



**REQUEST FOR BID #COS20220511
ANNUAL CONTRACT FOR
JANITORIAL SERVICES FOR THE
CITY OF SNELLVILLE**

MAY 11, 2022

The City of Snellville (City) is soliciting competitive sealed bids from qualified vendors for JANITORIAL SERVICES, in the City of Snellville, Georgia. Sealed bids will be received by the City of Snellville Administration Department, 2342 Oak Road, Snellville, Georgia 30078 until 10:00 A.M. local time of June 2, 2022 and then opened publicly at 10:15 A.M. Any bid received after 10:00 A.M. will not be accepted and will be returned unopened to the bidder. The bid envelope must be plainly marked on the outside with the Bid number, name of Bidder, and date and time of opening.

Work required under this contract includes, but may not be limited to, furnishing materials, labor, equipment, etc. for the Janitorial Services for the City of Snellville.

Bids in the case of Corporations not chartered in Georgia, must be accompanied by proper certification stated that said corporation is authorized to do business in the State of Georgia. No Bidder may withdraw his Bid within sixty (60) days after the actual date of opening.

The City reserves the right to waive any informality and any technicalities, and to reject any or all proposals if it is deemed to be in the best interest of the City to do so.

Bid documents may be obtained from Snellville City Hall, 2342 Oak Road, Snellville, Georgia or online at www.snellville.org. Questions concerning this solicitation must be directed to Melisa Arnold via email at marnold@snellville.org. Any responses to questions will be in writing only and distributed to all registered bidders.

Sincerely,

CITY OF SNELLVILLE, GEORGIA

Melisa Arnold
City Clerk/Administrative Manager
City of Snellville



REQUEST FOR SEALED BID
JANITORIAL SERVICES - BID# COS20220511
CITY OF SNELLVILLE, GEORGIA
MAY 11, 2022

The City of Snellville (City) is soliciting competitive sealed bids for the Janitorial Services (#COS20220511) in the City of Snellville, Georgia.

Sealed bids for the award of this contract will be accepted at Snellville City Hall, 2342 Oak Road, until 10:00 a.m. (local time) on June 2, 2022. Bids must be submitted in a sealed envelope identifying the bid number and prospective bidder on the outside of the envelope. Bids will be publicly opened at 10:15 a.m. on Thursday, June 2, 2022 at Snellville City Hall, 2342 Oak Road. The City reserves the right to waive any informality and any technicalities, and to reject any or all bids if it is deemed to be in the best interest of the City to do so.

Questions concerning this solicitation can be directed to Melisa Arnold via e-mail at marnold@snellville.org. Bid specifications can be obtained from the City webpage at www.snellville.org or from the City Hall Administration Department at 2342 Oak Road, Snellville, Georgia between the hours of 8:00 a.m. and 5:00 p.m. Monday - Friday. A pre-bid conference will be held at 10:00 am, Tuesday, May 24, 2022 at the Snellville City Hall located at 2342 Oak Road, Snellville, Ga. 30078. This is not a mandatory meeting, but it is recommended that you attend.

CITY OF SNELLVILLE, GEORGIA
Melisa Arnold
City Clerk/Administrative Manager



INVITATION TO BID

Sealed bids for *Janitorial Services for the City of Snellville (COS20220511)* are solicited as follows:

PROJECT DESCRIPTION:

The project consists of the Janitorial Services for the City of Snellville according to the specifications designated by the City of Snellville, Georgia. Work required under this contract may include, but not be limited to, furnishing materials, labor, equipment, etc.

OWNER: City of Snellville
2342 Oak Road
Snellville, Georgia 30078
(770) 985-3500

ATTN: Ms. Melisa Arnold, City Clerk

PROJECT MANAGER: Andrew Adams
Facilities Coordinator
2342 Oak Road
Snellville, Georgia 30078

RECEIPT OF BIDS:

Bids will be received at City Hall until 10:00 a.m. prevailing local time June 2, 2022. Bids will be publicly opened by the City of Snellville at 10:15 a.m. on June 2, 2022.

BIDDING DOCUMENTS:

Bid Documents may be downloaded from the City website at www.snellville.org, or they are available at Snellville City Hall located at 2342 Oak Road, Snellville, Georgia 30078, or by contacting Melisa Arnold, City Clerk via email at marnold@snellville.org.

BIDDER'S GENERAL QUALIFICATIONS:

All Bidders must submit, with the Bid, written evidence of Bidder's qualifications to perform the Work covered by the Contract Documents, and other documentation called for in Article 3 of the Instructions to Bidders.

BID EXPIRATION:

Bid shall remain valid and shall not be subject to withdrawal for a period of sixty (60) calendar days after the Bid opening, except as provided in the Instructions to Bidders.



AWARD, WAIVER AND REJECTION OF BIDS:

All portions of the Bid Form must be completed in full. The contract will be awarded pursuant to the requirements of applicable state and federal laws and regulations. To the extent permitted by such laws and regulations, Owner reserves the right to reject any or all Bids, to waive any informality or irregularity in any Bid received, and to accept the Bid deemed by it to be in the best interest of the City of Snellville.

PRE-BID CONFERENCE AND SITE VISIT

A pre-bid conference will be held at 10:00 am, Tuesday, May 24, 2022 at the Snellville City Hall located at 2342 Oak Road, Snellville, Ga. 30078. This is not a mandatory meeting, but it is recommended that you attend.

DEFINITIONS:

Terms used in the "Invitation to Bid" which are defined in the Bidding Documents shall have the meanings assigned to them by the Bidding Documents.

By: _____ Date: _____
City of Snellville

END
INVITATION TO BID



INSTRUCTIONS TO BIDDERS

BID NUMBER: COS20220511

BID DATE: May 11, 2022

PROJECT: ANNUAL CONTRACT FOR JANITORIAL SERVICES FOR THE CITY OF SNELLVILLE

1. GENERAL

1.1 The complete Bid Document Package will include the Advertisement for Bid, Specifications, Bid Documents, and Contract Documents as outlined below:

1.1.1 Advertisement for Bid

1.1.2. Bid Documents which include:

- a. Instructions to Bidders
- b. Bid Form
- c. Noncollusion Affidavit

1.1.3. Contract Documents which include:

- a. Contract Agreement Form – Standard Agreement for Contract Services
- b. Attachment “A” – Contractor Affidavit and Agreement (O.C.G.A. 13-10-91) and Contractor Verification Form

1.1.4. Attachments

- a. City Hall Floor Plans
- b. City Hall Specifications
- c. Police Department Floor Plan
- d. Approximate Total Square Footage

DEFINED TERMS

1.2 Certain terms used in these Instructions to Bidders have the meanings indicated below.

1.2.1 The term “City” means the City of Snellville, Georgia.

1.2.2 The term "Bidder" means one who submits a Bid directly to Owner, as distinct from a sub-bidder, who submits a Bid to the Bidder.

1.2.3 The term "Successful Bidder" means Bidder to whom Owner (on the basis of Owner's evaluation as hereinafter provided) makes an award.

1.2.4 The term "Bidding Documents" includes the Invitation to Bid, Instructions to Bidders, the Bid Form and the proposed Contract Documents (including Contract Forms, Contract Conditions, Specifications, Drawings and all Addenda issued prior to receipt of Bids.)



2. COPIES OF BIDDING DOCUMENTS

- 2.1 Complete sets of Bidding Documents may be obtained from the City as stated in the Invitation to Bid.
- 2.2 Complete sets of Bidding Documents must be used in preparing Bids. The City assumes no responsibility for errors or misinterpretations resulting from the use of incomplete sets of Bidding Documents.
- 2.3 The City, in making copies of Bidding Documents available on the above terms do so only for the purpose of obtaining Bids for the Work and do not confer a license or grant for any other use.
- 2.4 Any part of the Bid Documents may be modified by Addenda.

Where forms are provided, **they must be used without substitution!** Use of forms other than those provided by the City shall constitute a non-responsive Bid and shall be rejected.

NOTE: Bidder must submit one original and two (2) copies of the Bid Documents to include: Bid Form; Instructions to Bidders; Bidders Affidavit; and

3. QUALIFICATIONS OF BIDDERS

- 3.1 To demonstrate qualifications to perform the Work, each Bidder must submit written evidence that Bidder is skilled in work of a similar nature to that covered by the Contract Documents. The information must be presented on the Questionnaire form (00452) included in the Bid Documents with related attachments, which must be submitted with the Bid.
- 3.2 The City may make any investigations deemed necessary to determine the Bidders ability to perform the Work, and the Bidder shall furnish all information and data requested by the City. Nothing herein will prohibit the City from reserving the right to reject any bid from any Bidder that the City considers not properly qualified to carry out Contract obligations or able to satisfactorily complete the Work on schedule.
- 3.3 Bidder must also submit with Bid:
 - 3.3.1 Listings of Subcontractors and Suppliers proposed for the Work as stated in Article 6 of these Instructions to Bidders.
 - 3.3.2 If the Bidder is a corporation, evidence that the corporation is properly registered with the State of Georgia in accordance with the laws of the State of Georgia.
 - 3.3.3 Authority to Execute Bid and Agreement (as stated in paragraph 7.4 of these Instructions to Bidders), and a Noncollusion Affidavit (as stated in paragraph 8.5 of these Instructions to Bidders).



- 3.3.4 Certificates of insurance for existing coverage. If current insurance coverage does not comply with that specified in the Contract Documents, a statement issued by the Bidder's insurance carrier shall also be submitted with the Bid, giving evidence that the additional insurance will be provided if the Bidder is awarded the contract.

4. EXAMINATION OF BID DOCUMENTS AND SITE

- 4.1 It is the responsibility of each Bidder before submitting a Bid:
 - 4.1.1 To examine thoroughly the Contract Documents and other related data identified in the Bidding Documents (including any "technical data" referred to below);
 - 4.1.2 To consider federal, state and local laws and regulations that may affect cost, progress, performance or furnishing of the Work; and
 - 4.1.3 To study and carefully correlate Bidder's knowledge and observations with the Contract Documents and such other related data.
- 4.2 The submission of a Bid will constitute an incontrovertible representation by Bidder that Bidder has complied with every requirement of this Article 4, that without exception the Bid is premised upon performing and furnishing the Work required by the Contract Documents and applying the specific means, methods, techniques, sequences or procedures of construction (if any) that may be shown or indicated or expressly required by the Contract Documents, that Bidder has given City written notice of all conflicts, errors, ambiguities and discrepancies that Bidder has discovered in the Contract Documents and the written resolutions thereof by City is acceptable to Bidder, and that the Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performing and furnishing the Work.

5. INTERPRETATIONS AND ADDENDA

- 5.1 All questions about the meaning or intent of the Bidding Documents are to be directed in writing to the City.
- 5.2 Interpretations or clarifications considered necessary by the City in response to such questions will be issued by Addenda and distributed via facsimile and/or email to all parties recorded by the City as having received the Bidding Documents.
- 5.3 Questions received less than three (3) working days prior to the date for opening of Bids may not be answered.
- 5.4 Only questions answered by formal written Addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.
- 5.5 Addenda may also be issued to modify the Bidding Documents as deemed advisable by the City.



5.6 Addenda will be sent to all persons holding Bidding Documents by email and/or by facsimile.

6. SUBCONTRACTORS AND SUPPLIERS

6.1 Please note that the Successful Bidder shall not use subcontractors unless notice is provided to the City and the City, in its sole discretion, provides approval in writing.

7. BID FORM

7.1 The Bid Form is included with the Bidding Documents.

7.2 All blanks on the Bid Form must be completed by printing in black ink or by typewriter.

7.3 Bid Forms must be accompanied by all Documentation listed in Article 3 of these Instructions to Bidders.

7.4 Bids by corporations must be executed in the corporate name by the President or a Vice-President (or other corporate officer accompanied by evidence of authority to sign) and the corporate seal must be affixed and attested by the secretary or an assistant secretary. The corporate address and State of incorporation must be shown below the signature. The person signing a Bid for a corporation must include with the Bid the Authority to Execute Bid and Agreement as evidence of the person's authority to bind the corporation.

7.5 Bids by partnerships must be executed in the partnership name and signed by a partner, whose title must appear under the signature, and the official address of the partnership must be shown below the signature. Proof of proper registration with the State of Georgia must be provided. If requested, the persons signing a Bid for a partnership must produce satisfactory evidence of the person's authority to bind the partnership.

7.6 All names must be typed or printed in black ink below the signature.

7.7 The Bid must contain an acknowledgment of receipt of all Addenda (the numbers of which must be filled in on the Bid Form).

7.8 The address and telephone numbers for voice and facsimile communications regarding the Bid must be shown.

8. SUBMISSION OF BIDS

8.1 Bids must be submitted at or before the time and at the place indicated in the Invitation to Bid and must be submitted in an opaque sealed envelope. The envelope must be marked on the exterior: "SEALED BID FOR *ANNUAL CONTRACT FOR JANITORIAL SERVICES FOR THE CITY OF SNELLVILLE (COS20220511)*"

8.2 The envelope must show the Bid opening time and date listed in the Invitation to Bid. The envelope must contain the Bid, the name and address of the Bidder, any required Bid



security, and other required documents. If the Bid is sent through the mail or other delivery system, the sealed envelope must be enclosed in a separate envelope with the notation "SEALED BID ENVELOPE ENCLOSED" on the face thereof.

- 8.3 Each prospective Bidder is furnished one copy of the Bidding Documents. The Bid Form, included in the Bidding Documents, is to be completed and submitted with required documents to the Owner. All copies of the Bidding Documents, along with all other documents issued for the purpose of preparing Bids, must be returned intact with the Bid.
- 8.4 If more than one Bid is received for the same Contract from an individual, firm, partnership, corporation or association, under the same or different names, none of such Bids will be considered. Reasonable grounds for believing that any Bidder has an interest in more than one Bid for the same Contract will cause the rejection of all such Bids in which the Bidder is interested.
- 8.5 If there are reasonable grounds for believing that collusion exists among the Bidders, the bids of participants in such collusion will not be considered. The Noncollusion Affidavit must be completed and submitted with the Bid.

9. MODIFICATION AND WITHDRAWAL OF BIDS

- 9.1 Bids may be modified or withdrawn by an appropriate document duly executed (in the manner that a Bid must be executed) and delivered to the place where Bids are to be submitted at any time prior to the opening of Bids. A request for withdrawal or a modification must be in writing and signed by a person duly authorized to do so; and, in case signed by a deputy or subordinate, the principal's proper written authority to such deputy or subordinate must accompany the request for withdrawal or modification. Withdrawal of a Bid will not prejudice the rights of a Bidder to submit a new Bid prior to the Bid Date and Time. After expiration of the period for receiving Bids, no Bid may be withdrawn or modified.
- 9.2 If, within twenty-four hours after Bids are opened, any Bidder files a duly signed, written notice with Owner and within five calendar days thereafter demonstrates to the reasonable satisfaction of the Owner that there was a material and substantial mistake in the preparation of its Bid, that Bidder may withdraw its Bid and the Bid security will be returned. Thereafter, that Bidder will be disqualified from further bidding on the Work to be provided under the Contract Documents.

10. OPENING OF BIDS

- 10.1 Bids will be opened publicly as indicated in the Invitation to Bid. An initial bid tabulation documenting the Bid opening and listing Bidders will be available after the date of the Bid opening.



11. BIDS TO REMAIN SUBJECT TO ACCEPTANCE

- 11.1 All Bids will remain subject to acceptance for the period stated in the Invitation to Bid, but Owner may, in its sole discretion, release any Bid and return the Bid security prior to that date.
- 11.2 Extensions of time when Bids will remain open beyond the stated period will be made only by mutual agreement between the Owner, the Successful Bidder, and the surety, if any, for the Successful Bidder.

12. AWARD OF CONTRACT

- 12.1 To the extent permitted by applicable state and federal laws and regulations, Owner reserves the right to reject any or all Bids, including without limitation the right to reject any or all nonconforming, nonresponsive, unbalanced or conditional Bids and to reject the Bid of any Bidder if Owner believes that it would not be in the best interest of the Project to make an award to that Bidder, whether because the Bid is not responsive or the Bidder is unqualified or of doubtful financial ability or fails to meet any other pertinent standard or criteria established by Owner. Owner also reserves the right to waive all informalities not involving price, time or changes in the Work and to negotiate contract terms with the Successful Bidder.
- 12.2 Discrepancies between words and figures will be resolved in favor of words. Discrepancies between the multiplication of units of Work and unit prices will be resolved in favor of the unit prices. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum.
- 12.3 In evaluating Bids, Owner will consider the qualifications of the Bidders, whether or not the Bids comply with the prescribed requirements, and such alternates, unit prices and other data, as may be requested in the Bid Form or prior to the Notice of Award.
- 12.4 Owner may consider the qualifications and experience of Subcontractors, Suppliers, and other persons and organizations proposed for those portions of the Work as to which the identity of Subcontractors, Suppliers, and other persons and organizations must be submitted as discussed in Article 6 of these Instructions to Bidders.
- 12.5 Owner may conduct such investigations as Owner deems necessary to assist in the evaluation of any Bid and to establish the responsibility, qualifications and financial ability of Bidders, proposed Subcontractors, Suppliers and other persons and organizations to perform and furnish the Work in accordance with the Contract Documents to Owner's satisfaction within the prescribed time.
- 12.6 If the contract is to be awarded, it will be awarded to the lowest qualified, responsible and responsive Bidder whose evaluation by Owner indicates to Owner that the award will be in the best interests of the Project. The right is reserved, however to reject any or all Bids, or to accept a Bid other than the lowest submitted if such action is deemed to be in the best interest of the Owner.



- 12.7 If the contract is to be awarded, Owner will give the successful Bidder a Notice of Award within the time period stated for expiration of Bids in the Invitation to Bid.

13. SIGNING OF AGREEMENT

- 13.1 When Owner gives a Notice of Award to the Successful Bidder, it will be accompanied by two unsigned counterparts of the Agreement with all other written Contract Documents attached. Within fifteen calendar days thereafter Contractor shall execute and deliver all counterparts of the Agreement and attached documents to Owner with the required Bonds. Within ten calendar days thereafter, Owner will deliver one fully executed counterpart to Contractor. Each counterpart is to be accompanied by a complete set attachments with appropriate identification.

14. PRE-BID CONFERENCE AND SITE VISIT

- 14.1 The date, time and place for the Pre-Bid Conference and for the Site Visit, if required, are set forth in the Invitation to Bid.
- 14.2 If a Pre-Bid Conference is deemed necessary, Representatives or Owner will be present to discuss the Project. The City will transmit to all prospective Bidders of record such Addenda as the City considers necessary in response to questions arising at the conference. Oral statements may not be relied upon and will not be binding or legally effective.

15. HEALTH AND SAFETY

- 15.1 It shall be at all times the sole responsibility of the successful Bidder to protect the health and monitor the safety of its personnel, subcontractors, the public, and other persons who may be affected by the Work and the environment within the limits of the Contractors work area. Throughout the full duration of the Work, the Successful Bidder shall comply with all applicable federal, state, county, and local ordinances, and all applicable requirements of the Owner.

END
INSTRUCTIONS TO BIDDERS



BID FORM

(This Bid Form is a part of the Bid Documents)

BID NUMBER: COS20220511

BID DATE: May 11, 2022

SUBMITTAL DATE: _____

BY: _____

PROJECT: ANNUAL CONTRACT FOR JANITORIAL SERVICES FOR THE CITY OF SNELLVILLE

THIS BID IS SUBMITTED TO: City of Snellville
2342 Oak Road
Snellville, Georgia 30078
(770) 985-3500

ATTN: Ms. Melisa Arnold, City Clerk/Administrative Manager

1. The undersigned BIDDER proposes and agrees, if this Bid is accepted, to enter into an agreement with OWNER in the form included in the Contract Documents as written, except as specifically modified, and to perform and furnish all Work as specified or indicated in the Contract Documents for the Bid Price and within the Bid Times indicated in this Bid Form and in accordance with the other terms and conditions of the Contract Documents.
2. BIDDER accepts all of the terms and conditions of the contained in the Bid Document Package, including without limitation those dealing City's time for accepting Bid and disposition of Bid security. This Bid will remain subject to acceptance for sixty (60) calendar days after the day of Bid opening. BIDDER will sign and deliver two copies of the Agreement with the Bonds and other documents required by the Bidding Requirements (in the Instructions to Bidders) within fifteen calendar days after the date of Owner's Notice of Award.
3. In submitting this Bid, BIDDER represents, as more fully set forth in the Agreement, that:
 - (a) BIDDER has examined and carefully studied the Bidding Documents and the following Addenda (receipt of all which is hereby acknowledged):

No. _____ Dated _____	No. _____ Dated _____
No. _____ Dated _____	No. _____ Dated _____
No. _____ Dated _____	No. _____ Dated _____
 - (b) BIDDER has examined the locality where the Work is to be performed and legal requirements (federal, state, and local laws, ordinances, rules, and regulations) and conditions affecting Work cost, difficulty, progress, or performance and has made independent investigations as Bidder deems necessary.



- (c) BIDDER is aware of the general nature of work to be performed by OWNER and others at the site that relates to the Work for which this Bid is submitted as indicated in the Contract Documents.
- (d) BIDDER has to give City written notice concerning conflicts, errors, or discrepancies discovered in Bid Document Package and written resolution by City is acceptable to BIDDER.
- (e) This Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; BIDDER has not directly or indirectly induced or solicited any other BIDDER to submit a false or sham Bid; BIDDER has not solicited or induced any person, firm or corporation to refrain from bidding; and BIDDER has not sought by collusion to obtain for itself any advantage over any other BIDDER or over OWNER.

(THIS SPACE IS INTENTIONALLY LEFT BLANK)



BID SCHEDULE

- NOTE 1.** Failure to return all of Bid Schedule as part of Bid Document may result in rejection of bid.
- NOTE 2.** The City of Snellville requires firm pricing for the first year of the contract period. Failure to hold pricing firm for the initial first year of contract may be sufficient cause for the City to declare the bid nonresponsive.
- NOTE 3.** Contract may be renewed for a second year provided:
- (a) The price remains static or increases by a pre-designated amount, and
 - (b) Services provided during the first year are satisfactory to the City
- NOTE 4.** Contract may be renewed for a third year provided the Contractor meets the requirements of (a) and (b) of Note 3 above.
- NOTE 5.** In compliance with the specifications referred to herein, the Contractor offers and agrees, if this Bid is accepted by the City Council



**ANNUAL CONTRACT FOR JANITORIAL SERVICE FOR THE CITY OF SNELLVILLE
BID #COS20220511**

CLEANING REQUIREMENTS FOR CITY OF SNELLVILLE BUILDINGS

CITY HALL - 2342 OAK ROAD

Regular Business Hours: 8:00 a.m. until 5:00 p.m., Monday – Friday

Cleaning schedule will be after 6 p.m. twice a week, once on Sunday and once on Wednesday.

Regular evening activities include meetings on the second and fourth Mondays of the month. There are other meetings that may occur at different times. You will receive notification every week via email of the schedule.

Cleaning must take place after close of business and after the other activities have taken place.

Main Level: Reception area, Municipal Court, Council Chambers, Multi Purpose Room

Sweep and mop, dusting is to include stair rails, pictures and furniture. Vacuum carpets, clean glass doors and glass dividers, clean bathrooms, restock toiletries, and empty trash cans. Clean elevator doors, floors, and panels, and janitorial closets.

Finished office space not occupied is to be cleaned weekly (Vacuum and dust). Multi purpose room is to be cleaned twice a week (sweep and mop). Stairways and landings are to be swept, mopped, and dusted twice a week. Judges panels are to be wiped down once a month to remove all dirt in corners. All light fixtures are to be cleaned from dust and bugs once a week and all blinds are to be dusted every two weeks. All unfinished space and closets including mechanical rooms are not to be cleaned. Maintain all granite as to manufacturer's requirements.

Second Floor: Administrative Offices, Planning and Development, Conference Rooms, Class Rooms

Vacuum, dust, empty trash, and clean all glass. Clean bathrooms and restock toiletries. Remove bugs and dust light fixtures once a week and dust all blinds every two weeks. Finished space not occupied is to be cleaned weekly (vacuum and dust). All unfinished space and closets including mechanical rooms are not to be cleaned. Maintain all granite as to manufacturer's requirements.

All trash must be disposed of in the outside dumpster.

All of the above should be completed along with any other periodic cleaning requests.

POLICE DEPARTMENT – 2315 WISTERIA DRIVE

Regular Business Hours: 7:00 a.m. until 5:00 p.m., Monday – Friday

Cleaning schedule will be 3 times per week on Tuesday, Thursday, and Sunday.

Cleaning must take place after close of business.

Background Checks & Fingerprinting:

Anyone who will be working at the police department will need to be fingerprinted and will have a background check performed.

Police First & Second Level:

The following should be performed three times a week; Sweep and mop all tiled surfaces, empty all trash cans and shredders, clean bathrooms and restock toiletries, Dust and remove fingerprints from all of the conference tables, office and lobby areas, which are also to be swept or vacuumed and dusted, and all stairways and landings should be swept, mopped, and dusted. The entire lobby area should be cleaned, including all of the glass, the elevator and the elevator door.

The following should be performed once a month; wash trash cans, dust the window sills, window coverings (blinds), painted door jams and doors washed, and painted walls cleaned, and clean the HVAC supply and return registers

All carpets should be cleaned and tile floors buffed quarterly.

All trash must be disposed of in the outside dumpster.

All of the above should be completed along with any other cleaning requests that may be requested periodically.

Notes:

All janitorial cleaning supplies are to be supplied by the Janitorial Company. You will need to give the City a list of the items being used and they should be properly marked and stored at each location.

The City will supply paper towels, garbage bags, and toilet paper.

Bid Form**Bid Number: COS20220511****Bid Date: May 11, 2022****Company Name:** _____**Bidder's Signature:** _____**BID PRICING SCHEDULE**

Bidder submits the following prices for the JANITORIAL SERVICES FOR THE CITY OF SNELLVILLE ON AN ANNUAL PRICE AGREEMENT identified in the Bid Form as part of this Bid. Pricing must be all inclusive to perform the work assignments.

ITEM #	DESCRIPTION		MONTHLY PRICE	YEARLY PRICE
1	City Hall			
2	Police Department			
	TOTAL =			
	QUOTE THE FOLLOWING SERVICES			PRICE PER S.F.
4	*Striping and buffing VCT Floors			
5	Carpet Cleaning			

*Please specify the number of coats of wax _____.



4. The contract period shall be for one (1) year with an option to renew on a yearly base for two further years up to a maximum of three (3) years. The City requires firm pricing during the first year contract period. Contract may be renewed for a second year providing the pricing remains static or increases by a pre-designated amount. Contract may also be renewed for a third year provided the pricing remains static or increases by a further pre-designated amount

Unless otherwise noted, quoted prices for the second year will remain firm. If a percentage of increase is to be incorporated into this bid please note in the space provided below, together with an explanation for the increase. If no increase envisaged state zero (0).

PERCENTAGE INCREASE (SECOND YEAR) = _____ %

EXPLANATION OF INCREASE:

Unless otherwise noted, quoted prices for the third year will remain firm. If a percentage of increase is to be incorporated into this bid please note in the space provided below, together with an explanation for the increase. If no increase envisaged state zero (0).

PERCENTAGE INCREASE (SECOND YEAR) = _____ %

EXPLANATION OF INCREASE:

Attached prices shall include all labor, materials, overhead (Direct and Indirect), profit, insurance, bonds, and other costs to cover all finished Work.

BIDDER agrees this BID shall be good and may not be withdrawn for a period of sixty (60) calendar days after scheduled closing time for receiving bids. Undersigned Bidder hereby agrees to each and every stipulation in Bid Document Package pertaining to the submission of Bids and further, if awarded the Contract, duly agrees to execute and secure the required Contract and Bid Document Package within fifteen (15) days from service of Notice of Award and deliver a surety bond or bonds as required by General Conditions.

5. The following documents are attached to and made a condition of this Bid:

(a) Required documents listed in Article 3 of the Instructions to Bidders.

(c) Other documents: _____



6. The terms used in this Bid which are defined in the General Conditions of the Construction Contract or Instructions to Bidders will have the meanings indicated in the General Conditions or Instructions.

Submitted on _____, 20____

State Contractor License No. _____

BIDDER is:

An Individual

By _____ (SEAL)
(Individual's Name)

doing business as _____

Business address: _____

Phone No.: _____

A Partnership

By _____ (SEAL)
(Firm Name)

(General Partner)

Business address: _____

Phone No.: _____



A Corporation

By _____ (SEAL)
(Corporation Name)

(state of incorporation)

By _____ (SEAL)
(name of person authorized to sign)

(title)

(Corporate Seal)

Attest _____
(Secretary)

Business address: _____

Phone No.: _____ Date of Qualification to do business is _____

A Joint Venture

By _____ (SEAL)
(Name)

(Address)

By _____ (SEAL)
(Name)

(Address)

Phone Number and Address for receipt of official communications _____

(Each joint venturer must sign. The manner of signing for each individual, partnership and corporation that is a party to the joint venture should be in the manner indicated above).



END of
BID FORM



**CITY OF SNELLVILLE
QUALIFICATIONS AND EXPERIENCE
CONTRACTOR QUESTIONNAIRE**

A. GENERAL INFORMATION

1. How many years has your organization been in business as a Contractor? _____
2. Attach qualifications and experience for proposed key personnel who will be assigned to the project, including: Project Manager, Superintendent, Quality Control Officer, etc.
3. Have you ever failed to complete work awarded to you? If so, where and why?

4. What equipment do you own that you plan to use for this Work? Attach a list.



List a minimum of three references that you have completed similar work for in type, size, and nature as the one under consideration.

- a. Name of Project _____
 Owner/Engineer _____
 Phone Number _____
 Address _____
 Date Started _____ Date Completed _____
 Project Superintendent _____
 Value of Contract _____
 Description of Project _____

- b. Name of Project _____
 Owner/Engineer _____
 Phone Number _____
 Address _____
 Date Started _____ Date Completed _____
 Project Superintendent _____
 Value of Contract _____
 Description of Project _____

- c. Name of Project _____
 Owner/Engineer _____
 Phone Number _____
 Address _____
 Date Started _____ Date Completed _____
 Project Superintendent _____
 Value of Contract _____
 Description of Project _____



B. OTHER INFORMATION

Provide other information to illustrate your qualifications to do the Work. (Include attachments as applicable.)

The undersigned warrants the truth and accuracy of all statements and answers herein contained.

Date Questionnaire Submitted: _____, 20____

Name of Bidder _____

Authorized Signature _____

Name & Title of Signer (Printed) _____

Business Address _____

Phone Number _____ Fax Number _____

The following sheets and documents are attached:

END QUESTIONNAIRE



**CITY OF SNELLVILLE
NONCOLLUSION AFFIDAVIT**

For Project: _____

Bid Date: _____

State of _____)

ss.

County of _____)

_____ being first duly sworn, deposes and says that:

- (1) Signer is the [*Owner, Partner, Officer, Representative or Agent*] (circle one) of _____, the Bidder that has submitted the attached Bid.
- (2) Signer is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;
- (3) Such Bid is genuine and is not a collusive or sham Bid;
- (4) Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this signer, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Bidder, firm, or person to submit a collusive or sham Bid in connection with the Work for which the attached Bid has been submitted; or to refrain from bidding in connection with such Work; or have in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference with any Bidder, firm, or person to fix the price or prices in the attached Bid or of any other Bidder, or to fix any overhead, profit, or cost elements of the Bid price or to fix any overhead, profit, or cost elements of the Bid price or the Bid price of any other Bidder or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against City of Snellville, or any person interested in the proposed Work;
- (5) The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the bidder or any other of its agents, representatives, owners, employees or parties in interests, including this affidavit.

Subscribed and sworn to before me

_____ BY: _____
(Signature)

this _____ day of _____, 20____. _____
(Title)

My commission expires _____.

END
NONCOLLUSION AFFIDAVIT

INDEPENDENT CONTRACTOR AGREEMENT

THIS AGREEMENT is made this _____ day of _____, 2022, between the CITY OF SNELLVILLE, GEORGIA, _____ DEPARTMENT (“City”) and _____ (“Contractor”). City and Contractor are hereinafter collectively referred to as the “Parties.”

WHEREAS, City desires to obtain the services of qualified individuals to perform _____ services for _____. (Please use addendum attached hereto as Exhibit “A” and incorporated by reference if more space is needed).

NOW, THEREFORE, in consideration of the mutual promises contained herein, it is hereby agreed as follows:

1. **Duties of Contractor.** Contractor agrees to perform the services listed above and those listed in Exhibit “A,” if applicable.
 - 1.1 It is understood and agreed that Contractor shall be responsible for the safe operation of any equipment utilized by Contractor.
 - 1.2 If keys for any facility have been provided to Contractor, Contractor shall be responsible for unlocking and inspecting facilities and reporting any safety concerns to City in a timely fashion.
 - 1.3 Upon completion of the event/job, Contractor shall be responsible for locking the facility and securing any equipment used.
 - 1.4 Contractor agrees to perform services at such times and in such a manner as agreed upon between both Contractor and City.
2. **Duties of City.**
 - 2.1 City agrees to pay Contractor in accordance with Section 3 of this Agreement.
 - 2.2 City agrees to furnish to Contractor a place to perform instruction and may provide equipment to perform services. To the extent City does not make available such equipment, Contractor agrees to supply equipment as necessary.
3. **Compensation.** _____ shall pay the _____ for all services performed at the rate of _____ for this job. Any additional terms of compensation shall be agreed to by both parties in writing and attached hereto as Exhibit “B” and incorporated herein by reference.
4. **Termination.**

- 4.1 This Agreement may be terminated by either party without cause upon giving the other party thirty (30) days written notice.
- 4.2 City may terminate this Agreement immediately, without notice, if City deems Contractor's conduct to be detrimental to City, its employees, or its citizens.
- 4.3 Payment due at the time of termination shall be pro-rated for the amount of services actually provided.
5. **Notices.** All notices and communication provided for under this Agreement shall be in writing and sent by regular mail to the following addresses:
- City: Melisa Arnold
2342 Oak Road
Snellville, Georgia 30078
- Copy: W. Charles Ross
Powell & Edwards, P.C.
P.O. Box 1390
Lawrenceville, Georgia 30046
- Contractor: Address listed below.
6. **Independent Contractor Relationship.** This agreement is not a contract of employment. No relationship of employer and employee exists between City and Contractor, or between City and any employee or agent of Contractor. Contractor is not authorized to bind City to any agreements or obligations. City shall not be liable for any acts of Contractor, Contractor's employees, or Contractor's agents in performing the duties described in this Agreement.
- 6.1 Contractor shall be solely responsible for his or her own social security payments as well as filing his or her own estimated income taxes and final federal and state income tax returns.
- 6.2 City will provide Contractor with an IRS approved 1099-MISC in accordance with the guidelines established by that agency.
7. **Indemnity.** Contractor agrees to indemnify and hold City harmless from any claim, suit, cause of action, liability, or damage arising from Contractor's performance of this Agreement, including but not limited to reasonable attorney's fees, court costs, and expenses actually incurred in such action, proceeding, or as the result of any claim, suit, or damage. This includes claims, suits, causes of action, liability, and damage arising directly or indirectly from the performance of this Agreement by Contractor, its agents, sub-leases, assigns, employees, or invitees, including but not limited to Contractor's use of the facilities, acts or omissions of Contractor, Contractor's employees and agents, and any incident beyond City's control, including but not limited to acts of nature, crimes of violence, and acts or omissions by any third party.
8. **Insurance Requirements.** Contractor shall, at its own expense, carry and maintain insurance with carriers satisfactory to City as follows:

Workers' Compensation, and related coverage's

(1) State: Statutory

(2) Applicable Federal
(e.g., Longshoreman's): Statutory

(3) Employer's Liability: \$1,000,000

Contractor's Liability Insurance shall also include completed operations and product liability coverage's and eliminate the exclusion with respect to property under the care, custody and control of Contractor:

(1) General Aggregate \$1,000,000
(Except Products-Completed Operations)

(2) Products \$1,000,000
(Completed Operations Aggregate)

(3) Personal and Advertising Injury \$1,000,000
(Per Person/Organization)

(4) Each Occurrence \$1,000,000
(Bodily Injury and Property Damage)

(5) Property Damage Liability Insurance will provide Explosion, Collapse and Underground coverage's where applicable.

(6) Excess/Umbrella Liability
General Aggregate \$1,000,000
Each Occurrence \$1,000,000

Automobile Liability:

(1) Bodily Injury:
\$1,000,000 Each Person
\$1,000,000 Each Accident

Property Damage:
\$1,000,000 Each Accident

OR

(2) Combined Single Limit
(Bodily Injury/ Property Damage)
\$1,000,000 Each Accident

The Contractual Liability coverage shall provide coverage for not less than the following amounts:

(1) General Aggregate \$1,000,000

(2) Each Occurrence \$1,000,000

(Bodily Injury and Property Damage)

- 8.2 Prior to performing any Work, Contractor shall have its insurance carrier or broker furnish City with Certificates of Insurance certifying that all insurance required under this Agreement is in full force and effect, citing the expiration date of each policy and stating that the insurance will not be canceled or materially modified during the term of this Agreement without thirty (30) days prior written notice to City. The policies required herein shall provide for a waiver of subrogation in favor of City. The Certificates of Insurance shall name City as an additional insured under each policy of insurance, except for Worker's Compensation and Employer's Liability coverage's. Receipt by City of the Certificates of Insurance required herein shall be a prerequisite to commencement of, and payment for, the Work.
- 8.3 Greater amounts of coverage may be required either by federal, state or local agencies. In those instances, Certificates of Insurance in the higher amounts must be received by City at least two (2) working days prior to initiating any requested Work.

9. **Miscellaneous Provisions.**

- 9.1 **Time.** Time is of the essence of this Agreement.
- 9.2 **Severability.** If any provision of this Agreement or the application thereof to any entity or circumstance shall be invalid or unenforceable to any extent, the remainder of this Agreement and the application of such provisions to any other entity or circumstances shall not be affected thereby and shall be enforced to the greatest extent permitted by law.
- 9.3 **Amendment.** Neither this Agreement nor any provision or exhibit hereof may be modified, changed, waived, discharged, or terminated orally, but only by an instrument in writing signed by the party against whom enforcement of the change, waiver, discharge, or termination is sought.
- 9.4 **Construction.** No provision of this Agreement shall be construed against or interpreted to the disadvantage of either City or Contractor by any court or other governmental or judicial authority by reason of such party having or being deemed to have structured or dictated such provision.
- 9.5 **Binding Effect.** This Agreement shall be binding upon the heirs, successors, and assigns of the parties hereto.
- 9.6 **Assignment.** This Agreement may not be assigned by Contractor without the express written consent of City.
- 9.7 **Entire Agreement.** This Agreement and its Exhibits constitute the entire agreement between City and Contractor.
- 9.8 **Choice of Law/Forum Selection.** This Agreement and the obligations of the City and Contractor hereunder shall be interpreted, construed, and enforced in accordance with the Laws of the State of Georgia. Disputes arising out of this Agreement shall be heard in the

Superior Court of Gwinnett County, Georgia. City and Contractor agree that jurisdiction and venue are proper in the Superior Court of Gwinnett County, Georgia.

9.9 **Acknowledgement of Understanding and Receipt.** Contractor has read and understands this Agreement and has received a copy of this Agreement.

ENTERED INTO this _____ day of _____, 20____.

CITY OF SNELLVILLE, GEORGIA

By: _____

Name: _____

Title: _____

CONTRACTOR

By: _____

Name: _____

Tax ID/SS#: _____

Address: _____

Telephone: _____

EXHIBIT "A"

ADDITIONAL DESCRIPTION OF CONTRACTED WORK

Initials:

City:

Contractor:

ADDITIONAL TERMS OF COMPENSATION

Contractor:

Affidavit Pursuant to Georgia Immigration Laws

Note: As a prerequisite to certain interactions with local government, Georgia Law requires an affidavit regarding the subjects indicated herein.

1. I am over the age of 18, of sound mind, and am competent to make this Affidavit.
2. Initial all that apply (you may initial more than one):

_____ I execute this Affidavit as an applicant for a Public Benefit. Public Benefits include Retirement Benefits, Health Benefits, Disability Benefits, Contracts, Business Loans, Business Licenses, Professional Licenses, Certificates authorizing the transaction of regulated businesses, and/or other benefits as referenced and defined in O.C.G.A. Section 50-36-1, and as defined by the Attorney General of the State of Georgia.

_____ I execute this Affidavit as an applicant for a business license in the City of Snellville, Georgia.

_____ I execute this Affidavit as a contractor or subcontractor on a project of the City of Snellville, Georgia or one of its departments.

3. I submit this affidavit on behalf of _____ (self or business entity).

4. With respect to my personal presence in the United States, I state as follows:

a. _____ I am a United States citizen. **OR**

b. _____ I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act lawfully present in the United States. I have provided my Alien Registration Number or, in the event I do not have an Alien Registration Number, I have provided another identifying number below.*

5. *(For Business Licenses, Contractors, and Subcontractors Only)* With respect to efforts to verify the lawful presence of persons employed or engaged by me or the entity on behalf of which I sign this Affidavit, I affirm (a) that the system known as "E-Verify" is used to determine immigration status of all employees, contractors or subcontractors, as the case may be; (b) that the pertinent E-Verify user number is _____; (c) that E-Verify will be used to verify the immigration status of all employees and contractors/subcontractors in the future, indefinitely; and (d) that I will notify the City of Snellville immediately if there should be any change in the above stated E-Verify usage.**

6. In making the above representations under oath, I understand that the City of Snellville and its employees are relying upon this affidavit, and I hereby authorize them to do so. I am aware that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

_____ DAY OF _____, 20__.

Notary Public

My Commission Expires: _____

Signature of Applicant: _____

Date: _____

Print: _____

Alien Reg. No. or Other Identifying No. for Non-Citizens

* **Note:** O.C.G.A. § 50-36-1(e)(2) requires that aliens under the federal Immigration and Nationality Act, as amended, provide their alien registration number. Because legal permanent residents are included in the federal definition of "alien", legal permanent residents must also provide their alien registration number. **Qualified aliens that do not have an alien registration number may supply another identifying number.**** **Note:** For those persons filling out this Affidavit only for a business license, the applicable dates for the requirement to use E-Verify are as follows: (a) employers of 500 or more employees must use E-Verify by January 1, 2012; (b) employers of 100 to 500 employees must use E-Verify by July 1, 2012; (c) employers of 10 to 100 employees must use E-Verify by July 1, 2013.

OFFICE USE ONLY: Type of Secure and Verifiable Document: _____; **Business License Number:** _____

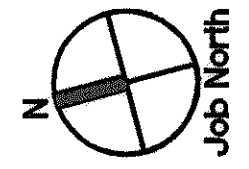
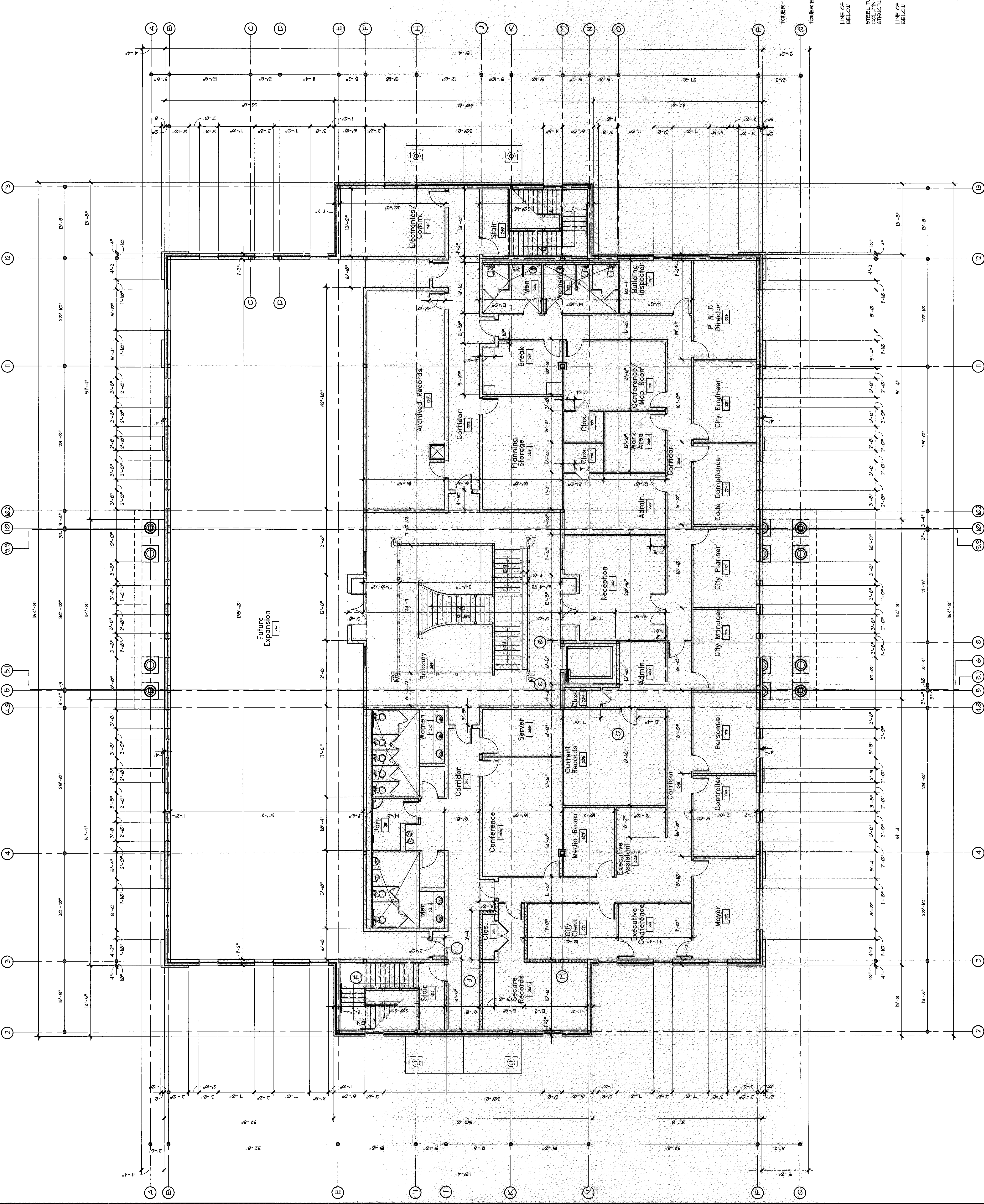
ATTACHMENTS

- a. City Hall Floor Plans
- b. City Hall Specifications
- c. Police Department Floor Plans
- d. City Center Total Square Footage

ATTACHMENT

“a”

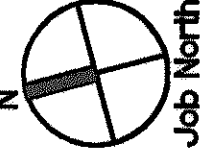
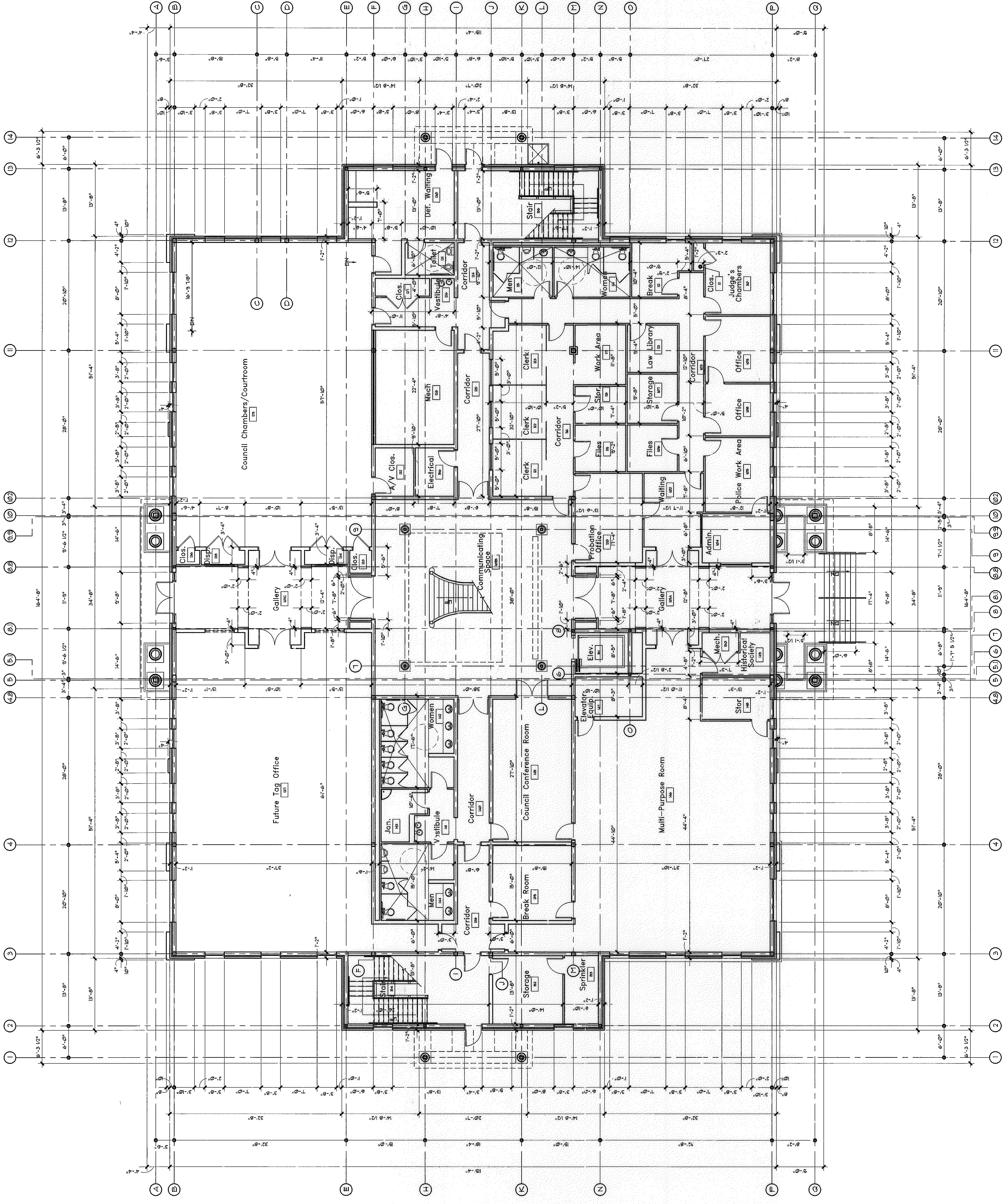
City Hall Floor Plans



Upper Level Dimension Plan

SCALE 1/8" = 1'-0"

Job North



Job North

Lower Level Dimension Plan

SCALE 1/8" = 1'-0"

ATTACHMENT

“b”

City Hall Specifications

COUNTERTOPS

Elite Countertops

2689B Mountain Industrial Boulevard
Tucker, GA 30084

Nicoleta Mureza

(678) 534-0605/ Fax (678) 534-0506

CARE IN USE

ZODIAQ
QUARTZ SURFACES


COPY

Care in use for Zodiaq™ Quartz Surfaces

DuPont Zodiaq™ quartz surfaces are very easy to maintain. The quartz used in Zodiaq™—coupled with high-performance, stain-resistant polymers—results in a durable, nonporous, chemical-resistant surface. Zodiaq™ is also heat- and scratch-resistant, but not heat- and scratch-proof. Zodiaq™ can withstand exposure to normal cooking temperatures from pots, pans and dishes without being damaged. To maintain the beauty of Zodiaq™, do not place hot skillets or roasting pans directly onto the surface. DuPont recommends the use of trivets and hot pads. The use of a cutting board is recommended when using a serrated knife.

With routine care, Zodiaq™ will retain its radiant, lustrous appearance for many years.

Cleaning Zodiaq™ Quartz Surfaces

For routine cleaning of Zodiaq™, use a damp cloth or paper towel and, if necessary, a small amount of non-bleach, nonabrasive cleanser.

Even though Zodiaq™ resists permanent staining when exposed to liquids (such as wine, vinegar, tea, lemon juice and soda) or fruits and vegetables, wipe up food and liquid spills as soon as possible. For stubborn or dried spills, use a nonabrasive cleaning pad such as a white 3M Scotch-Brite® scrub pad coupled with Formula 409® Glass & Surface Cleaner or a comparable cleaning product. Avoid using cleansers that contain bleach. Rinse thoroughly to remove any hazy residue and dry. Always follow the cleaner manufacturer's use instructions and exercise proper care when handling and storing any cleaning products.

Removal of difficult spills from Zodiaq™ Quartz Surfaces

Sometimes spills occur and dry on the countertop. For materials that harden as they dry, such as gum, food, grease, nail polish, paint, etc., remove by gently scraping away the excess with a plastic putty knife.

Permanent markers/inks may adhere to the surface and should be avoided. Should these agents come into contact with the surface, clean first as outlined above. If stain persists, moisten a cloth with Saniten 313® Greased Lightning™ or another comparable product and rub into stain. Let cleaning agent sit for 15 minutes and wipe clean with cotton cloth. Rinse thoroughly to remove any cleanser residue.

GRANITE

GME Stone Corporation

825 Oakhaven Drive

Suite B

Roswell, GA 30075

Carroll “Bo” Bolick

(770) 998-0006/ Fax (770) 998-0132

For better looking,
longer lasting natural
stone surfaces, such as:

Flagstone

Granite

Limestone

Marble

Slate

Terrazzo

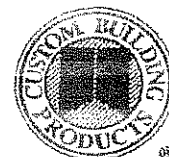
Saventine

CLEAN & PROTECT MARBLE & STONE

SEALERS

CLEANERS

PROBLEM SOLVERS



Custom Building Products
Seal Beach, CA 90740
800-272-0786
www.custombuildingproducts.com

PENETRATING SEALERS

Penetrating sealers act as an invisible barrier to stains by penetrating into the surface of stone and grout.

SurfaceGard® Penetrating Sealer

Maximum strength, water-based sealer repels dirt, and both oil-based and water-based stains to make clean-up simple. Includes a 20 year guarantee.

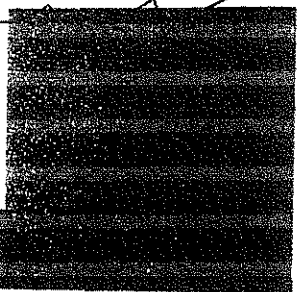
Sealing with SurfaceGard makes clean-up easy



Stone Enhancer & Sealer

Deepens and enriches the color of stone or grout while protecting against oil-based and water-based stains. Use indoors or out.

Brings life back into your tile



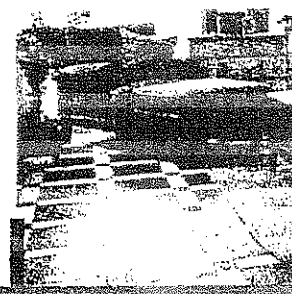
FINISHING SEALERS

Finishing sealers provide a protective sealer on top of stone, grout or tile to resist stains, dirt and grease.

Gloss or Matte Sealer & Finish

Top coat finish protects siltillo, terra cotta, slate or flagstone. Resists scuffs and stains. High gloss finish for interiors only. Matte finish can be used indoors or out.

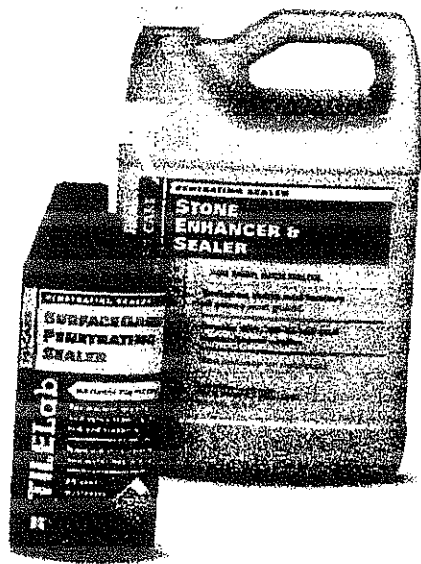
Durable protection in either Gloss or Matte finish



StoneGloss® Polish

Spray and buff polish shines polished marble and stone. Restores luster and enhances color while hiding etching and abrasions. Not for use outdoors.

Brings out the high gloss sheen in stone or marble tile



IN FACTS

Oil-based stains such as wine and juice may etch stone surfaces. Acid-based stains such as salad dressing and grease are hard to remove. Penetrating sealers are not typically effective against most oil-based stains. Surface sealers are effective against both water-based and oil-based stains. Sealing tiles, with any TileLab sealer, prevents staining during grouting and makes clean-up easier.

SEALING TIPS

- Slate and flagstone are typical stones that can be surface sealed with Gloss or Matte Sealer & Finish.
- Surface sealing is not recommended for stones such as marble, limestone or granite. Use a penetrating sealer such as Stone Enhancer & Sealer.
- Test sealed surfaces for effectiveness every two years. Sprinkle water on the surface at various locations. If it penetrates, renew by applying one coat of sealer.

COLD SPRING GRANITE

SECTION VII

Maintenance of Granite Surfaces

**THE ENDURING PERFORMANCE
OF GRANITE**

Many of the world's most interesting structures built from marble, limestone or sandstone are currently suffering from modern air pollution and acid rain. These newer environmental forces, coupled with normal freeze/thaw cycles, are eroding and staining the stone, impairing the natural beauty of the structures and, in some cases, actually threatening their structural integrity. Granite, as the hardest and most moisture-resistant of building stones, is nearly impervious to these destructive forces. However, even granite can lose its luster to dirt and other normal forces in high-traffic areas or where subjected to staining agents. Note that these conditions, from staining to surface cracking, are far less likely to happen with granite than with any other building stone.

Protecting Granite Surfaces

In most situations, granite surfaces are best left untreated with no impregnating or sealing agents. Granite's naturally high density resists absorption of staining materials. Dirt and grime can generally be cleaned from the surface with a mild solution of soap and water. Polished surfaces are even more resistant to stain than Thermal, Diamond 10, Honed, or Diamond 8 surfaces. If a granite surface,

particularly a Thermal-finished surface, is expected to be in frequent contact with staining agents, its stain resistance can be strengthened with an appropriate impregnator. Impregnators should not alter the surface texture or color of the granite. However, it is recommended that any impregnator be pre-tested with a given granite color and finish prior to general application. Sealers may also be used to increase stain resistance, but they bring their own set of maintenance problems. Sealers can alter the surface texture and finish, particularly of Thermal-finished stone. Sealers can also build up on the surface, creating a layer that is less durable than the granite. Sealers are not recommended on exterior applications because of the possibility of trapping moisture within the stone without an effective means of evacuation. It is strongly recommended that any sealer be pre-tested on the stone in a variety of conditions prior to its general application.

Regular Maintenance of Granite Surfaces

The regular maintenance recommended for granite surfaces is a simple cleaning with neutral detergent or stone soap and water. Occasionally, high-traffic areas or locations subjected to tracking of outside dirt and grime require a more intensive cleaner. For Polished and Honed floors subject to heavy commercial traffic, a polish preserver/restorer may be used.

MAINTENANCE TIPS

CONDITION	CLEANING AGENT	APPLICATION METHOD
General Construction Dirt & Grease	Detergent & water	Sponge or wipe on with rag. Rinse with clear water and wipe dry.
New Oil & Grease Stains	Detergent & water for minor stains; Naptha gas or pyrene for major stains	Rub in thoroughly with sponge or rag. Wash off with detergent and water. Wipe dry.
Old Oil & Grease Stains	Hydrogen Peroxide & Plaster of Paris	Mix hydrogen peroxide and plaster and apply in thick (1/2"+) patch. Let cure for three hours. Remove and wash with detergent and water. Wipe dry.
Paint	Paint & varnish removers, like "Zip Strip"	Rub on thoroughly with rag. Wash with detergent and water. Wipe dry.
Rust & Metal Stains	Phosphoric acid compound, such as "Wink" or "LCR"	Rub on thoroughly with rag or sponge. Wash thoroughly with water and wipe dry.
Tar & Pitch	Naptha gas, pyrene or acetone	Apply with rag. Rub thoroughly with stiff brush. Wash off with detergent and water. Wipe dry.
Polishing Powder	Grice Lee Cleaner	Rub in thoroughly with rag. Rinse with water. Wipe dry.
Mortar Stains	Phosphoric acid (Caution: etches metal)	Apply with rag. Rub thoroughly with brush. Wash thoroughly with clean water.
Board Marks	Sunlight	Trapped moisture dries in one to two months (depending on drying conditions).
Lipstick	Warm water & Spic & Span or Ajax Cleaner followed by Zip Strip varnish remover	Apply cleanser with fiber brush to remove color. Follow with Zip-Strip to remove spot. Then rinse with clear water.
Muriatic Acid	Neutralize with baking soda	Mix baking soda with water and scrub affected area.

FLOORING

Carpet Sales & Consultants

1634 Atlanta Road

Marietta, GA 30060

Roger McPherson

(770) 803-3212/ Fax (770) 803-3213



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Maintenance and Care

[Floor Care Products](#)[General Upkeep](#)[Stain Removal](#)

To keep the lasting shine and fresh feel of your investment for as long as possible, we recommend that you...

DO

- Wipe up spills as soon as possible. Remove dried spills with New Beginning® Floor Stripper and Cleaner on a
- Wash your floor occasionally with Armstrong Once 'n Done® Floor Cleaner or an equivalent no-rinse floor cle
- Use Armstrong New Beginning® Floor Stripper and Cleaner for heavy duty cleaning.
- Use Armstrong Shinekeeper® Polish to return your floor's original shine if it begins to dull over time.

DON'T

- Use detergents, abrasive cleaners or "mop and shine" products - they may leave a dull film on your floor.
- Use paste wax or solvent-based polishes.
- Use a beater bar when vacuuming because it can visibly damage the floor surface.
- Use highly abrasive scrubbing tools.

PROACTIVE PROTECTION FOR YOUR FLOOR

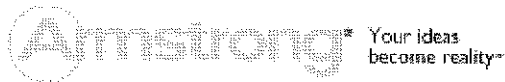
- When moving appliances or heavy furniture, lay a plywood panel on your floor and "walk" the item across it. your floor from scuffing and tears.
- Use floor protectors, such as Armstrong Floor Protectors, on furniture to reduce indentation. As a general rule the heavier the item, the wider the floor protector needed.
- Be careful with rolling casters. They can damage the floor. Therefore, we do not recommend them. If you ch them, the double wheel type are the best option.
- Place a walk-off mat at outside entrances to reduce the amount of dirt brought into your home. We do not r the use of rubber- or latex-backed mats because the chemical (antioxidant) used to keep the backing from l brittle can permanently stain your floor. We suggest a nonstaining vinyl-backed mat or a woven rug that is c of these products are identified "colorfast" by the manufacturer. All Armstrong floor care products have been developed to care for Armstrong floors. You may purchase Armstrong floor care products at your local floori
- To avoid many of the issues listed above, try a new Armstrong ToughGuard™ vinyl floor.

IMMEDIATELY AFTER INSTALLATION

- For 8 hours after seam application, protect the sealed seams on your flooring. This will ensure the proper se your seams are disturbed before they're dry, permanent damage may result.
- Maintain room temperature at 65 degrees Fahrenheit for 48 hours after installation is completed. This assur curing, setting and bonding of products.
- Use a damp sponge, cloth, or mop to wipe off the Armstrong logo and 800 number printed on the face of th careful not to wipe across any seams.
- The adhesive under your floor needs time to thoroughly dry after installation. Therefore we recommend that scrub or wash your floor for five days.

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Maintenance & Care

[Floor Care Products](#)[General Upkeep](#)[Stain Removal](#)

Crayon

- Rub the stain with mineral spirits* or turpentine* on a clean white cloth. (*May be combustible/flammable please follow instructions on label.)
- Scrub the area with Armstrong New Beginning® Floor Stripper and Cleaner and a nonabrasive white scrubber following instructions on the label.

Lipstick

- Rub the stain with rubbing alcohol (isopropyl alcohol)* on a clean white cloth. (*May be combustible/flammable please follow instructions on label.)
- If stain is still visible, rub the stain with mineral spirits* or turpentine* on a clean white cloth. (*May be combustible/flammable please follow instructions on label.)
- Scrub the area with Armstrong New Beginning® Floor Stripper and Cleaner and a nonabrasive white scrubber following instructions on the label.

Grape Juice/Wine

- Scrub the area with Armstrong New Beginning® Floor Stripper and Cleaner and a nonabrasive white scrubber following instructions on the label.

Mercurochrome/Merthiolate

- Scrub the area with Armstrong New Beginning® Floor Stripper and Cleaner and a nonabrasive white scrubber following instructions on the label.

Mustard**

- ** These stains may not be entirely removable from vinyl no-wax floors.
- Scrub the area with Armstrong New Beginning® Floor Stripper and Cleaner and a nonabrasive white scrubber following instructions on the label.

Pen Ink**

- ** These stains may not be entirely removable from vinyl no-wax floors.
- Rub the stain with rubbing alcohol (isopropyl alcohol)* on a clean white cloth. (*May be combustible/flammable please follow instructions on label.)
- If stain is still visible, rub the stain with mineral spirits* or turpentine* on a clean white cloth. (*May be combustible/flammable please follow instructions on label.)
- Scrub the area with Armstrong New Beginning® Floor Stripper and Cleaner and a non-abrasive white scrubber following instructions on the label.

Permanent Marker**

- ** These stains may not be entirely removable from vinyl no-wax floors.
- Rub the stain with mineral spirits* or turpentine* on a clean white cloth. (*May be combustible/flammable please follow instructions on label.)
- If stain still shows, very carefully wipe with fingernail polish remover containing acetone (follow use instructions on a clean white cloth).
- If stain still shows, rub the area with rubbing alcohol (isopropyl alcohol)* on a clean white cloth. (*May be combustible/flammable please follow instructions on label.)
- Scrub the area with Armstrong New Beginning® Floor Stripper and Cleaner and a nonabrasive white scrubber following instructions on the label.

Asphalt Driveway Sealer/Shoe Polish**

- ** These stains may not be entirely removable from vinyl no-wax floors.
- Rub the stain with mineral spirits* or turpentine* on a clean white cloth. (*May be combustible/flammable please follow instructions on label.)
- If stain still shows, rub the area with rubbing alcohol (isopropyl alcohol)* on a clean white cloth. (*May be combustible/flammable please follow instructions on label.)
- Scrub the area with Armstrong New Beginning® Floor Stripper and Cleaner and a nonabrasive white scrubbing pad following instructions on the label.

Hair Dye

- Rub the stain with rubbing alcohol (isopropyl alcohol)* on a clean white cloth. (*May be combustible/flammable please follow instructions on label.)
- If stain still shows, use mineral spirits* or turpentine* on a clean white cloth. (*May be combustible/flammable please follow instructions on label.)
- If stain still shows, very carefully wipe with fingernail polish remover containing acetone (follow use instructions on a clean white cloth.)
- Scrub the area with Armstrong New Beginning® Floor Stripper and Cleaner and a non-abrasive white scrubbing pad following instructions on the label.

Paint/Varnish

- If paint stain is wet, wipe up the stain with water on a clean white cloth.
- If paint stain is dry, carefully scrape residue with a thin spatula.
- If stain still shows, rub the area with rubbing alcohol (isopropyl alcohol)* on a clean white cloth. (*May be combustible/flammable please follow instructions on label.)
- If stain still shows, use mineral spirits* or turpentine* on a clean white cloth. (*May be combustible/flammable please follow instructions on label.)
- If stain still shows, very carefully wipe with fingernail polish remover containing acetone (follow use instructions on a clean white cloth.)
- Scrub the area with Armstrong New Beginning® Floor Stripper and Cleaner and a nonabrasive white scrubbing pad following instructions on the label.

Nail Polish

- Very carefully wipe with fingernail polish remover containing acetone (follow use instructions on label) on a clean white cloth.

Rust

- Apply Armstrong New Beginning® Floor Stripper and Cleaner to the stain and let it stand for five minutes. Scrub vigorously with a stiff-bristle brush or nonabrasive white scrubbing pad, wipe, rinse, and let dry.
- If traces remain, rub with a soft cloth dipped in a solution of oxalic acid and water (1 part acid to 10 parts water).
- NOTE: Please follow instructions and cautions on label, as oxalic acid is poisonous.

Cigarette Burns

- The procedure depends on the exact construction of your floor. Consult your retailer.

Black Heel Marks

- Scrub the area with Armstrong New Beginning® Floor Stripper and Cleaner and a nonabrasive white scrubbing pad following instructions on the label.
- If stain still shows, rub the area with a non abrasive cleaner.
- If stain still shows, rub the area with rubbing alcohol (isopropyl alcohol)* on a clean white cloth. (*May be combustible/flammable; please follow instructions on label).

If you have any other stain removal questions, please call us at 1 800 233-3823.

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Maintenance

Selecting carpet involves two key considerations:

- 1) finding carpet that's aesthetically pleasing, and
- 2) choosing a product that will withstand the rigorous performance challenges in today's commercial environment.

A proper maintenance program is critical to preserve the appearance and extend the performance of your carpet.

Click on any of the links below for detailed cleaning and maintenance info:

- [Systematic Cleaning Program](#)
- [Walk-off Mats](#)
- [Vacuuming](#)
- [Spot Removal](#)
- [Removal Procedures](#)
- [Dried Stains](#)
- [Undetermined Stains](#)
- [Kool-Aid/Hawaiian Punch](#)
- [Cleaning](#)
- [Recommended Cleaning Systems](#)

Systematic Cleaning Program

Patcraft Commercial has developed a carefully planned Systematic Cleaning Program, which, if followed closely, will maintain the carpet at its maximum appearance level throughout the life of the carpet.

The Patcraft Commercial Systematic Cleaning Program recommends scheduled maintenance; giving priority cleaning to heavy traffic areas, intermediate to moderate traffic areas, and periodic to low

traffic areas.

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Walk-off Mats

Walk-off mats should be placed at all entryways and major transition areas, and both inside and outside of doorways to catch incoming soil from shoes.

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Vacuuming

A proper vacuuming program is essential to maintaining commercial carpet, and it will reduce the required cleaning frequency. It's important that you use a heavy-duty commercial-grade vacuum with cylinder brush and bar. For adequate pick-up make at least five passes.

Canister-type machines, with wand and power-driven brush, are generally not recommended. Although suitable for very low traffic areas, trash pickup, and hard-to-reach areas, they're ineffective for pile agitation.

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Spot Removal

Immediately removing spots and spills not only helps retain your carpet's appearance, it helps reduce the probability of a permanent stain as well. Don't depend on periodic shampooing to remove stains. Foods, beverages and other sticky spills, if left unattended, will retain soil and can be tracked elsewhere.

Spot removal kits, which you can buy at retail stores, can be quite effective if used properly. Before using any spot remover, test the product on an inconspicuous area, watching for color or texture disturbance. If you don't detect a change, follow the package directions for spot removal. If a change occurs, **DO NOT USE THE PRODUCT!**

You can dissolve large stains using water or a detergent solution, then quickly remove them with a wet vacuum to minimize the chance of spreading. Heavy, concentrated spills might require repeated applications. After drying, the stain will continue reappearing as it

wicks up from the base of the pile. Simply repeat the procedures until the stain has been completely removed. Be patient—over-wetting the carpet can cause the stain to spread.

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Removal Procedures

The best method for preventing stains from setting is to remove them as soon as possible. Promptly blotting up liquids or scraping off solids dramatically increases the success rate of removing the spot.

Proper identification is the key to stain removal. If the stain can't be identified, treat it as "an undetermined stain" (see below). An undetermined stain should be treated first with a volatile solvent, followed by other agents as required. If you're uncertain about the effect of an agent on carpet fiber or dye, apply a small amount, press an absorbent cloth to the stain for 10 seconds, and see if there is any dye transfer or fiber damage. If a change occurs, do not use the product. Always work from the outside of the stain to the center to prevent the stain from spreading. Avoid rubbing, which can spread the stain and cause pile distortion. Don't rush the job either, because many stains require time to respond.

Remove liquid spills with an absorbent clean cloth or a cellulose sponge. Place the cloth on the spill and put a book or other heavy object on the cloth. Periodically remove the cloth, flush with water, and reapply the clean cloth. Repeat this procedure, making certain that the substance continues being transferred to the cloth. Continue until the stain is removed.

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Dried Stains

The following method is effective on spots or stains that have already dried and hardened. Mix 1/2 teaspoon of mild laundry detergent to one pint of lukewarm water and apply the detergent mixture to the spot. Using a soft bristle brush to help break up the stain, work from the outside of the spot toward the center. Blot the stained area with water, then extract the water and detergent with a wet/dry vacuum. Repeat the process of flushing with water and vacuuming until the spot is satisfactorily removed. Avoid using excess detergent.

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Undetermined Stains

Begin stain removal procedures from the edge of the stain and work towards center. Most stains can be removed by using one of two solutions: a mixture of one teaspoon of liquid synthetic detergent, one quart of warm water, and one teaspoon of vinegar, or a dry cleaning solvent fluid. For treatment of "undetermined stains," try removal in the following order:

1. Mix together water and detergent and apply suds to spot with cellulose sponge or clean cloth. Absorb stain with clean dry cloth.
2. Apply water and detergent solution with a cellulose sponge sparingly, using a blotting action. Repeat if necessary. Using a clean dry cloth, blot areas as dry as possible. Avoid rubbing motions.
3. Dampen a clean cloth with dry cleaning fluid and apply to spot with a blotting motion. Allow area to dry. If spot is reduced, repeat this procedure. If not, continue to Step #4.
4. Apply cleaning fluid as in Step #3, and follow with detergent and water as in Step #2.

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Kool-Aid or Hawaiian Punch

We recommend the following procedure for removing beverage stains such as Kool-Aid or Hawaiian Punch.

For fresh stains:

1. Blot up excess spill with clean cloth.
2. Sprinkle baking soda over stained area. Allow to dry and vacuum out.
3. Rinse stained area with regular tap water by using a white cloth or sponge, being careful not to over wet the carpet, then blot dry.
4. Mix one teaspoon of detergent to one cup of warm water and apply to stained area with a white cloth. Allow mixture to stand on carpet for thirty minutes, then blot out.
5. If stain is removed, rinse area with water two or three times and allow to dry.

If stain is not removed, use the following procedures:

- Mix one teaspoon of mild detergent, such as Joy, Dawn, etc.,

to one cup of warm water. Apply to stained area with a cloth or sponge.

- Let mixture set five minutes, then blot.
- Mix four parts of hydrogen peroxide, 3% strength, to one part household ammonia.
- Wet stain area with mixture and cover with dry towels. Place weighted object over towels for approximately one hour. Repeat this step until stain is removed.
- Once stain is removed, apply white vinegar with a white cloth or sponge and blot out.

If you know the origin of the stain, please refer to the stain chart for recommended stain removal procedures.

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Cleaning

Soil is visible on the top 1/3 of the carpet tufts only. Don't wait until the carpet is visibly dirty before cleaning. Cleaning the carpet after it has become unsightly is called corrective cleaning. Because dirt is abrasive, waiting until the last minute to clean will shorten the life of your carpet. The ideal method is preventative maintenance, which involves regularly scheduled soil extraction along with spot cleaning.

There are many different types of carpet cleaning systems on the market. The most effective for deep cleaning is the hot water extraction* method, also known as steam cleaning. Hot water extraction systems may be in the form of a portable unit or truck mount unit and should be operated by a knowledgeable carpet-cleaning professional. While these units remove most of the water, the carpet will be damp after cleaning. VERY IMPORTANT: Allow adequate time for drying. During this time, the carpet should not be walked on because moisture will remove any soil from soles of shoes.

*The maximum water temperature should not exceed 150 degrees Fahrenheit.

The dry extraction method, such as HOST, can be used to keep traffic lanes clean between each wall-to-wall cleaning. Because of the minimal amount of moisture in this method, the carpet is usable immediately after cleaning.

Very Important: Many people are under the misconception that after the carpet is cleaned for the first time, the stain protection barrier is broken down and will cause the carpet to quickly re-soil. What actually happens is that too much detergent is left in the carpet. If excessive amounts of detergent are used, the carpet will feel "sticky" to the touch after it has dried. This dried detergent will then capture dirt particles from anything it comes in contact with. When using any cleaning system, it's essential to remove all of the detergent solution.

Another concern should be overly saturating the carpet with water. Leaving excess water in the carpet will "relocate" the dirt to the carpet backing, where it can't be seen. Several days later, the soil, which was not actually removed, will "wick" back up the tufts. This is what happens when a spot disappears after cleaning, but reappears several days later.

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Recommended Cleaning Systems

We recommend two cleaning methods: hot water extraction and dry cleaning. Patcraft Product Care, Bane Clene and Steamway offer national networks for hot water extraction cleaning services. These companies can provide everything from complete cleaning and maintenance services to individual job consultations. In addition, they manufacture cleaning equipment and cleaning chemicals. For more information contact Patcraft Product Care at www.patcraftproductcare.com, Bane Clene at 800-428-9512, or Steamway at 800-447-8326.

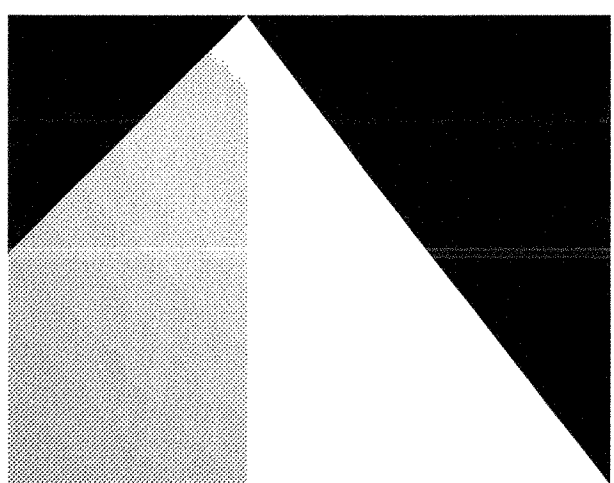
Patcraft also recommends HOST for its dry cleaning methods. HOST is a division of Racine Industries. For more information call 800-558-9439.

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ATTACHMENT

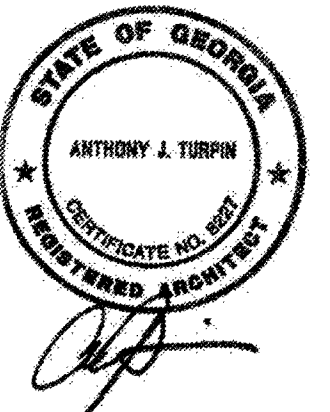
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Police Department Floor Plans



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APPROVAL

REVISIONS

REV. NO.	DATE	DESCRIPTION	BY
1	1-22-10	PERMIT COMMENTS	A.J.F.
2	4-16-10	CONSTRUCTION SET	A.J.F.
3	8-6-10	BULLETIN #6	A.J.F.



SNELLVILLE
POLICE
DEPARTMENT

SNELLVILLE, GA

PROJECT NO. 20-08050.00

DATE 18 JAN 2010

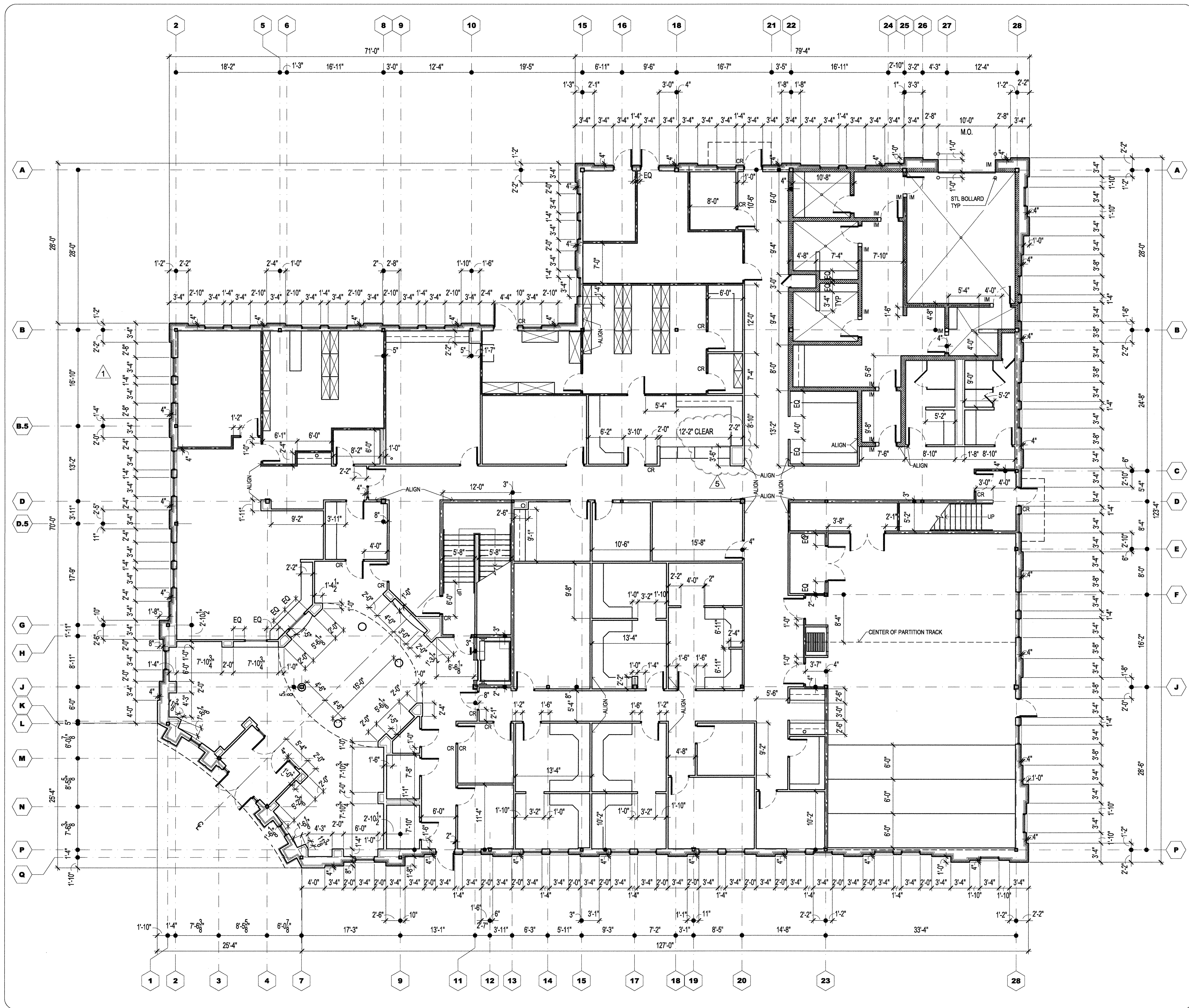
SHEET TITLE

FIRST LEVEL

DIMENSION PLAN

SHEET NO.

A2.1d



GENERAL NOTES

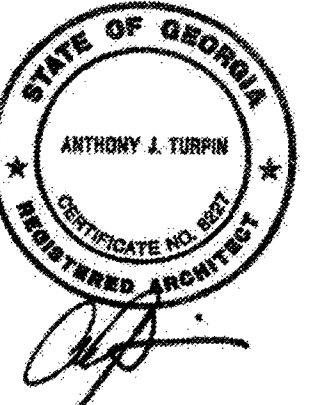
1. ALL DIMENSIONS ARE TO FACE OF MASONRY, CONCRETE, OR FACE OF METAL STUD AND TO CENTERLINE OF STRUCTURAL STEEL COLUMNS, UNO.
2. ALL DIMENSIONS ARE NOMINAL DIMENSIONS.
3. ALL DOOR FRAMES IN METAL STUD WALLS TO BE SET 4" FROM PERPENDICULAR WALLS ADJACENT TO DOOR HINGE SIDE, UNO. ALL DOOR FRAMES IN MASONRY WALLS TO BE SET 8" FROM PERPENDICULAR WALLS ADJACENT TO DOOR HINGE SIDE, UNO.
4. WHERE METAL FURRING IS ATTACHED TO CONCRETE OR MASONRY WALL, DIMENSION IS TO CONCRETE OR MASONRY.

A2.101d FIRST LEVEL DIMENSION PLAN

SCALE: 1/8" = 1'-0"

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REV. NO.	DATE	DESCRIPTION	BY
1	1-22-10	PERMIT COMMENTS	A.J.F.
2	4-15-10	CONSTRUCTION SET	A.J.F.
3	8-6-10	BULLETIN #6	A.J.F.



SNELLVILLE
POLICE
DEPARTMENT

SNELLVILLE, GA

PROJECT NO. 20-08050.00
DATE 18 JAN 2010
SHEET TITLE

SECOND LEVEL
DIMENSION PLAN

SHEET NO. **A2.2d**

GENERAL NOTES

- ALL DIMENSIONS ARE TO FACE OF MASONRY, CONCRETE, OR FACE OF METAL STUD AND TO CENTERLINE OF STRUCTURAL STEEL COLUMNS, UNO.
- ALL DIMENSIONS ARE NOMINAL DIMENSIONS.
- ALL DOOR FRAMES IN METAL STUD WALLS TO BE SET 4" FROM PERPENDICULAR WALLS ADJACENT TO DOOR HINGE SIDE, UNO. ALL DOOR FRAMES IN MASONRY WALLS TO BE SET 8" FROM PERPENDICULAR WALLS ADJACENT TO DOOR HINGE SIDE, UNO.
- WHERE METAL Furring IS ATTACHED TO CONCRETE OR MASONRY WALL, DIMENSION IS TO CONCRETE OR MASONRY.

A2.201d SECOND LEVEL DIMENSION PLAN
SCALE: 1/8" = 1'-0"

ATTACHMENT

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Total Square Footage by Building

<u>Approximate Building Areas (sf)</u>					
<u>Snellville City Hall</u>	Lower Level	Upper Level		Total	
Gross Area	16635	16642		33277	
Floor Opening @ Balcony	-	604		604	
Unfinished Space	2328	2025		4353	
Utility/Storage Space	1246	1568		2814	
Net Cleanable Area	13061	12445		25506	
Police Department					
Offices, Training Room, etc.	7720	1400		9120	
Net Cleanable Area	7720	1400		9120	
				<u>34626</u>	

City of Snellville

TOTAL SQUARE FOOTAGE FOR CLEANING: 34,626