O. Box 289
Conyers, Georgia 30012
770-278-7552, tina.malone@rockdalecountyga.gov

IF for Contractor:

American Facility Services, Inc.
Attn: Harold Angel
1325 Union Hill Industrial Court, Suite A
Alpharetta, GA 30004
770-740-1613, anugent@amfacility.com

10. ENTIRE AGREEMENT. This Agreement, its attachments and essential documents (as provided in paragraph 1 above) represent the entire understanding of the parties with regard to the subject matter of this Agreement. There are no oral agreements, understandings, or representations made by any party to this Agreement that are outside of this Agreement and are not expressly stated in it. No supplement, modification, or amendment of this Agreement will be binding unless executed in writing by all parties.

By signing this Agreement, the parties acknowledge that they have read each and every page of this Agreement before signing same and that they understand and assent to all the terms thereof. In addition, by signing this Agreement, the parties acknowledge that they are entering into this Agreement freely and voluntarily and under no compulsion or duress.

11. CORPORATE AUTHORITY. Contractor represents to the County that this Agreement, the transaction contemplated in this Agreement, and the execution and delivery hereof, have been duly authorized by all necessary corporate proceedings and actions, including, without limitation, the action on the part of the directors. The individual executing this Agreement on behalf of Contractor warrants that he or she is authorized to do so and that this Agreement constitutes the legally binding obligation of the corporation.

12. AMENDMENT. This Agreement may be modified or amended if the amendment is made in writing and is signed by both parties.

13. SEVERABILITY. If any provisions of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provisions of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

14. WAIVER OR CONTRACTUAL RIGHT. The failure of either party to enforce any provisions of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

15. FURTHER ASSURANCES. The Contractor agrees to execute, acknowledge, seal and deliver, after the date of this Agreement, without additional consideration, such further assurances, instruments and documents, and to take such further actions, as the County may reasonably request in order to fulfill the intent of this Agreement and the transactions contemplated by this Agreement.

16. INTERPRETATION. Should any provision of this Agreement require a judicial interpretation, the parties agree that the body interpreting or construing this Agreement will not apply the assumption that the terms of this Agreement will be more strictly construed against one party by reason of the rule of legal construction that an instrument is to be construed more strictly against the party which itself or through its agents prepared the Agreement. The parties acknowledge and agree that they and their agents have each participated equally in the negotiation and preparation of this Agreement.

17. VENUE & JURISDICTION. The County and the Contractor, by entering into this Agreement, hereby agree that the courts of Rockdale County, Georgia shall have jurisdiction to hear and determine any claims or disputes between them pertaining directly or indirectly to this Agreement. Contractor expressly submits and consents in advance to such jurisdiction in any action or proceeding commenced in said courts. The choice of forum set forth in this section shall not be deemed to preclude the bringing of any action by the County or the enforcement by the County of any judgment obtained in such forum in any other appropriate jurisdiction. Further, the Contractor hereby waives the right to assert the defense of forum non-conveniens and the right to challenge the venue of any court proceeding.

18. APPLICABLE LAW. This Agreement shall be construed and interpreted according to the provisions of the laws of the State of Georgia.

~SIGNATURE SECTION FOLLOWS ON NEXT PAGE~

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals on the date and year first above written.

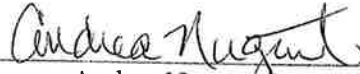
American Facility Services, Inc.

Rockdale County, Georgia

By: 
Harold Angel, Vice President

By: 
Osborn Nesbitt, Sr., Chairman

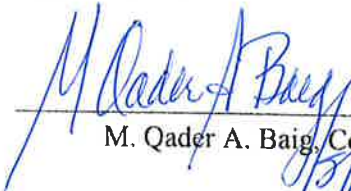
Witness:


Andrea Nugent, Proposal Manager

Attest:


Jennifer Rutledge, County Clerk

Approved as to form:


M. Qader A. Baig, County Attorney

PROPOSAL FORM – RFP #19-29

Instructions: Complete all THREE parts of this bid form.

PART I: Proposal Summary

Complete the information below. If you wish to submit more than one brand, make a photocopy of this Proposal Form.

1	Rockdale Health Dept – cost per month, 5 days per week	\$ 1,900.00
2	DUI Accountability Lab <i>HA</i> <i>7 days/WK/month \$1,600.00</i>	per month, 3 days per week
2a		per month, 5 days per week
3	Elections/Extension building	per month, 3 days per week
3a		per month, 5 days per week
4	Administrative Offices	per month, 3 days per week
4a		per month, 5 days per week
5	BOC Office	per month, 3 days per week
5a		per month, 5 days per week
6	HR/ Tax Assessor	per month, 3 days per week
6a		per month, 5 days per week
7	Steele Community center	per month, 3 days per week
7a		per month, 5 days per week
8	Portman Drive – Suites ABC/DE/J	per month, 3 days per week
8a		per month, 5 days per week
9	Old Covington	per month, 3 days per week
9a		per month, 5 days per week
10	Gees Mill Treatment office	per month, 3 days per week
10a		per month, 5 days per week
11	Tatum Rd Central Office	per month, 3 days per week
11a		per month, 5 days per week
12	Quigg Plant Admin Office	per month, 3 days per week
12a		per month, 5 days per week

13	Portman Drive – Suite GH	per month, 3 days per week	\$ 800.00
13a		per month, 5 days per week	\$ 950.00
14	RWR Customer service center	per month, 3 days per week	\$ 800.00
14a		per month, 5 days per week	\$ 950.00
15	Courthouse – Historic Section	per month, 3 days per week	\$ 6,500.00
15a		per month, 5 days per week	\$ 7,500.00
16	Courthouse – 3 story	per month, 3 days per week	\$ 4,800.00
16b		per month, 5 days per week	\$ 5,500.00
17	DUI Court	per month, 3 days per week	\$ 700.00
17a		per month, 5 days per week	\$ 850.00
18	Magistrate Court	per month, 3 days per week	\$ 800.00
18a		per month, 5 days per week	\$ 950.00
19	Public Defender	per month, 3 days per week	\$ 900.00
19a		per month, 5 days per week	\$ 1,100.00
20	Tax Commissioner	per month, 3 days per week	\$ 800.00
20a		per month, 5 days per week	\$ 950.00
21	Clay Building	per month, 3 days per week	\$ 800.00
21a		per month, 5 days per week	\$ 950.00
22	Fire Training Annex	per month, 3 days per week	\$ 800.00
22a		per month, 5 days per week	\$ 950.00
23	E911	per month, 3 days per week	\$ 850.00
23a		per month, 5 days per week	\$ 950.00
24	Fire Headquarters	per month, 3 days per week	\$ 800.00
24a		per month, 5 days per week	\$ 950.00
25	Senior Center	per month, 5 days per week	\$ 1,900.00
26	Johnson Rec Center	per month, 3 days per week	\$ 5,500.00

26a		per month, 5 days per week	\$ 6,500.00
27	Rockdale Tennis Center	per month, 3 days per week	\$ 550.00
27a		per month, 5 days per week	\$ 750.00
28	Costley Mill Banquet Center	On call as needed	\$ 15.00
29	Rockdale Auditorium	On call as needed	\$ 15.00
30	JP Carr Community Hall	On call as needed	\$ 15.00

PART II: Addenda Acknowledgements (if applicable)

Each vendor is responsible for determining that all addenda issued by the Rockdale County Finance Department – Purchasing Division have been received before submitting a bid.

Addenda	Date Vendor Received	Initials
"1"	12/2/19	HA
"2"	12/2/19	HA
"3"	12/18/19	HA
"4"	12/18/19	HA
"5"	12/18/19	HA
"6"		

PART III: Vendor Information:

Company Name	American Facility Services, Inc.
Address	1325 Union Hill Industrial Court, Suite A, Alpharetta, GA 30004
Telephone	770-740-1613
E-Mail	anugent@amfacility.com
Representative (print name)	Harold Angel
Signature of Representative	
Date Submitted	1/7/20

INSURANCE:

Before starting any work, the successful contractor must furnish to Rockdale County certificate(s) of insurance from companies doing business in Georgia. The Company shall maintain in full force and effect the following insurance during the term of the Agreement:

Coverages:	Limits of Liability:
Workers' Compensation	Statutory
Employers' Liability	\$1,000,000.00
Bodily Injury Liability	\$1,000,000.00 each occurrence
except Automobile	\$1,000,000.00 aggregate
Property Damage Liability	\$1,000,000.00 each occurrence
except Automobile	\$1,000,000.00 aggregate
Personal & Advertising Injury Limit	\$1,000,000.00
Products / Completed Ops.	\$2,000,000.00 aggregate
Automobile Bodily Injury	\$1,000,000.00 each person
Liability	\$1,000,000.00 each occurrence
Automobile Property Damage	\$1,000,000.00 each occurrence
Liability	
Professional Liability/General Liability	\$1,000,000.00

FIDELITY BOND COVERAGE:

Precedent to the execution of the Contract and before the starting of any work, the Contractor shall furnish to the County a Certificate of Insurance covering its Fidelity Bond in at least the total amount of this Contract. Surety Company shall be acceptable to the County and licensed to do business in the State of Georgia.

All insurance shall be provided by an insurer(s) acceptable to the County, and shall provide for thirty (30) days prior notice of cancellation to the County. Upon contract award, Contractor shall deliver to the County a certificate or policy of insurance evidencing Contractor's compliance with this paragraph. Contractor shall abide by all terms and conditions of the insurance and shall do nothing to impair or invalidate the coverage.

Rockdale, GA shall be named as Additional Insured under any General Liability, Business Auto and Umbrella Policies using ISO Additional Insured Endorsement forms CG 2010 or its equivalent. Coverage shall apply as Primary and non-contributory with Waiver of Subrogation in favor of Rockdale County, Georgia.

The insurance carrier must have a minimum rating of A or higher as determined by the rating firm A.M. Best.

Certificates must contain policy number, policy limits, and policy expiration date of all policies. The Request for Proposals (RFP) number and project name must be inserted in the Description of Operations section of the certificate.

Certificates are to be issued to:

Rockdale County, Georgia
958 Milstead Avenue
Conyers, GA 30012

BONDS: N/A**PERMITS:**

The awarded contractor will be responsible for acquiring any permits that are required for this project/purchase. Rockdale County will waive fees on all permits issued by Rockdale County.

AWARD OF CONTRACT

The Rockdale County Procurement Office and Evaluation Committee makes a recommendation for award. The Board of Commissioners will make the actual award of the contract and has the authority to award the contract to a company different than the company recommended by the Procurement Office and/or Evaluation Committee.

ILLEGAL IMMIGRATION REFORM AND ENFORCEMENT ACT OF 2011

Vendors submitting a Qualification package in response to this RFP must complete the Contractor Affidavit under O.C.G.A. §13-10-91(b)(1) which is provided with the RFP package to verify compliance with the Illegal Immigration Reform and Enforcement Act of 2011.

- A. The form must be signed by an authorized officer of the contractor or their authorized agent.
- B. The form must be notarized.
- C. **The contractor will be required to have all subcontractors and sub-subcontractors who are engaged to complete physical performance of services under the final contract executed between the County and the contractor complete the appropriate subcontractor and sub-subcontractor affidavits and return them to the County a minimum of five (5) days prior to any work being accomplished by said subcontractor or sub-subcontractor. Format for this affidavit can be provided to the contractor if necessary.**

Summary Narrative:

Rockdale County is seeking proposals from companies to perform janitorial/custodial services at various county facilities. The county has 3 facilities currently under contract for custodial services that will be included in the initial contract but may also add additional facilities as needed. Bidders shall provide a per facility monthly price for each facility based upon the requirements of this bid.

Facility Types:

1. Health care facility:
 - a. Name: Rockdale County Health Department
 - b. Location: 985 Taylor St, Conyers GA 30012
 - c. Size: 14,305 square feet
 - d. Service frequency: 5 days per week – Monday thru Friday
 - e. Time: night - after 7pm and completed prior to 6am
2. Office facilities:
 - a. Name: DUI Accountability court
 - b. Location: 1161 West Ave, Conyers GA 30012 – Rockdale Plaza shopping center
 - c. Size: 6,000 square feet
 - d. Service frequency: 3 days per week – Monday, Wednesday, Friday
 - e. Time: day – after 8am and completed prior to 5pm
 - f. Name: Elections/Extension building
 - g. Location: 1261 Commercial Drive, Conyers GA 30094 – Parker Professional Center
 - h. Size: 12,000 square feet
 - i. Service frequency: 3 days per week – Monday, Wednesday, Friday
 - j. Time: day – after 8am and completed prior to 5pm

***Alternate: provide square foot price option for 5 days per week, Monday thru Friday
3. Other facilities:
 - a. See attached Rockdale County Building List for additional facilities that may be added to the scope of work during the term of the contract
 - b. Pricing shall be provided per facility based upon a service frequency of 3 days per week – MWF and 5 days per week either during daytime hours or during nighttime hours per county request.

General Requirements:

1. Respondents shall be capable of providing the highest quality level of service, performed by personnel who are trained to provide the janitorial/cleaning services proposed.
2. As needed, keys to facilities and identification badges will be issued by Rockdale County and shall not be duplicated. All keys or other access devices shall be surrendered upon request from Rockdale County.
3. Contractor & Company is required to provide evidence of a valid State of Georgia Business License
4. Contractor is required to provide evidence that you meet the Rockdale County Government Insurance Requirements

5. Contractor is required to provide a reference list of clients that have a current contract for services with their company. In addition, contractor is required to complete the attached "Contractor Qualification Statement and Questionnaire."
6. Contractor shall provide own staff and not subcontract this work to another company.
7. Contractor shall submit the company safety program and a drug testing program and all employees must be drug-free and able to pass a background check. Contractor shall provide background checks prior to start of service to the county.
8. Contractor to provide evidence of a current Hepatitis "B" inoculation of all persons involved in work at the health facility.
9. The entity responsible for fulfilling this agreement shall be identified in the proposal response.
10. Personal items of Rockdale staff should not be moved about. Desktops should not be dusted unless 100% free of all paperwork, files, folders, etc.

Custodial Supplies and Equipment:

1. Contractor shall provide their own cleaning equipment.
2. For Health Care facilities, Contractor shall provide their own cleaning supplies, including chemicals.
3. For office facilities, Rockdale County shall provide cleaning supplies, including chemicals.
4. For all facilities, Rockdale County shall provide all paper products, trashcan liners, soap for dispenser, and other disposables.
5. All cleaning mops/brushes shall be washed with cleaner disinfectant and rinsed in clean water, then hung to dry.

Custodial Operating Procedures:

Health Care Facilities:

1. Clean all entry and exit areas.
 - a. Clean all perimeter indoor and outdoor entrances and exits
 - b. Clean all glass store front windows and doors
 - c. Sweep all outdoor door entrances and exits/ sweep and mop all indoor entrances/exits
 - d. Empty all outside trash cans and clean around them
2. Hallways/Restrooms
 - a. Dust all chair railings weekly
 - b. Dust all base boards weekly
 - c. Sweep and mop all tiled hallway flooring/ vacuum all carpeted hallways
 - d. Sweep and mop all restrooms/clean all restrooms thoroughly
 - e. Remove all trash from restrooms
 - f. All restrooms are stocked properly (toilet tissue, paper towels, soap, seat covers, etc.)
 - g. Remove cobwebs from corners
 - h. Clean glass window weekly
 - i. Dust window seals weekly
3. Conference rooms
 - a. Wipe and dust table
 - b. Wipe off chairs

- c. Floor vacuumed
- d. Chair railings and base boards dusted weekly
- e. Trash removed
- 4. Breakrooms
 - a. Wipe down tables
 - b. Sweep and mop floors
 - c. Trash removed
 - d. Counters wiped
 - e. Chair railings and base boards dusted weekly
 - f. Dust window seals weekly
- 5. Large Waiting Room
 - a. Sweep and mop all flooring/ vacuum areas where needed
 - b. Remove all trash
 - c. Chair railing and base boards dusted weekly
 - d. Dust window seals weekly
 - e. Clean any glass windows weekly
 - f. Remove cobwebs from corners
 - g. Wipe down any tables as needed
 - h. Dust furniture weekly
 - i. Wipe down all chairs
- 6. Sub Waiting Room
 - a. Sweep and mop all flooring/ vacuum areas where needed
 - b. Remove all trash
 - c. Chair railing and base boards dusted weekly
 - d. Clean any glass windows weekly
 - e. Remove cobwebs from corners
 - f. Wipe down any tables as needed
 - g. Dust furniture weekly
 - h. Wipe down all chairs
- 7. Offices/Private Restrooms
 - a. Offices will need to vacuumed/sweep and mop where needed
 - b. Windows seals dusted weekly
 - c. Windows cleaned weekly
 - d. Dust furniture (*bookcases/end tables/tops of file cabinets/desk/computers*)
 - e. Trash removed
 - f. Chair railing and base boards dusted weekly
 - g. Empty shredders
 - h. Remove cobwebs from corners
 - i. Sweep and mop restrooms/ restrooms cleaned and restocked
 - *** Dusting of furniture will be done only after any important or sensitive information, personal effect have been removed***
 - *** All window blinds will be dusted weekly***
 - *** All trash cans will be cleaned and wiped down on the inside weekly***
 - *** Floor drains will need to be treated monthly***
- 8. Labs
 - a. Sweep and mop all floors daily
 - b. Wipe down all chairs
 - c. Empty all trash cans and biohazard containers
 - d. Clean base boards
- 9. Exam Rooms
 - a. All exams room must be swept and mopped daily
 - b. Empty all trash cans
 - c. Base boards cleaned and dusted weekly

Office/Banquet/Auditorium Facilities:

1: Clean all entry and exit areas.

- Clean all perimeter indoor and outdoor entrances and exits
- Clean all glass store front windows and doors
- Sweep all outdoor door entrances and exits/ sweep and mop all indoor entrances/exits
- Empty all ash trays
- Empty all outside trash cans
- Pick up any loose trash outside of any entrance or exit areas
- Clean and dust all vents monthly

2: Hallways/Restrooms/Stairwells

- Dust all chair railings weekly
- Dust all base boards weekly
- Sweep and mop all tiled hallway flooring/ vacuum all carpeted hallways
- Sweep stair wells (mop when needed)
- Tops of stall walls and mirrors need to be wiped down weekly
- Dust vents and above light fixtures over sinks
- Clean mirrors
- Clean sinks
- Clean toilets
- Clean urinals
- Clean counter tops, changing stations
- Clean stainless fixtures
- Sweep and mop all restrooms
- Remove all trash from restrooms
- All restrooms are stocked properly (toilet tissue, paper towels, soap, seat covers, etc.)
- Clean drinking fountains
- Remove cobwebs from corners
- Clean glass window weekly
- Dust window seals weekly
- Clean and dust all vents monthly

B: Conference rooms/Breakrooms/Dining Areas

- Conference rooms will need to be checked and cleaned
 - Wipe and dust table
 - Wipe off chairs
 - Floor vacuumed
 - Chair railings and base boards dusted weekly
 - Clean and dust all vents monthly
 - Trash removed
- Breakrooms
 - Wipe down tables
 - Clean and dust all vents monthly
 - Sweep and mop floors
 - Trash removed
 - Counters wiped
 - Chair railings and base boards dusted weekly
 - Dust window seals weekly
- Dining Area (Senior Services)
 - Sweep and mop all flooring
 - Remove all trash
 - Wipe down tables

- Chair railing and base boards dusted weekly
- Clean and dust vents monthly
- Tray return/trash receptacle will be cleaned daily

C: Common Areas/Auditorium/BOC Meeting Hall

- Common Areas
 - Sweep and mop all flooring/ vacuum areas where needed
 - Remove all trash
 - Chair railing and base boards dusted weekly
 - Dust window seals weekly
 - Clean and dust all vents monthly
 - Clean any glass windows weekly
 - Remove cobwebs from corners
 - Wipe down any tables as needed
 - Dust furniture weekly
- Auditorium
 - Sweep and mop all floors/ vacuum all floors
 - Chair railing and base boards dusted weekly
 - Behind stage floors swept and moped/restroom cleaned and stock
 - Sweep and mop all rest rooms
 - Restrooms cleaned thoroughly and restocked
 - Remove all trash
 - Remove any loose trash from pews
 - Sweep stair wells (mop when needed)
 - Sweep and mop upstairs
 - Remove cobwebs from corners
 - Sweep stage as needed
- BOC Meeting Hall
 - Sweep and mop all floors/ vacuum all floors
 - Sweep and mop all restrooms/restrooms cleaned and restocked
 - Dust all furniture, tables, podium
 - Clean and dust all vents monthly
 - Remove all trash
 - Remove any loose trash from seating area

D: Offices/Private Restrooms

- Offices will need to vacuumed/sweep and mop where needed
- Windows seals dusted weekly
- Windows cleaned weekly
- Dust furniture (bookcases/end tables/tops of file cabinets/desk/computers)
- Clean and dust vents monthly
- Trash removed
- Chair railing and base boards dusted weekly
- Dust tops of cubicles weekly
- Empty shredders
- Remove cobwebs from corners
- Sweep and mop restrooms/ restrooms cleaned and restocked.

*** For private restroom please refer to section on restrooms page one ***

*** Dusting of furniture will be done only after any important or sensitive information, personal effect have been removed***

*** All window blinds will be dusted weekly***

*** All trash cans will be cleaned and wiped down on the inside weekly***

*** Floor drains will need to be treated monthly***

Required Daily Re-Supplying

- Soap dispensers
- Paper towel dispensers
- Toilet paper holders
- New trash bags

Right to Seek a New Proposal

Rockdale County reserves the right to receive, accept, or reject any and all proposals for any, or all, reasons.

Proposals will be awarded to the best overall respondent as determined by that which is in the best interests of Rockdale County.

In comparing the responses to this RFP and making awards, Rockdale County may consider such factors as quality and thoroughness of a proposal, the record of experience, the references of the respondents, and the integrity, performance, and assurances in the proposal in addition to that of the proposal price.



TECHNICAL PROPOSAL

In order to facilitate a seamless transition from the former janitorial service provider to AFS, we will utilize the following Management Transition Plan, which helps to ensure all aspects of the contract requirements are being managed efficiently and effectively from the beginning of the contract term. AFS also utilizes a detailed Schedule of Tasks and comprehensive Quality Control Plan to ensure all work is completed on time and to the highest standards.

American Facility Services will provide an orientation session for all current and new service workers and supervisors to introduce them to our company and excite them about joining the American Facility Services team. Following this orientation session, and within the first two weeks after the contract start date, all employees will be given cleaning procedure classes, safety training and hazardous waste training. The Contract Manager will prepare the cleaning schedules for tasks outside the daily requirements. Log forms and inspection forms will be reviewed with the supervisors and cleaning crew and implemented for use.

All employees will have a job designation and work description will encompass all tasks within the scope of work. Every cleaner will understand the scope of work and will understand their daily duties will change in order to fully and completely clean the building. This will also include project and weekly work. Any absenteeism or time off will be covered by our floater staff. Our Floor Techs as well as our staff will have like-new or brand-new equipment to start the contract. The floor staff will have working knowledge of all facilities and also have a complete understanding of the scope of work. All floor burnishing, restroom scrubbing and any carpet cleaning will proactively be scheduled so the Contract Manager as well as each site representative will know when that work has been scheduled.

IMPLEMENTATION PLAN

Week 1 following Notice of Award: (Days 1-5)

- Review contract documents
- Request insurance certificates
- Project Principal meets with Contracting Officer and supporting staff
- Perform site surveys with management, staff and customer to provide overall planning and coordination for the implementation
- Obtain recommendations for hiring existing custodial personnel
- Begin personnel selection for additional staffing needs
- Assessment of office space and janitorial closets provided by client
- Administrative staff is available to provide all needed technical assistance, payroll, Human Resources, purchasing and contract administration

Week 2: (Days 8-12)

- Begin processing employment applications
- Identify remaining personnel needs and start recruiting and processing
- Review equipment and supply needs
- Submit detailed list of equipment and chemicals for approval
- Review uniforms needs and requirements and proceed with procurement
- Procure communication devices, equipment and chemicals not currently on hand



Week 3: (Days 15-19)

- Run background checks and E-Verify reports
- Finalize employee hiring
- Establish and confirm delivery dates & location for delivery of equipment & chemicals
- Detail the back-up plan, contingency plans, inspection reports
- Establish janitorial tasks schedules for each building
- Review security and key control requirements
- Training for new crew members and supervisors by management and suppliers
- Confirm equipment & supply delivery
- Supply MSDS sheets in binder of all approved chemicals and ensure all manuals applicable to the effort are available when needed.
- Ensure that all prerequisites have been fulfilled before the implementation date

Week 4: (Days 22-26)

- Re-inspect facilities with management & supervisor
- Pre- service conference with client's management and AFS management
- Review billing and invoicing requirements
- Begin services
- Training, supervision and daily inspections to ensure compliance with task list
- Ensure staff is working as a team and supervisors are supported to provide the necessary leadership

Week 5: (Days 29-33)

- Re-inspect facilities with management & supervisor
- Meetings with client's management and AFS to go over any issues
- Management will continue training sessions and task inspections to ensure compliance
- Management and supervisors ensure equipment is performing as required
- Management and supervisors ensure compliance with proper chemicals use

Week 6: (Days 36-40)

- Re-inspect facilities with management & supervisor
- Communicate with client's management to ensure all service goals are met
- Monitor staff levels and compliance with duties, tasks and techniques
- Ensure logs and checklists are adequate and serve the staff as designed
- Provide additional training to staff that are out of compliance and make changes if necessary

Weeks 7 and 8: (Days 43-54)

- Project Principal inspections continue on a random basis
- Monitor staff levels and compliance with duties, tasks and techniques
- Ensure logs and checklists are adequate and serve the staff as designed
- Provide additional training to staff that are out of compliance and make changes if necessary
- Project Manager verifies that client is satisfied with services



STAFFING PLAN

Immediately upon notification of contract award, AFS will fill all positions required. AFS will make every effort to retain the current staff, as long as they continue to meet our qualifications. All personnel must have at least two years' experience in the janitorial field; be able to communicate in writing and orally in English language; be a U.S. Citizen or possess an Alien registration receipt card form 1051 and be legally able to work in the United States. E-verify confirmation of the documentation presented by an applicant is performed, as well as personal and previous employment reference checks. After all the above is verified to our satisfaction, all new hires undergo a background check including fingerprinting. Any additional checks required by our clients will be conducted with results available if required.

The Site Supervisors (Leads) will have working knowledge of the facilities and work closely with your facilities management team. The Site Supervisors will have at least three years of experience in the janitorial industry. Through our extensive Quality Control Plan, we can assure our clients that their facilities are going to be cleaned to the highest standards. AFS requires all of its Site Supervisors to provide inspection reports to the Project Manager. These inspections can be forwarded to the Facilities Manager as well for review.

The SS will be on call 24/7 and will carry a smart phone in order to receive calls and e-mails. The SS will give guidance, instruction, and training to the supervisors, general cleaners, and oversee the completion of the work assignments in a quality and timely manner. The SS will monitor the efforts of the crew throughout the day and provide assistance where needed. As areas are completed it will be the Site Supervisors' main task to check the work and bring deficiencies to the crews' attention for immediate corrective action.

The General Cleaners will perform all general facility and restroom cleaning functions using cleaning industry best methods during the process. AFS will hire cleaners with at least two years' experience from the local employment pool to supplement our crews. All employees will have a job description with daily as well as periodic tasks. All periodic tasks will complement those tasks on the scope of work to ensure completion. All periodic floor and carpet tasks will be scheduled, completed and inspected by the SS.

BACKUP PERSONNEL

AFS will create a project specific file of local backup personnel (referred to as "floaters"). These additional resources will be maintained in our management office and will allow us to swiftly respond to personnel requirements. Qualifications of floaters will be at least equal to those requirements outlined above. All floaters will go through our intense hiring and training procedures.



QUALIFICATIONS OF KEY PERSONNEL

Harold Angel (Director of Operations) and Oscar Pavon (Contract Manager) will be fully responsible for overseeing all aspects of the contract. Harold and Oscar have over 50 combined years of industry knowledge. Their current work experience enables them to have a clear understanding of the scope of work and the means by which to deliver optimal, proactive service. Their resumes can be found on the following pages.

AFS believes having highly competent managers is the key to providing superior service. These individuals will provide the management that American Facility Services feels is vital to successfully fulfilling a contract requiring sound hiring practices, training methods, proactive periodical work and most of all, customer follow-up. We will have methods in place that will tell you what we will do and when we will do it. We will follow that up with inspections processes that will tell you what we find and if corrections are needed, when and how we will do it.



QUALITY CONTROL PLAN

AFS is dedicated to controlling quality at every level of functional and administrative activity, across the project lines. As a result our commitment to providing our clients with superior service, AFS has recently implemented a state-of-the-art, web-based Quality Assurance program to facilitate our inspection, reporting, and corrective action procedures. With our detailed, standardized, app-based system, we are able to inspect, document deficiencies, assign corrective actions, and document resolution of issues with real-time reporting capabilities. All QC reports can be viewed immediately by our management and clients.

Our Quality Control Plan (QCP) for the referenced solicitation will be custom-designed to promote and maintain superior contract performance. It will combine traditional, inspection-oriented processes with progressive, education and training-oriented protocols to form a Total Quality Management (TQM) package that will meet or exceed all contract requirements. Along with our processes and training programs that show our accountability to the quality of our services, we guarantee the satisfaction of our customers.

For this project, our primary TQM objectives will be to ensure that on a regular and routine basis, all services are performed:

- On schedule and to the complete satisfaction of our client
- In a manner that continually improves the quality and timeliness of services.

The overriding objective of TQM is Continuous Process Improvement (CPI). The key to CPI is a carefully planned, rigorously enforced inspection program, carried-out by qualified and motivated team leaders at every functional level of program activity. The result of CPI is enhanced productivity, improved performance, and exceptional customer relations. The following sections provide a snapshot look at the policies and procedures we will implement.

General

By definition, Quality Control is the formal and informal process of inspections, deficiency reports, and corrective action cycles used to quantitatively, systematically, and accurately verify the quality and timeliness of services provided to our customers by AFS contract personnel. Our traditional quality control directives combine self-inspection by motivated, qualified Site Supervisors with random, informal observations and scheduled, formal inspections by an independent Quality Control program faction. In this way, we reaffirm the responsibility of supervision to provide quality services while validating those services through separate and independent channels.

Key Personnel

Our Contract Manager and Site Supervisors will head our Quality Control Program. They will report directly to our Director of Operations, Mr. Harold Angel, while maintaining a "dotted line" relationship with our customers. This ensures quality control integrity while maintaining a daily dialog between managers. The Contract Manager will make frequent visits to the project to ensure that the QC Program is being executed properly and that the Site Supervisor is receiving all required corporate support.



Each manager and crew leader supports the Contract Manager. They act as supplemental inspectors for recurring work and work orders. They also conduct and participate in preparedness drills for safety and security. All levels of supervisory leadership participate actively in the TQM process.

Inspection System

AFS will employ two specific methods for identifying and correcting deficiencies:

1. Quality Control Inspections
2. Quality Assurance Audits

Quality control inspections are examinations and observations performed by management and supervisory personnel to determine completeness of work and conformance to established standards. Inspections may be formal (using App-based inspection checklists) or informal (consisting of professional observations). Whereas QC inspections examine work, QA audits examine work processes and supporting documentation. Quality Assurance audits entail extensive reviews of logs, reports, checklists, methods and procedures, performed at specific intervals by our Site Supervisor. Of the two methods discussed above, by far the more prevalent is inspections.

Our Site Supervisor will implement and oversee the day-to-day operations of our inspection program. Our inspection program is designed to:

- Detect and correct minor deficiencies;
- Establish protocol for reporting, documenting, and tracking discrepancies; and
- Provide training and education to prevent reoccurrence.

The specific types of inspections AFS will employ on the project include:

- **100% Inspection:** This method ensures that all program activities during a pre-determined performance period are evaluated for completeness, timeliness, and quality. Our Contract Manager will perform 100% inspections not less than four times each contract year, nor less than once each quarter. CO-approved checklists will be employed. Results will be documented and maintained in the QC file at the Work Control Office. In addition, our Contract Manager will perform a 100% inspection of all work tasks that affect personnel safety or property security.
- **Random Sampling:** Random sampling is used when the work being checked is repetitive and sufficiently voluminous to make 100% inspection impractical or unaffordable. Recurring work, such as daily cleaning, will be inspected on a random basis.
- **Periodic Inspections:** In-process inspections of all tasks occur on a continuous basis by the Site Supervisor. Checklists are used to identify what to look for during the inspection and to provide a method for determining whether the work in-progress is



acceptable or unacceptable. Determination is based on the number of checklist items that do or do not meet stated standards.

- **Corrective Action Inspection:** All corrected deficiencies are inspected by the Site Supervisor to ensure conformance with program standards. The Contract Manager reviews all inspection records and deficiency reports.

Inspection Frequencies

Quality inspections are conducted at various frequencies, depending on the facility or system to be inspected. Based upon the specific requirement, our quality inspectors perform scheduled, unscheduled and random visits to work sites. During these visits, each aspect of the system, equipment or facility is subject to detailed observation to determine operability, adherence to required maintenance frequencies, safety procedures utilized, and adherence to specifications. Inspection frequencies range from daily observation performed by lead personnel and management to quarterly inspections by the corporate office. A series of checklists that breakdown each basic function being performed in relation to its component requirements are used in the evaluation process. Quality inspections are conducted on all prime contract work as well as on in-coming materials and equipment.

During phase-in, our Contract Manager will finalize formal (scheduled) QC inspection frequencies for all required tasks and functions. Once done, all inspections will be included in our Annual Work Plan and Master Schedule of activities.

Inspection Checklists

QC Inspection Checklists are all App-based and are used for evaluating procedures and assessing quality and timeliness of service. Our Contract Manager, when conducting formal inspections of both work-in-progress and completed tasks uses them. Checklists are specifically tailored to the particular task or service being performed. Checklists are designed to:

1. Identify step-by-step procedures that make up a specific task;
2. Provide evaluation criteria;
3. Document deficiencies and corrective action; and
4. Provide an official record for AFS and our customer.

Detailed, site-specific QC checklists will be finalized during phase-in and submitted for approval prior to contract start. A sample inspection form can be found below:

[Dashboard](#)
[More...](#)

Edit Quality Inspection : Sequence No 18

[Save](#)
[Cancel](#)

Date: 3/22/2018 12:38:57 PM
 Building: Carver HS

Supervisor:
Area: Cafeteria

Employee: Select an employee...
 Area Type: Cafeteria

Inspection List: Cafeteria
 Floor Type: All

Inspector: Malcom
 Building Level: 1

Grade: 92.0%
 Completed

Line Items:

Step	Name	Corrective Action Required	Item Grade	Detail Code	Weight
1.	Floors clean and buffed	☐	5	Select a Detail Code.	2 ✓
2.	Trash picked up	☐	5	Select a Detail Code.	1 ✓
3.	Tables clean	☐	5	Select a Detail Code.	1 ✓
4.	Glass clean	☐	3	Select a Detail Code.	1 ✓

Current Grading Scale (0 - 5) - Editable in Account Configuration

Signature [Choose File](#) No file chosen
Image: [Choose Library Image](#)

Comments:
[Edit](#)
[Delete](#)

[Add a Comment](#)

Images:



Cafe window sill

[Add an Image](#)

[Reinspect](#)

[Save](#)
[Cancel](#)

Reports and Record Keeping

Our Quality Control program offers a variety of reporting options. All information is cloud-based, and therefore reports are available immediately after inspections. The reports are designed to assist Site Supervisors when assigning duties, supervising workers, and conducting inspections of work, both in-progress, and completed. We combine these formal methods with consideration to any and all customer comments on responsiveness and performance. We



have found that a combination of proactive attention to detail, adherence to the principals of Total Quality Management, and swift decisive response to customer feedback is key to providing high quality services.

Any person involved in the evaluation of an activity may generate QC records. All periodic and regularly scheduled inspections require the use of a checklist which, when completed, becomes a QC record. Records are clearly identified to permit tracking. For example, records of inspection indicate the inspection procedure used, the performance date, which performed the inspection, area/section inspected and the results of the inspection.

The primary report associated with the QC Program is our Quality Control Details Report (See Figure 1). All work not conforming to project standards is considered a deficiency. The Inspector creates a Quality Control Details Report which is e-mailed to the appropriate supervisor for immediate action. In addition, the Contract Manager may, at his discretion, recommend further action to ensure against reoccurrence.

Such recommendations might include additional training, procedural changes, improved work techniques, equipment changes, scheduling or location changes, personnel or responsibility changes, or even disciplinary action. The report will be dated and signed by the Contract Manager and filed in the Work Control Office. Our Contract Manager reviews all Discrepancy Reports.

Figure 1 - Quality Control Details Report

Quality Inspection Details Report Date Range: 3/13/2018 - 3/28/2018 Signature: _____			
Grade: 95% Insp. Date: 3/28/2018 1:36 PM Sequence #: 24 Shift: Insp. List: Classrooms	Building: Benteen Room Id: Classrooms Area Type: Classrooms Floor Type: All Floor Level: 1	Account: Atlanta Public Schools Inspector: Kevin Employee: Supervisor: Cost Center: BAM Cleaning Services	
Inspection Item	Weight	Score	Detail Code
Tile floors clean and buffed. Rugs vacuumed.	4	5	-
Desks, furniture, walls and doors clean	1	4	-
Lights clean and working	1	5	-
Trash receptacles clean and empty	1	4	-
Windows and blinds clean, vertical surfaces	1	5	-
Comment:			
 Smudge marks on table			



Inspection Coordination

Our Contract Manager participates in planning all aspects of the contract to properly provide required functions, but just as importantly, to ensure that quality control is factored into all activities. The Contract Manager has the authority and responsibility to institute remedial and preventive actions, as necessary, to safeguard an effective QC program.

We pursue a multi-faceted approach to quality control, regardless of which service area (management, maintenance, environmental compliance, etc.) is being evaluated. The process begins with a thorough evaluation of work specifications and related contractual requirements. The second phase of our program relates to actual inspection and analysis.

We consider employee sensitivity, awareness of facility conditions, and user preferences to be an integral part of employee training at all of our projects. As part of our quality process, TQM and on-site training programs, our staff is required to be observant for potentially dangerous, wasteful, or other undesirable conditions, and to notify a supervisor or lead when such conditions are detected.

We instruct our workers to note minor problems such as burned out lights or dripping faucets while engaged in routine activities. Workers note the location and the time observed and relays this information to Work Control during or at the end of the shift. These items are then coordinated with the customer and added to the service call backlog for correction. Our employee training includes awareness of facility conditions, team responsibility and procedures for identifying problem areas.

Each supervisor is responsible for conducting quality checks of all work performed (scheduled and unscheduled) in his or her respective area of performance.

Deficiency Identification

Informal inspections are conducted to ensure contract compliance and the effective delivery of quality service. Monitoring is expedited by reviewing specially developed, pre-printed checklists. Deficiencies discovered during routine inspections are then discussed with the appropriate worker and corrected, if possible, on the spot. Persistent problem areas are addressed at weekly meetings in the spirit of collectively arriving at a solution. Our experience at other installations reveals that the uniqueness of having quality control built into the performance of work, and not merely as a matter of after the fact follow-up produces a higher level of quality service. Moreover, because of the high quality standards set and adhered to, we believe our customer surveillance tasks are being significantly reduced as well.

The Site Supervisor conducts the documented inspections on a random, unannounced basis. Once completed, the report is immediately available to the Contract Manager for review.

Documentation

The Site Supervisor generates a summary of all quality inspections performed for that period and that information is submitted to our contact. A monthly report is generated and e-mailed to the Project Manager with a copy furnished to our corporate management and our contact if desired.



This report includes an Inspection Summary and a copy of all inspection sheets and checklists. The Inspection Summary provides each of the areas inspected; the number of inspections performed; the number of deficiencies identified; and if the service was satisfactory or unsatisfactory. A summary analysis of all customer complaints and re-work orders also will be included in the report.

Review and Analysis

Monthly meetings are held between the Contract Manager and our corporate management. These meetings provide the management team an opportunity to compare the most recently completed month's performance to all previous months. Areas with potential problems receive immediate attention to prevent the service from being unsatisfactory and to circumvent negative trend development.

Annual Updates

Updates will be made to the Quality Control Plan at least annually. All changes to the plan will be incorporated with a formal submittal made to our customer during the month of contract renewal for each year. All changes are subject to approval.

Quality Assurance

Each manager and employee is asked to cooperate with and assist with the performance of this contract. This includes working with them to ensure that they are kept abreast of routine and/or changing conditions, as well as assisting them in the course of their inspections or surveillance.

Performance Evaluation Meetings

The Contract Manager will meet at monthly intervals with our contract contact to discuss project performance. These meetings will provide a forum for discussing mutual matters of concern; however they will not be a substitute for daily interface with our customer.

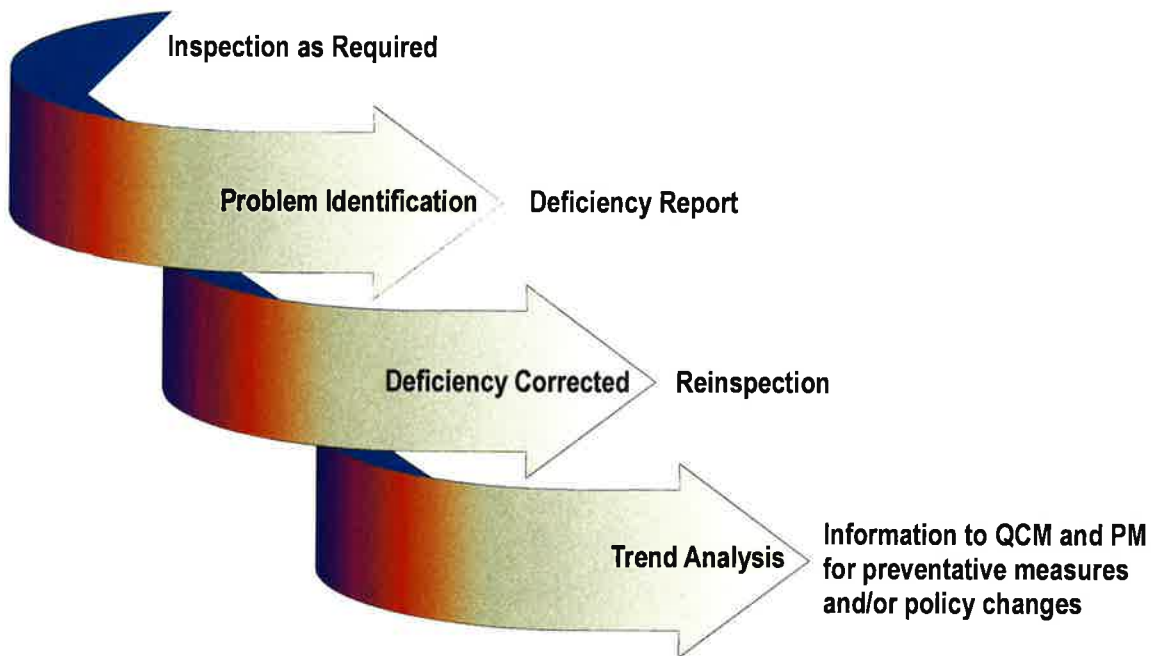
Tracking/Prevention of Performance Deficiencies

To reiterate, AFS uses a total quality management effort to update and ensure that our QCP is functioning properly (see Figure 2). We combine this with our inspection system and accompanying inspection schedule to detect quality control problems before they amount to a deficiency or discrepancy. As part of the QCP, Deficiency Reports will be segregated by functional areas to provide for ease of tracking, as well as to identify negative trends and systematic problems by functional area. All inspection findings are documented so that the following subsequent actions can be taken:

- Employees are recognized when their level of the work performance is considered "noteworthy;"
- Employees are informed when their level of work performance has diminished below previous levels, yet is still being performed at a "satisfactory" level;

- A Deficiency Report is initiated to correct any task where the performance level has diminished below previous levels;
- A Corrective Action Request is initiated to correct any task that has been rated less than "satisfactory;"
- Inspection Reports will be submitted to the Contract Manager, our Corporate Office, and the Client.
- Routine monitoring activities, such as our continuous inspections, also significantly reduce the potential for future situations by signaling the need for timely corrective actions.
- A combination of these activities, carefully supplemented by the previously identified methods, will be applied to prevent deficiencies and, where necessary, attain the earliest possible correction.

Figure 2 - Corrective Action Cycle



Corrective Actions, Long and Short Term

If a deficiency does occur, AFS uses a two-tier strategy to address the problem. First, in the short term, the Site Supervisor will generate a Deficiency Report and initiate corrective actions immediately to eliminate the situation. After correction, the work is re-inspected to ensure that our customer's and corporate quality control standards are met. The Site Supervisor will then complete the report detailing what corrective actions were taken. Second, the Contract Manager analyzes the Discrepancy Report for trends or procedural and systematic problems



and determines the course of action to correct the long-term problem. For example, he may recommend:

- Additional training;
- Procedural changes;
- Improved work techniques;
- Equipment changes;
- Personnel or responsibility changes;
- As a last resort, disciplinary action.

Documenting and Enforcing QC Operations

Our Site Supervisor will monitor the cloud-based record of inspections. The record will provide evidence that the scheduled quality control inspections are being performed. The records will contain:

- A copy of our QCP;
- Records of all completed quality control inspections;
- Records of all distributed quality control reports;
- Records of all corrective actions taken;
- Documentation of all service calls.

The inspection records will be systematically analyzed and used for the prevention, detection, and correction of quality control situations. The Site Supervisor will make Quality Control records available for review or inspection any time during the contract.



CUSTOMER SERVICE

American Facility Services, Inc. can assure our clients that any incident or concern occurring on a contract job is handled professionally and in a timely manner. In a situation where something is damaged, broken or reported missing, AFS will take the necessary steps to investigate and remedy as quickly as possible. Any other type of incident that involves other matters are reported directly to Headquarters and handled based on the situation.

Our employees are instructed to immediately report to their direct Supervisor any situation that results in damage or broken property of the customer where they are working. Incidents of missing or discarded items may also be reported to the Contract Manager or Headquarters staff directly by the customer themselves. Emergency and office contact information is provided to all clients at the start of the contract.

The AFS Contract Manager is responsible for documenting the incident, using all information available from the cleaning staff and/or the customer. This report is used to conduct a formal investigation into the matter, which may include formal interviews and inspecting the place of occurrence and then further documenting any additional information that may be obtained.

Based on the final incident report, determination is made by Headquarters as to how to proceed to resolve the situation. If possible, AFS will work directly with the customer to remedy the incident if that is appropriate and acceptable by the customer. In some major instances, an insurance claim may be filed or a claim filed against the AFS Fidelity Bond that will be in place to protect the customer against any loss.

At AFS, we take responsibility for our employees and their actions. AFS strives to employ personnel with the highest levels of integrity and experience. Because of our stringent hiring practices, we have a very low occurrence of incidents on our contract jobs.

Resolution of Concerns

The AFS Contract Manager will be available at all times to receive calls regarding quality of work concerns. The Contract Manager will respond by investigating the concerns and making sure that the Site Supervisor understands the concerns and addresses them with the crew to correct them immediately. The Contract Manager will then re-inspect and confirm the corrections have been completed. He will also re-inspect at random intervals to ensure that the problem does not reoccur. Please refer to our extensive Quality Control Plan.

EXAMPLE:

AFS had been providing janitorial services to an elementary school in Atlanta for five years, with satisfaction scores of between 93% and 95% monthly. The contract was renewed for an additional five years and then a new principal was assigned to the school. The new principal informed us that the services were not being performed to her higher standards. After listening to her concerns, we made improvements within two days and she was fully satisfied with the outcome.



Communication with Facility Administrators

AFS encourages direct communication between your facilities administrations and our Site Supervisors, Project Manager or Contract Manager who are all available 24/7 via e-mail or phone. Our extensive training, scheduling, management, inspections, inventory management and quality control measures are designed to minimize the need for substantial communication with the administration. Our goal is to provide service that will minimize any impact on your employees and customers.

Emergency and Special Event Cleaning

Due to our large local workforce, we are always able to handle any special event or emergency incidents that may arise, with response times usually less than a couple of hours. The Contract Manager will be on-call 24/7 and will be able to respond quickly to any emergencies. The Supervisor will have an emergency action plan in place to ensure that immediate staffing and supply needs are met. All employees are trained to handle emergency situations. These are situations where our 24 years of experience can prove to be very valuable to our clients.

EXAMPLE: AFS was notified at 12:00 noon on a Sunday, via a phone call from an official at the Atlanta Public Schools, of a MRSA outbreak at Maynard Jackson High School. He informed us that we needed to disinfect the entire school before school began on Monday morning. Qualified teams were called in immediately, and within two hours we had 40 employees on-site as well as sufficient disinfectant to clean the entire school. The school was completely disinfected by 12:00 AM (midnight) that same night and was ready to open on Monday morning.



EQUIPMENT AND CHEMICALS

AFS proposes to use the following equipment on this contract.

Manufacturer	Proposed Quantity	Description	Model Number
ProTeam	As needed	Back Pack Vacuums	106577
Sanitaire	As needed	Vacuums	SC9180
Tennant	As needed	High-Speed Burnishers with Dust Control	9007349
Nobles	As needed	Slow Speed Buffers, 20", 1.5 HP Motor	9007336
Nobles	As needed	Walk Behind Carpet Extractors	9007486
Rubbermaid	As needed	Trash Tilt Carts	1011
BETCO	As needed	Walk Behind Scrubber-20"	E8302500
BETCO/Genie	As needed	Walk Behind Scrubber-14"	6285408
Nobles	As needed	Wet/Dry Vacs	9007469
Kaivac	As needed	Kaivac Restroom Machine	1250
BETCO	As needed	Fast Draw chemical dispensers	9104 3-00
Gator	As needed	Trash Barrels-Brute 44 Gallon	7744-3
Rubbermaid	As needed	Brooms	various
Rubbermaid	As needed	Lobby Dust Pan	2531
Willen	As needed	Mop Handle and Heads with Buckets	A70312 & A414132
O'Dell	As needed	24" Dust Mops	CL245
Rubbermaid	As needed	Wet Floor and Restroom Closed Signs	various
Golden Star	As needed	Micro-Fiber Cloths	various
Impact	As needed	Spray Bottles and Triggers	various
Rubbermaid	As needed	Toilet Brushes, Wool Dusters	various
Echofiber	As needed	Micro Fiber Mops	various

This list contains our standard equipment that is normally used to perform our janitorial services. Equipment required by the solicitation or contract that is not listed here can be provided. All equipment will be new or in like-new condition at the start of the contract. Any equipment that is used with have been cleaned and tested prior to use on this contract. AFS has a \$1.3M total inventory of equipment and an excellent long-term relationship with our supplier, XPEDX, so that we can receive additional equipment and repairs without delay.



CHEMICALS and SUPPLIES

This represents the standard list of chemicals / cleaning products normally provided.

***Chemicals listed in solicitation or contract that are required but not listed here will be provided.**

Manufacturer	Name	Description	Product Number
Betco	Fiber Pro Spot Bet	Heavy Duty Carpet Spot Removal	425
Betco	Hard as Nails	Wax	659
Betco	Bonbet	Carpet Shampoo	408
Betco	Ax-It Plus	Stripper	154
Betco	AF315	AF315 Disinfectant Cleaner	31547-00
Betco	pH7	Neutral Daily Floor Cleaner	138
Betco	Clear Image	Glass Cleaner	092
Betco	Best Scent	Odor Counteractant	23147-00
Claire	Graffiti Remover	Graffiti Remover	CL870
Reliable	Lotion Hand Soap	Liquid Hand Soap	
Betco	AF79	Liquid Toilet Bowl Cleaner	
Strauble	3.358" X 1000'	Toilet Tissue	
Kimberly Clark	Surpass Hard Roll	Hand Paper Towel	

Posting of SDS Sheets will be done at job site as required. Specific chemicals required for this contract will be procured.

SITE VISIT ACKNOWLEDGEMENT

RFP #19-29 Custodial Services

I hereby acknowledge I have visited ALL sites identified on the Proposal Form of this RFP for which I am providing a bid amount. I further state I have a full understanding of the performance requirements of this RFP for the sites I have submitted a bid amount.

Company Name American Facility Services

Name & Title (printed) Account manager

Signature: [Signature]

Contractor Affidavit under O.C.G.A. §13-10-91(b)(1)

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 engaged in the physical performance of services on behalf of (name of public employer) has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. §13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical 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(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

114358

Federal Work Authorization User Identification Number

4/16/2008

Date of Authorization

American Facility Services, Inc.

Name of Contractor

CUSTODIAL SERVICES

Name of Project

Rockdale County

Name of Public Employer

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

Executed on January 7, 2020 in Alpharetta (city), GA (state).

Harold Angel
Signature of Authorized Officer or Agent

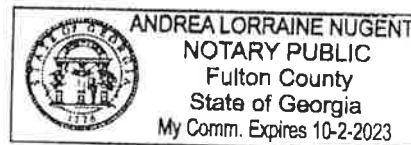
Harold Angel, Vice President

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE 7th DAY OF JANUARY, 2020

Andrea Lorraine Nugent
NOTARY PUBLIC

My Commission Expires:
10/2/23



Affidavit Verifying Status for County Public Benefit Application

By executing this affidavit under oath, as an applicant for the award of a contract with Rockdale, County Georgia, I Harold Angel. [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity] am stating the following as required by O.C.G.A. Section 50-36-1:

1) X I am a United States citizen

OR

2) _____ I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States.*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

Harold Angel
Signature of Applicant:

1/7/20
Date

Harold Angel
Printed Name:

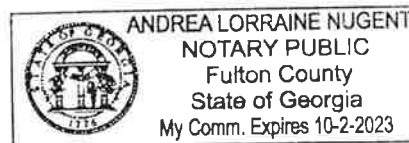
* _____
Alien Registration number for non-citizens

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
7th DAY OF JANUARY, 20 20.

Andrea Lorraine Nugent

Notary Public

My commission Expires: 10/2/23



***Note:** O.C.G.A. § 50-36-1(e)(2) requires that aliens under the federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their registration number. Because legal permanent residents are included in the federal definition of "alien", legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below.

FORSYTH COUNTY

20 BUSINESS LICENSE 20



AMERICAN FACILITY SERVICES
BUSINESS NAME

April 22, 1999
ORIGINAL ISSUE DATE

1325 UNION HILL INDUSTRIAL CT SUITE A
STREET ADDRESS

December 31, 2020
EXPIRATION DATE

9900688
BUSINESS LICENSE NUMBER

561720

NAICS CODE

MCCANN, KEVIN & RHONDA

BUSINESS OWNER

Amy Konrath
LICENSE OFFICIAL



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/17/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER MCGRIFF, SEIBELS & WILLIAMS, INC. 3400 Overton Park Drive SE Suite 300 Atlanta, GA 30339	CONTACT NAME: Vera Neville PHONE (A/C, No, Ext): 404 497-7500 E-MAIL: vneville@mcgriff.com ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A :Amerisure Insurance Company INSURER B :Amerisure Mutual Insurance Company INSURER C : INSURER D : INSURER E : INSURER F :	FAX (A/C, No): NAIC # 19488 23396
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COVERAGES **CERTIFICATE NUMBER:**3KJPLU2E **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☐ LOC OTHER:	X	X	CPP 21145910001	05/19/2020	05/19/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY	X	X	CA 21145900001	05/19/2020	05/19/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$0			CU 21145920002	05/19/2020	05/19/2021	EACH OCCURRENCE \$ 7,000,000 AGGREGATE \$ 7,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☒ Y	N/A	WC 21145890002	05/19/2020	05/19/2021	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
							\$ \$ \$ \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
In the event of cancellation by the insurance companies the General Liability and Automobile policies have been endorsed to provide 30 days Notice of Cancellation (except for non-payment) to the certificate holder shown below.
The Certificate Holder is included as Additional Insured - Owners, Lessees or Contractors - Scheduled Person or Organization for ongoing operations on the General Liability policy as required by written contract
Waiver of Subrogation is in favor of the certificate holder for the General Liability policy referenced herein as required by written contract.

C-2020-91

CERTIFICATE HOLDER **CANCELLATION**

Rockdale County Board of Commissioners Procurement Officer P.O. Box 289 Conyers, GA 30012	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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ADDITIONAL REMARKS SCHEDULE

Page 2 of 2

PRODUCER MCGRIFF, SEIBELS & WILLIAMS, INC.		INSURED American Facility Services, Inc.	
POLICY NUMBER			
CARRIER	NAIC CODE	ISSUE DATE: 06/17/2020	

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: _____ FORM TITLE: _____

Employment Practices Liability & CRIME- Policy Number 8237-5917
 Carrier: Federal Insurance Company
 Effective Dates: 05/19/2020-05/19/2021

C-2020-9,

Maximum Aggregate Limit of Liability:
 \$500,000

Limits of Liability:
 Employment Practices Liability Coverage:
 \$500,000

Third Party Liability Coverage:
 \$500,000

Retentions:
 Employment Practices Liability Coverage:
 \$25,000

Third Party Liability Coverage:
 \$25,000

Pending or Prior Proceedings Dates:
 1/7/2010

CRIME:

Limits of Liability:

Employee Theft Coverage: \$250,000

Premises Coverage: \$250,000

In Transit Coverage: \$250,000

Forgery Coverage: \$250,000

Computer Fraud Coverage: \$250,000

Funds Transfer Fraud Coverage: \$250,000

Money Order and Counterfeit Currency Fraud Coverage: \$250,000

Credit Card Fraud Coverage: \$250,000

Client Coverage: \$250,000

Expense Coverage: \$25,000

Retentions: \$5,000 on all except Expense Coverage- NONE