




PURCHASING DEPARTMENT

Madison County Board of Supervisors
146 West Center Street
Canton, MS 39046 / 601-855-5534
kesha.buckner@madison-co.com

September 21, 2020

To: Board of Supervisors
From: Kesha Buckner, Purchasing Clerk 
Subject: Janitorial Services

Attached are copies of recently opened janitorial services on Madison County Buildings proposals and spreadsheet tabulation. G.C. Logistics, Jan Pro, Jani King, Prewitt Contract Services and Davis Janitorial all submitted sealed proposals to indicate that they were interested in bidding on Janitorial Services for Madison County Buildings.

I recommend that the Board take the following actions:

1. Acknowledge all proposals submitted;
2. Acknowledge lowest and best bidder

Thank you in advance for your consideration of the above recommendations.

BID TABULATIONS
 JANITORIAL SERVICES – MADISON COUNTY
 SEPTEMBER 21, 2020

CONTRACTOR	LETTER OF TRANSMITTAL	RESUME	SERVICE PLAN	COST PROPOSAL	INSURANCE
G.C. LOGISTICS	YES	YES	YES	<u>1 YEAR</u> \$465,545.50 <u>4YEAR</u> \$1,862,182.00	YES
JAN PRO	YES	YES	YES	<u>1 YEAR</u> \$304,968.00 <u>4 YEAR</u> \$1,219,872.00	YES
JANI KING	NO	NO	NO	<u>1 YEAR (AVG)</u> \$295,317.00 <u>4 YEAR</u> \$1,181,268.00	NO
PREWITT SERVICES	YES	YES	YES	<u>1 YEAR</u> \$281,376.00 <u>4 YEAR</u> \$1,125,504.00	YES
DAVIS JANITORIAL	YES	YES	YES	<u>1 YEAR</u> \$290,000.00 <u>4 YEAR</u> \$1,160,00.00	NO
<u>VENDOR</u>	<u>4 YEAR COST</u>				
PREWITT SERVICES	\$1,125,504.00	Lowest & Best Bidder			
DAVIS JANITORIAL	\$1,160,000.00				
JANI KING	\$1,181,268.00				
JAN PRO	\$1,219,872.00				
G.C. LOGISTICS	\$1,862,182.00				

MADISON COUNTY BOARD OF SUPERVISORS
REQUEST FOR PROPOSALS

JANITORIAL SERVICES

PROPOSALS ARE DUE AT 10 A.M., SEPTEMBER 8, 2020

MADISON COUNTY CHANCERY CLERK'S OFFICE

125 WEST NORTH STREET (SECOND FLOOR)

CANTON, MISSISSIPPI 39046

POST OFFICE BOX 608

RFP PREPARATION

Madison County is requesting proposals from qualified janitorial companies for the cleaning of county buildings described in this RFP. The information provided within this RFP is intended to provide interested contractors with sufficient information to submit proposals meeting the minimum requirements. It is not intended to limit a proposal's content or exclude any relevant information. Contractors are responsible for making themselves familiar with each location and gathering any information needed to provide a complete proposal. Contractors are also responsible for following all specifications, terms, conditions, and instructions within the RFP.

There will be a pre-proposal meeting for all interested bidders at 9am, August 25, 2020. Interested bidders must confirm they will be present. The meeting will begin in the Board of Supervisors Conference Room on the first floor of the Administration Building, located at 125 West North Street, Canton, Ms. We will tour of all facilities.

Contractors may telephone Danny Lee at 601-842-9661 or email danny.lee@madison-co.com with questions or additional information.

Proposals must contain the following information. Supplemental information of the contractor's choosing should be referenced and included as attachments.

1. Letter of Transmittal: The letter of transmittal shall include company name, address,

telephone number(s) and email address(es) of contact person(s).

2. **Company Resume:** The company resume shall include three references from businesses. Provide contact information with references.

3. **Service Plan:** A written plan outlining how the Contractor will provide service to Madison County. The plan should include staffing, supervisors, work schedule, safety policies, security procedures, and any additional information the Contractor deems relevant.

4. **Cost Proposal:** The contractor shall provide a cost that includes staffing, cleaning supplies, and equipment to meet all required services described within the Scope of Work and Schedule of Service.

5. **Insurance Requirements:** The Contractor shall provide proof of liability and personal injury insurance in an amount not less than \$1,000,000. Janitorial Staff **are not** employees of Madison County. Madison Counties insurance will not cover the Janitorial Staff or their Employer with any liability claims including COVID-19 exposure.

6. **Performance Bond:** – The Contractor shall be required to provide a performance bond in an amount equal to the amount of the contract.

7. **Licenses and Permits:** Contractors shall hold and provide copies of all appropriate licenses and permits required by the State of Mississippi.

CONTRACT TERM

The contract shall be for an initial term of 48 months and shall automatically renew under the same terms and conditions each year thereafter on the contract anniversary date unless one party has given the other party 90-days written notice of its intent to terminate the contract on the anniversary date.

Prices as submitted in the RFP shall remain in effect for the initial 48-month term of the contract. After the original 48-month term of the contract has expired the contractor may request a price adjustment. The price adjustment request must be submitted to the county in writing. If the county rejects the contractor's price adjustment request, the contractor may then cancel the contract upon 90-days written notice.

The contract may be modified by the county upon 30 days written notice to delete any buildings that are removed from service. Any additional buildings that come under county control may be added to the contract by mutual consent of the county and the

contractor.

Once approved by the Madison County Board of Supervisors, the contractor must be prepared to begin Janitorial Services at all facilities on September 1, 2020.

SCOPE OF WORK

- The Contractor shall provide full-time staff from 7- 4 at each facility noted.
- The Contractor shall provide a mobile staff to provide cleaning service between 7am-12noon for each facility noted.
- The Contractor shall clean county buildings as outlined in Schedule of Service.
- The buildings shall be cleaned each day, (Monday – Friday).
- All cleaning services shall be provided on the frequency level outlined in the Schedule of Service.
- The county will furnish all toilet paper, center-pull towels, multi-fold towels, liquid soap products, and urinal scented screens.
- The contractor shall be responsible for putting county-furnished products in the appropriate dispensers as needed. The county-furnished products shall be stored in a janitorial closet in each building or Building and Grounds storage building.
- Contractor is responsible for informing Building and Grounds to replenish County provided supplies as needed. Building and Grounds will deliver supplies to the required facility.
- All cleaning products and equipment, including garbage can liners, shall be provided by the contractor at its expense.
- All proposals shall be submitted on the County furnished proposal sheet.
- If Contractors staff recognizes or exhibits systems of COVID-19, as defined by the CDC, that person will leave the County facility and be replaced with a new staff person within (2) two hours of notification.
- COVID-19 testing is required for any staff member that exhibits systems of COVID-19, as defined by the CDC. If Staff tested is positive for COVID-19, the Contractor will notify the County of positive results and plan for each facility exposed to be sanitized.

Letter of Transmittal

Prewitt Contract Services Inc.

1219 Springridge Rd. (physical)
Clinton, MS 39056

Po Box 2268 (mailing)
Clinton, MS 39060

Phone Number: (601) 924-3373

Email: stan@prewittcontract.com, reed@prewittcontract.com

Contact Person: Stan Prewitt or Reed Prewitt



References

Clinton Public School District

Mr. Bo Barksdale

201 Easthaven Drive

Clinton, MS 39060

(601) 924-2100

The Woodlands

Mr. Russell Wilcox

800 Woodlands Parkway, Suite 118

Ridgeland, MS 39157

601-842-5055

Mississippi Blood Services

Mr. Lee Fairley

115 Tree Street

Flowood, MS 39232

601-573-6775



Service Plan

Staffing- Staffing will be provided based on the proposal sheet by Madison County

Supervisors- Stan Prewitt, President

Reed Prewitt, Vice President

Patrick Crawley, Operations Manager

Rod Little, John Porter, Issac Collins, Annie Steward, Supervisors

Work schedule- Work schedule provided on the proposal sheet by Madison Co.



Name of Company: Prewitt Contract Services, Inc

Address: 1219 Springridge Rd., Clinton, MS. 39056 (Physical)

PO Box 2268, Clinton, MS. 39060 (Mailing)

Contact Person: Stan Prewitt or Reed Prewitt

Telephone Number: 601-924-3373

Cell Telephone Number: 601-594-2933 (Stan)

E-mail Address: stan@prewittcontract.com or reed@prewittcontract.com

Authorized Signature:  Date: 9-4-2020

**TOTAL FEES REQUIRED TO MEET REQUIREMENTS AS OUTLINED IN PROPOSAL FOR
JANITORIAL SERVICE:**

\$ 281,376.00 (Year 1)

\$ 281,376.00 (Year 2)

\$ 281,376.00 (Year 3)

\$ 281,376.00 (Year 4)

\$ 1,125,504.00 (Total for four-year contract)



PROPOSAL SHEET

FULL-TIME STAFFING

Facilities	Full-time Staffing Requirements & Hours
Chancery/Administration	(2 full-time staff) 7am-4pm
Circuit Courthouse	(2 full-time staff) 7am-4pm
Justice Courthouse	(1 full-time staff) 7am-4pm
South Annex (Madison Office)	(1 full-time staff) 7am-4pm
Department of Human Services	(1 full-time staff) 7am-4pm

MOBILE STAFFING

These facilities do not require full-time staffing but are required to be cleaned daily by the Contractors Mobile Staff between the hours of 7am -12noon.

Facilities

- Emergency Management
- District Attorney
- Citizens Service (W. Center Street)
- Citizens Service (W. Peace St.)
- Historic Courthouse
- Youth Services
- Election Commission

RATES FOR ADDITIONAL STAFFING

Janitorial Staff Member **\$15.00** per hour (regular time)

Janitorial Staff Member **\$22.50** per hour (overtime)





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
8/3/2020

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 Fisher Brown Bottrell Insurance, Inc. P. O. Box 1490 Jackson, MS 39215	CONTACT NAME: PHONE (A/C, No, Ext): (601) 960-8200		FAX (A/C, No): (601) 208-7484
	E-MAIL ADDRESS:		
INSURED Prewitt Contract Services, Inc P.O. Box 2268 Clinton, MS 39060	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : FCCI Insurance Company		10178
	INSURER B : Eastern Alliance Insurance		10724
	INSURER C : Travelers Casualty and Surety Company of America		31194
	INSURER D :		
	INSURER E :		
INSURER F :			

COVERAGES **CERTIFICATE NUMBER:** **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	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC OTHER:			CPP100027333	8/5/2020	8/5/2021	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
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			CA100027334	8/5/2020	8/5/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			UMB100027335	8/5/2020	8/5/2021	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	01000057544701	8/5/2020	8/5/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> 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
C	Crime			106413417	11/19/2018	11/19/2021	Employee Dishonesty 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
All coverage is subject to policy terms, conditions and exclusions.
General Liability and Auto Policy contains Blanket Additional Insured and Waiver of Subrogation, including completed operations, as required by written contract. Workers' Compensation policy contains Blanket Waiver of Subrogation, as required by written contract.

CERTIFICATE HOLDER Information Purposes Only	CANCELLATION 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 <i>F. Corey Dale</i>

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MOBILE STAFFING

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Facilities

Emergency Management

District Attorney

Citizens Service (W. Center Street)

Citizens Service (W. Peace St.)

Historic Courthouse

Youth Services

Election Commission

RATES FOR ADDITIONAL STAFFING

Janitorial Staff Member \$ \$17.88 per hour (regular time)

Janitorial Staff Member \$ \$19.87 per hour (overtime)

Name of Company: Enmon Enterprises, LLC. dba Jani-King of Jackson

Address: 254 Katherine Dr. Ste. B. Flowood, MS 39232

Contact Person: Chance Mercante

Telephone Number: 601-968-9400

Cell Telephone Number: 601-966-2763

E-mail Address: cmercante@janikinggcr.com

Authorized Signature:  Date: 09/11/2020

TOTAL FEES REQUIRED TO MEET REQUIREMENTS AS OUTLINED IN PROPOSAL FOR JANITORIAL SERVICE:

\$ 289,620.00 (Year 1)

\$ 289,620.00 (Year 2)

\$ 296,856.00 (Year 3)

\$ 305,172 (Year 4)

\$ 1,181,268.00 (Total for four-year contract)



Trusted. Clean. Guaranteed.

We Mean Clean.

A commercial cleaning proposal for:



By:

Keith Whiteside

JAN-PRO of Central Mississippi

601-850-3089 – office

601-300-9508 – cell

Keith.whiteside@jan-pro.com



Trusted. Clean. Guaranteed.

We Mean Clean.

Danny Lee
Madison County MS
125 West North St.
Canton, MS

September 2, 2020

Dear Danny,

Thank you for your interest in JAN-PRO and for taking time to meet with me to discuss your commercial cleaning requirements for your facility. It was a pleasure meeting you, and I hope that I am able to further illustrate the benefits JAN-PRO can provide to you through this proposal.

JAN-PRO of Mississippi has been providing professional cleaning and janitorial services to Mississippi businesses and municipalities for over a decade and we value the opportunity to develop a partnership with your Madison County. We believe that using the right products, following the right processes, and partnering you with the right people is what leads to us retaining **over 99%** of our customers year after year.

Backed by 25 years of industry experience, and the **Jan-Pro Guarantee**, we are confident that we can provide you with an unbeatable partner for your organization! We look forward to the opportunity to service your facility!

Sincerely,

Keith Whiteside

TRUSTED. CLEAN. GUARANTEED.

ESTABLISHED BRAND

- Locally owned and operated in North Mississippi
- Over 99% customer retention year after year
- Ranked #1 Commercial Cleaning business by Entrepreneur Magazine 10 years in a row

CLEANING PROFESSIONALS

- Trained, insured, bonded, and background checked owner/operators

INDUSTRY LEADER

- Providing quality services by focusing on the 3 P's for a superior clean:
 - Using the right **P**roducts
 - Following the right **P**rocesses
 - Partnering with the right **P**eople



TRUSTED. CLEAN. GUARANTEED.

JAN-PRO SIGNATURE CLEAN®

- Commercial grade disinfectants for a broad spectrum
- Environmentally safe products and practices
- Color-coded microfiber cloths avoid cross contamination
- HEPA backpack vacuums
- Branded processes and techniques for a superior clean



TRUSTED. CLEAN. GUARANTEED.

STRONGEST GUARANTEE IN BUSINESS

**We go beyond promising satisfaction -
WE GUARANTEE IT**

Supported by:

- Communication & partnership with your owner/operator
- Regular inspections by our Field Services team
- Combination of onsite visits, service calls, and online surveys to ensure we are meeting your expectations

If you aren't satisfied, simply contact our JAN-PRO office to report an issue. If your issue isn't resolved within one business day – your next clean is on us!



Enviroshield®

WIPES OUT 99.99% OF BACTERIA/VIRUSES

- Powerful hospital grade disinfectant/deodorizer
- EPA registered and rated safest category possible
- State of the art technology exclusive to JAN-PRO
- Wrap around technology to reach all surfaces



JAN-PRO SCOPE OF WORK SCHEDULE:

Day(s) of Week SUN MON TU WED TH FRI SAT

THIS IS A SAMPLE SCHEDULE. ACTUAL SCHEDULE TO BE PROVIDED BY CLIENT.

	Nightly	Weekly	Monthly
Entrance Lobbies/Waiting Areas/Common Areas/Hallways:			
Vacuum carpeted areas including walk off mats, inspect and spot clean as needed	x		
Clean horizontal surfaces and straighten any magazines on tables	x		
Spot clean walls, doors, doorframes, and kick plates	x		
Remove all trash to dumpster and replace liners as needed	x		
Sweep and/or dust mop all hard surface flooring to remove all loose debris	x		
Damp mop all hard surface flooring	x		
Clean, disinfect and polish all drinking fountains.		x	
Clean interior glass to remove finger prints and smudges		x	
Offices			
Spot clean any spills in offices and remove all trash to dumpster and replace liners as needed	x		
Vacuum main traffic carpeted areas	x		
Dust mop and/or sweep hard floor surfaces.		x	
Damp mop all hard surface flooring		x	
Wipe exposed horizontal surfaces as needed.		x	
Spot clean all interior glass to remove fingerprints and smudges.		x	
Vacuum wall to wall		x	
Spot clean walls, door frames and kick plates.			x
Clean and disinfect all phone receivers and cradles.			x
Break Rooms/Conference Room/Kitchen Area			
Remove all trash to collection point and replace liners as needed.	x		
Dust mop and/or sweep all hard surface flooring to remove loose debris.	x		
Damp mop all hard surface flooring to remove soil and spills.	x		
Vacuum any carpets and spot clean any mats on hard surface flooring	x		
Wipe down with disinfectant tables and counters	x		
Clean, disinfect and polish sinks and back splash areas.		x	
Wipe down exterior of appliances		x	
Clean interior and exterior of microwave ovens.		x	
Spot clean walls, door frames and kick plates.			x
Restrooms:			
Clean, disinfect and polish all dispensers and fixtures.	x		
Clean and disinfect all basins, counters, toilets and urinals both inside and out.	x		
Spot clean walls, partitions, doors, and door frames, baseboards, kick plates and light switches.	x		
Remove all trash to collection point and replace liners as needed.	x		
Dust mop and/or sweep hard surface flooring to remove all loose debris.	x		
Damp mop all hard surface flooring with a disinfectant and rinse.	x		
Stock all towels, tissue and hand soap.	x		
High dust vents		x	
Special Customer Requirements			
JAN PRO WILL PROVIDE PORTERS FOR THE SPECIFIED HOURS IN EXHIBIT A. JAN PRO WILL USE CLIENT'S SCHEDULE AS A GUIDE ONLY. ACTUAL ACCOMPLISHED DUTIES WILL BE COMPLETED AS TIME ALLOWS.			



Janitorial Services Agreement

This Agreement is made between **JAN-PRO of Mississippi** ("JAN-PRO") and **Madison County Mississippi** ("Client"). Client and JAN-PRO agree that JAN-PRO will begin service at the location(s) identified in Exhibit A under the below terms.

1. JAN-PRO agrees to perform the recurring janitorial services and at the frequencies stated in Exhibit A.
2. JAN-PRO will provide all chemicals, equipment, labor and supervision and can liners. Client will provide all restroom paper products, and hand soap.
3. JAN-PRO will fulfill its obligations under this Agreement through its franchised system. JAN-PRO will identify the franchisee selected to service Client before the start date of service. Each franchisee has been successfully trained on the JAN-PRO methods and procedures and is bound by the terms of this Agreement. Client has the right to request a change in franchisee at any time.
4. JAN-PRO sends invoices at the beginning of each month for the recurring janitorial services, with payment terms at net 15 days. All additional services are invoiced as incurred, with payment terms at net 15 days. A finance charge of 1.5% per month (minimum \$15.00) is assessed on all delinquent accounts over 60 days.
5. This Agreement is for a term of 4 years from the later of the date of signing or the start of services. This Agreement automatically renews for additional 4 year term, unless either party gives written notice of nonrenewal at least 90 days before the expiration date. A 3% increase over the monthly fee will begin on renewal to reflect the increasing costs of equipment, supplies, and labor that JAN-PRO owner/operators incur. JAN-PRO reserves the right to further increase fees, upon notice to Client, if the federal, state, or your local minimum wage increases.
6. Client agrees to verbally notify JAN-PRO of any service issues before Client provides any written notification.
7. This Agreement may be terminated for non-performance only, and the terminating party must give the other party written notice specifying in detail the nature of any non-performance. The non-terminating party will then have 5 working days to cure, to the reasonable satisfaction of the terminating party. If the non-performance is not cured within the 5 working days, the terminating party will notify the non-terminating party in writing of the failure to cure, and this Agreement will terminate 30 days after the date of the notice. All written notices must be timely and by overnight courier.
8. Client agrees that during the term of this Agreement and for 90 days after the expiration or termination of this Agreement, Client will not employ directly or indirectly any JAN-PRO employees, agent representatives, franchisees, or former franchisees.
9. In addition to any other rights JAN-PRO may have, if Client breaches this Agreement, JAN-PRO is entitled to all costs of JAN-PRO's costs of collection, including reasonable attorney fees, paralegal fees, and collection agency fees, in addition to JAN-PRO's lost revenues for the remainder of the term.
10. JAN-PRO Annually observes the following federally recognized holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving and Christmas. JAN-PRO will not provide services on these days.
11. JAN-PRO and JAN-PRO's franchisee will each maintain commercial general liability insurance of at least \$1,000,000 per occurrence, \$2,000,000 in the aggregate, worker's compensation of \$1,000,000, janitorial bonding of at least \$50,000.

Client Initials _____



EXHIBIT A - Pricing Agreement

Client Name: Danny Lee

Company: Madison County Mississippi

Cleaning Location(s)	Services	Price
See attached sheets below	See attached sheets below	See attached sheets below

START DATE: _____

NOTE: Pricing is valid for 30 days from the proposal date (September 2, 2020) unless specifically extended by JAN-PRO of Mississippi at its sole discretion.

By signing below, Client and JAN-PRO agree to the terms of this Janitorial Services Agreement.

Madison County

JAN-PRO of Central Mississippi

X _____	X _____
Name: _____	Name: _____
Date: _____	Date: _____

PROPOSAL SHEET

FULL-TIME STAFFING

Jan-Pro will provide staffing to meet the following requirements for full time staffing as listed below.

Facilities	Full-time Staffing Requirements & Hours
Chancery/Administration	(2 full-time staff) 7am-4pm
Circuit Courthouse	(2 full-time staff) 7am-4pm
Justice Courthouse	(1 full-time staff) 7am-4pm
South Annex (Madison Office)	(1 full-time staff) 7am-4pm
Department of Human Services	(1 full-time staff) 7am-4pm

MOBILE STAFFING

Jan-pro will provide Mobile Staffing between the hours of 7am -12noon to service the following facilities:

Facilities
Emergency Management
District Attorney
Citizens Service (W. Center Street)
Citizens Service (W. Peace St.)
Historic Courthouse
Youth Services
Election Commission

RATES FOR ADDITIONAL STAFFING

Janitorial Staff Member \$17.00 per hour (**regular time**)

Janitorial Staff Member \$22.00 per hour (**overtime**)

Included in this number of total staffing is one staff supervisor. A certified Jan-Pro Independent owner will be assigned this account and will be responsible for all service, staffing and equipment. A Jan-Pro field services representative will also be assigned this account and will be responsible for helping to rectify issues and also for monthly (or bi-monthly) inspections. Jan-Pro abides by OSHA recommendation for safety in training its independent owners. All employees will receive a criminal background check before the hiring process is complete. Jan-Pro of Central Mississippi is fully licensed, insured and bonded. Jan-Pro of Mississippi is a registered and WBENC certified Woman Owned Small Business.

Customer initials _____

Company and Contact Information:

Name of Company: Jan-Pro of Central Mississippi

Address: 300 Highland Park Cove, Suite B
Ridgeland, MS. 39157

Contact Person: Stan Jones or Ben Coleman

Telephone Number: 601-850-3089 or 662-534-4448

Cell Telephone Number: 601-317-7492 or 662-316-7720

E-mail Address: Stan.jones@jan-pro.com or ben.coleman@jan-pro.com

Authorized Signature:  Date: 9-3-20

TOTAL FEES REQUIRED TO MEET REQUIREMENTS AS OUTLINED IN PROPOSAL FOR JANITORIAL SERVICE:

\$304,968.00 (Year 1)

\$304,968.00 (Year 2)

\$304,968.00 (Year 3)

\$304,968.00 (Year 4)

\$1,219,872.00 (Total for four-year contract)

Customer Initials _____

Professional References

Irby Electrical Contractors
Burt Knight
Serviced 7 years
601-709-4729 direct
601-202-9387 main
Burt.knight@irbyconst.com

KLLM Trucking
Serviced 6 years
Mike Woolsey
601-936-5696
mwoolsey@kllm.com

HM Richards Manufacturing
Serviced for 9 years
Terry Steele
662-322-3918

Trustmark Banks
Serviced for 10 years
Charles R. Russell
601-720-2220
crussell@trustmark.com



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/2/2020

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 Exchange Underwriters, Inc 2111 N Franklin Dr Ste. 100 Washington PA 15301	CONTACT NAME: Diane Merrick PHONE (A/C, Ho, Ext): 724-745-1600 FAX (A/C, No): 724-745-0224 E-MAIL: ADDRESS: dmerrick@exchangeunderwriters.com	
	INSURER(S) AFFORDING COVERAGE	
INSURED JP Mid-South Cleaning Systems Inc. dba Jan-Pro of Central MS 300 Highland Park Cove, S#B Ridgeland MS 39157	JAN-128	INSURER A: West American INSURER B: Western Surety Company/ INSURER C: MANUFACTURERS ALLIANCE INSURER D: Ohio Casualty INSURER E: INSURER F:
		NAIC #
		44393
		13188
		36897
	24074	

COVERAGES **CERTIFICATE NUMBER:** 743541508 **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	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y	Y	BKW55258819	8/23/2020	8/23/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPIOP AGG \$ 2,000,000 \$
D	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y	Y	BAO55258819	8/23/2020	8/23/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
D	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000	Y	Y	USO55258819	10/1/2019	10/1/2020	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000 \$
C	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/A	201901 1033521	11/1/2019	11/1/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	Third Party Bond			71317145	8/24/2020	8/24/2021	Limit 50,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER Madison County MS	CANCELLATION 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 <i>Susan A. Herman</i>
--	--

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ACORD 25 (2016/03)

The ACORD name and logo are registered marks of ACORD



hereby grants

National Women's Business Enterprise Certification

to

JP Mid-South Cleaning Systems Inc. DBA Jan Pro of Central MS

who has successfully met WBENC's standards as a Women's Business Enterprise (WBE). This certification affirms the business is woman-owned, operated and controlled; and is valid through the date herein.

WBENC National WBE Certification was processed and validated by Women's Business Enterprise Council - South, a WBENC Regional Partner Organization.

Authorized by Phala Mire, President
Women's Business Enterprise Council - South



Certification Granted: December 31, 2013
Expiration Date: December 31, 2020
WBENC National Certification Number: 2005123796

NAICS: 561720
UNSPSC: 47130000, 76110000



SPECIALIZED SERVICES

JAN-PRO has trained experts to provide specialized services in your facility. These services can be quoted upon request. Those services include:

<p><u>CARPET</u></p> <ul style="list-style-type: none"> • Spot removal • Bonnet cleaning • Hot water extraction • Mat replacement 	<p><u>HARD SURFACE FLOORS</u></p> <ul style="list-style-type: none"> • Burnishing • Top scrub and refinish (wax) • Strip and refinish 	<p><u>UPHOLSTERY</u></p> <ul style="list-style-type: none"> • Vacuum partitions • Spot removal • Extraction cleaning
<p><u>WINDOWS</u></p> <ul style="list-style-type: none"> • Inside and/or outside of exterior windows, other than entry way glass. • Window coverings • Awnings and canopies 	<p><u>KITCHENS</u></p> <ul style="list-style-type: none"> • Interior of refrigerator • Interior of dishwasher • Interior of cabinets 	<p><u>LIGHTING</u></p> <ul style="list-style-type: none"> • Cleaning lights and light fixtures • Replacing bulbs
<p><u>SUPPLIES</u></p> <ul style="list-style-type: none"> • Paper Products • Hand soap • Trash can liners • Dispensers and containers 	<p><u>ONE TIME SERVICES</u></p> <ul style="list-style-type: none"> • Impact clean • Post construction clean • Post event clean 	<p><u>ENVIROSHIELD</u></p> <ul style="list-style-type: none"> • Entire facility • Specific area of facility • Monthly/Quarterly



**MADISON COUNTY BOARD OF SUPERVISORS
REQUEST FOR PROPOSALS**

JANITORIAL SERVICES

PROPOSALS ARE DUE AT 10 A.M., SEPTEMBER 8, 2020

MADISON COUNTY CHANCERY CLERK'S OFFICE

125 WEST NORTH STREET (SECOND FLOOR)

CANTON, MISSISSIPPI 39046

POST OFFICE BOX 608

RFP PREPARATION

Madison County is requesting proposals from qualified janitorial companies for the cleaning of county buildings described in this RFP. The information provided within this RFP is intended to provide interested contractors with sufficient information to submit proposals meeting the minimum requirements. It is not intended to limit a proposal's content or exclude any relevant information. Contractors are responsible for making themselves familiar with each location and gathering any information needed to provide a complete proposal. Contractors are also responsible for following all specifications, terms, conditions, and instructions within the RFP.

There will be a pre-proposal meeting for all interested bidders at 9am, August 25, 2020. Interested bidders must confirm they will be present. The meeting will begin in the Board of Supervisors Conference Room on the first floor of the Administration Building, located at 125 West North Street, Canton, Ms. We will tour of all facilities.

Contractors may telephone Danny Lee at 601-842-9661 or email danny.lee@madison-co.com with questions or additional information.

Proposals must contain the following information. Supplemental information of the contractor's choosing should be referenced and included as attachments.

1. Letter of Transmittal: The letter of transmittal shall include company name, address, telephone number(s) and email address(es) of contact person(s).

2. **Company Resume:** The company resume shall include three references from businesses. Provide contact information with references.
3. **Service Plan:** A written plan outlining how the Contractor will provide service to Madison County. The plan should include staffing, supervisors, work schedule, safety policies, security procedures, and any additional information the Contractor deems relevant.
4. **Cost Proposal:** The contractor shall provide a cost that includes staffing, cleaning supplies, and equipment to meet all required services described within the Scope of Work and Schedule of Service.
5. **Insurance Requirements:** The Contractor shall provide proof of liability and personal injury insurance in an amount not less than \$1,000,000. Janitorial Staff **are not** employees of Madison County. Madison Counties insurance will not cover the Janitorial Staff or their Employer with any liability claims including COVID-19 exposure.
6. **Performance Bond:** – The Contractor shall be required to provide a performance bond in an amount equal to the amount of the contract.
7. **Licenses and Permits:** Contractors shall hold and provide copies of all appropriate licenses and permits required by the State of Mississippi.

CONTRACT TERM

The contract shall be for an initial term of 48 months and shall automatically renew under the same terms and conditions each year thereafter on the contract anniversary date unless one party has given the other party 90-days written notice of its intent to terminate the contract on the anniversary date.

Prices as submitted in the RFP shall remain in effect for the initial 48-month term of the contract. After the original 48-month term of the contract has expired the contractor may request a price adjustment. The price adjustment request must be submitted to the county in writing. If the county rejects the contractor's price adjustment request, the contractor may then cancel the contract upon 90-days written notice.

The contract may be modified by the county upon 30 days written notice to delete any buildings that are removed from service. Any additional buildings that come under county control may be added to the contract by mutual consent of the county and the contractor.

Once approved by the Madison County Board of Supervisors, the contractor must be prepared to begin Janitorial Services at all facilities on September 1, 2020.

SCOPE OF WORK

- The Contractor shall provide full-time staff from 7- 4 at each facility noted.
- The Contractor shall provide a mobile staff to provide cleaning service between 7am-12noon for each facility noted.
- The Contractor shall clean county buildings as outlined in Schedule of Service.
- The buildings shall be cleaned each day, (Monday – Friday).
- All cleaning services shall be provided on the frequency level outlined in the Schedule of Service.
- The county will furnish all toilet paper, center-pull towels, multi-fold towels, liquid soap products, and urinal scented screens.
- The contractor shall be responsible for putting county-furnished products in the appropriate dispensers as needed. The county-furnished products shall be stored in a janitorial closet in each building or Building and Grounds storage building.
- Contractor is responsible for informing Building and Grounds to replenish County provided supplies as needed. Building and Grounds will deliver supplies to the required facility.
- All cleaning products and equipment, including garbage can liners, shall be provided by the contractor at its expense.
- All proposals shall be submitted on the County furnished proposal sheet.
- If Contractors staff recognizes or exhibits systems of COVID-19, as defined by the CDC, that person will leave the County facility and be replaced with a new staff person within (2) two hours of notification.
- COVID-19 testing is required for any staff member that exhibits systems of COVID-19, as defined by the CDC. If Staff tested is positive for COVID-19, the Contractor will notify the County of positive results and plan for each facility exposed to be sanitized.

PROPOSAL SHEET

FULL-TIME STAFFING

Facilities	Full-time Staffing Requirements & Hours
Chancery/Administration	(2 full-time staff) 7am-4pm
Circuit Courthouse	(2 full-time staff) 7am-4pm
Justice Courthouse	(1 full-time staff) 7am-4pm
South Annex (Madison Office)	(1 full-time staff) 7am-4pm
Department of Human Services	(1 full-time staff) 7am-4pm

MOBILE STAFFING

These facilities do not require full-time staffing but are required to be cleaned daily by the Contractors Mobile Staff between the hours of 7am -12noon.

Facilities

Emergency Management

District Attorney

Citizens Service (W. Center Street)

Citizens Service (W. Peace St.)

Historic Courthouse

Youth Services

Election Commission

RATES FOR ADDITIONAL STAFFING

Janitorial Staff Member \$ \$17.88 per hour (**regular time**)

Janitorial Staff Member \$ \$19.87 per hour (**overtime**)

Jani-King of Jackson
254 Katherine Drive
Suite B
Flowood, MS 39232
(601) 968-9400
(601) 968-9407



September 11, 2020

Regional Support Centers

Alexandria • Baton Rouge
Biloxi • Daphne
Flowood • Hattiesburg
Houma • Lafayette • Metairie •
Montgomery • Pensacola
Ponchatoula • Shreveport

Franchise Locations

Abbeville • Alexandria • Ama
Amite • Arnaudville • Avondale
Baton Rouge • Bay Minette
Bay St. Louis • Belle Chasse
Bessemer • Biloxi • Bossier City
Boutte • Brandon • Braxton
Breaux Bridge • Brookhaven • Bush
Byram • Cankton • Cantonment
Carencro • Carriere • Church Point
Clinton • Conehatta • Covington
Crystal Springs • Daphne
Deatsville • Denham Springs
Destrehan • Eight Mile • Elba
Elmore • Enterprise • Ethel
Fairhope • Florence • Foley
Fort Walton • Franklinton • Gautier
Geismar • Gonzales • Gray
Greensburg • Greenville
Greenwell Springs • Hattiesburg
Houma • Irvington • Jackson
Kenner • Kilgore • Killeen
LaCombe • Lafayette • Lake Charles
Laplace • Lexington • Longview
Louisville • Loxley • Lucedale
Luling • Lutchter • Madison
Madisonville • Magee • Mandeville
Marksville • Marrero • Mathews
Maurepas • McComb • McHenry
Meridian • Metairie • Milton • Minden
Mobile • Monroe • Montgomery
Morgan City • Morton • Moss Point
Mount Olive • Natalbany
New Iberia • New Orleans
Ocean Springs • Panama City
Pass Christian • Patterson • Pearl
Pensacola • Perkinston • Petal
Pine Apple • Ponchatoula
Poplarville • Prairieville • Prattville
Prentiss • Purvis • Raleigh • Reserve
Ridgeland • River Ridge • Saucier
Semmes • Sheffield • Shreveport
Slidell • Spanish Fort • St. Rose
St. Bernard • St. Martinville • Sumral
Sunset • Tallahassee • Tallulah
Terry • Terrytown • Theodore
Thibodaux • Tickfaw • Vacherie
Vancleave • Vicksburg
Wake Village • Walker • Ward
Washington • Woodworth
Youngstown • Youngsville • Zachary

Madison County Board of Supervisors
125 West North Street
Canton, MS 39046

To Whom It May Concern:

On September 8, 2020 our office submitted a bid to Mr. Danny Lee at the Madison County Board of Supervisors for a janitorial services contact. It was brought to our attention that the bid had an error included. The error along with it's corrections are listed below:

- Pricing was initially detailed by our MONTHLY fee instead of the requested ANNUAL dollar amounts.
 - Year 1 – **\$289,260.00** (\$24,135.00/month)
 - Year 2 – **\$289,620.00** (\$24,135.00/month)
 - Year 3 – **\$296,856.00** (\$24,738.00/month)
 - Year 4 – **\$305,172.00** (\$25,431.00/month)

Price for 4 Years: **\$1,181,268.00**

Attached with this letter are the fully updated documents initially submitted for the bid.

Please consider this as a formal request to void the proposal previously submitted to your office, and use this as your most recent bid on file from our office when considering us for your services.

For any further questions, please contact the below:

Chance Mercante
Regional Director
Cell: (601) 966-2763
Office: (601) 968-9400
Email: cmercante@janikingcr.com

Name of Company: Enmon Enterprises, LLC. dba Jani-King of Jackson

Address: 254 Katherine Dr. Ste. B. Flowood, MS 39232

Contact Person: Chance Mercante

Telephone Number: 601-968-9400

Cell Telephone Number: 601-966-2763

E-mail Address: cmercante@janikinggcr.com

Authorized Signature:  Date: 09/08/2020

TOTAL FEES REQUIRED TO MEET REQUIREMENTS AS OUTLINED IN PROPOSAL FOR JANITORIAL SERVICE:

\$ 24,135.00 (Year 1)

\$ 24,135.00 (Year 2)

\$ 24,738.00 (Year 3)

\$ 25,431.00 (Year 4)

\$ 98,349.00 (Total for four-year contract)

DAVIS JANITORIAL SERVICES, LLC
OWNER, MANAGER LEO DAVIS JR.
625 WOODLAND DRIVE CANTON, MS
601573-2936 OR EMAIL LDAVISJ1@YAHOO.COM

I, LEO DAVIS OWNER MANAGER OF DAVIS JANITORIAL SERVICES, LLC HAS REVIEW THE REQUIREMENT FOR JANITORIAL SERVICES FOR MADISON COUNTY.

REFERENCES: BOBBY WEATHERSBY 601-249-9822

CRAIGE HUNT @ PEARL RIVER VALLEY WATER SUPPLY 601-605-6894

LESTER BROWN @ BROWN CLEANING SERVICES 601-278-4146

DAVIS JANITORIAL WILL RECRUITE PROFESSIONAL WHO ARE ABLE TO WORK WITH DIRECT SUPERVISON. MY PLANNS ARE TO HIRE AND TRAIN PROFESSIONAL TO CLEAN AND SANITIZES BUILDING ESSENTIAL AREAS. DAILY GOALS WILL BE TO KEEP UP WITH SANITATION ASSIGNMENTS AND SUPERVISES CLEANING NEEDS.WE ARE PREPARED TO WORK WITH ESSENTIAL SUPPLIES TO HAVE SAFE AND CLEAN BUILDINGS. I WILL HIRE TEMPS WORKER UNTILL I CAN GET QAULIFIED CANIDATES. MY PHONE WILL BE WITH ME ALWAYS I WILL BE MOBILE WORKING OTHER AREAS. MY SUPERVISIOR WILL BE HANDS-ON TO SOLVE ISSUES AND COMPLETE WORK ASSIGNMENTS.

LABORS AND SUPPLIES COST:

1.LABORS \$9.00 HOURLY FIRST 90 DAYS

MADISON COUNTY BOARD OF SUPERVISORS

REQUEST FOR PROPOSALS

JANITORIAL SERVICES

PROPOSALS ARE DUE AT 10 A.M., SEPTEMBER 8, 2020

MADISON COUNTY CHANCERY CLERK'S OFFICE

125 WEST NORTH STREET (SECOND FLOOR)

CANTON, MISSISSIPPI 39046

POST OFFICE BOX 608

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- District Attorney
- Citizens Service (W. Center Street)
- Citizens Service (W. Peace St.)
- Historic Courthouse
- Youth Services
- Election Commission

RATES FOR ADDITIONAL STAFFING

Janitorial Staff Member \$ 10.00 per hour (regular time)
Janitorial Staff Member \$ 15.00 per hour (overtime)

Name of Company: DAVIS Janitorial Services, LLC

Address: 625 Woodland Drive
Canton, MS 39046

Contact Person: Leo Davis Jr.

Telephone Number: 601-573-2936

Cell Telephone Number: 601-761-4178

E-mail Address: ldavisj1@yahoo.com

Authorized Signature: Leo Davis Jr.

TOTAL FEES REQUIRED TO MEET REQUIREMENTS AS OUTLINED IN PROPOSAL FOR JANITORIAL SERVICE:

\$ 290,000.00 (Year 1)

\$ 290,000.00 (Year 1)

\$ 290,000.00 (Year 1)

\$ 290,000.00 (Year 1)

\$ 1,160,000.00 (Total for four-year contract)

Janitorial Services
Madison County, Mississippi

September 8, 2020



GCLogistics.us

219 INDUSTRIAL DRIVE
RIDGELAND, MS 39157
888-968-5020



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Letter of Transmittal

September 8, 2020

Mr. Danny Lee
125 West North Street (Second Floor)
Canton, Mississippi 39046
Post Office Box 608

RE: Madison County Janitorial Service

Dear Mr. Lee,

GC Logistics, LLC (GC Logistics) is pleased to offer this response to the request for proposal for janitorial services for Madison County facilities here in our home state (and county) of Mississippi. Our existing base of operations across the state and full complement of equipment allow us to guarantee implementation of services within fourteen (14) calendar days of award.

GC Logistics is licensed, bonded, and insured and partners with government agencies and private organizations throughout the United States to provide the highest quality maintenance, custodial, operations, logistics, and transportation solutions for needs such as this one. We strongly believe that our service record and capabilities are second to none. GC Logistics presents Madison County with the best of both worlds – on one hand we are a large sophisticated corporation, but we are also locally owned, managed, and operated and we love Mississippi.

Following this letter, we have taken care to provide a comprehensive statement of our technical capabilities and references able to validate the quality and consistency of our service product. GC Logistics fully understands the scope of work and takes no exception to any of the terms and conditions described in the RFP. On behalf of our team, we appreciate your consideration of our proposal.

Highest Regards,



Caleb Smith
Vice President, Business Development

Contractor Information

Name of Business: GC Logistics, LLC
Corporate Address: 219 Industrial Drive Ridgeland, MS 39157
Point of Contact: Caleb Smith, Vice President Business Development
Office: (888) 968-5020 x110
Cell: (770) 490-5283
Fax: (601) 856-9027
Email: caleb.smith@gclogistics.us
Website: www.gclogistics.us
Cage Code: 805S8
DUNS Number: 080944088
TIN: 82-3358664
Small Business Status: Less than \$15,000,000

Authorized Negotiators

As the Vice President of Business Development for GC Logistics, Caleb Smith will lead any subsequent contract negotiations with your office.

Caleb Smith
219 Industrial Drive
Ridgeland, MS 39157
Telephone Number: (888) 968-5020;110
Fax Number: (601) 856-9627
Email Address: caleb.smith@gclogistics.us

Company Resume



Since 1987, the leadership team of GC Logistics, LLC has employed an entrepreneurial spirit and a servant's heart in developing multi-faceted services for government agencies, commercial partners, and the private sector. Beginning as a transportation provider, we offer non-emergency medical transportation, paratransit, TANF, and various other specialized and rental transportation services to clients throughout the Country. Our team manages hundreds of fleet vehicles, facilities, call center operations, and staff with pride and compassion. In addition, we simultaneously manage facility and property management, and maintenance contracts to sanitize over 20 million square feet of commercial space, maintain 8,000 acres of land, 12 lakes covering more than 400 surface acres with many miles of shoreline, 130 wildlife food plots consisting of over 1,300 acres and numerous other government and commercial responsibilities across the country.

Headquartered in Ridgeland, Mississippi, our teams are supported by Mississippi field offices in Hattiesburg, Natchez, Tupelo, and Vicksburg, as well as regional offices located in Louisiana, Arizona, and Ohio. GC Logistics places an emphasis on hiring local talent and strategically partnering with local businesses in each of our geographies. We believe this approach results in a seamless project launch and provides training and experience that benefits the communities we serve.

Emphasis on Enhanced Sanitization and Safety

We are confident that GC Logistics brings the proper disinfection expertise to this project to ensure that County staff and visitors enjoy the cleanest, safest facilities possible. We will be happy to supply references that can verify the effectiveness of this service.

SaniSpace is GC Logistics' proprietary electrostatic spraying service that treats all surfaces and permeates air filtration systems. This includes areas where a surface "wipe-down" will not reach. SaniSpace is confirmed effective against virtually all dangerous bacteria, viruses (including COVID-19), allergens, and other harmful particles that could cause illness. SaniSpace only uses disinfecting agents recommended by the United States Center for Disease Control to ensure safety and effectiveness. Where traditional janitorial stops, SaniSpace picks up. Learn more at our website www.sanispace.us, and in the brochure in **Appendix A**.



GC Logistics proposal includes daily SaniSpace electrostatic disinfection service at ALL contracted facilities.

Designations, Awards, and Professional Affiliations



We are proud to carry the Service-Disabled Veteran Owned Small Business designation, and a respect and appreciation for veterans is pervasive in our operations. The tremendous sacrifices and selflessness of our veterans is the only reason we continue to enjoy freedom in this country.



In addition, GC Logistics is the only Mississippi Small-Business employer recognized for our investments in recruiting, employing, and retaining our nation's heroes. The **HIRE Vets Medallion Award** is the only federal-level veterans' employment award that recognizes a company or organization's commitment to veteran hiring, retention, and professional development. Learn more at www.hirevets.gov.

GC Logistics is a member of the **International Sanitary Supply Association (ISSA)**, the leading trade association for the cleaning industry worldwide. ISSA has a membership that includes more than 9,300 distributors, manufacturer, manufacturer representative, building service contractor, in-house service provider, residential cleaning, and associated service members. We are currently pursuing ISSA's Cleaning Industry Management (CIMS) Certification.



We are also a member of the **International Janitorial Cleaning Services Association (IJCSA)**, a strong, vital organization comprised of thousands of professional men and women who have joined for the common purpose of proving professionalism in the janitorial and cleaning industry. IJCSA provides premier cleaning training and janitorial certification programs, including the master certification course, bloodborne pathogens, green cleaning, and numerous other prestigious certification programs.



GC Logistics in the Press

Mississippi BUSINESS JOURNAL

Labor Department presents Hire Vets Medallion to GC Logistics

<https://msbusiness.com/2019/11/labor-department-presents-hire-vets-medallion-to-gc-logistics/>

MADISON COUNTY JOURNAL

Ridgeland company keeps police cars clean

<http://onlinemadison.com/Content/Default/Top-Story-Homepage/Article/Ridgeland-company-keeps-police-cars-clean/-3/606/43495>

GC Logistics Senior Management Team

GC Logistics is comprised of industry leaders, with over 125 years of combined experience, in fields such as logistics and operations, transportation, finance, human resource, communication and compliance, and information technology. A brief biography of GC Logistics' Senior Management Team is provided below.

Tom McDonnell, Chief Executive Officer

Mr. McDonnell has over 30 years' experience in the founding and building world-class companies in a variety of markets. As a former Chairman/CEO of the 4th largest rental car company in America, Tom organized and led the company through a series of complex transactions involving major Wall Street investment banks, industry-leading competitor Hertz as their divestiture partner, and the Federal Trade Commission.



Through Tom's visionary strategic planning, execution and leadership, and continuous process improvement, GC Logistics has become a leader in the transportation and facility operations and maintenance. He owns and operates the largest rental car franchisor in the United States, U-Save Car & Truck Rental, which operates over 700 locations throughout the United States, Mexico, the Caribbean, Middle East, and Eastern Europe. In addition, Tom is the founder of PIC International, a 501(c)3 foundation that partners with mission organizations to further spread the gospel around the world.

Colonel Jeffrey Files, President

With over 30 years' experience in logistics with the Mississippi Army National Guard, Colonel Files responsibility is to ensure GC Logistics mission is met in each engagement – serving our clients in the safest, most practical, and cost-efficient manner. Jeff oversees the long-term strategic plan of GC Logistics and builds relationships and partnerships with state and federal agencies. Currently, Colonel Files serves as the Deputy Logistics Management Officer for the Mississippi Army National Guard and Principal Advisor to the Director of Logistics.



Mike Ford, Chief Financial Officer and Executive Vice President

Mr. Ford has over 17 years' experience with multi-faceted services and provides GCL with financial oversight and reporting. Mike leads the internal accounts receivable, accounts payable, and accounting functions; reporting processes; establishes and maintains strategic budgets; and ensures all projects are supported with appropriate personnel and resources to carry out their missions. Additionally, Mike has customized and implemented GC Logistics Microsoft Dynamics Management Software to facilitate granular financial reporting.



Trey Breckenridge, Vice President, Operations

With over a decade of experience managing government contracts funded by The Department of Housing and Urban Development (HUD) and the Federal Emergency Management Agency (FEMA), Trey applies his experience in developing comprehensive strategies acquired from disaster recovery programs from planning to implementation, execution, and closeout. He also brings 10 years' experience in public accounting where he served public and private clients including manufacturing, chemical, retail, banking, government and Section 404 implementation and compliance. Trey's accumulated experience, attention to detail and emphasis on client satisfaction transcends the operational functions at GCL. He believes in a "boots on the ground" mentality and can often be found working alongside our technicians.



*"The team at GC Logistics has an exceptional ability to translate client needs into **strong** service delivery. They design and **execute** work plans with **efficiency**, cost effectiveness, and attention to detail. They are adept at adapting to changing and challenging conditions. They excel at **anticipating issues** and **finding solutions** for their clients. All while maintaining a constant emphasis on customer service at the highest level. "*

Nell Rogers, Bureau Director
Mississippi Development Authority

References and Experience

GC Logistics has served numerous Federal and State Agencies and has performed our services with the utmost care and attention to detail, safety protocols, and confidentiality. Below is a listing of the agencies in which we have provided janitorial, disinfection, grounds maintenance, and non-emergency transportation services. As a SDVOSB, we are keenly aware of the critical services, confidentiality, and security protocols associated with Federal, State, and Municipal Agencies.

<ul style="list-style-type: none"> • Gulf Coast Veterans Health Care System – Veterans Affairs Medical Center, Biloxi, MS • United States Forest Service • The Department of Defense Education Activity • The United States Marshal Service • Mississippi Division of Medicaid • Mississippi Department of Human Services • Mississippi Department of Wildlife, Fisheries and Parks • Jackson VA Medical Center • Louisiana National Cemetery 	<ul style="list-style-type: none"> • Texas Health and Human Services Commission • Capital Metropolitan Transportation Authority (Texas) • Texas Department of Transportation • Oklahoma Department of Human Services • The Arkansas Department of Human Services • South Carolina Department of Social Services • North Carolina Department of Social Services • Mecklenburg County, NC 	<ul style="list-style-type: none"> • Guilford County, NC • The Phoenix VA Health System • The Southern Arizona VA Health System • The Cleveland Ohio VA Health System • The Louisiana VA Health System • The Greater Cleveland Regional Transit Authority • Butler County, Ohio Department of Job and Family Services • American Cancer Society • National Kidney Foundation • Minnesota Department of Human Services
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We are pleased to provide the following project experience that is relevant to the janitorial services requested by Madison County.

Louisiana National Cemetery

Contracting Organization: National Cemetery Administration
Period of Performance: February 1, 2020 –September 30, 2024
Address: 303 W Mount Pleasant Rd. Zachary, LA 70791
Maintenance Area: 15 Acres and 15,000 sq. ft. facility
Contact Name: Chris Carpenter
Phone Number: 504.520.9935
Email: chris.carpenter1@va.gov



Project Description:

GC Logistics' team members are proud to provide janitorial, facility and grounds maintenance services with respect and care for the final resting place of our nation's bravest heroes.

Mississippi Department of Employment Services



Contracting Organization: HORNE LLP
Period of Performance: April 15, 2020 – September 6, 2020
Address: 460 Briarwood Drive, Jackson, MS 39201
Maintenance Area: 17,000 sq. ft. facility
Contact Name: Denise Steverson
Phone Number: 601.326.1037
Email: Denise.Steverson@hornellp.com

Project Description:

GC Logistics' SaniSpace team performs disinfection services for a 17,000 sq. ft. Call Center managed by HORNE LLP to support the Mississippi Department of Employment Services response to the unprecedented level of unemployment applications and processing in response to the COVID 19 pandemic. Our technicians use electrostatic sprayers to disinfect all surfaces and filtration system twice a day to ensure the office environment is safe for all employees as they report for their shift.

Morgan White Group

Contracting Organization: Morgan White Group

Period of Performance: August 1, 2020 –

Address: 500 Steed Rd., Ridgeland, MS

Maintenance Area: 55,000 sq. ft. facility

Contact Name: Nathan Barber

Phone Number: 601.624.9906

Email: Nathan.Barber@morganwhite.com



MORGAN WHITE
GROUP

Project Description:

GC Logistics' SaniSpace Technicians use electrostatic sprayers to disinfect all surfaces and filtration system once a week at Morgan White's 55,000 sq. ft. facility.

G.V. (Sonny) Montgomery VA Medical Center

Contracting Organization: Department of Veterans Affairs

Period of Performance: November 1, 2018 to September 30, 2024

Address: 1500 E Woodrow Wilson Ave, Jackson, MS 39216

Maintenance Area: 13 Acres

Contact Name: Kenny Speed, Contracting Officer Representative

Phone Number: 601-946-8112

Email: kenny.speed@va.gov



Project Description:

As a veteran-owned company, we take great pride in our local VA and are privileged to have the responsibility to help maintain the campus. Using detailed implementation and quality assurance plans, we were able to successfully start this project within three weeks of contract award.



The project is divided into ten regular tasks that require focused management, attention to detail, and an emphasis on efficiency. Our project team includes several crews with varying levels of responsibility and numerous pieces of advanced equipment. We leverage a digital project planning and logistics platform to ensure that our employees and equipment are running at peak efficiency. Additionally, we maintain a rigorous training program that ensures that employees know how to perform their duties safely and respectfully. Employees are required to attend refresher training every quarter to ensure that their skills and knowledge base remain sharp and up to date.

Service Plan

Competitive Advantages

Our experience and desire to consistently provide exceptional service has facilitated many investments and policies that are designed to improve service quality, enhance safety, and reduce costs. These competitive advantages include but are not limited to:

- ✓ As a value add, we will provide complimentary daily "SaniSpace" electrostatic disinfection service of every contracted facility.
- ✓ Comprehensive pre-hire background checks and drug screening of all employees
- ✓ Compliant licenses and certifications in place. We are ready to work.
- ✓ Detailed training and safety orientation and refreshers for all porters/matrons
- ✓ Scheduling and project status software proven to maximize efficiency
- ✓ On-Site, dedicated project management
- ✓ Experience managing maintenance on large public and commercial areas

Our management team and seasoned supervisors introduced in the following section, will lead the operations and training to ensure services provided exceed your expectations. We utilize Quality Control Plans and Performance Reviews to measure our team's capabilities and identify where we can more efficiently utilize resources.

We are pleased to present to you our approach for providing the services requested in the RFP.

Management/Supervisory and Staffing Plan

GC Logistics has carefully examined the janitorial services requested by Madison County and selected the following personnel to perform in the following roles throughout this contract.

Contract Manager and Quality Control Representative – Trey Breckenridge, Vice President, Operations

Trey will be heavily involved in the implementation and operation of this project. He is detail oriented, personable, and most importantly he makes sure service always exceeds requirements and expectations. Trey will be Madison County's contact for any quality assurance issues over the duration of the contract. The Project Supervisor will provide an operations status report to Trey daily. If for any unforeseen circumstance Trey is unable to perform as the Contract Manager and Quality Control Representative, GC Logistics will appoint Shelia Armstrong to serve in this role.

Project Supervisor, Ralph Fiscus

With approval from Madison County, Ralph Fiscus will serve as Project Supervisor for this contract. He has 40 years of experience in facility management and maintenance. Ralph will be dedicated to this project and spend his time conducting audits of all Madison County janitorial work, supporting the site-specific porters, organizing Critical Response Teams, and ensuring human resource scheduling stays consistent and efficient. All appropriate county staff will have direct access to him 24/7/365.



Dedicated, Full-Time, Site-Specific Porters/Matrons

Dedicated staffing is allocated for the following facilities – Chancery/Administration Building (2 full-time), the Circuit Courthouse (2 full-time), the Justice Courthouse (1 full-time), the South Annex (1 full-time), and the Department of Human Services (1 full-time). Service will be performed between 7 am and 4 pm, Monday – Friday.

Mobile Team

The three person mobile team will complete daily service at the Emergency Management Facility, the District Attorney's office, Citizens Service facilities at W. Center Street & W. Peace Street, the Historic Courthouse, the youth services building, and the election commission between 7 am and 12 pm, Monday – Friday.

SaniSpace Critical Response Teams

Unique to GC Logistics proposal is access to our Mississippi based SaniSpace Critical Response Teams. These teams are equipped with extensive training, full personal protective equipment, and our proprietary SaniSpace machines. **If there is a report of a COVID-19 case in any Madison County facility, and on the request of Madison County Officials – we will have a Critical Response Team ready to treat the area with SaniSpace within 1 hour.**

Personnel Procedures

GC Logistics Contract Manager, Trey Breckenridge, will provide a list of the employees and supervisors, along with their contact information, who will be assigned to each facility. Should a change in personnel arise, Trey will immediately notify the county in writing and ensure personal identity verification is secured.

Our personnel will adhere to a smoke-free policy and refrain from food and beverage consumption while on duty. We will provide physical examinations prior to work to ensure our workforce is in good physical health and will not pose a risk to county staff or visitors. In addition, we will implement our standard COVID-19 protocols to ensure our employees are not presenting symptoms or had contact with a person who tested positive for COVID prior to beginning their shift.

All employees sign an I-9 Form which is retained in digital and hard copy as mandated by our corporate requirements. In addition, all employees are subject to Drug and Alcohol testing pre-employment, randomly, and if there is any reasonable suspicion of usage. GC Logistics maintains a strict zero-tolerance policy for the use of any drugs. We perform State and National criminal background checks on all employees and GC Logistics is compliant with FCRA (15 U.S.C. § 1681).

Uniforms and Staff ID Badges

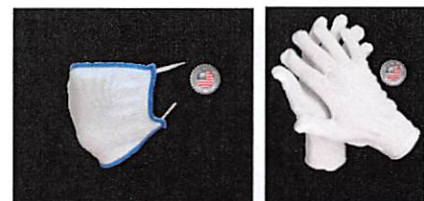
Our current uniform policy specifies that at a minimum, all team members will wear a clean and stain free GC Logistics uniform polo, tucked into khaki pants, a belt at the waist, closed toe black or brown shoes, with a company badge prominently displayed on their person. In honor of our veterans, all GC Logistics employees wear a red alternate polo on Fridays. Additionally, service technicians and managers wear reflective vests when operating equipment

Each employee will be issued enough uniforms to ensure that there is never a reason not to be neat, clean, and professional. Uniforms are provided at no cost to the employee.



Personal Protective Equipment – Supply Agreement and Reserves

In response to the novel coronavirus, all GC Logistics employees are required to wear bacteriostatic masks and gloves when interfacing with co-workers, clients, or facility staff.



Employee Development, Safety, and Training

GC Logistics service employees are the real face of our organization and we take great pride in providing industry-best personnel for all our projects. We carefully vet and hire individuals that care about the work they do and the community their work benefits. We find that if you start with a servant's heart and good work ethic, we can provide the structure, training, and developmental resources to help our employees reach their highest potential.

**Hire for Attitude.
Train for Aptitude.**

We hold a fundamental belief that each awarded contract represents an opportunity to make a positive impact on the local community. In that spirit, we develop local management, hire local talent, and purchase products locally to build strong local businesses that employ good people for the duration of the contract and beyond. We believe that if our team members are safely, efficiently, and respectfully fulfilling their duties, they deserve to have every opportunity to continuously improve their skills through our online and in-person Learning Management Systems (LMS) and grow with our company.

At the start of every project, we invest 40 hours of classroom and in-the-field training time for every employee. We have found that focused development on the front-end allows us to ensure that every employee understands their role, how to properly perform their duties, and how to interact with clients respectfully and safely.

Our ISSA Certified Training Professionals will provide COVID-19 Infection Control and Prevention Training to the custodial staff by facilitating an OSHA-approved educational training program for infection prevention. Our training workshops include proper protocols for cleaning and disinfecting, proper use of personal protective equipment and proper solutions to reduce the spread of COVID-19.

Within five workdays, GC Logistics will successfully administer the following training protocols to employees assigned to this project. Documentation of training will be provided to the county on request.

Training Curriculum	
<ul style="list-style-type: none"> ✓ Safety Orientation - New Employee ✓ Facility Orientation & Policy and Procedures ✓ Basic Bacteriological Concepts ✓ Infection Control ✓ Osha's Hazard Communication Standard (29 CFR 1910.1200) ✓ How to Avoid Back Injuries ✓ How To Avoid Exposure To Bloodborne Pathogens (29 CFR 1910.1030) ✓ Illness and Injury Prevention Program ✓ Proper Use of Eye Protection ✓ Proper Use of Hand Protection ✓ Proper Use and Handling of Germicidal Detergents, Supplies and Equipment ✓ Respiratory Protection ✓ Emergency Fire and Disaster Program 	<ul style="list-style-type: none"> ✓ When to Use PPE, What PPE is Necessary, How to Properly Don (Put On), Use, Don and off (Take Off) PPE, And How to Properly Dispose of PPE (29 CFR 1910.132) ✓ Preventing Slips Trips and Falls ✓ Active Shooter On-Site: What Employees Should Do ✓ Customer Service Skills ✓ Workplace Diversity for Employees ✓ Working in Hot Conditions ✓ HIPPA Training ✓ Accident reporting ✓ Sexual Harassment ✓ Ethics ✓ TB Precautions and Hep B ✓ Proper Handling of Regulated Medical Waste, Solid Waste, Chemo Waste Handling and Recycling ✓ Proper Handling and Care of Linens
<p>Certifications will be provided to confirm our technicians and managers have been trained and possess any combination of OSHA, Hazwoper, and FEMA training related to bloodborne pathogens.</p>	

Health, Safety, and Environmental Stewardship

GC Logistics has a stellar record of workplace safety. This record has been earned through intentional focus in four areas:

1. **Training** –We train all company employees on the proper use and maintenance of tools, equipment, and chemicals.
2. **Inspection** – We conduct routine inspections to locate and eliminate all unsafe working conditions including but not limited to facilities, tools, equipment, and chemicals.
3. **Documentation** – Workplace safety and health policy training logs are maintained, and documentation kept for each employees training on tools, equipment, and chemicals.
4. **Enforcement** – Management enforces workplace safety and health policies and requires employees to follow the rules as a condition of employment.



Quality cleaning and maintenance services are safe, healthy, and sustainable. They also positively impact each facility, the people that use them, and the environment. GC Logistics has established processes, systems, and documentation, as they relate to our commitment to health, safety, and environmental stewardship.

GC Logistics complies with all pertinent provisions of the federal OSHA Hazard Communication Standard and all comparable state requirements. The federal OSHA Hazard Communication Standard is codified at 29 CFR 1910.1200 and, in general, seeks to prevent the occurrence of work-related

injuries and illnesses through the effective communication of hazard information. Such information is communicated through the use of container labels, safety data sheets (SDS), and employee training.

Chemicals are handled and stored according to their classification. A chemical spill requires immediate attention and an efficient emergency response effort. GC Logistics has a spill containment plan and employee training is documented. We are prepared for chemical spills by training employees regarding what to do in case of a spill and by instructing those individuals who will be responsible for responding to a spill on the procedures to be followed.

OSHA requires that appropriate personal protective equipment is "provided, used, and maintained in a sanitary and reliable condition whenever it is necessary..." to protect workers from hazards. GC Logistics continually assesses workplace hazards that trigger the need for Personal Protective Equipment (PPE), ensure that appropriate PPE is selected and used, and provide training to employees who use PPE. PPE that is typically required in the cleaning industry include eye and face protection, head protection, foot protection, hand protection, and respiratory protection.

GC Logistics complies with OSHA's Bloodborne Pathogen Standard and applicable state requirements when required to clean blood or other potentially infectious material spills.

Workplace safety is critical. Every GC Logistics team member is responsible for making sure that the workplace is as safe as possible for team members, county staff and visitors. All GC Logistics team members complete internal safety training as well as OSHA's 10 or 30 hour safety courses. We document training participation and completion on all employees.

We maintain copies of all employees' licenses and verify that they are properly credentialed and trained to operate each piece of equipment used on the premise. Our corporate safety team routinely performs unannounced safety audits to ensure proper usage of safety equipment. Results of these audits are automatically logged into our management systems with customized management reporting on a daily, weekly, and monthly basis provided via email to our management teams and contracting officers as requested.

We carry \$2 million in general liability insurance including coverage for infectious disease, as well as workers comp coverage on each employee.

Operations Details

Our team members are trained to carefully follow the CDC's guidelines for cleaning and disinfecting public spaces, workplaces, businesses, schools, and homes. Specifically, we take care to follow the CDC's recommendations for institutional facilities.

GC Logistics understand that this requirement represents the daily custodial service and recurring tasks associated with the Chancery/Administration Building, the Circuit Courthouse, the Justice Courthouse, the South Annex (Madison Office), the Department of Human Services, the Emergency Management Facility, the District Attorney's office, Citizens Service facilities at W. Center Street & W. Peace Street, the Historic Courthouse, the youth services building, and the election commission.

Full-time staff will complete daily service at the Chancery/Administration Building, the Circuit Courthouse, the Justice Courthouse, the South Annex (Madison Office), and the Department of Human Services between 7 am and 4 pm, Monday – Friday.

The mobile team will complete daily service at the Emergency Management Facility, the District Attorney's office, Citizens Service facilities at W. Center Street & W. Peace Street, the Historic Courthouse, the youth services building, and the election commission between 7 am and 12 pm, Monday – Friday.

A well-trained team of seasoned cleaning professionals will be in position to serve each facility upon notice to proceed. For this project, we propose the following two-step cleaning and disinfecting process:

Step 1 - Cleaning Technicians provide regular cleaning procedures to remove dirt, grime, and other impurities. These procedures are performed after your existing, traditional custodial services and are designed to increase the effectiveness of disinfecting techniques. These technicians provide enhanced focus on high touch points and other areas conducive to transmission.

Step 2 – As a value add, SaniSpace Technicians provide disinfecting procedures to treat all areas in a safe and efficient manner using electrostatic application technology. Our technicians will provide touchless, 360-degree disinfection and sanitizing services to each facility to ensure all surfaces and air filtration systems are disinfected and ready for use by staff and patients each day.

Key Operating Procedures

GC Logistics' team will carefully follow the CDC's guidelines for disinfecting Madison County facilities. We will practice routine cleaning of frequently touched surfaces and in general, our technicians adhere to the following process to ensure each area is thoroughly cleaned and disinfected.



For all cleaning products our staff will:

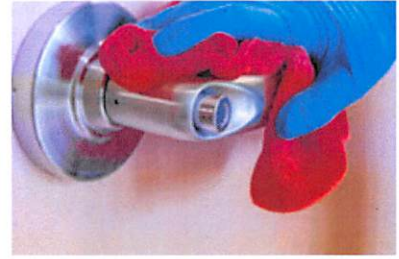
- ✓ Follow the instructions on the label to ensure safe and effective use of the product
- ✓ Keeping surface wet for recommended period (based on product label)

For soft surfaces such as carpeted floor, rugs, and drapes our protocols include:

- ✓ Clean the surface using soap and water or with cleaners appropriate for use on these surface
- ✓ Vacuum all carpeted areas including the removal/replacement of furniture
- ✓ Launder items (if possible) according to the manufacturer's instructions. Using the warmest appropriate water setting and dry items completely
- ✓ Disinfect with an EPA-registered commercial disinfectant which is included on List N, Disinfectants for *Use Against SARS-CoV-2 (COVID-19)*

For hard surface areas throughout the defined facility areas

- ✓ Clean the surface using soap and water or with cleaners appropriate for use on surface
- ✓ Spot clean all areas, with special emphasis on high-touch areas
- ✓ Dust and clean all furniture and flat surface areas
- ✓ Clean all glass/mirror surfaces with appropriate cleaner



For cleaning restrooms

- ✓ Thoroughly clean and sanitize all sinks, urinals, toilets, counters, walls, doors, showers, dispensers, etc. with approved germicide/detergent
- ✓ Clean and sanitize floors, including floor traps and baseboards
- ✓ Chrome fixtures will be cleaned using a damp cloth followed by dry cloth to polish
- ✓ Replenish paper products, soap, sanitary items, and trash can liners

For cleaning and disinfecting electronics our process outlines:

- ✓ Follow manufacturer's instruction for cleaning and disinfecting
- ✓ If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol
- ✓ Dry surface thoroughly

For any required Laundry, including uniforms we require:

- ✓ When handling possibly infected clothing, towels, linens and other items all employees will wear disposable gloves
- ✓ Wash hands with soap and water as soon as you remove the gloves
- ✓ Employees will not shake dirty laundry
- ✓ Launder items according to the manufacturer's instructions. Using the warmest appropriate water setting and dry items completely
- ✓ Clean and disinfect clothes hampers according to guidance above for surfaces

Waste Procedures

- ✓ All trash receptacles will be wiped down with approved disinfectants and trash liners will be properly secured and deposited into waste collection sites.
- ✓ Regulated medical waste will be handled with extreme care and follow CDC guidelines for removal and sanitizing.

Miscellaneous Items and Areas

- ✓ Water fountains and vending machines will be wiped down and cleaned with approved germicidal detergents
- ✓ Loading Docks, Stairwells, entrance areas will be swept, mopped, and surfaces cleaned with approved germicidal detergents

Cleaning and disinfecting an area where there are specific concerns of COVID-19 contamination and/or terminal cleaning:

- ✓ Full PPE will be worn from head to toe
- ✓ Close off areas used by the sick person as allowed by GCVHCS and verified with appropriate POC
- ✓ Open outside doors and windows to increase air circulation in the area. Wait 24 hours before we clean or disinfect. If 24 hours is not feasible, wait as long as possible
- ✓ Clean and disinfect all areas used by the sick person, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and other machines

Equipment and Chemical Plan

GC Logistics routinely inspects all service equipment to ensure that the implements do not present safety hazards and that overall conditions do not pose unnecessary risks. These inspections are performed by individuals that have a demonstrated knowledge of safety in the workplace and the organization's operations.

Protexus Cordless Electrostatic Sprayers

Our SaniSpace technicians use the Protexus Cordless Electrostatic Spraying system. While they resemble simple pumps or misters and are as easy to operate, the electrostatic sprayers house revolutionary innovations that provide every worker with a powerful tool to attack microbes and decontaminate facilities more efficiently and effectively than ever before.



CDC Recommended, EPA Approved and Registered Chemical Products

GC Logistics is currently contracted to service over 20-million square feet. Using our scale, we have established industry best pricing and negotiated delivery terms for Betco Chemicals. We have the chemicals required for this project on-hand.

We use SaniBet from Betco for our SaniSpace service. SaniBet is an EPA approved broad range sanitizer that delivers correct sanitizing at a range of 150-400 ppm, allowing the sanitizing solution to adapt to varying water pressure situations while maintaining compliance with health department regulations. Multi-Range SaniBet Kills 99.99% of food service organisms-Listeria, E-Coli, and Salmonella. A versatile product, it can be used to sanitize serving ware, utensils, pots & pans, and food processing equipment. It can also be used for disinfecting floors and walls. It is a complete, chemically balanced disinfectant, sanitizer that is effective even in the presence of hard water. Highly concentrated, this product provides a low-end use cost per gallon.



Fire Prevention and Emergency Procedures

GC Logistics will review the federal, state, local, and facility safety and fire regulations with each facility's assigned employees to ensure compliance measures are understood. The Project Supervisor will report any hazardous incidents immediately and post appropriate warning signs in areas where operations may impact pedestrian traffic such as, wet surfaces, broken glass, damaged fixtures, building structure, etc.

Building Security & Conservation of Utilities

The Project Supervisor will monitor each access point (doors and windows) to ensure they are secured, and lights are turned off as required by each facility. Keys provided to the cleaning technicians will be returned to the Supervisor at the end of the shift. Any misplaced keys will be reported to the county immediately and GC Logistics understands we will be responsible for any costs associated with changing locks. If a secured area is found to be unlocked, the Project Supervisor will report to the facility representative immediately. Our staff will adhere to all security clearances or access controls. Employees will turn in any items found while during the performance of their duties to the designated facility representative.

Employees will be instructed to turn off all water faucets or valves when not in use and the use of any telephone equipment is strictly prohibited. Mechanical equipment controls will not be adjusted for any reason unless directed by the county.

Coordinating Services & Interference to Normal Functions

GC Logistics will work diligently with the facility directors to coordinate our services in the least disruptive way possible. Our employees respect business environments and perform their duties as quietly as possible. We understand that in rare cases, our work may be delayed or interrupted due to county events, loss of utilities, fire protection, etc. We will flex our schedule to ensure our tasks are completed.



Damage and Equipment Loss / Handling of Facility Property

Any damages to equipment, furnishings, fixtures, etc. incurred by our staff will be immediately reported to the Project Supervisor and reported to the county in writing within 24 hours. Reasonable care will be exercised by all employees to avoid damages. The Project Supervisor will review any items that are prohibited to be moved or otherwise handled with the cleaning technicians.

Transition for Startup

Our implementation group begins each project with a clear vision of success, a detailed delivery plan, and a collaborative quality assurance plan. Our mission is to consistently deliver service that exceeds contract requirements and client expectations. We will work closely with Madison County Administration to understand exactly how you define success then will carefully tailor our processes and approach to ensure that your sanitation and custodial goals are realized.

Within 24 hours of contract award, we will deploy an expert implementation team led by our Contract Manager, Trey Breckenridge. This team will meet with designated Representatives from each facility. We have already developed a draft plan for this project, and we are pleased to be able to guarantee service **within fourteen (14) calendar days** of contract award.

Sophisticated Scheduling, Unparalleled Visibility

As a rule, GC Logistics can offer the best work product at the lowest price by using technology to create efficiencies with our equipment and staff. Vendors, supervisors and tasked employees all have access to our real-time project management tool, so that everyone is always up to date on operations. The example below shows a high-level dashboard that offers an instant status overview of everything we are working on inside a specific project. This tool helps us monitor our workflow whether it's projects (by quarters or months), teams, or areas. Our planning will ensure that all areas will be maintained accordingly and that no tasks will be overlooked by our management team or staff. We will offer a portal access for County officials to review the status of daily, weekly, monthly, and semi-annual tasks.

Fish and Wildlife Floor 1		Owner	Status	How long will this take	
Beak Room Floor WAX		S	Done	✓ Jan 1 - Dec 28	✓
Filters HVAC 4 Locations		J	Waiting for approval		
Office #1		J	Working on it	Dec 19 - 22	
Office #2		S	Done	✓ Dec 19 - 20	
Office #3		S	Done	✓ Dec 19 - 22	
Bathroom MALE		S	Working on it	Dec 19 - 22	

Quality Control Plan

GC Logistics applies the principles of Continuous Process Improvement to perpetually improve our services. As our references will share with you, we take pride in our work and constantly strive for the highest level of satisfaction. GC Logistics' culture focuses on customers, supports employees, measures performance, and never stops improving.

Key to our QCP, we have created a field inspection process where our entire team collaboratively supports, facilitates, recognizes, and encourages consistent quality service. Each Madison County facility will be inspected on a regular schedule in addition to spontaneous visits.

For this project, we propose the following inspection frequencies:

- ✓ The Project Supervisor will inspect each facility and operations on a daily basis
- ✓ Corporate QC representatives will inspect each facility and operations on a monthly basis

Corporate Quality Control Representatives will meet with the housekeeping supervisor on at least a bi-weekly basis to ensure transparency in requests, appropriate follow-ups on corrective actions, and implementation of process improvements.

Our Quality Control Plan will be presented to the County within 15 days of award. At a minimum, our QCP will include the following components:

	Period of Performance		Scope of Services
	Roles & Responsibilities		Schedule of Performance
	Methods of Assurance <ul style="list-style-type: none">✓ Direct Observation✓ Periodic Inspection✓ Random/Unscheduled Inspection✓ 100% Inspection✓ Progress/Status Meetings✓ User Survey		Performance Checklist
			Key Personnel

Cost Proposal

PROPOSAL SHEET

FULL-TIME STAFFING

Facilities	Full-time Staffing Requirements & Hours
Chancery/Administration	(2 full-time staff) 7am-4pm
Circuit Courthouse	(2 full-time staff) 7am-4pm
Justice Courthouse	(1 full-time staff) 7am-4pm
South Annex (Madison Office)	(1 full-time staff) 7am-4pm
Department of Human Services	(1 full-time staff) 7am-4pm

MOBILE STAFFING

These facilities do not require full-time staffing but are required to be cleaned daily by the Contractors Mobile Staff between the hours of 7am -12noon.

Facilities

Emergency Management
District Attorney
Citizens Service (W. Center Street)
Citizens Service (W. Peace St.)
Historic Courthouse
Youth Services
Election Commission

RATES FOR ADDITIONAL STAFFING

Janitorial Staff Member \$ 25.22 per hour (regular time)

Janitorial Staff Member \$ 37.83 per hour (overtime)

Name of Company: GC Logistics, LLC

Address: 219 Industrial Drive
Ridgeland, MS 39157

Contact Person: Caleb Smith

Telephone Number: 888.968.5020;110

Cell Telephone Number: 770.490.5283

E-mail Address: caleb.smith@gclogistics.us

Authorized Signature: 

TOTAL FEES REQUIRED TO MEET REQUIREMENTS AS OUTLINED IN PROPOSAL FOR JANITORIAL SERVICE:

\$ 465,545.50 (Year 1)

\$ 465,545.50 (Year 1)

\$ 465,545.50 (Year 1)

\$ 465,545.50 (Year 1)

\$ 1,862,182 (Total for four-year contract)

Insurance Certificate



GCLOGIS-02

LBSHUFELT

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
9/4/2020

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 Fisher Brown Bottrell Insurance, Inc. P. O. Box 1490 Jackson, MS 39215	CONTACT NAME: Laura Beth Shufelt
	PHONE (A/C, No, Ext): (601) 960-8218 FAX (A/C, No): (601) 208-8384
	E-MAIL ADDRESS: lshufelt@fbins.com
	INSURER(S) AFFORDING COVERAGE
	INSURER A: Maxum Indemnity Company
	INSURER B: Accident Fund General Insurance Company
	INSURER C:
	INSURER D:
	INSURER E:
	INSURER F:

INSURED: GC Logistics, LLC
219 Industrial Dr
Ridgeland, MS 39157

COVERAGES: CERTIFICATE NUMBER: 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	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PERCENT <input type="checkbox"/> LOC OTHER:			BDG303180503	8/22/2020	8/22/2021	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 \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE EACH OCCURRENCE \$ AGGREGATE \$ \$
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	WCV6172037	8/16/2020	8/16/2021	PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> 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)
 General Liability contains blanket additional insured status on a primary and non-contributory basis for ongoing and completed operations when required by written contract with the insured. A Waiver of Subrogation in favor of the certificate holder is included on General Liability when required by written contract with the insured. Umbrella is follow form in regards to the General Liability and Workers Compensation. All coverage is subject to policy terms, conditions and exclusions. All policy forms available upon request.

CERTIFICATE HOLDER Madison County Board of Supervisors 125 West North Street Canton, MS 39046	CANCELLATION 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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ACORD 25 (2016/03)

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Performance Bond

Upon award and prior to commencing work, GC Logistics will provide Madison County with a performance bond commensurate with the total awarded value of the contract.

Licenses and Permits

GC Logistics is a licensed, bonded and insured partner.

Appendix A – More Information, SaniSpace

SaniSpace Disinfecting Service is confirmed effective against nearly 150 viruses & bacteria—and counting:

- **Coronavirus COVID-19**
- **Influenza A Virus**
- **T4 & T1 Bacteriophage**
- **Canine Coronavirus, Distemper & Herpes Virus**
- **Listeria**
- **Salmonella (All types)**
- **Staphylococcus (All types)**
- **Strephylococcus (All types)**
- **And More**

Perfect For...

- Restaurants
- Commercial Kitchens
- Daycare Facilities
- Nursing Homes
- And More

Effective Against...

- Accidental Biohazard
- Pest-driven Biohazard
- Surface Germs & Bacteria
- Airborne Bacteria & Viruses
- Mold and Mildew
- Cross-contamination



CALL: 601-966-2176

In addition to commercial disinfection services, GC Logistics provides:

Commercial landscape & grounds maintenance

GroundSpace experts work with you to develop and execute a complete commercial landscape maintenance plan that will extend the lifespan of your landscape and help minimize safety hazards and liability risks through every season, protecting your investment in numerous ways.

ADA-accessible and ambulatory vehicles for non-emergency medical transportation.

GC Logistics contracts with government agencies and private organizations throughout the continental United States, to provide safe and affordable transportation services to veteran and civilian clients and to administer contracts through VA systems for a variety of services.



219 Industrial Dr.
Ridgeland, MS 39157
601-966-2176
sanispace@gclogistics.us
www.gclogistics.us



SANISPACE

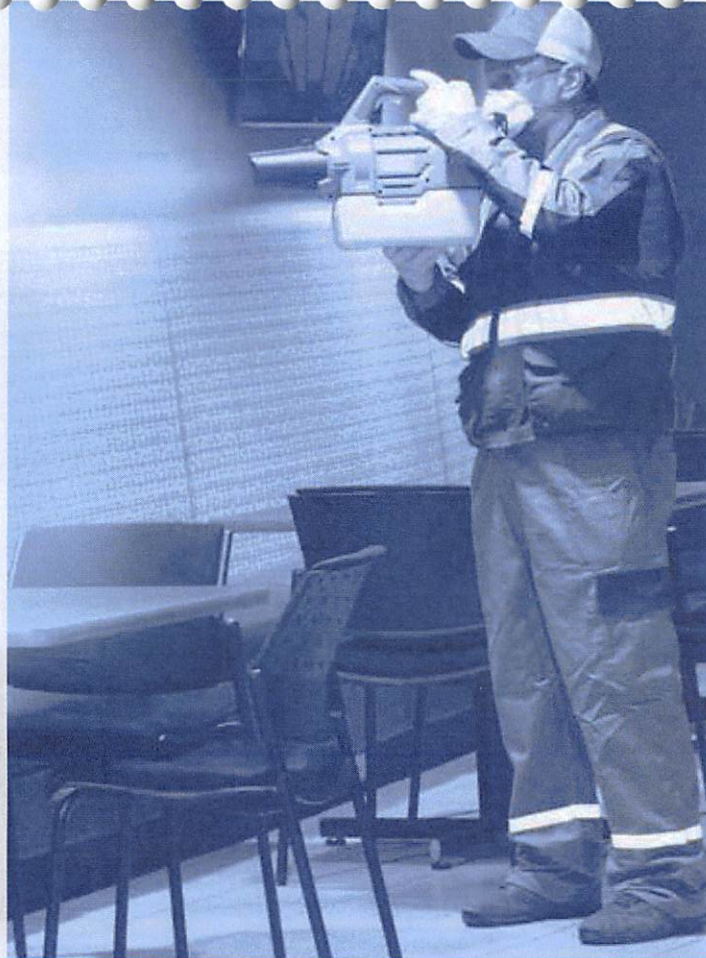
A SERVICE OF GC LOGISTICS

**Commercial
Disinfection**

Clean. Disinfect. Deodorize.

Turnkey Solutions from GC Logistics

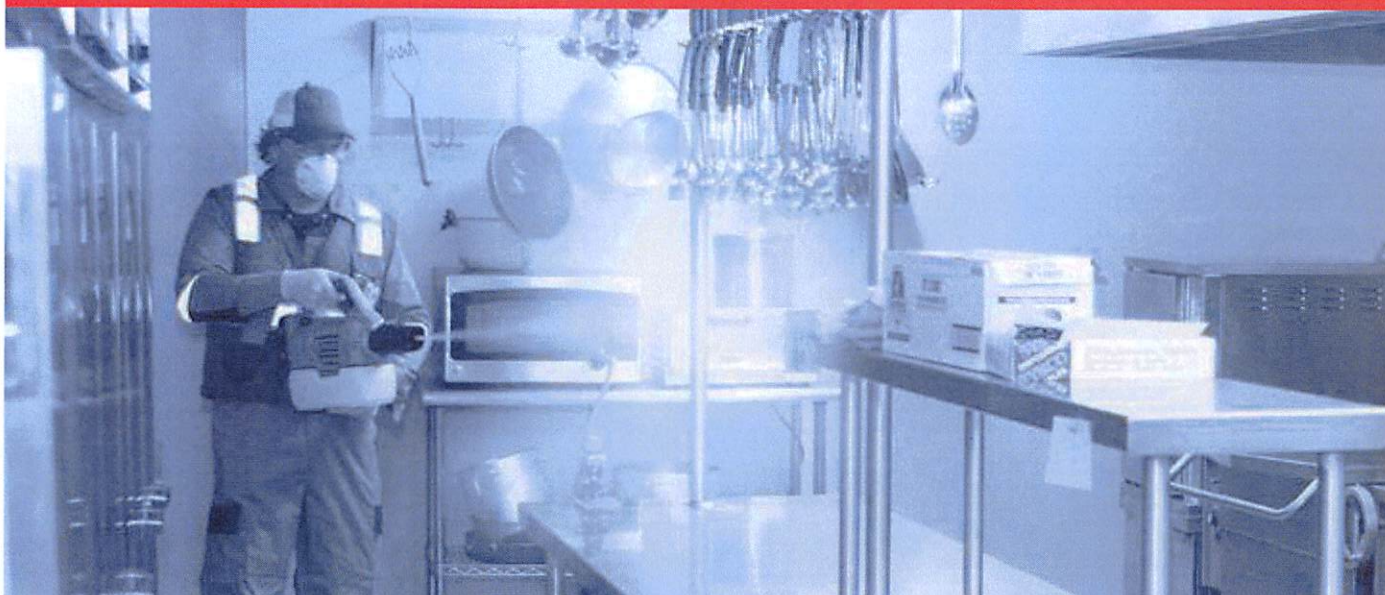
GC Logistics is proud to provide SaniSpace – full-service commercial cleaning, disinfection & deodorization services to all manner of commercial enterprises. Our proven LVHP fogging system (Low Volume / High Pressure) treats all surfaces and permeates air filtration systems to eliminate virtually all dangerous bacteria, viruses, allergens, and other harmful particles that could cause illness. We use only those disinfection agents recommended by the United States Center for Disease Control to ensure safety and effectiveness.



Fragrance Free & Safe

All of our disinfecting and sterilizing services are fragrance-free to avoid allergy triggers, as well as keeping with standards that help protect the world's food, water, consumer products, and the environment. This ensures that our product is safe for use on surfaces where food can be placed.

Also, our disinfecting foggers do not irritate the skin, eyes, or lungs—and they are non-corrosive and safe for use on sensitive kitchen appliances and electronics.



Effective on Hard Surfaces:

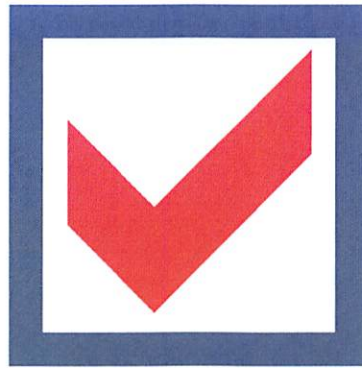
- Tables and Countertops
- Doors, Knobs, Walls & Ceilings
- Appliances
- Hard Flooring (including tile)

Effective on Permeable Surfaces:

- Tablecloths
- Rugs and Carpeting
- Furniture Upholstery
- Curtains and Draperies



THIS SPACE HAS BEEN



Disinfected



SANISPACE

A SERVICE OF GC LOGISTICS

Commercial Disinfection Services

SaniSpace provides full-service commercial cleaning, disinfection & deodorization to all manner of commercial enterprises.

Protect your staff, vendors & customers.



FREE QUOTE

CALL: (601) 966-2176

gclogistics.us

SaniSpace disinfection is confirmed effective against nearly 150 viruses and bacteria—and counting:

- Coronavirus COVID-19
- Influenza A Virus
- T4 & T1 Bacteriophage
- Canine Coronavirus
- Distemper & Herpes Virus
- Listeria
- Salmonella (All types)
- Staphylococcus (All types)
- Strephylococcus (All types)
- And More