



**FACILITIES MANAGEMENT, CUSTODIAL  
AND MAINTENANCE**

**REQUEST FOR PROPOSAL  
NO. 0101NSSW-FY22**

**Submittal Deadline:  
FRIDAY, MAY 28, 2021  
5:00 p.m. Eastern Time**

**PROPOSALS MUST BE SUBMITTED TO:  
[strategicsourcing@edisonlearning.com](mailto:strategicsourcing@edisonlearning.com)**

**NorthStar Academies, Inc.  
1 East Broward Blvd, Suite 1599  
Ft. Lauderdale, FL 33301**

*NorthStar Academies, Inc. is an equal opportunity employer.*

**These documents need to be returned with your proposal to NorthStar Academies, Inc.**

- SECTION 1 – SCOPE OF WORK**
- SECTION 2 – PROPOSAL REQUIREMENTS**
- SECTION 3 – PROPOSAL INSTRUCTIONS AND REQUIREMENTS**
- SECTION 4 – REPRESENTATIONS AND CERTIFICATIONS**
- SECTION 5 – INVOICING REQUIREMENTS**
- SECTION 6 – PRICING SCHEDULE – Signature Required**
- APPENDIX A – SCHEDULE OF SERVICES**
- APPENDIX B – PROPOSER GUARANTEES**

**VENDOR COMPLIANCE PACKET**

- New Vendor Identification Form
- Business License Copy
- W9 Request for Tax Payer Identification Number and Certification
- Prior Experience
- Insurance Specifications – Certificate required for selected vendor
- Background Check Affidavit
- Non-Disclosure Agreement
- Non-Collusion Statement

**Proposal Copies**

- One (1) Electronic Copy in PDF format – Emailed to:  
[strategicsourcing@edisonlearning.com](mailto:strategicsourcing@edisonlearning.com).

**NORTHSTAR ACADEMIES, INC. RFP# 0101NSSW-FY22**  
**REQUEST FOR PROPOSAL**

NORTHSTAR ACADEMIES (herein after referred to as “**SCHOOL**”) is requesting proposals from qualified, licensed vendors (herein after referred to as “**VENDOR**” to provide facility management, custodial and maintenance services at the following seven (7) locations:

Chambers High School: 786 Homestead Blvd, Homestead, FL 33330
C.G. Bethel High School: 16150 NE 17 <sup>th</sup> Avenue, Miami, FL 33162
Andrews High School: 3500 N. Andrews Avenue, Pompano Beach, FL 33064
Sunrise High School: 424 W. Sunrise Blvd., Ft. Lauderdale, FL 33311
Palm Beach Preparatory Charter Academy: 3525 S. Congress Ave., Palm Springs, FL 33461
NorthStar Academy of Pinellas County: 2220 62 <sup>nd</sup> Avenue South, St. Petersburg, FL 33712

**SECTION 1: SCOPE OF WORK**

The VENDOR will provide facility management, custodial, maintenance and coordination of all facility related services at all locations, including:

- Janitorial/Custodial, including sanitation related to COVID19
- Landscaping/Grounds, including parking lot
- Preventive Maintenance
- Elevators
- General Building-Repair, including, but not limited to:
  - Roof
  - HVAC
  - Electrical/Mechanical
  - General maintenance/repair, including painting, flooring, ceiling
- Facility Management, including coordination of all building repairs and maintenance
- Coordination with existing school vendors for:
  - Pest Control
  - Waste Management
  - Security/Surveillance Systems

School reserves the right to award bid in whole to a single vendor or in part to multiple vendors, based on the best responses and the best interest of the school.

## OPERATIONS

- **Account Manager:** Vendor shall provide a single Account/Facility Manager to manage and coordinate all work performed by Vendor employees and subcontractors at SCHOOL locations and to liaison with SCHOOL administration concerning work reports, open projects and contract performance. Manager must be qualified, knowledgeable, cooperative and skilled in facility management protocols and business best practices.
- **Equipment, Supplies and Tools:** The vendor shall provide all custodial equipment, and tools necessary to perform facility maintenance. No material shall be used that will damage floors, floor covering, toilet fixtures, woodwork, painted surfaces, furniture, or anything which will create health or safety hazards. All products must be environmentally safe. All equipment and tools must be clean and in good operating condition at all times during the performance of the work. Periodic inspections of equipment and tools will be conducted to ensure compliance. A Material Safety Data (MSD) form must be on file for all supplies.
- **Office Space:** School will provide Vendor with reasonable office space at no cost to Vendor. Such space shall include water, sewer, electricity, and local telephone service. Such space shall include water, sewer, electricity, and local telephone service. Such space shall not include long-distance telephone service, access to voicemail and internet systems, access to copiers, fax machines, and other standard office equipment.
- **Support:** School acknowledges that the Vendor will need the active support of School's professional, administrative, operational and other personnel to provide the Facility Maintenance and Management Services, and agrees to use its best efforts to cooperate with the Vendor in that regard.
- **Startup/Transition:** Services will begin with a start-up/transition phase, during which the Vendor Account Manager and Operations Team will familiarize themselves with particular aspects of SCHOOL's facility, operations, applicable equipment, materials, supplies, and other such matter.
- **Periodic Reviews and Evaluations:** SCHOOL and VENDOR will meet on a regular basis, no less than once per month to review and discuss any ongoing operational matters relevant to this contract.
- **Reporting Procedures:** SCHOOL and/or designee shall provide VENDOR with a single point of contact at each location to ensure the submission of work orders and address issues that arise during the term of the agreement for that particular location. Given the nature of the school environment and scheduling, in the event that the designated person is not available, the Principal shall serve as the default contact for site based questions. In addition, SCHOOL shall designate a single point of contact for administrative and contract oversight purposes, and to address urgent matters should any arise. This person shall liaison with the VENDOR in such cases for all schools.

Vendor shall submit a detailed, weekly report to the administrative contact for all locations by Friday, at 5:00 p.m., EST.

## **GENERAL**

In performance of this scope of work, **VENDOR** will:

- Be responsible for all Facility Maintenance and Management activities for School described herein.
- Provide accountability for creating work orders and performing the service or repair to validate the completion of work.
- Provide 7 day-a-week, 24-hour-a-day availability for School facility service needs.
- Provide an Initial site assessment of the facility to School and forward a copy to SCHOOL for files.
- Provide consumable items and all equipment necessary to fulfill custodial duties (can-liners, towels, tissue, soap, cleaning supplies, etc.)
- Be responsible to verify order against packing slip invoice for submission.
- Work with SCHOOL to create the quality and customer satisfaction reports.
- Provide, at its own cost, all necessary equipment for services under this contract, (floor scrubbers, vacuum cleaners, custodial trash cans, mechanic tools, etc.) Such equipment shall be tagged as **VENDOR** owned and shall remain the property of the **VENDOR**.
- Assess training needs and provide training to service workers and service providers through proven instruction techniques, work processes, supplies, materials and equipment.
- Provide a centralized database to monitor all service history and track all facility management expense in accordance with approved budget.
- Work with SCHOOL within the Implementation Period of this contract to create these procedures and to ensure accurate accounting.
- Recruit, hire, train and manage all qualified technicians to perform facility-specific services and all custodial/janitorial staff.
- Keep daily records of all work performed, labor, materials, etc.
- Perform contract and project management responsibilities for services or repair work, which may be outside the capabilities of the on-site workforce. Contracted work must first be approved by the Executive Director of School Operations.
- Provide Facility Capital Asset Replacement plans where needed.

**VENDOR will perform activities as outlined in APPENDIX A. SCOPE OF WORK  
ADDITIONAL DETAILS.**

## **SECTION 2: PROPOSAL REQUIREMENTS**

- Proposal must be detailed, including custodial, staffing and maintenance plan with proposed schedules.
- Proposal must include a fully completed Vendor Compliance Packet (attached).
- Proposals must be in pdf format.
- Hard copies of proposals will not be accepted for submission due to COVID19 concerns.
- The SCHOOL is a public charter school and is a non-profit; thus no sales tax should be included in the proposal.
- **TIMELINE & DUE DATES:**
  - **DUE DATE:** Proposals must be emailed as a pdf. file with the subject line of: **“RFP# 01NSSW-FY22 PROPOSAL [VENDOR NAME]”** to **[strategicsourcing@edisonlearning.com](mailto:strategicsourcing@edisonlearning.com)** **no later than FRIDAY, MAY 28, 2021 at 5:00 p.m., EST.**
  - **VENDOR QUESTIONS:** All questions related to this RFP must be emailed to: **[strategicsourcing@edisonlearning.com](mailto:strategicsourcing@edisonlearning.com)** no later than **Friday, May 21, 2021 at 5:00 p.m., EST.**
  - **RESPONSE TO VENDOR QUESTIONS:** Responses to all questions will be emailed to all vendors on **Monday, May 24, 2021.**
  - **MANDATORY SITE WALK-THROUGHS:** **Wednesday-Thursday, May 19-20, 2021.**
    - **Chambers:** Wednesday, May 19<sup>th</sup> at 10:00 a.m.
    - **C.G. Bethel:** Wednesday, May 19<sup>th</sup> at 12:00 p.m.
    - **Sunrise:** Wednesday, May 19<sup>th</sup> at 1:30 p.m.
    - **Andrews:** Wednesday, May 19<sup>th</sup> at 2:30 p.m.
    - **Palm Beach:** Wednesday, May 19<sup>th</sup> at 4:15 p.m.
    - **Pinellas:** Thursday, May 20<sup>th</sup> at 2:00 p.m.**Note: All persons entering the school must wear a face covering and are subject to temperature checks per school protocol.**
  - **Oral Presentations:** **Friday, June 4, 2021** – Selected vendors may be invited to provide oral presentations via Zoom.
  - **Award Date:** **Friday, June 25, 2021**

## **SECTION 3 - PROPOSAL INSTRUCTIONS AND DEFINITIONS**

### **1. PREPARATION OF OFFERS**

Offerors are expected to examine the attached instructions, provisions, clauses, attachments, exhibits, etc. Failure to do so will be at the Offeror's risk. It is understood and agreed that all actions taken and information furnished by the Offeror as a result of this solicitation are at no cost or obligation to the NORTHSTAR ACADEMIES (**SCHOOL**) and/or NorthStar Academies, Inc. (NorthStar Academies) and shall not be construed as an obligation on the part of **SCHOOL** or NorthStar Academies to enter into a contract with the Offeror, whether or not the requirements reflected in this solicitation are terminated or modified.

Proposal is to be prepared in such a way as to provide a straightforward, concise delineation of capabilities to satisfy the requirements of this solicitation as described in **Section 1, Scope of Work**. Emphasis should be concentrated on conformance to the proposal instructions, responsiveness to the proposal requirements, and the completeness and clarity of content.

Offerors or authorized representatives are required to fully acquaint themselves as to federal and state procurement laws and regulations as it relates to this procurement.

SCHOOL and NorthStar Academies may accept within the time specified therein, any proposal (or part thereof); whether or not there are negotiations subsequent to its receipt, unless the proposal is withdrawn by written notice received by SCHOOL and NorthStar Academies prior to award. If subsequent negotiations are conducted, they shall not constitute a rejection or counter offer on the part of SCHOOL and NorthStar Academies.

If the General Provisions conflict with the Special Provisions, the Special Provisions shall prevail.

**Proposals shall be valid for a minimum period of 120 days** following the proposal due date. Proposals received shall be considered final and no proposal shall be altered, amended, or withdrawn after the specified closing date. SCHOOL and NorthStar Academies reserve the right at any time during this process to re-solicit its requirements if the proposals received do not meet SCHOOL's needs, or if terms and conditions during the negotiation process cannot be mutually agreed upon.

## 2. PROPOSAL FORMAT

Offeror shall prepare the proposal using the following format:

- PROPOSALS MUST BE IN PDF FORMAT in a single document.
- COVER LETTER: Cover letter shall be prepared on letterhead of the company or organization submitting the proposal and be signed by the Offeror's representative who has the legal capacity to enter the organization into a formal contract. The cover letter shall briefly summarize the Offeror's ability to provide the services specified in the **Section 1, Scope of Work**. The cover letter should also include a complete disclosure of information as described below in Paragraph 12 and a statement describing any organizational conflicts of interest as described below in Paragraph 18.
- TABLE OF CONTENTS: Each proposal shall include a Table of Contents with page numbers for each of the requirements of the solicitation.  
DESCRIPTION OF SERVICES AND QUALIFICATIONS: Each proposal must contain a detailed description of how the Offeror will provide the services described in **Section 1, Scope of Work**. Offeror may include descriptions of any enhancements, additional services, or expertise the Offeror will provide that are not specific to the solicitation.
- PRICING: Each proposal shall include a completed **Section 1a, Pricing Schedule** for fees proposed to perform services as described in **Section 1, Scope of Work**.

## 3. UNNECESSARILY ELABORATE PROPOSALS

Unnecessarily elaborate brochures or other presentation beyond those sufficient to present a complete and effective proposal are neither required nor desired. This includes elaborate artwork, costly paper and bindings, and expensive visual and other presentation aids.

## 4. SUBMITTALS

One (1) electronic copy shall be submitted in .pdf format via email, with the subject line of **"RFP# 01NSSW-FY22 PROPOSAL [VENDOR NAME]"** no later than **5:00 pm FRIDAY, MAY 28, 2021**. Proposals received after the deadline will not be accepted.

Emailed proposal copies should be submitted to: [strategicsourcing@edisonlearning.com](mailto:strategicsourcing@edisonlearning.com).

## 5. QUESTIONS AND EXPLANATIONS

**ANY EXPLANATIONS DESIRED BY THE OFFEROR REGARDING THE MEANING OR INTERPRETATION** of the solicitation must be requested in writing, email to allow for sufficient time for a reply to reach all Offerors before submission of their proposals. Any information given to an Offeror concerning a solicitation will be furnished to all Offerors as an amendment to the solicitation if such information is necessary to submit a responsive proposal. Any oral explanations or instructions given before the award shall not be binding.

All questions regarding this solicitation should be directed to [strategicsourcing@edisonlearning.com](mailto:strategicsourcing@edisonlearning.com) no later than Friday, May 21, 2021. Responses to Vendor questions shall be transmitted by Friday, March 26, 2021.

## 6. ACKNOWLEDGMENT OF SOLICITATION AMENDMENT(S)

Receipt of an amendment to this solicitation by an Offeror must be acknowledged by signing and returning the amendment via letter or facsimile. Specific instructions will be provided in the Amendment Cover Letter. Such acknowledgment must be received prior to the hour and date specified.

## 7. LATE PROPOSALS, MODIFICATION OF PROPOSALS, AND WITHDRAWAL OF PROPOSALS

Any proposal received after the time specified for receipt will not be considered unless it is received before award is made; or (1) it was sent by means authorized and compliant with this solicitation, and determined by SCHOOL and NorthStar Academies that the late receipt was due solely to mishandling by the carrier or NorthStar Academies; or (2) it is the only proposal received; or (3) it can be determined that the competitive integrity of the solicitation was not compromised, and it is in the best interests of NorthStar Academies and SCHOOL to do so.

## 8. PRE-PROPOSAL MANDATORY MEETING AND SITE VISITS

**A Pre-Proposal Meeting and Site Visits will be held at NORTHSTAR ACADEMIES on Wednesday-Thursday, March 17-18, 2021 starting 9:00 a.m. at Chambers High School, 698 N. Homestead Avenue, Homestead, FL 33030.** This meeting will provide Offerors the opportunity to ask questions and receive clarification regarding solicitation specifications and requirements. School officials will also be participating in the site visit.

Attendance is required. Offerors who do not attend may be considered non-responsive to this solicitation, and thus disqualified and ineligible to submit a proposal.

- **SITE WALK-THROUGHS: Wednesday-Thursday, March 17-18, 2021.**
  - **Chambers:** Wednesday, March 17<sup>th</sup> at 9:00 a.m.
  - **C.G. Bethel:** Wednesday, March 17<sup>th</sup> at 11:30 p.m.
  - **Sunrise:** Wednesday, March 17<sup>th</sup> at 1:30 p.m.
  - **Andrews:** Wednesday, March 17<sup>th</sup> at 2:30 p.m.
  - **Palm Beach:** Wednesday, March 17<sup>th</sup> at 4:30 p.m.
  - **Pinellas:** Thursday, March 18<sup>th</sup> at 2:30 p.m.

Vendors will be required to sign-in at the schools. It is recommended that no more (2) two representatives per vendor be present to allow for social distancing. Face covering are required for all persons on school grounds.

## 9. PROPOSAL VALIDITY & EXCEPTIONS TO TERMS

The submission of a proposal in response to the solicitation constitutes acceptance of these Proposal Instructions and Conditions and the Contract Terms and Conditions identified as a part of the solicitation. Any exceptions must be clearly identified and the rationale fully supported by the Offeror.

## 10. PENALTY FOR MAKING FALSE STATEMENTS

The penalty for making false statements in proposals is prescribed in 18 U.S.C. 1001.

## 11. DISCLOSURE OF INFORMATION

Offeror must include a complete disclosure of any alleged significant prior or ongoing contract failures, any civil or criminal litigation or pending investigation which involves the Offeror or in which the Offeror has been judged guilty or liable. Failure to comply with the terms of this provision will deem the proposal to be non-responsive and become disqualified from award. SCHOOL and NorthStar Academies reserve the right to reject any proposal based upon the Offeror's prior history with SCHOOL and/or NorthStar Academies.

## 12. COMPANY INFORMATION

Proposals must include a minimum of three (3) business references consisting of current or previous customers of comparable size (i.e. schools of 200-500 students per location). Please complete **Attachment A - Prior Experience**. Include company name, address, telephone number, email address, contact person, and a description of the services provided for each reference.

## 13. TECHNICAL PROPOSAL

The technical proposal shall consist of (1) Materials Plan (2) Implementation Plan and (3) Maintenance Plan. Plans must align with the **Schedule of Services in Appendix A**. The Plans are described below.

### CUSTODIAL PLAN

The Custodial Plan shall provide the detailed specification for materials to be used, (i.e. grade, type, eco-rating, etc.) and processes for ensuring accuracy, timeliness and thoroughness of work performed. Plan should include COVID19 and infectious disease protocols and safety measures to ensuring clean and sanitized facilities.

### IMPLEMENTATION PLAN

The Implementation Plan shall include the steps for implementing the contract, ensuring the school buildings are cleaned (including a summer cleaning schedule), and properly prepared for the new school, including necessary maintenance and a recommended training schedule for all vendor staff and school coordination contacts on both vendor and school procedures. The Implementation Plan should include a Staffing Plan, including site availability for day to day emergencies and the resumes of contract management staff.

### MAINTENANCE PLAN

The Maintenance Plan shall include details of how the vendor will ensure proactive, routine maintenance of equipment and systems to ensure consistent operability and compliance with all federal, state and local law and requirements.

#### 14. PROPOSAL EVALUATION FACTORS

A Review Committee will perform proposal evaluations. The Review Committee members will have expertise in contract management, budgeting, operations, and facility maintenance supervision.

The evaluation shall consist of a (1) technical determination that the Offeror's proposal does or does not meet the requirements of **Section 1, Scope of Work**; (2) a determination that the Offeror is otherwise eligible for award, taking into account responsiveness to the solicitation; and (3) a determination of Offeror's responsibility contained in this solicitation. Proposals meeting the requirements and determined eligible for award by the Review Committee and shall then be evaluated based on price offered. The top 3 vendors may then be invited to present orally to the Review Committee for an additional (5) five bonus points to be added to their overall score.

##### Factors/Criteria Weight:

Quality of Proposal	10 Points
Experience with Schools	5 Points
Custodial Plan	10 Points
Implementation Plan	20 Points
Maintenance Plan	15 Points
Cost	40 Points
<b>TOTAL:</b>	<b>100 points</b>
Bonus for Oral Presentation: 5 Points	

#### 15. BUSINESS LICENSES

Proposal shall include a copy of Offeror's Florida Business License.

#### 16. BACKGROUND CHECK

Florida State law requires a fingerprint supported criminal history background check for all public and nonpublic school regular and contract employees. Requirements apply to local and intermediate school districts, public school academies, and nonpublic schools.

Fingerprint supported background checks are performed by the Criminal Justice Information Center, Florida Department of State Police. Detailed information regarding the required background checks is included in this proposal as **Attachment B – Background Check**. Vendors are responsible to know the requirements for working in public schools and must provide proof of a successful Level 2 Background check in accordance with the school district's requirements for each vendor employee working in the school.

**ABSOLUTELY, NO CONVICTED FELONS** are permitted to work on any SCHOOL and/or NorthStar Academies property. Proof of background check must be received before work can begin under this contract (see **Attachment B – Background Check**).

#### 17. ORGANIZATIONAL CONFLICT OF INTEREST

It is the policy of NorthStar Academies to avoid situations which place an Offeror in a position where its judgment may be biased because of any past, present, or currently planned interest,

financial or otherwise, the Offeror may have which relates to the work to be performed pursuant to this solicitation or where the Offeror's performance of such work may provide it with an unfair competitive advantage.

The Offeror shall prepare a statement, which describes, all relevant facts concerning any past, present, or currently planned interest (financial, contractual, organizational, or otherwise) relating to the work to be performed hereunder and bearing on whether the Offeror has a possible organizational conflict of interest with respect to (1) being able to render impartial technically sound and objective assistance or advice, or (2) being given an unfair competitive advantage.

In the absence of any relevant interest referred to above, the Offeror shall provide a statement certifying that to its best knowledge and belief no such facts exist relevant to possible organizational conflicts of interest.

The refusal to provide the disclosure or representation and any additional information, as required, shall be considered non-responsive and shall result in disqualification of the Offeror for award.

#### **18. CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT**

Proposals will be held in confidence and will not be made available to other Offerors. Likewise, the Offeror agrees to hold in confidence any and all information included in this solicitation and any other information provided by SCHOOL and NorthStar Academies and will not disclose to a third party any part of the solicitation, except as necessary to respond to the proposal.

Response to the solicitation is for the sole use of SCHOOL and NorthStar Academies, and their agents for evaluation purposes and does not create any obligations or responsibilities on behalf or in the name of SCHOOL and NorthStar Academies, nor does it create or imply any binding contractual relationship between SCHOOL and NorthStar Academies and the Offeror. Finally, no such obligations, responsibilities, or relationships will be created in the absence of a written Contract between SCHOOL and NorthStar Academies and the Offeror.

All proposals and other materials submitted will become the property of SCHOOL and NorthStar Academies and will not be returned to the Offeror.

Please sign and return **Attachment C – Non-Disclosure Agreement** with the proposal as acknowledgment that the recipient of this solicitation by its retention and use agrees to the foregoing restrictions and shall protect the document and the information contained herein from loss, theft, and misuse.

#### **19. NON-COLLUSION STATEMENT**

Please complete **Attachment D – Non-Collusion Statement** with the proposal.

#### **20. CONDITION OF AWARD**

Award is conditional on availability of funds. SCHOOL and NorthStar Academies reserve the right to award a contract to other than the lowest proposal and to reject any or all proposals. The primary consideration for award will be which Offeror can perform in a manner most advantageous to SCHOOL and NorthStar Academies. SCHOOL and NorthStar Academies may award a contract, based on initial proposal received, without discussion on such proposals. SCHOOL and NorthStar Academies may make award based on any or all items

listed in the solicitation. Accordingly, each initial proposal should be submitted on the most favorable terms from a price and technical standpoint. Any financial data submitted hereunder or any representation concerning facilities or financing will not form a part of any resulting contract. If the resulting contract contains a clause for price reduction for defective cost or pricing data, the contract will be subject to reduction of cost or price if the cost or pricing data furnished is incomplete, inaccurate, or not current.

## **21. PRE-AWARD SURVEY OF OFFEROR'S FACILITIES**

SCHOOL and NorthStar Academies reserve the right to perform a pre-award survey of Offeror's facilities. The purpose of the survey is to determine if Offeror has an acceptable facility and adequate tools, personnel, and resources to accomplish the services as described in **Section 1, Scope of Work**. The results of the survey, if performed, will be included in the evaluation criteria for award.

## **22. ORAL PRESENTATIONS**

Oral presentations may be requested of all qualified Offerors to further discuss their proposal. The Offerors will be contacted by the NorthStar Academies Strategic Sourcing Manager, Paula Asbury, if oral presentations are requested. Oral presentations may be scheduled via a video conference.

## **23. REJECTION AND NOTIFICATION**

SCHOOL and NorthStar Academies reserve the right to accept or reject any part, or all proposals submitted in response to this solicitation. SCHOOL and NorthStar Academies may enter into negotiations with more than one Offeror simultaneously in response to their proposals. SCHOOL and NorthStar Academies shall not be obligated to explain its final selection or disclose anything about the selected Vendor's proposal. SCHOOL and NorthStar Academies reserve the right not to consider any substitutions, deviations, or reject proposals that are nonresponsive to the solicitation.

## **24. CERTIFICATION**

By responding to the solicitation, the Offeror certifies that it shall operate in accordance with all applicable state and federal regulations. In addition, the Offeror understands that all Terms and Conditions within the solicitation shall be incorporated in the resulting contract document. It is the Offeror's responsibility to ensure that all information included in their proposal is current, complete, and accurate.

### **INDEMNIFICATION**

#### **A. Legal Representation and Costs**

- (1) Except as expressly provided herein or in connection with insurance coverage required to be provided in this Agreement by one party for the benefit of the other, each party shall be responsible for its own legal representations and legal costs.
- (2) As more fully described below, and except where there is an actual or potential conflict of interest, SCHOOL and Vendor shall fully cooperate with one another and their respective legal counsel in connection with any legal claim asserted against either of them.

#### **B. Indemnity to Property or Persons**

- (1) Vendor shall indemnify and save and hold SCHOOL, the Board, NorthStar Academies, their employees, officers, directors, subcontractors and agents harmless from any and all claims, demands, suits, costs, judgments, or other forms of liability to third parties, actual or claimed, including attorney fees, for injury to property or persons, occurring or allegedly occurring in, on, or about SCHOOL

from the negligent, grossly negligent or reckless actions and omissions or willful misconduct committed. Upon timely written notice from SCHOOL, Vendor shall defend SCHOOL and/or NorthStar Academies in any such action or proceeding brought thereon.

- (2) SCHOOL shall indemnify and save and hold Vendor, its partners, directors, officers and employees, harmless from any and all claims, demands, suits, costs, judgments or other forms of liability to third parties, actual or claimed, including attorney fees, for injury to property or persons, occurring or allegedly occurring from the negligent, grossly negligent or reckless actions and omissions or willful misconduct committed by SCHOOL or by its employees, officers subcontractors, or agents. Upon timely written notice from Vendor, SCHOOL shall defend Vendor in any such action or proceeding brought thereon.

C. No Waiver

The foregoing provisions shall not be deemed a relinquishment or waiver of any kind of applicable limitations of liability to third parties provided or available to any of the parties under applicable state governmental immunities laws.

### 3.4 **INSURANCE**

A. Liability Insurance

- (1) Vendor shall secure and maintain, at its expense, for the protection of SCHOOL, NorthStar Academies, Vendor, and their respective officers, directors, employees, students, teachers and volunteers, insurance per **Appendix A – Insurance Specifications**, covering Vendor’s liability arising out of its performance of its duties under this agreement. Such insurance shall be issued by an insurance company or companies selected by Vendor and licensed to do business in the state where the services are provided. Except as otherwise agreed in writing by SCHOOL and Vendor, all such insurance coverage shall be primary insurance, and whenever possible, shall be occurrence based insurance and not claims made insurance. SCHOOL Public School Academy and NorthStar Academies will be added as Additional Insured on Vendor’s commercial general liability and (where required) automobile liability.
- (2) SCHOOL shall secure and maintain, at its expense, for the protection of Vendor, SCHOOL, their respective officers, directors, employees, students, teachers and volunteers, insurance covering SCHOOL liability arising out of its performance of its duties under this agreement. Such insurance policies shall be issued by an insurance company or companies selected by SCHOOL and licensed to do business in the state where the services are provided. Except as otherwise agreed in writing by SCHOOL and Vendor, all such insurance coverage shall be primary insurance, and, whenever possible, shall be occurrence based insurance and not claims made insurance.
- (3) The insurance policies maintained pursuant to this Agreement shall be endorsed to state that coverage shall not be suspended, voided, cancelled, or reduced, in coverage or limits, except after thirty (30) days written notice to Vendor, SCHOOL, and NorthStar Academies Strategic Sourcing Department, at (201) 630-2651 or via e-mail at [strategicsourcing@edisonlearning.com](mailto:strategicsourcing@edisonlearning.com). The parties shall furnish one another certified copies of their insurance policies or else Certificates of Insurance which demonstrate compliance with this Agreement.

B. Workers Compensation Insurance

Each party shall secure and maintain worker's compensation insurance covering its own employees.

C. Coordination of Risk Management

The parties shall coordinate risk management activities with one another. This will include per Section B above, the prompt reporting of any and all pending or threatened claims, filing of timely notices of claim, cooperating fully with one another in the defense of any claims and complying with any defense and reimbursement provisions of state governmental immunity laws and applicable insurance policies. Regardless of whether or not Vendor provides insurance for SCHOOL Vendor shall give SCHOOL prompt written notice of each legal claim made against it arising out of its services to the school. Neither Vendor nor SCHOOL shall compromise, settle, negotiate, or otherwise affect any disposition of any claim or potential claims asserted against it to the extent such claims are insured or indemnified by or through the other party without the approval of the other party.

**HAZARDOUS SUBSTANCES AND PRE-EXISTING CONDITIONS.**

Vendor has no duty to investigate, detect, prevent, handle, encapsulate, remove, or dispose of, and will have no responsibility to SCHOOL or others for any exposure of persons or property to, asbestos, lead, fuel storage tanks or contents, indoor air pollutants or contaminants, poor air quality, or hazardous, toxic, or regulated waste substances, mold, fungi, mildew, pollutants, or contaminants (collectively, the Hazardous Substances") at SCHOOL's Facility or their surrounding premises; and such duties have not been included in the Vendor Fee. SCHOOL will comply with all applicable federal, state, and local laws and regulations, which have been or will be enacted during the term of this Contract, regarding such Hazardous Substances on the Facility's premises. SCHOOL will inform Vendor of the presence of such Hazardous Substances and acknowledges that Vendor employees will not be required to work in any location where they could be exposed to such Hazardous Substances. Vendor has advised SCHOOL and NorthStar Academies that it does not provide or assume any responsibility to monitor or remediate mold, fungi, mildew, indoor air quality or any similar conditions, and that all determinations and corrective actions regarding mold, fungi, mildew, indoor air quality and any similar conditions shall be made by SCHOOL, NorthStar Academies, or a third party retained by NorthStar Academies. In no case will any Vendor employee act in the capacity of a "Designated Person" (within the meaning of the Asbestos Hazard Emergency Response Act, AHERA"), which duties remain solely with SCHOOL.

Vendor will not be responsible for any conditions that existed in, on, or upon the Facility before the Commencement Date of this Contract ("Pre-Existing Conditions"), including, and without limitation, environmental impairments and other conditions. Notwithstanding the general indemnity provision contained below, SCHOOL and NorthStar Academies will indemnify, defend, and hold Vendor harmless from and against any and all claims, damages, liabilities, costs and expenses (including reasonable attorneys' fees) that Vendor may incur in connection with any Pre-Existing Conditions. All parties acknowledge and agree that Vendor responsibilities hereunder are limited to **Section 4, Scope of Work** as defined in the Contract.

**ASSIGNMENT**

Neither this Contract nor any interest therein including any claim there under shall be assigned or transferred by the Vendor to another entity, except as expressly authorized

in writing by SCHOOL and NorthStar Academies. SCHOOL and NorthStar Academies reserve the exclusive right to assign this Contract and all rights and interest therein.

### **3.9 ACCEPTANCE**

Acceptance shall be made in accordance with the criteria established in **Section 1, Scope of Work**, and elsewhere in this Contract. SCHOOL and NorthStar Academies shall not be held liable to reimburse the Vendor for work performed that does not meet the acceptance criteria.

### **3.10 PAYMENT**

All invoices presented by the Vendor shall be submitted and paid in accordance with the terms and conditions referenced in **Section 5, Invoicing Requirements**. Payment terms are Net 30. In the event specific invoices include charges for items that do not comply with the requirements of this Contract, SCHOOL may refuse payments for said charges. SCHOOL shall not pay finance charges or interest to the Vendor. A Final Release Form shall be submitted with the Vendor's final invoice.

### **3.11 HEALTH AND SAFETY**

The Vendor shall comply and provide reporting for all Health and Safety requirements identified in this Contract. Non-compliance with any Health and Safety requirement may be grounds for Contract termination.

### **3.12 DISPUTES**

Any unresolved dispute may be settled by appropriate legal proceedings. However, pending any decision, appeal or judgment in such proceeding, the Vendor shall proceed diligently with the performance of this contract as directed by SCHOOL. Failure of the parties to agree upon any adjustment shall be a dispute.

### **3.13 DRUG POLICY**

- A. Vendor agrees to advise its employees and the employees of its subcontractors and agents that it is the policy of SCHOOL and NorthStar Academies that:
- (1) The manufacture, dispensation, sale, offer for sale, purchase, use, transfer, or possession of illegal drugs on SCHOOL premises is prohibited;
  - (2) Employees, while on SCHOOL or NorthStar Academies premises, are prohibited from being under the influence of alcohol ("Under the Influence" means that the employee is affected by alcohol in any detectable manner);
  - (3) Probable cause drug and alcohol testing during the performance of this contract shall be at the discretion of SCHOOL and NorthStar Academies;
  - (4) Entry onto SCHOOL or NorthStar Academies premises constitutes consent to an inspection of the employee and his or her vehicle as personal effects while entering, on, or leaving premises;
  - (5) Any employee who is found in violation of this policy or who refuses to permit an inspection may be removed or barred from SCHOOL or NorthStar Academies premises at the discretion of SCHOOL and/or NorthStar Academies. As used herein, "SCHOOL premises" and "NorthStar Academies premises" means property, eased or otherwise, including government-owned project site locations in which SCHOOL and NorthStar Academies business is being conducted, and SCHOOL or NorthStar Academies owned or rented vehicles and/or equipment.
- B. Vendor shall defend and hold SCHOOL and NorthStar Academies harmless from any suits or claims by its employees relating to enforcement of this provision.

### **3.14 COMPLIANCE WITH LAWS**

All parties shall comply with applicable federal and state laws now in effect or hereinafter promulgated during the term of this Contract. If any provision of this Contract violates any federal or state law, now or hereinafter in effect, such provisions shall be automatically amended into this Contract from and after the date of such provision to the extent necessary to be in conformity with such law.

### **3.15 EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER**

Vendor shall not discriminate because of race, color, religion, sex, age, national origin, disability or status as a Vietnam veteran per Executive Order 11246, entitled as amended by Executive Order 11375 and Department of Labor, in the recruitment, selection, training, utilization, promotion, termination or other employment related activities of its employees.

### **3.16 TERMINATION**

This contract may be terminated by SCHOOL or the Vendor. At that time, the Party (the "Notifying Party") will give the other Party (the "Responding Party") written notice that sets forth the Notifying Party's reasons for considering termination in sufficient details. During the thirty (30) day period following receipt of such notice, both Parties will discuss, in good faith, the Notifying Party's reasons for considering termination, in an effort to avoid the need for termination. After the ten (30) day discussion period, the Notifying Party, if not fully satisfied, may terminate the Contract at that time.

Notwithstanding any provision in this Contract to the contrary, Vendor may terminate this Contract immediately at any time if SCHOOL fails to pay Vendor any amounts due hereunder within the time period provided in this Contract for such payment, and such failure continues for a period of thirty (30) days following written notice by Vendor to SCHOOL of such failure.

### **3.17 FORCE MAJEURE**

If either Party is rendered unable to perform its duties under this Contract, in whole or in part, by reason of any event that is not reasonably under its control (including, but not limited to, Acts of God, fires, floods, earthquakes, accidents, strikes, riots, national emergencies, and other such force majeure events), then any duty so impacted will be suspended during such event. The Party rendered unable to perform due to force majeure must promptly notify the other Party, and neither party shall be responsible to the other Party for any losses resulting from such force majeure, except for payment of monies owed. If either Party's inability to perform exceeds thirty (30) days, then either Party may terminate this Contract by written notice, effective upon the other Party's receipt of such written notice.

### **3.20 NON-APPROPRIATION OF FUNDS**

SCHOOL may terminate this contract, in whole or in part due to insufficient funding or non-appropriation of funds with written notice to the Vendor. SCHOOL shall pay for the costs of all of the services provided by Vendor, if any, incurred up to the date of the termination notice.

### **3.21 CONFIDENTIAL INFORMATION AND PROPRIETARY MATERIALS**

All financial, statistical, operating and personnel materials and information, including, but not limited to, technical manuals, plans, policy and procedure manuals and computer programs relative to or utilized in either parties business or the business of any

subsidiary or affiliate of parties shall be the property of the originating party and shall be confidential. Each party shall keep such information confidential and shall so instruct its agents, employees, and independent contractors, and the use of such information in any manner shall not affect the ownership or the confidential nature of such information. Neither party shall photocopy or otherwise duplicate any such materials without the prior written consent of the originating party. SCHOOL agrees that all computer software programs, signage and marketing and promotional literature and material (collectively referred to as "Proprietary Materials"), used by the Vendor at SCHOOL in connection with this Contract provided by Vendor shall remain the property of Vendor. Upon termination of this Contract, all use of trademarks, service marks and logos owned by Vendor or licensed to Vendor by third parties shall be discontinued by SCHOOL and shall immediately return to the Vendor all Proprietary Materials.

### **3.22 SURVIVAL**

References in this Contract regarding hazardous substances, pre-existing conditions, restrictions on hiring supervisory employees, indemnity, limitation of liability, insurance, prepaid Vendor contracts, start-up costs, purchase of inventory, confidential information, and proprietary materials will survive the term and termination of this Contract.

### **NO WAIVER**

No waiver will be effective against either Party unless it is in writing and signed by the waiving Party. A waiver of any particular breach of any term contained in this Contract will not operate as a waiver of that term itself, or as a waiver of any subsequent breach thereof. The failure of SCHOOL or the Vendor to exercise any right or remedy available under this Contract upon the other Party's breach of the terms, representations, covenants or conditions of this Contract or the failure to demand the prompt performance of any obligation under this Contract shall not be deemed a waiver of (i) such right or remedy; (ii) the requirement of punctual performance; or (iii) any right or remedy in connection with any subsequent breach or default on the part of the other Party.

### **3.24 SEVERABILITY**

If any court of competent jurisdiction holds that one or more provisions of this Contract is invalid, unenforceable, or void, then that ruling will not affect any other provisions of this Contract, and all other provisions will remain in full force and effect.

### **3.25 COMPLIANCE CERTIFICATION**

The Offeror certifies that they are in compliance with:

**Clean Air Act**, Section 306 of (42 USC 1857[h]), Section 508 of the Clean Water Act (33 USC 1368) Executive Order 11738 and Environmental Protection Agency regulations

**Certification Regarding Lobbying** pursuant to 31 USC 1352, Appendix A: 7 CFR Part 3018

**Disclosure of Lobbying Activities** pursuant to 31 USC 1352, Appendix A: 7 CFR Part 3018

**Energy Policy and Conservation Act**

**Buy American Act**

**Civil Rights Act of 1964** with the following civil rights laws, as amended: Title VI of the Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and the Age Discrimination Act of 1975.

**3.26 MINORITY AND WOMEN-OWNED BUSINESS ENTERPRISES**

When feasible, SCHOOL and NorthStar Academies strive to provide opportunities to Minority-owned Business Enterprises (MBE) and Women-owned Business Enterprises (WBE). Awardee should make every effort to give a portion of work subcontracted to Minority and Women-owned Businesses and keep a record of efforts to obtain MBE and WBE participation. This information will be used during periodic performance evaluations.

**3.27 SUBCONTRACTS**

The NorthStar Academies's Strategic Sourcing Manager, Paula Asbury, shall be notified prior to the execution of any subcontracts issued by the Vendor in support of **Section 1, Scope of Work** prior to execution. All subcontractors are the responsibility of the VENDOR, including all costs. The VENDOR is responsible to ensure subcontractors are properly licensed, vetted and have background checks in accordance with this agreement. Invoices for work performed by a subcontractor is considered a business expense of the VENDOR and as such should be taken into account when a proposal for work is submitted by the VENDOR to the SCHOOL.

Existing facility-associated vendors in direct relationship with the SCHOOL, (i.e, waste management, pest control, security/fire alarm monitoring, etc.) remain a vendor of the SCHOOL and will be paid directly by the school. However, the Facility VENDOR is expected to coordinate such services as necessary to ensure smooth facility operations at the SCHOOL.

**SECTION 4**

**REPRESENTATIONS AND CERTIFICATIONS**

Request for Proposal Number: NO. 0101NSSW-FY22

Name and Address of Offeror: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Point of Contact: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Facsimile Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**By signing below, the Offeror certifies, under the penalty of law, that the Representations and Certifications are accurate, current and complete. The Offeror further certifies that it will notify NorthStar Academies, Inc.'s Strategic Sourcing Manager at [strategicsourcing@edisonlearning.com](mailto:strategicsourcing@edisonlearning.com) of any changes to these Representations and Certifications.**

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed Name and Title

## SECTION 4

### REPRESENTATIONS AND CERTIFICATIONS (CONTINUED)

#### 4.1 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, PROPOSED DEBARMENT, AND OTHER RESPONSIBILITY MATTERS

The Offeror certifies, to the best of its knowledge and belief, that -

The Offeror and/or any of its Principals-

- A. Are ( ) are not ( ) presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any federal agency;
- B. Have ( ) have not ( ), within the three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property;
- C. Are ( ) are not ( ) presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses.
- D. The Offeror has ( ) has not ( ) within the past three years, relative to tax, labor and employment, environmental, antitrust, or consumer protection laws-
  - (1) Been convicted of a Federal or State felony (or has any Federal or State felony indictments currently pending against them); or
  - (2) Had a Federal court judgment in a civil case brought by the United States rendered against them; or
  - (3) Had an adverse decision by a Federal administrative law judge, board, or commission indicating a willful violation of law.

If the Offeror has responded affirmatively, the Offeror shall provide additional information, if requested by NorthStar Academies's Contracts Coordinator; and

- E. The Offeror has ( ) has not ( ), within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

"Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).

- (1) This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.
- (2) The Offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- (3) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offeror's responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Offeror non-responsive
- (4) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- (5) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, the Contracts Administrator may terminate the contract resulting from this solicitation for default.

#### **4.2 SMALL BUSINESS PROGRAM REPRESENTATIONS**

The North American Industry Classification System (NAICS) was adopted on April 9, 1997 by the Office of Management and Budget as the industry classification system used by the statistical agencies of the United States. NAICS replaces the 1987 Standard Industrial Classification. NAICS is a unique system for classifying businesses into groups depending upon the service or items produced. Detailed information regarding NAICS can be found at <http://www.census.gov/epcd/www/naics.html>.

The North American Industry Classification System (NAICS) code for this acquisition is 561210, Facility Support Services. The small business size standard is \$32.5M.

#### Representations

- (1) The offeror represents as part of its offer that it ( ) is, ( ) is not a small business concern.
- (2) [Complete only if the offeror represented itself as a small business concern above.]  
The offeror represents, for general statistical purposes, that it ( ) is, ( )  is not, a small disadvantaged business concern as defined in 13 CFR 124.1002.

- (3) [Complete only if the offeror represented itself as a small business concern in Paragraph 2.] The offeror represents as part of its offer that it ( ) is, ( ) is not a women-owned small business concern.
- (4) [Complete only if the offeror represented itself as a small business concern in Paragraph 2 of this provision.] The offeror represents as part of its offer that it ( ) is, ( ) is not a veteran-owned small business concern.
- (5) [Complete only if the offeror represented itself as a veteran-owned small business concern in Paragraph 2.] The offeror represents as part of its offer that it ( ) is, ( ) is not a service-disabled veteran-owned small business concern.

Definitions. As used in this provision-

"Service-disabled veteran-owned small business concern"-

- Means a small business concern-
- Not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and
- The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.

Service-disabled veteran means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16).

"Small business concern" means a concern, including its affiliates that is independently owned and operated, not dominant in the field of operation in which it is bidding, and qualified as a small business under the criteria in 13 CFR Part 121 and the size standard in paragraph (a) of this provision.

"Veteran-owned small business concern" means a small business concern-

- Not less than 51 percent of which is owned by one or more veterans (as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; and
- The management and daily business operations of which are controlled by one or more veterans.

"Women-owned small business concern" means a small business concern-

- That is at least 51 percent owned by one or more women; or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and
- Whose management and daily business operations are controlled by one or more women.

- (6) [Complete if offeror represented itself as disadvantaged above.]  
The offeror shall check the category in which its ownership falls:

- \_\_\_\_\_ Black American
- \_\_\_\_\_ Hispanic American
- \_\_\_\_\_ Native American
- \_\_\_\_\_ Asian-Pacific American
- \_\_\_\_\_ Subcontinent Asian-Indian American
- \_\_\_\_\_ Individual/concern, other than one of the preceding.

**4.3 PROHIBITION OF SEGREGATED FACILITIES**

- A. "Segregated facilities," as used in this clause, means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees, that are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, sex, or national origin because of written or oral policies or employee custom. The term does not include separate or single-user rest rooms or necessary dressing or sleeping areas provided to assure privacy between the sexes.
- B. The Vendor agrees that it does not and will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not and will not permit its employees to perform their services at any location under its control where segregated facilities are maintained. The Vendor agrees that a breach of this clause is a violation of the Equal Opportunity clause in this contract.
- C. The Vendor shall include this clause in every subcontract and purchase order that is subject to the Equal Opportunity clause of this contract.

#### **4.4 PREVIOUS CONTRACTS AND COMPLIANCE REPORTS**

The offeror represents that-

It ( ) has, ( ) has not participated in a previous contract or subcontract subject the Equal Opportunity clause of this solicitation;

It ( ) has, ( ) has not filed all required compliance reports; and

Representations indicating submission of required compliance reports, signed by proposed Vendors, will be obtained before contract awards.

#### **4.5 AFFIRMATIVE ACTION COMPLIANCE**

The offeror represents that:

It ( ) has developed and has on file, ( ) has not developed and does not have on file, at each establishment, affirmative action programs required by the rules and regulations of the Secretary of Labor (41 CFR 60-1 and 60-2); or

It ( ) has not previously had contracts subject to the written affirmative action programs requirement of the rules and regulations of the Secretary of Labor.

## **SECTION 5: INVOICING REQUIREMENTS**

The VENDOR shall submit invoices to NorthStar Academies's Accounts Payable, via email at [elfloridaregion.ap@edisonlearning.com](mailto:elfloridaregion.ap@edisonlearning.com) before the 5<sup>th</sup> day of the month following the month of service. Payment terms are Net 30.

Invoices must clearly identify the contract number, Vendor's name, remittance address, item(s) or service(s) being invoiced (including quantity, unit price, and extended price, as applicable). The invoices shall include the following information on each invoice: the current contract amount, total amount invoiced to date, less previous billings, and total amount due this invoice.

Invoices for approved special projects also must include detailed expenses including materials, labor, and permits/fees.

In the event specific invoices include charges for items that do not comply with the requirements of this Contract, School and NorthStar Academies may refuse payments for said charges. School and NorthStar Academies shall not pay finance charges or interest to the Vendor. A Final Release Form shall be submitted with the Vendor's final invoice.

**SECTION 6: PRICING SCHEDULE**

Vendors should complete the following table with proposed pricing for their services. Pricing should be delineated by custodial and facility services with a combined total amount for each location and totals for all locations in the respective columns. Facility cost should include all grounds-keeping, preventative maintenance and facility management services.

School/ Location	Custodial Annual	Custodial Monthly (Annual/12)	Facility Annual	Facility Monthly (Annual/12)	Combined Total Annual (Custodial + Facility)	Combined Monthly (Combined Total/12)
Chambers	\$		\$		\$	\$
C.G. Bethel	\$		\$		\$	\$
Sunrise	\$		\$		\$	\$
Andrews	\$		\$		\$	\$
Palm Beach	\$		\$		\$	\$
Pinellas	\$		\$		\$	\$
<b>GRAND TOTAL</b>	\$		\$		\$	\$

I certify that I am authorized to offer the above pricing for my company and to ensure the performance of the requirements of this proposal.

SIGNED: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

# **APPENDIX A**

## **SCHEDULE OF SERVICES**

**JANITORIAL**

**GROUNDSKEEPING**

**PREVENTATIVE MAINTENANCE**

**GENERAL BUILDING-REPAIR**

## JANITORIAL SCHEDULE OF SERVICES

Area	Task	Daily	Weekly	Monthly	Quarterly	Semi- Annually	Annually
<b>Entrance, Exits, Lobby and Reception</b>							
	Empty and remove trash	X					
	Clean-up all visible litter inside and outside the facility	X					
	Spot clean glass tables, doors, and interior glass (up to 8 ft.)	X					
	Remove spots from walls, light switches, and doors	X					
	Wipe and disinfect all doors, light switches and common surfaces	X					
	Dust mop all hard surface floors	X					
	Wet mop and disinfect hard surfaces	X					
	Dust and wipe down computer desks and work areas		X				
	Vacuum all carpeting, rugs, and matting		X				
	Wipe and clean all door glass and interior glass (up to 8 ft.)		X				
	Fog and disinfect entire facility and surfaces to protect against COVID19		X				
	Extra areas of attention that may need additional cleaning			X			
	Dust A/C louvers within reach (up to 8 ft.)				X		
<b>Offices</b>							
	Empty and remove trash	X					
	Disinfect exterior of lockers	X					
	Clean fixtures, furniture, partitions, walls, light switches, and doors	X					
	Dust low areas within normal reach	X					
	Spot clean glass tables, doors, and interior glass (up to 8 ft.)	X					
	Dust mop all hard surface floors	X					
	Wet mop and disinfect hard surfaces	X					
	Dust high areas within reach (up to 8 ft.)		X				
	Dust and wipe down computer desks and work areas		X				
	Dust all furniture and horizontal surfaces		X				
	Completely vacuum carpeted floors		X				
	Wipe and clean all door glass and interior glass (up to 8 ft.)		X				
	Extra areas of attention that may need additional cleaning		X				
	Dust A/C louvers within reach (up to 8 ft.)				X		
<b>Hallways</b>							
	Empty and remove trash	X					
	Clean-up all visible litter inside and outside the facility	X					
	Disinfect exterior of lockers	X					
	Clean fixtures, furniture, partitions, walls, light switches, and doors	X					
	Dust low areas within normal reach	X					
	Spot clean glass tables, doors, and interior glass (up to 8 ft.)	X					
	Dust mop all hard surface floors	X					
	Wet mop and disinfect hard surfaces	X					
	Dust high areas within reach (up to 8 ft.)		X				
	Dust all furniture and horizontal surfaces		X				

Area	Task	Daily	Weekly	Monthly	Quarterly	Semi-Annually	Annually
	Completely vacuum carpeted floors		X				
	Wipe and clean all door glass and interior glass (up to 8 ft.)		X				
	Sanitize/fogging of all internal areas		X				
	Extra areas of attention that may need additional cleaning			X			
	Dust A/C louvers within reach (up to 8 ft.)				X		
<b>Bathrooms</b>							
	Empty and remove trash	X					
	Empty and sanitize sanitary napkin dispensers	X					
	Clean and sanitize toilets, urinals, stalls, sinks, and countertops	X					
	Wipe down chrome plumbing	X					
	Restock and refill toilet paper and paper towels - ensuring there is an adequate amount	X					
	Refill soap dispensers	X					
	Dust mop/sweep all hard surface floors	X					
	Wet mop all hard surface floors	X					
	Dust high areas within normal reach (up to 8 ft.)		X				
	Extra areas of attention that may need additional cleaning		X				
	Dust A/C louvers within reach (up to 8 ft.)				X		
<b>Specials</b>							
	Scrub, strip & wax VCT flooring in the summer, and just buff during Christmas or Spring Break					X	
	Shampoo/steam clean carpets during Christmas and Spring Break					X	
	Exterior pressure cleaning to be done during Christmas and Spring Break					X	
	Wash all exterior windows at the facility						X
	Scrub, wax and seal ceramic flooring during the summer						X

## GROUNDSKEEPING SCHEDULE OF SERVICES

Area	Task	Bi-Weekly	Monthly	As Needed
<b>Grounds</b>				
	Turf Maintenance to be completed as needed to maintain a professional appearance, (at least 26 times per year) -- includes mowing, trimming, edging, grass clippings, trimmings & debris removal on same day as mowing or trimming	X		
	Weed control and hedge trimming		X	
	Irrigation checks, where irrigation system is available		X	
	Plants, shrubs, turf and necessary irrigation repairs/ replacments (to be billed separately)			X
	Parking lot maintenance - ensure parking lot is free of unsightly litter, limbs, & safety hazards to ensure student/staff safety			X

## PREVENTATIVE MAINTENANCE SCHEDULE OF SERVICES

Area	Task	Weekly	Monthly	Quarterly	Semi-Annually	As Needed
<b>HVAC Systems</b>						
	Inspect of air filters and provide filter replacement		X			
	Inspect HVAC systems to ensure systems are operating according to manufacturer's specifications			X		
	Conduct preventative maintenance of both boilers/furnaces and the chiller (roof units) systems, -- includes drain line flush, visual check of condenser and evaporator coils on each unit (27). Report repairs needed to management.			X		
<b>Roof Inspection &amp; Maintenance</b>						
	Inspect facility's roofs to include membrane, installation, flashing, skylight, pitch pans, gutters, drain spouts, and scuppers. Report findings and estimated cost of repair.			X		
	Provide labor and materials to perform repairs according to budget guidelines.					X
	Coordinate roofing repair with outside contractor.					X
<b>Lighting Inspection &amp; Maintenance</b>						
	Inspect all interior and exterior lighting fixtures for damages, exposed wiring and fixture failures.			X		
	Repair lighting/coordinate repair with outside contractor.					X
<b>Parking Lot Inspection &amp; Maintenance</b>						
	Inspect all parking lot pavement (asphalt and concrete) to include obvious visual failures, surface drainage, depressions and cracks. Coordinate repairs as needed.				X	X
<b>Fire/Security Inspection &amp; Maintenance</b>						
	Coordinate any repairs or maintenance to the existing facilities security systems with outside authorized security specialist.					X
	Inspect and ensure continual certification and compliance with all fire alarm and monitoring systems. Conduct repairs. Coordinate with outside vendors as needed.			X		X
<b>Elevator Inspection &amp; Maintenance</b>						
	Inspect and ensure continual certification and compliance with elevators. Perform repairs. Coordinate with outside vendors as needed. Maintain elevators in safe, working order.				X	X
<b>Building Inspection &amp; Maintenance</b>						
	Inspect all facility buildings "with obvious and visible" including structural and foundation integrity, masonry cracks, deteriorating mortar and expansion joints, foundation drainage, doors and window frames, and any defects that would cause deterioration to the building's structure, unsafe conditions.				X	X
	Create work order and orders to perform the necessary repairs, to include deteriorating mortar and expansion joints, minor masonry replacement, and minor door and window frame alignment.					X
	Coordinate repairs completed by the landlord to ensure completement and compliance with facility requirements.					X

Area	Task	Weekly	Monthly	Quarterly	Semi-Annually	As Needed
<b>Trash Removal</b>						
	Monitor dumpsters (provided under a separate contract) to ensure they are emptied on a regular basis. Coordinate resolution with existing vendor and SCHOOL.	X				X
<b>Pest Control</b>						
	Report any findings of pest control issues discovered during the normal course of performing contracted services. Coordinate with approved vendor to ensure proper pest control.					X

## GENERAL BUILDING & MAINTENANCE REPAIR

TYPE	THRESHOLD	DESCRIPTION
<b>Micro</b>	Less than \$250	Single repair tracked via a Work Order with before and after pictures. No pre-approval required. Cost submitted with monthly invoice.
<b>Small</b>	\$250-\$2,000	Pre-approval by Executive Director of School Operations or designee is required. Single repair is tracked via a Work Order with before and after pictures. Cost submitted with monthly invoice.
<b>Large</b>	\$2,001-\$5,000	Pre-approval by Executive Director of School Operations or designee is required. Vendor must obtain a minimum of two (2) written quotes. Repair is tracked via a Work Order with before and after pictures. Cost submitted with monthly invoice.
<b>Major</b>	Above \$5,000	Pre-approval by Executive Director of School Operations or designee and the School Board is required. Vendor shall obtain a minimum of three (3) written quotes. Repair is tracked via a Work Order with before and after pictures. Cost submitted with monthly invoice. School reserves the right to conduct its own independent RFP process before a final decision is made regarding the approved sub-contractor.
<b>Bid</b>	Over \$250,000	Requires a formal bid process

## APPENDIX B – PROPOSER GUARANTEES

A. The Proposer certifies it can and will provide and make available, as a minimum, all services set forth in the Scope of Services in the RFP document.

If there are deviations in the Vendor proposal they are to be explicitly stated as an attachment to this Appendix C.

B. The Proposer has read the RFP, all Appendixes and Contractual Requirements, and agrees that the SCHOOL and NorthStar Academies Inc. retain the rights and prerogatives as detailed.

C. The Proposer agrees to be bound by the contractual requirements delineated in RFP.

D. The Proposer certifies that they are authorized to act on behalf of the Vendor and enter into an agreement and to set forth services as defined.

Signature of Official: \_\_\_\_\_

Name (typed): \_\_\_\_\_

Title: \_\_\_\_\_

Vendor: \_\_\_\_\_

Date: \_\_\_\_\_



# ***Vendor Compliance Packet***

This Vendor Compliance Packet is being delivered in connection with, and pursuant to, an Independent Contractor Agreement (the "IC Agreement") between \_\_\_\_\_ ("Contractor") and NorthStar Academies, Inc. ("NorthStar Academies").

## INSURANCE REQUIREMENTS

### Minimum insurance requirements:

- Commercial General Liability insurance with limits of one million dollars (\$1,000,000) and two million dollars (\$2,000,000) aggregate, to include contractual liability, products and completed operations coverage as well as the following:
  - NorthStar Academies, Inc. and subsidiaries/affiliates included as an additional insured (CG 20 10 and CG 20 37)
  - Waiver of Subrogation in favor of NorthStar Academies, Inc. and subsidiaries/affiliates
  - Assault & Battery
  - Errors & Omissions
  - Punitive Damages
  - Contractual Personal Injury
- Automobile Liability insurance of one million dollars (\$1,000,000) including:
  - NorthStar Academies, Inc. and subsidiaries/affiliates included as an additional insured
  - Waiver of Subrogation in favor of NorthStar Academies, Inc. and subsidiaries/affiliates
- Workers' Compensation insurance with statutory primary coverage and at least one million dollars (\$1,000,000) of Employers Liability. No employees or sole proprietors may be exempt from coverage if they are on NorthStar Academies, Inc. and subsidiaries/affiliates premises. Policy must include a Waiver of Subrogation in favor of NorthStar Academies, Inc. and subsidiaries/affiliates
- Employee Theft Coverage for acts of Contractor's employees with limits of at least \$500,000

### Other Requirements:

- All carriers must have a AM Best rating of A-, VII or better
- All such insurance shall be primary and not additional to, or contributing with, any other insurance carried by, or for the benefit of EdisonLearning
- Contractor shall provide EdisonLearning with certificates of insurance from Contractor's insurer evidencing the insurance coverage specified herein this Agreement and otherwise evidencing all requirements hereof.
- Each certificate of insurance shall name NorthStar Academies, Inc. and its affiliates as an additional insured and provide that NorthStar Academies, Inc. shall be provided with thirty (30) days' advance written notice in the event of a cancellation or material change in Contractor's insurance policy(ies).
- The Certificate Holders for each certificate should read:

NorthStar Academies, Inc.  
One East Broward Ave, Suite 1599  
Fort Lauderdale, FL 33301
- If applicable and as directed by NorthStar Academies, Inc., the same insurance and certificate requirements shall apply to schools under NorthStar Academies, Inc. management or to which it is providing products or services.
- All insurance required hereby must be maintained in full force and effect for the entire term of the IC Agreement.



## Request for Taxpayer Identification Number and Certification

**Give Form to the  
requester. Do not  
send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p><b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <hr/> <p><b>2</b> Business name/disregarded entity name, if different from above</p> <hr/> <p><b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC      <input type="checkbox"/> C Corporation      <input type="checkbox"/> S Corporation      <input type="checkbox"/> Partnership      <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p><b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p>	<p><b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p><b>5</b> Address (number, street, and apt. or suite no.) See instructions.</p> <hr/> <p><b>6</b> City, state, and ZIP code</p> <hr/> <p><b>7</b> List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p> <hr/> <hr/>

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> </tr> <tr> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> <td></td> <td></td> </tr> </table>					-	-		
-	-							
<b>or</b>								
<b>Employer identification number</b>								
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	-							

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*

**Business License**  
(provided by Contractor)

*Not Necessary if Sole-Proprietor and/or Non-Profit Entity*

**AND/OR**

**Industry Certificate**  
*as appropriate*  
*(state licensure, trainer certification, etc.)*

# Affidavit of Compliance

## Background Checks Using Fingerprint Documentation

Attached is a list of all personnel of Contractor (employees and independent contractors) who will perform services under the IC Agreement. Contractor will provide an updated list if any others are expected to perform services under the IC Agreement.

All personnel of Contractor performing services under the IC Agreement must have passed a criminal background check, and otherwise meet the applicable standards of law to perform the services contemplated by the IC Agreement.

If the services are being performed in or with respect to any school client of EdisonLearning, prior to assigning such personnel to perform such services, Contractor must have performed a criminal background check on each person in accordance with the applicable standards and requirements of the state or school district in which such services are being performed, and the results thereof must satisfy the standards and requirements of the state or school district in which such services are being performed. Contractor must repeat background checks on any personnel who last check was performed more than five (5) years before. Contractor must provide evidence that all personnel who perform work at or for a school have successfully passed a Level 2 background check in accordance with the above stated requirements.

As an authorized representative of Contractor, the undersigned hereby attests that (i) Contractor has, and will, comply with the background check requirements with respect to its personnel providing services under the IC Agreement, (ii) that any such personnel who do not meet the requirements set forth herein, or the requirements of the applicable state or school district, as applicable, will not be assigned to performed services under the IC Agreement, and (iii) each of Contractor's personnel assigned to perform services under the IC Agreement has passed the requisite background check.

Signed: \_\_\_\_\_ Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_

Notary Public \_\_\_\_\_ Commission expires \_\_\_\_\_

County of \_\_\_\_\_ State of \_\_\_\_\_

SEAL:

## **NON-DISCLOSURE AGREEMENT**

This Nondisclosure Agreement ("Agreement") is entered into this \_\_\_\_ day of \_\_\_\_\_ 2020 by and between NorthStar Academies, Inc. (the "Company") and \_\_\_\_\_ Vendor (the "Recipient").

The Company possesses valuable information, data and know-how relating to building and managing schools ("Confidential Information"). The Recipient may request Confidential Information from the Company to assist Recipient in the Request for Proposal process.

NOW, THEREFORE, the parties agree as follows:

1. For purposes of this letter, "Confidential Information" shall include, but is not limited to, all technical financial, strategic, competitive, marketing and product information, documents and agreements (including the terms and existence of this letter), other information of any kind and all copies thereof or information derived there from, written or orally communicated and received by Recipient from the Company, Company affiliates, employees or agents and designated by Company as "confidential", excluding any portion of such information which (i) is or becomes public information, (ii) is received from a third party which Recipient could not reasonably have known was obligated not to disclose such information, or (iii) was known to Recipient before receipt from Company.
2. Recipient agrees to (i) keep any Confidential Information secret and confidential, (ii) to exercise at least the same degree of care in protecting such Confidential Information as a reasonable and prudent person would exercise in protecting Recipient's own confidential material, (iii) not to use any of such Confidential Information for any purpose except as permitted under this Agreement, and (iv) not to duplicate, copy, reproduce, dispose of, disclose, publish, display or otherwise make available to any other persons any of the Confidential Information, or copies thereof, except as permitted by this letter or required by applicable law.
3. Nothing in this Agreement is intended to grant or transfer any rights under any patent or copyright, or any rights in or to the Confidential Information, except the limited right to review such Confidential Information solely for the purpose set forth in this Agreement. Any Confidential Information delivered under this letter is and will remain the property of Company unless otherwise agreed in writing. Promptly following request to Recipient to return all or any portion of our Confidential Information, Recipient will return the Confidential Information (including all copies, extracts, and other reproductions thereof) as requested, destroy any work papers, memoranda, summaries or other writings or data prepared by Recipient, Recipient's affiliates, employees or agents derived from or incorporating any of the Confidential Information requested to be returned.
4. This Agreement may not be modified except by mutual written consent of both parties. This Agreement shall be governed by and construed under the laws of the State of Georgia. The federal and state courts of the State of Georgia shall have exclusive jurisdiction to adjudicate any dispute arising out of this Agreement.
5. The Recipient agrees that its obligations hereunder are necessary and reasonable to protect the Company, and expressly agrees that monetary damages would be inadequate to compensate the Company for any breach of any covenant or agreement set forth herein. The Recipient agrees and acknowledges that any such violation or threatened violation will cause irreparable injury to the Company and that, in addition to any other remedies that may be available, in law, in equity or otherwise, the other party shall be entitled to obtain injunctive relief against the threatened breach of this Agreement or the continuation of any such breach, without the necessity of proving actual damages. Should it be necessary to enforce the provisions of this Nondisclosure Agreement, any and all costs related thereto, including but not limited to attorneys' fees, court costs and interest, if applicable, shall be the responsibility of the Recipient.

**COMPANY:**

**RECIPIENT/ VENDOR:**

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

## NON-COLLUSION STATEMENT

This is to certify that the undersigned Offeror has neither directly nor indirectly, entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this proposal submitted this date to NorthStar Academies, Inc (NorthStar Academies).

It is agreed by the undersigned Offeror that the signed delivery of this proposal represents the Offer's acceptance of the terms and conditions of this proposal, including all specifications and special provisions.

NOTE: Signature of the authorized representative MUST be of an individual who legally may enter his/her organization into a formal contract with the School and NorthStar Academies.

(Check one)

	Corporation
	Partnership
	Individual

COMPANY NAME \_\_\_\_\_

NAME OF AUTHORIZED REPRESENTATIVE \_\_\_\_\_

SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_

COMPANY ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ FAX NUMBER \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_ FEDERAL E.I. NUMBER \_\_\_\_\_

LICENSE NUMBER \_\_\_\_\_

	(circle one)			(circle one)			(circle one)		
COMPANY CLASSIFICATION	Women Business Enterprise (WBE)	Yes	No	Minority Business Enterprise (MBE)	Yes	No	Disadvantaged Business Enterprise (DBE)	Yes	No

*The above table is for information and statistical use only.*

CORRESPONDENCE SHOULD BE SENT TO:

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

POINT OF CONTACT (POC) \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ FAX NUMBER \_\_\_\_\_

CELL NUMBER \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

INVOICE POC \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

AFFIRMATION: Within the past five years, has your firm, any affiliate, any predecessor company or entity, owner, director, officer, partner or proprietor been the subject of a Federal, State, Local government suspension or debarment?

YES \_\_\_\_\_ NO \_\_\_\_\_ if yes, please explain \_\_\_\_\_

**This page shall be signed, notarized, and returned for Offeror's Proposal to be considered**

SWORN TO AND SUBSCRIBED BEFORE ME this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

Notary Public \_\_\_\_\_ Commission expires \_\_\_\_\_

County of \_\_\_\_\_ State of \_\_\_\_\_