



Ocean Springs School District Request for Proposal:

Janitorial Services SY19

The Ocean Springs Board of Education invites you to submit a proposal for Janitorial Services SY19. This invitation will be advertised in the MS Press and specifications and guidelines may be obtained by Amy Armata, Purchasing, aarmata@ossdms.org or visiting the Ocean Springs School District website at the following address: www.ossdms.org.

Official documents may be downloaded, and electronic bids may be submitted at www.centralbidding.com. Proposals shall be received electronically until the date/time as stated above. For any questions relating to the electronic bidding process, please call Central Bidding at 225-810-4814. Electronic submittal of proposals is not required.

Proposals may be delivered to the Ocean Springs School District Business Office, 2300 Government St. Ocean Springs, MS 39564, ATTN: Amy Armata, Purchasing. Proposals are to be in a sealed envelope clearly marked: **REQUEST FOR PROPOSALS-JANITORIAL SERVICES SY19**.

Proposals are due no later than **2 PM CST April 25, 2018** at which time they will be opened in the Central Office Conference Room. The Board reserves the right to reject any and all bids. Late bids will not be accepted. Bid tabulation and award will be available at www.ossdms.org on May 9, 2018.

Purpose and Need

The purpose for this RFP is to furnish janitorial services for the Ocean Springs School District.

Instructions

- A meeting will be held at the Central Office Training Room located at 2300 Government Street, Ocean Springs, MS, on April 17, 2018 beginning at 2:00 PM. At this time prospective vendors will be able to view the OSSD campuses and ask questions regarding janitorial services for the District. This is the only day the campuses will be available to prospective vendors.
- Proposals are due on April 25, 2018 no later than 2:00 PM when they will be opened. The Board reserves the right to reject any and all bids either in whole or in part, or to reject a bid which is in any way incomplete or irregular and to waive informality or waive any part thereof.

Ocean Springs School District Janitorial Services Proposal

The Ocean Springs School District is accepting proposals for Janitorial Services for the 2018-2019 term. Attached is a copy of the proposed Contract and Scope of Work. The proposals are due no later than 2:00 PM on April 25, 2018. Proposals should be sealed and clearly marked **"Janitorial Services Proposal"**. Electronic bids may be submitted at www.centralbidding.com. Proposals shall be received electronically until the date/time as stated above. For any questions relating to the electronic bidding process, please call Central Bidding at 225-810-4814. Electronic submittal of proposals is not required. Proposals received after 2:00 PM on April 25, 2018 will not be considered. All proposals will be taken under advisement and a recommendation will be made to the Board of Trustees on May 8, 2018. The District reserves the right to reject any and all proposals, waive irregularities, and to choose the best proposal for the District.

PLEASE NOTE: Evaluation of the proposals shall be based on the "best overall solution" for the Ocean Springs School District. The following criteria will be used to evaluate all proposals:

- Experience of Firm/References
- Financial stability
- Employee Benefits
- Training Programs
- Management Plan
- Operational Plan
- Quality Control
- Safety Experience
- Equipment Plan
- Pricing

Please provide proof of insurance coverage with your proposal. The limits of required coverage may be found in the attached contract, item #6. Contractors who do not provide the appropriate insurance certificates to their proposal will not be considered.

A pre-proposal walk-through is recommended for all interested contractors. The walk-through is scheduled for April 17, 2018 beginning at 2:00 PM. Contractors should meet at the Central Office Training Room, located at 2300 Government Street, Ocean Springs, MS. An exit conference will be held at 4:00 PM to address any questions.

Scope of work is detailed on Exhibit A of the Contract. Contractor's staff are under the direction of the building Principals and/or the Director of Operations.

The district is requesting a separate proposal for contractor to provide liquid soap for dispensers, trashcan liners, and paper products. For your convenience, we have provided the following information on our past consumption.

Item	Description	Quantity Purchased (FY16/17)
Soap, liquid	Biloxi Blue, 4 gal/cs	304 cases*
Can liners	24 x 32, white, II spec, 500/cs	723 cases
	43 x 47, white, 70 mil, 100/cs	523 cases
Brown paper towels	Single fold, 9 3/8 in, 4000/cs	497 cases
	Multi fold, 9 1/8 in, 4000/cs	25 cases
Toilet paper	2-ply/500 sheets/rl, 96/cs	595 cases
White roll paper towels	30/cs	6 cases

*The District began using a product called Ocean Mist in March 2018. Not usage information is available for this new product.

The District reserves the right to continue providing the above mentioned supplies.

The square footage for the District is approximately 942,761 sq. ft.

Each contractor should submit the following information as part of the RFP for Janitorial Services:

1. Experience/References:

- Provide a detailed listing of experiences in the janitorial industry, to include types of accounts, size of accounts and length of service contract. Please provide a contact and phone number for accounts listed.

2. Financial Stability:

- Furnish copies of three (3) years of financial statements to include bank references.

3. Employee Benefits:

- Provide a copy of the recruiting plan on how staffing will be accomplished.
- Provide a copy of pay levels for staff serving the District.
- Provide information on any incentive plans and benefits for staff.
- Provide information on maintenance of staff's pay schedules and hours.

4. Training Programs:

- Provide information on initial staff training programs.
- Provide information on future staff training opportunities and the frequency that staff will be required to attend.

5. Management Plan:

- Provide an organizational chart for the contractor detailing all staff assigned to the District account.
- Provide a resume on contractor's Supervisor assigned to the District account.

6. Operational Plan:

- Provide a specific plan on how the District account will be serviced in order to maintain the highest level of quality.

7. Quality Control:

- Provide information on your quality control and assurance programs. Include any checklists that may be used with your efforts in the District.

8. Safety Experience:

- Provide information on your safety record to include three years of data.

9. Equipment Plan:

- Provide a detailed listing of the equipment that will be used at each location
- Provide a plan for equipment maintenance that will be followed.

10. Pricing:

- Provide detailed pricing information as required on the attached "Bid Response Form". Include any terms, discounts, or conditions.

11. Submittal Package:

- The District requests that three (3) copies of the bid package be submitted in binder format with tabs labeling each section as numbered above. If the RFP is being submitted electronically; the District requests that the bid be organized in the order above listing items #1-10 as listed in the proposal package.

EXHIBIT "A"

Janitorial Specifications/Requirements:

Daily

1. Floors - Hard Surface - Dust mop with chemically treated cloths and remove all spills and wet mop as needed.

Elementary Schools and Alternative Education Center - All halls must be swept a minimum of twice during the school day and cleaned thoroughly each night.

Middle School and High School - All halls must be swept between each class period and cleaned thoroughly each night.

Floors - Carpets - Vacuum and spot clean all carpets for spills.

2. Dust and/or damp wipe surfaces of all furniture, file cabinets, sills, ledges, telephones, desk ornaments and moldings in Administration and classroom areas. Clean all desk glass.
3. Restrooms - Clean and sanitize restroom fixtures, commodes, lavatories, and urinals. Refill dispensers for toilet tissue, paper towels, and soap. Remove streaks, marks, splashes, graffiti from partitions and walls as well as litter from ceilings. Damp mop floors using approved germicidal disinfectant and dust and clean mirrors, tops of mirrors, dispensers, sills and partitions. Unclog toilets as needed.

Elementary Schools and Alternative Education Center- Minimum of twice during school day and once after school.

Middle School and High School - Minimum of four times during school day and once after school.

Note: The Ocean Springs School District has made a substantial investment in upgrading restroom facilities and requires them to be kept clean and properly stocked. Restrooms include restrooms in classroom areas, gym areas, auditoriums, cafeteriums, playgrounds, softball field/field house and multipurpose areas.

4. Receptacles - Empty waste receptacles and remove trash to provided trash dumpsters. Replace plastic receptacle liners only as needed. Sanitize as needed.
5. Spot clean walls around light switches, doorknobs, hand dryers, and water fountains. Spot clean corridor walls. Spot clean lockers for marks and graffiti. Ocean Springs School District uses only glossy paint in these areas so that this can be accomplished.
6. Glass - Clean all entrance glass-interior and exterior, partition glass and door glass.
7. Clean and polish water fountains a minimum of once per day.

8. Sweep (or vacuum, if carpet) all walks adjacent to all entrances.
9. Sweep, dust mop, or vacuum all stairwells and landings.
10. Gym floors must be swept as least once at night. All trash and floor debris must be removed to garbage dumpsters.
11. Wash white boards as requested.
12. Be available and clean up all spills and accidents including Cafeteria emergencies.
13. Report all maintenance deficiencies to Principal and/or Director of Operations.
14. Check School Dude maintenance program and correct deficiencies as assigned.
15. Clean up all trash on campus and empty outside trash receptacles in dumpster.
16. When new employees are placed in a school, they must be introduced to the Principal immediately. Principal has right to implement measures to find out which employees are cleaning each room such as placing a sign-up sheet to be filled out in each room that must be signed by that employee each night.
17. Janitorial areas must be kept neat and clean at all times.
18. Clean interior and exterior doorway rugs daily.
19. Follow all energy management procedures as established by the District.
20. Secure and lock the building exit doors each night.

Weekly

1. Wet mop and spray buff all hard surface floors and clean all corners, edges and baseboards. All school corridors must be buffed once per week.
2. Spot clean all carpets.
3. Wash all entrance glass for all schools and front large picture windows.
4. Supervisor must meet with Principal or Director of Operations to discuss problem areas and a plan to improve them.

5. Stage areas must be cleaned weekly and must be cleaned when asked by Principal or Director of Operations for special events.

Semi-Monthly

1. Apply floor restorer and polish all hard surface floors.

Monthly

1. Dust ledges, moldings, door tops and picture frames, artificial plants, etc. to avoid any dust build-up.
2. Dust and/or vacuum heat and air conditioning vents.
3. Apply floor finish and polish all floors, taking care to avoid a build up under recesses, in corners and along edges. Care will be taken to avoid damaging cords, walls, furniture, etc.
4. Scrub restroom floors, walls, and fixtures to ensure strict sanitary conditions and prevent build-up.

Quarterly

1. Perform a walk-through inspection with Principal and supervisor over all areas of building.
2. Acid treat all restroom floors using automatic scrubber.
3. Dust all high ledges, moldings, blinds, and clean light fixtures.

Christmas Break - Semi-Annual

1. Buff all hallways

Summer (Annual)

1. Wash all plate glass windows, inside and out.
2. Shampoo and extract all carpets.

3. Machine strip and apply minimum of three coats of sealer and three coats of wax to all hard surface floors making sure all baseboards are clean and all corners are cleaned. If a combination product is used, six layers must still be applied.
4. Wash/Clean all classroom furniture including removal of gum.
5. Wash/Clean all lockers inside and out at OS Middle School.
6. Wash all walls.
7. Other tasks as agreed to by Contractor and Customer. Examples are:
 - Set-up or take-down for special events
 - Arrangement of building contents (tables, chairs, desks)
 - Pick up trash around the building, including parking lot, playground, and fence line

Additional Specifications:

During the school year, porter service will be provided as follows on all student days because of the cleaning that has to be done during the day and for emergencies when students are present.

Oak Park	7:30 - 3:30	Minimum – Two People
Magnolia Park	7:30 - 3:30	Minimum – Two People
Pecan Park	7:30 - 3:30	Minimum – Two People
Upper Elementary	6:30 - 2:30	Minimum – Three People
Alternative Ed Center	6:30 - 2:30	Minimum – One Person
Middle School	8:00 - 4:00	Minimum – Three People
High School	8:00 - 4:00	Minimum – Four People
Administration/ Operations Department/ Athletics/ Technology	8:00 - 4:00	Minimum – One Person

For professional development days, porter service will be covered as follows:

Oak Park	7:30 - 3:30	Minimum – One Person
Magnolia Park	7:30 - 3:30	Minimum – One Person
Pecan Park	7:30 - 3:30	Minimum – One Person
Upper Elem	6:30 - 2:30	Minimum – Two People
Alternative Ed. Center	6:30 - 2:30	Minimum – One Person
Middle School	8:00 - 4:00	Minimum – Two People
High School	8:00 - 4:00	Minimum – Three People

During Holiday periods, no porter service will be provided

The Central Administration, Athletic Department Building, Operations, and Technology Department buildings must all be cleaned according to the Exhibit “A” as listed above. No porter service is necessary for these locations.

All equipment, chemicals, and supplies used are the responsibility of the Contractor.

Building List:

Oak Park Elementary, 2230 Govt. Street	68,173 sq. ft.
Magnolia Park Elementary, 3500 Govt. Street	73,292 sq. ft.
Magnolia Park Outdoor Restroom, 3500 Govt. Street	
Pecan Park Elementary, 504 Hanley Rd	61,236 sq. ft.
OS Upper Elementary, 2320 Govt. Street	179,800 sq. ft.
Alternative Ed Center, 2401 School Street	31,500 sq. ft.
OS Middle School, 3600 Hanshaw Rd	134,700 sq. ft.

OS High School, 6701 Old Spanish Trail	360,360 sq. ft.
OS High School Softball Fieldhouse Coaches Offices and restrooms	
Central Administration, 2300 Govt. Street	23,900 sq. ft.
Operations Department Dept., 1005 Hanley Rd	2,200 sq. ft.
Athletics Building, 2730 Bienville Blvd.	1,500 sq. ft.
Technology Building, 400 Holcomb Blvd.	5,800 sq. ft.

BUILDING SERVICES CONTRACT

This agreement entered into between:

(Hereinafter referred
to as "Contractor")

AND

Ocean Springs School District
Post Office Box 7002
Ocean Springs, MS 39566-7002

(Hereinafter referred
to as "Customer")

For the Buildings:

Oak Park Elementary,
Magnolia Park Elementary,
Pecan Park Elementary,
OS Upper Elementary School,
OS Middle School,
OS High School, and Keys Alternative Education School,
Central Administration Building, Technology Building, and
Office areas at the Operations Department Building, and
office areas at the Athletic Building including areas listed under Additional
Specifications pages.

(Hereinafter referred
to as "Building")

IN CONSIDERATION of mutual benefits and covenants contained herein, Contractor and Customer agree as follows:

1. Employment. The nature of this contractual agreement is for an independent contractor to provide janitorial services to the above referenced Buildings.
2. Scope of Work. In consideration of the employment and compensation described herein, Contractor shall perform the services set forth in Exhibit "A", which is attached hereto and incorporated herein by reference. Contractor agrees to supply all labor, equipment, and material necessary to perform such services. Customer or its agent shall notify Contractor of any change in the areas to be serviced and the date such change shall become effective, said notice to be in writing and received by Contractor before the effective date of the change.
3. Customer Warranty. Customer warrants that the total cleanable area for the Building is approximately **942,761** square feet understanding that the Contractor's compensation is based on servicing an area not greater in size than warranted. If said area is greater in size than warranted, Contractor shall be entitled to a pro-rata increase in

compensation based on the actual cleanable footage. The Contractor warrants that the services will be performed in a professional manner and in order to assure compliance with the terms set forth herein, supervisory personnel of the Contractor will make regular inspections of work done by their employees.

4. Contractor Employees. Contractor shall perform the following duties:
 - (a) Contractor shall use reasonable efforts to employ only persons skilled in the performance of janitorial services;
 - (b) Contractor shall certify compliance with OSSD School Board Policy FGDB using form FGDB-E(1) (attached);
 - (c) Contractor shall be willing to work with police and submit employees to polygraph tests upon demand of the Ocean Springs School District if police department feels it may help in solving cases involving the Ocean Springs School District;
 - (d) Contractor shall furnish each employee with a uniform clearly identifying the name of the Contractor. Upon request the Customer will provide badges to the Contractor, which the Contractor is required to wear while on Customer's campuses;
 - (e) Contractor shall direct its employees to be neatly attired during the performance of services hereunder;
 - (f) Contractor shall insure no smoking, interactions with students, foul language, yelling or fighting will be permitted on the Ocean Springs School District properties;
 - (g) Contractor shall inform its employees of safety and health requirements necessary to comply with the 1970 Williams-Steiger Occupational Safety and Health Act (OSHA);
 - (h) Contractor shall obtain fidelity bonds on its employees;
 - (i) Contractor shall comply with the Immigration Reform and Control Act of 1986.
 - (j) Contractor shall furnish each employee with training required by AHERA (Asbestos Hazard Environmental Removal Act).
 - (k) Contractor must maintain a license to do business in the State of Mississippi;
 - (l) Contractor shall, at each location, keep MSDS information in the storage areas.
5. Customer Inspection. Labor, materials, and supplies furnished by Contractor shall be subject to inspection at any time by the Customer, his agent or representative. Customer shall notify Contractor in writing of any objections it has to the services performed within (5) days after the day such services in question were performed. Contractor shall have the right to improve said services within five (5) days from the date of the Customer's notice to conform to the Customer's desires as specified in said notice without being in default. Failure of the Customer to give notice in writing objecting to Contractor's performance hereunder shall constitute acceptance of Contractor's performance and Customer shall have no right to withhold payment of any amounts due hereunder for the past failure to perform on the part of the Contractor. If notice is given and Contractor fails to perform, the Customer has right to withhold payment until such time as proper service is performed.
6. Insurance. Contractor shall maintain insurance of the following types and amounts which shall insure the actions of personnel, employees, agents, etc.:
 - (a) Commercial General Liability - Combined Single Limit in an amount of \$1,000,000.00 per occurrence with \$2,000,000.00 aggregate;
 - (b) Commercial Automobile Liability - Combined Single Limit in amount of \$1,000,000.00;

- (c) Workers' Compensation and Employer's Liability Insurance: Workers' Compensation Limits: Statutory - State of Mississippi Policy shall include in favor of Ocean Springs School District with a waiver of subrogation; Employers' Liability: \$100,000.00 Each Accident; \$500,000.00 Disease Policy Limit; \$100,000.00 Disease Each Employee;
 - (d) The Ocean Springs School District shall be named as an additional insured on the General Liability Policy and Automobile Policy;
 - (e) Fidelity bonds shall be secured on all of Contractor's employees in amounts not less than \$5,000.00 per individual and \$25,000.00 per occurrence; and,
 - (f) Proof of coverage must be placed on file with the school district by the Contractor and kept current throughout the term of this contract.
 - (g) Failure to provide insurance set forth herein shall constitute default and the Customer may terminate the contract without penalty by providing five (5) days written notice to the Contractor.
7. Customer Non-Interference. The parties hereby mutually acknowledge that Contractor has a substantial investment in the training and preparation of its employees in order for Contractor to fulfill its obligations hereunder.
- (a) Contractor must advise and discipline its employees for discussing employment matters with the Customer's personnel;
 - (b) During the term of the Contractor's employment and for a period of (3) months following termination thereof, Customer agrees not to employ for the purpose of performing janitorial services on the Buildings, any employee of Contractor who performed services pursuant to this contract;
 - (c) Contractor shall waive the terms of the above items, in consideration of a mutually agreed fee paid to the Contractor for the employment of Management and/or Supervision staff.
8. Liability for Loss. Contractor shall be responsible for and shall indemnify and hold harmless Customer from and against any and all claims, demands, liabilities, or damages which may be suffered by, accrued against, be charged to, or recoverable from the Customer including attorney's fees, expenses, and costs which may arise out of or in connection with the Contractor's performance of duties, actions of his employees and agents, for dishonesty of any employee of the Contractor.
9. Miscellaneous.
- (a) This Contract shall be construed in accordance with the laws of State of Mississippi.
 - (b) This Contract constitutes the entire agreement of the parties and all additions or changes hereto shall be in writing;
 - (c) The continuing covenants of the parties contained in this contract shall survive the termination thereof;
 - (d) By the signature below, the individual executing this Contract on behalf of Customer warrants to Contractor that he has full power and authority to execute this Contract and thereby bind, jointly and severally, Customer (if other than owner of Building) and owner of Building to the terms of this Contract;
 - (e) If any portion of this Contract be legally adjudicated invalid or unenforceable, the parties do hereby covenant and agree that such portion or portions are absolutely and completely severable for all other portions of this Contract, and such other provisions shall constitute the agreement of the parties.

10. Storage Facilities. Customer shall make adequate storage space available in the Building to Contractor throughout the term of this Contract for current supplies and equipment to be used on a daily basis.
11. Terms of Service. The terms of this Contract shall commence July 1, 2018 and shall continue until June 30, 2019. The Customer and the Contractor may mutually agree on or before June 30, 2019 to extend the terms of the contract for a period of four successive years, subject to the approval of the Board of Trustees on an annual basis. In the event the Contract is extended, the terms set forth herein shall remain in full force and effect unless modified in writing by both parties. That either party may terminate this Contract by providing the other party with forty-five (45) days advanced notice of the intent to quit. That upon serving written notice to the other party, the party desiring to terminate the Contract shall comply with all terms set forth herein until the expiration of the forty-five (45) day period.
12. Work Hours. Contractor shall schedule its services so as to conform to the reasonable requirements of the Building and Contractor shall use reasonable efforts not to interfere with the normal routine of the Building's tenants.
13. Compensation. Throughout the terms of this Contract, Customer shall pay to the Contractor the sum of \$_____ per month (prorated for partial months) based on specifications for the period from July 1, 2018 through June 30, 2019 in accordance with the following terms:
- (a) Payment will be made no later than forty-five (45) days after the month that the contract begins assuming:
 - 1. There are no unresolved problems with the service as outlined in the Exhibit A attached;
 - 2. There is a duplicate copy of a bill for the appropriate amount presented to the Ocean Springs School District Business Office no later than five days after the end of the service month;
 - 3. There are no additional charges on the bill that were not specifically approved by the Superintendent or the Director of Operations;
 - 4. There are no liability and/or insurance problems with required insurance coverage and limits.
 - (b) Customer acknowledges that Contractor's compensation is based on Contractor not working these days: Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Martin Luther King Day, Independence Day, Thanksgiving Day, Thanksgiving Friday, and Labor Day, two days at Mardi Gras and three days at Easter/Spring Break.
 - (c) Extra labor must be specifically authorized by the Superintendent or Director of Operations at the costs listed below:
Extra labor:
 - \$ _____ per hour with 48-hour notification
 - \$ _____ per hour without 48-hour notification.

14. It shall be the sole responsibility of the Contractor to obtain all necessary licenses and permits required by federal, state, county and municipal laws, ordinances and regulations.
15. Neither party may assign or transfer any right set forth herein without prior written consent of the other.
16. In the event the Contractor shall file bankruptcy, the Customer shall be entitled to terminate the Contract upon providing five (5) days written notice to the Contractor.
17. In the event that the Contractor shall fail to provide written notice of an intent to terminate the Contract in accordance with the terms set forth herein and/or shall fail to provide employees to perform the services set forth herein, the Contractor shall be responsible to the Customer for the sum of \$ 2,500.00 per day as liquidated damages and agrees that the liquidated damages shall not be discharged in bankruptcy.
18. Beginning on the start date of the contract and each year thereafter the Contractor must obtain a performance bond with a one-year term. The performance bond must continue to be in effect for one year following the expiration of the one-year contract term and any extensions. Contractor must obtain and maintain the annual performance bond in a form approved by the Ocean Springs School District naming the district as obligee, securing the contractor's faithful performance of the terms and conditions of the contract. The annual performance bonds must comply with Mississippi state law. The district requests a performance bond in the amount of fifty percent (50%) of the total contract price.
19. All prices will remain firm for the base term of the Agreement period. Any de-escalation/escalation in prices may be approved on an annual basis thereafter at the sole discretion of the Customer. Requests for price adjustment must be made by the Contractor in writing at least 60 days in advance of the expiration of the base term and any subsequent option terms, if exercised.

IN WITNESS WHEREOF, this contract has been executed on the dates listed under the signatures of the parties below and shall become binding when the fully executed contract is received by the Contractor.

Contractor:

Ocean Springs School District

Date: _____

Date: _____

Ocean Springs School District Board Policy
Policy FGDB: Project Administration Contract Awards Procedure

Whenever the Ocean Springs School District contracts for janitorial, landscaping, vending services, lawn service transportation, construction or any other service, the Superintendent or his/her designee shall ensure the following:

1. The contracting entity shall provide the district with a list of all employees who may come into contact with students.
2. The contracting entity shall certify in writing that each employee who may come into contact with students has completed a criminal history background check and Child Abuse Registry check and that no disqualifying information has been located.
3. The contracting entity shall certify in writing that all employees who may come into contact with students have not been convicted of any crime of violence, serious felony, or any offense listed therein: possession or sale of drugs; murder, manslaughter, or armed robbery; rape, sexual battery, or sex offense as Listed in MS Code Section 45-31-3 (1); child abuse, arson, grand larceny, or burglary; or gratification of lust or aggravated assault. If any employee of a contractor has been determined to be guilty of a crime of violence, serious felony, or any offense as outlined above, the employee of the contractor shall be prohibited from entering district property in the presence of any student.
4. The contracting entity shall certify in writing that no employee has been determined to be a sex offender in the child abuse registry. Any employee identified in the child abuse registry shall be prohibited from entering district property.
5. General Contractors shall also assure that employees of sub-contractors have not been convicted of a crime of violence, serious felony, or any offense included in #3; and, shall further complete child abuse registry checks for employees of all sub-contractors.
6. In the event of an emergency or exceptional circumstance, such as where a student's health or safety is in jeopardy or when immediate repairs are needed to make a building safe for student, the Superintendent may relax the requirements of the policy for a period of time necessary to rectify the exceptional or emergency situation.
7. In situations involving employees of a contracting entity which have no contact with students, the Superintendent shall be authorized to relax the requirements of the policy.
8. The Superintendent may, in his/her discretion, also be authorized to decline enforcement of this policy with respect to vendors who deliver food, supplies, and soda and snack machine vendors.

In the letting of public contracts, preference shall be given to resident contractors, and a nonresident bidder domiciled in a state, city, county, parish, nation or political subdivision having laws granting preference to local contractors shall be awarded Mississippi public contracts only on the same basis as the non-resident bidder's state, city, county, parish, nation or political subdivision awards contracts to Mississippi contractors bidding under similar circumstances. Resident contractors actually domiciled in Mississippi, be they corporate, individuals or partnerships, are to be granted preference over non-residents in awarding of contracts in the same manner and to the same extent as provided by the laws of the state, city, county, parish, nation, or political subdivision of domicile of the non-resident. MS Code Section 31-7-47 (1995)

LEGAL REFERENCE: MS Code as cited

ADOPTED: 01/13/2009

Ocean Springs School District Date Adopted: 1/13/2009

FGDB—E(1)

CRIMINAL BACKGROUND INVESTIGATION CERTIFICATION

The undersigned does hereby certify to the Board of Trustees for the Ocean Springs School District ("District") as follows:

That I am representative of _____ ("Contractor"), currently under contract with the District; that I am familiar with the facts herein certified and am authorized and qualified to execute this certificate on behalf of Contractor.

Contractor certifies that all of its employees, as well as, employees of subcontractors, who may come into contact with students during the term of the contract with the District have had a criminal background check completed, as well as, a child abuse registry check and none have been located on the child abuse registry nor have any employees been found guilty of any crime of violence, serious felony, or offense listed in the District's School Board Policy FGDB.

A complete and accurate list of Contractor's employees and of all of its Subcontractors' employees who may come in contact with District pupils during the course and scope of the Contract is attached hereto as Exhibit B.

The Contractor's employees and employees of the Subcontractors that were located on the child abuse registry or who were convicted of a crime of violence, serious felony, or offense listed in the District's School Board Policy FGDB are as follows:

- 1.
- 2.
- 3.
- 4.

Contractor acknowledges that he has reviewed School Board Policy FGDB of the Ocean Springs School District.

Dated: _____

Contractor

By: _____

Title: _____

SWORN TO AND SUBSCRIBED BEFORE ME this the ____ day of _____, 20__.

NOTARY PUBLIC

My Commission Expires

**Ocean Springs School District
Janitorial Services Proposal - Assurances**

Please initial each item listed below. If an item is not signed, it will be noted that the Contractor does not accept that item. These items will be considered as part of the proposal package.

- _____ 1. Contractor acknowledges receipt of Contract language, Exhibit A, Evaluation Sheet, and Scope of Work.
- _____ 2. Contractor acknowledges receipt of OSSD policy FGDB and FGDB-E1.
- _____ 3. Contractor agrees to complete and submit FGDB-E1 on their employees if awarded the contract.
- _____ 4. Contractor agrees to maintain the proposed prices for the duration of the contract period.
- _____ 5. Contractor acknowledges that separate proposal for soap, can liners, and paper products may not be awarded as part of the final contract.
- _____ 6. Contractor acknowledges receipt and has reviewed any addendums, if issued, in regard to this RFP.

Evaluation Sheet

Evaluation Sheet	Maximum Points
Assurances Signed	
Proposal Signed	
Proof of Insurance Attached	
Experience of Firm/References	20
Financial Stability	15
Employee Benefits	10
Training Programs	10
Management Plan	10
Operational Plan	10
Quality Control	15
Safety Experience	15
Equipment Plan	15
Pricing	20
Annual Cost	
Supplies Provided	
Cost/HR Additional Duty w/notice	
Cost/HR Additional Duty no notice	
Total Points	

Bid Response Form

Item No.	Item Description	Bid Response
Item 1	Janitorial Services for entire district	
Item 2	Cost for soap, can liners, and paper goods	
Item 3	Cost for extra labor per hour (with 48-hr notice)	
Item 4	Cost for extra labor per hour (without 48-hr notice)	
Item 5	Acknowledge addendum received, if posted	

Bid Submitted By: _____

Name of Company: _____

Mailing Address: _____

City, State, Zip: _____

Telephone Number: _____

Email Address: _____

Signature of Authorized Representative: _____

Date: _____