



October 7, 2019

The Richmond County Health Department (RCHD) is soliciting bids for janitorial services and will accept bids starting Monday, October 7, 2019 thru Friday, October 18, 2019 (by close of business day, 5:00 pm).

A supplier must have appropriate legal authority to do business in the state of Georgia, a satisfactory record of integrity, appropriate financial, organizational and operation capacity and controls, and acceptable performance on previous governmental and/or private contracts, if any, to be eligible for status as a qualified contractor.

Contract specifications are included in attachments "A", "B", and "C" for the following Richmond County Health Department facilities: 950 Laney Walker Blvd. and 2420 Windsor Spring Road in Augusta, GA.

Bid to include the following:

- Provide bid for each property, and note the total annual cost for both locations.
- In addition, answer questions on attachment "E".

Submit bids by Friday, October 18, 2019 to: Richmond County Health Department
Evaluation Committee
1916 North Leg Road, Building F
Augusta, GA 30909

The single contractor who is awarded the bid must:

- Maintain Insurance: Commercial General Liability (CGL): Each Occurrence Limit \$1,000,000; Personal & Advertising Injury Limit \$1,000,000; General Aggregate Limit \$2,000,000; Bodily Injury (500,000), Property Damage (150,000) Employee Dishonesty Fidelity Bond (5% of vendors bid);
- Furnish valid certificate of insurance and abide by all rules and regulations;
- Provide an E-Verify contractor affidavit to Richmond County Health Department;
- Sign a Debarment Statement;
- Sign a Drug Free Workplace Statement.

The RCHD reserves the right to reject any and all bids and to waive informalities.

Please contact Marcia Bowers at (706) 667-4732 or Marcia.Bowers@dph.ga.gov for questions and to schedule site visits.

Thank you,

Denise Sellars
District Administrator

**AGREEMENT
BETWEEN
RICHMOND COUNTY BOARD OF HEALTH
AND [VENDOR NAME]**

This document constitutes an agreement between the Richmond County Board of Health and [VENDOR NAME] for the provision of Janitorial services.

[VENDOR NAME] Shall:

- A. Provide Janitorial services to the Richmond County Health Department locations at 950 Laney Walker Blvd. and 2420 Windsor Spring Road in Augusta, GA, as per specifications and information on attachments A, B, C, D, E, and F.
- B. Perform monthly walk-thru inspections with facilities manager or designee to check condition of equipment, level of supplies, and to ensure that quality cleaning services are being provided. Contractor to document any problems found and a resolution plan.
- C. Ensure that all of contractor's staff wear a uniform shirt and name badge.
- D. Maintain insurance coverage in the following amounts and provide certificate of insurance. All insurance coverage shall remain in full force and effect during the initial term of the agreement and any renewal or extension thereof:
Commercial General Liability (CGL): Each Occurrence Limit; \$1,000,000;
Personal & Advertising Injury Limit \$1,000,000; General Aggregate Limit \$2,000,000; Bodily Injury (500,000), Property Damage (150,000) and Employee Dishonesty (5% of vendors bid)
- E. Submit a monthly invoice by the 20th of each month to:
Richmond County Health Department
Attn: Accounts Payable, Sheryl Champy
1916 North Leg Road
Augusta, GA 30909
- F. Abide by all state and federal rules and regulations regarding client confidentiality.
- G. Comply with the Drug-Free Workplace Act.
- H. Adhere to the "Smoke-Free" policy of the Richmond County Health Department.
- I. Provide the Richmond County Health Department with a criminal background check on individuals employed by [VENDOR NAME].
- J. Comply with OSHA guidelines regarding contaminated waste.
- K. [VENDOR NAME] accepts full responsibility for their agents, employees, subcontractors and any other person working on their behalf, while on the Richmond County Health Department premises.

The Richmond County Health Department Will:

- A. Provide the following supplies:
Paper towels, toilet paper, trash liners, hand soap, neutral floor cleaner, glass cleaner, degreaser, non-acid bowl cleaner, EPA approved germicide, buffing

machine and buffing pads. All chemicals supplied by the Richmond County Health Department. No outside products allowed.

- B. Pay **[\$ AMOUNT]** total per month upon receipt of monthly invoice for janitorial services for the Laney Walker and South Augusta Health Department locations.
- C. Walk-thru facility monthly with the janitorial contractor to thoroughly inspect cleaning of building.

This contract becomes effective on **January 1, 2020** and will end **December 31, 2020**. This contract has an initial 12-month term, and the Richmond County Health Department shall have the option, in its sole discretion, to renew the contract for up to 2 additional 12-month term renewals. Renewal will depend upon the best interest of the Richmond County Health Department, funding, and contractor's performance.

Termination Upon Notice

Either party may cancel this contract with a (30) thirty day written notice, with or without cause. Following thirty (30) days written notice, the Richmond County Health Department may terminate the Contract in whole or in part without the payment of any penalty or incurring any further obligation to the Contractor. Following termination upon notice, the contractor shall be entitled to compensation: Upon submission of invoices and proper proof of claim, for goods and services provided under the Contract to the Richmond County Health Department, compensation will be provided, up to and including the date of termination.

Owner
[VENDOR NAME]

Date

D. Stephen Goggans, MD, MPH, FACP
District Health Director

Date

Kenneth Echols
Chairman
Richmond County Board of Health

Date

Attachment A

JANITORIAL MAINTENANCE SPECIFICATONS FOR THE RICHMOND COUNTY HEALTH DEPARTMENT TWO (2) CLINICAL FACILITIES

DAILY

- Empty all waste receptacles and replace with clean bag; ensure bag is tied to container
- Clean wood/wood laminate desks with polish or cleaner as appropriate for furniture type
- Clean desk and tabletops daily removing all dirt and smudges
- Clean training room tabletops daily
- Clean and disinfect countertops daily
- Clean walls throughout facility with an approved cleaner that will not discolor or damage walls/wall covering
- Clean doors with an approved cleaner that will not damage the surface
- Clean mirrors daily
- Clean all glass daily
- Clean and disinfect sinks, toilet bowls and urinals
- Disinfect underside, tops of toilet seats, and behind toilet seats
- Refill soap, paper towels and toilet paper
- Wipe down soap, paper towel, and toilet tissue dispensers daily
- Dust mop all hard surface floors with clean dust mop daily
- Wet Mop and disinfect tile/hard surface floors daily (keep grout clean also)
- Vacuum daily (notify facilities manager upon noticing any snags, tears, etc. in carpets)
- Clean carpet as needed
- Clean under floors mats
- Clean, disinfect water coolers
- Use products approved by Facilities

WEEKLY

- Wash walls, doors, restroom tile, and bathroom partitions weekly and as needed
- Clean workstation area partition walls weekly and as needed
- Polish stainless steel (kick plates, paper towel dispensers, light switch plate covers, door handles, fire ext. cabinets and any other stainless steel)
- Dust furniture weekly and as needed
- Dust window seals, vents, horizontal surfaces, low edges, chair rails and molding
- Dust other vertical surfaces weekly (file cabinets, bookcases, etc.)
- Dust behind doors and around door frames

- Dust mini blinds weekly and clean as needed
- Clean door ledges and baseboards weekly
- Dust mop heads are to be treated weekly

MONTHLY

- Wipe down upholstered furniture monthly, or as necessary to remove dust, lint, etc.
- Janitorial inspections with facilities manager monthly

QUARTERLY

- Dust high molding quarterly
- Deep Clean bathroom grout quarterly and as needed

Buffing Schedule:

South Augusta – **daily** unless requested otherwise (high-traffic areas require more frequent buffing)

Laney Walker – **daily** (providing complete daily coverage for the following areas: front entrance area, hallways, training room, break room and waiting rooms and 3-times/week complete floor coverage for all other tile areas in the Laney Walker Facility)

CLEAN UP REQUIRED, AT EACH CLINICAL SITE, AFTER EVENTS HELD OUTSIDE OF NORMAL WORK HOURS.

Janitorial contractor to report the following as soon as they become aware:

- Leaks/plumbing issues (leaky faucet, leaky commode, leaky ceiling, etc.)
- Lighting issues (light out, light blinking, etc.)
- Door issues (lock broken, door won't close, etc.)
- Any issue that may affect maintenance or security

Richmond County Health Department

Attachment B

Job Description

The day porter is responsible for general cleaning and maintenance tasks at the Richmond County Health Department two (2) Clinical facilities. The day porter's typical work hours are 1:00 p.m. to approx 8:30 p.m., Monday-Friday and special assignments, outside of these hours, as requested. At 5:00 p.m., the day porter will remain on duty to supervise and work with the incoming janitorial team and to secure the facility at the end of their work day.

- All general cleaning in Attachment A as needed
- Monitor and clean lobby and common areas
- Monitor and clean restrooms as needed
- Restock paper towels, toilet paper, soap and any other supplies in restrooms as needed
- Clean walls and doors as needed with approved cleaner
- Clean bathroom walls per schedule and as needed
- Place and remove carpet runners in lobby areas as required by weather conditions.
- Respond to spills and other cleaning emergencies
- When applicable, place safety hazard signs in the building such as wet floor and wet paint warning signs
- Police building entrances and parking lots and pick-up litter, debris, and trash.
- Pressure wash the pavement in the entrance areas; entrances should be clean, neat and orderly at all times
- Clean interior and exterior surfaces of lobby windows, windowsills and doors
- Perform minor maintenance tasks
- Clean and set-up conference rooms before and after meetings
- Submit weekly janitorial supply order and stock supplies on shelves and in janitorial closets
- Removal of trash from trash cans/receptacles on the exterior property and replacement of trash can liners. Clean trash cans and receptacles monthly
- Clean upholstered/fabric/plastic chairs throughout facility as needed
- Clean glass, framework and stainless steel per schedule and as needed
- Dust per schedule to include: facility picture frames, chair frames, door ledges baseboards, ceiling grills, mini blinds, high molding, shelving units and furniture
- Clean/disinfect water fountains
- Check electrical outlets daily for the presence of electrical safety outlet covers
- Report any issue found that needs repair, replacement, or is a safety hazard.
- Maintain a log of all janitorial transactions and keep ongoing balance of current stock.
- Buffing per schedule in Attachment A

SUPPLIES

- Submit weekly janitorial supply order and stock supplies
- Stock supplies in janitorial closets and refill paper and soap supplies throughout clinic as needed. Ensure that soap, paper towels, and toilet paper is always available in dispensers.

GROUNDS

- Debris pick-up as needed
- Empty waste receptacles
- Maintain cleanliness of outdoor waste receptacles
- Sweep/shake debris from mats as needed
- Keep walkways and parking areas free of litter, excess sand and debris
- Clean paved areas with pressure washer per schedule and as needed
- Other duties as assigned

MAINTENANCE

- Replace ceiling tiles as needed
- Clean out light covers
- Touch up painting as needed
- Assist with moving boxes and furniture
- Other maintenance duties as assigned
- Change light bulbs

QUALIFICATIONS

- A clear understanding of written and spoken English. Ability to read and interpret general business documents and procedure manuals.
- Must perform his/her duties while maintaining a cooperative and courteous attitude among clients, visitors, staff, volunteers and co-workers.
- Must possess certification and/or experience in Janitorial Services.
- Good communication skills required.
- Ability to work from written or verbal instructions.
- Lifting required
- Keen and constant eye for detail is needed
- Organized and able to follow a routine that provides regular inspection and cleaning of assigned areas.
- Skilled in operating hand and electrical cleaning tools such as buffer, carpet cleaner, dusters, brooms, mops and vacuum cleaners, etc. Must perform his/her duties while maintaining a cooperative and courteous attitude among clients, visitors, staff, volunteers and co-workers.

Signature

Date

Signature

Date

Janitorial Contractor shall provide:

- Rags
- Mops
- Mop Buckets
- Other items needed to complete work (ex. Dusters, brooms, etc.)

Janitorial Contractor – any items to be provided by the Janitorial Contractor are to be approved by the Facilities Manager.

Note: All Richmond County Health Department equipment to remain at assigned location. Equipment not to be removed from premises and not to be transferred between sites.

EXCESSIVE USE CLAUSE

Usage at all sites will be established in the first six (6) weeks of the contract and compared with previous documentation of usage. Once usage is established and agreed upon, **Janitorial Contractor** will be billed for any usage over the established amounts. Exception: Usage of additional supplies during special events, trainings and functions. Janitorial supplies purchased by the Richmond County Health Department will be logged out and an inventory of supplies maintained.

Richmond County Health Department shall provide:

- A Pre-Diluted Dispensing System with Glass Cleaner, Non-Acid Bowl Cleaner, Degreaser, Neutral Cleaner, and an EPA approved Germicide
- Buffing Equipment (Propane buffers are not to be used in the facilities)
- Buffing Pads
- Paper Towels
- Toilet Paper
- Trash Liners
- Hand Soap
- A locked storage closet for supplies at the Laney Walker and South Augusta locations. **The Janitorial Contractor** shall notify the Richmond County Health Department facilities manager whenever any lock does not operate properly.

Signature

Date

Signature

Date

**ATTACHMENT D
BUSINESS ASSOCIATE AGREEMENT**

WHEREAS, the Richmond County Board of Health (“RCBOH”) and [VENDOR NAME] (“Contractor”) have entered into the attached Contract, whereby Contractor will provide functions, activities, or services to RCBOH involving the use of Protected Health Information (“PHI”) as defined by Health Insurance Portability and Accountability Act of 1996 (“HIPAA”);

WHEREAS, RCBOH is required by HIPAA to enter into a Business Associate Agreement with entities which provide functions, activities, or services on behalf of RCBOH involving the use of PHI;

NOW, THEREFORE, in consideration of the mutual promises contained herein, RCBOH and Contractor agree as follows:

1. Terms used but not otherwise defined in this Agreement shall have the same meaning as those terms in HIPAA and Title XIII of the American Recovery and Reinvestment Act of 2009 (the Health Information Technology for Economic and Clinical Health Act, or “HITECH”), and in the implementing regulations of HIPAA and HITECH, now and as they may be amended in the future. Together HIPAA, HITECH, and their implementing regulations are referred to in this Agreement as the “Privacy Rule and the Security Rule.”
2. Subject to the limitations of this Agreement, Contractor may use or disclose PHI only to the extent necessary to meet its responsibilities as set forth in the Contract, provided that such use or disclosure would not violate the Privacy Rule or the Security Rule if done by RCBOH.
3. Contractor warrants that the individuals described on Attachment D-1 require access to PHI in order to perform services under the Contract. Contractor shall update Attachment D-1 as necessary.
4. Contractor warrants that the individuals described on Attachment D-2 require access to a RCBOH information system in order to perform services under the Contract. Contractor shall notify the RCBOH Project Leader no less than 24 hours in advance if any other individuals will need access to the RCBOH information system
5. Contractor warrants that only individuals designated by title or name on Attachments D-1 and D-2 will request or access PHI from RCBOH, that they will only do so in the performance of services under the Contract, and that these individuals will only request the minimum necessary amount of information in order to perform those services.

6. The parties agree that Contractor is a "Business Associate" to RCBOH within the meaning of the Privacy and Security Rule. Contractor shall comply with all obligations of the Privacy Rule and Security Rule that apply to RCBOH, and shall comply with all Privacy Rule and Security Rule requirements that apply to Business Associates. Contractor further warrants that it maintains and follows written policies and procedures to achieve and maintain compliance with the Privacy and Security Rules that apply to Business Associates, and that it will update such policies and procedures as necessary in order to comply with the and changes to the Privacy and Security Rules. These policies and procedures, and evidence of their implementation, shall be provided to RCBOH upon request.

7. All communications related to compliance with this Agreement will be forwarded to the following Privacy and Security Contacts:

A. At East Central Health District:

Jonathan Adriano
Privacy Officer
1916 North Leg Road
Augusta, GA 30909
Jonathan.Adriano@dph.ga.gov
706-667-4931

Betty McCall
Information Security Officer
1916 North Leg Road
Augusta, GA 30909
Betty.McCall@dph.ga.gov
706-667-4258

B. At Contractor:

Vendor Name
c/o
Address
City, state

8. Contractor further agrees:

A. Contractor will not request, create, receive, use or disclose PHI other than as permitted or required by this Agreement, the Contract, or law.

B. Contractor will establish, maintain and use appropriate administrative, physical, and technical safeguards to prevent loss, use, or disclosure of the PHI other than as provided for by this Agreement, the Contract, or law.

C. Contractor will implement and use administrative, physical, and technical safeguards that protect the confidentiality, integrity and availability of the electronic PHI that it creates, receives, maintains, or transmits on behalf of RCBOH.

- D. In addition to the safeguards described above, Contractor shall impose access controls that restrict access to PHI to the individuals listed on D-1 and D-2, as amended from time to time.
- E. Contractor will password-protect and encrypt all electronic PHI for transmission and for storage on portable computers and media devices.
- F. Contractor will mitigate, to the extent practicable, any harmful effect that result from a loss, use, or disclosure of PHI by Contractor in violation of the requirements of this Agreement, the Contract, or law. Contractor shall bear the costs of mitigation, which shall include the reasonable costs of credit monitoring or credit restoration when the use or disclosure results in exposure of information commonly used in identity theft (including name, date of birth, and Social Security Number.)
- G. Contractor will maintain a written Business Associate Agreement with any agent or subcontractor that will create, receive, maintain, or transmit on Contractor's behalf any PHI pertaining to RCBOH. Such Agreement shall provide that Contractor's agent or subcontractor agrees to the same restrictions and conditions of this Agreement with respect to PHI that Contractor receives from RCBOH, and that Contractor's agent or subcontractor assumes the same duties with regard to the PHI that Contractor has assumed under this Agreement. Contractor further agrees that if it becomes aware of a pattern of activity or practice of its agent or subcontractor that constitutes a material breach or violation of its agreement with Contractor, then Contractor shall take reasonable steps to cure the breach or end the violation, and if such steps are unsuccessful, terminate the agreement.
- H. Contractor will immediately report to RCBOH any "Breach" as defined by 45 CFR 164.402, and any known or suspected loss, use, or disclosure of PHI that is not authorized by this Agreement, the Contract, or law.
- I. Make an initial report to RCBOH in writing in such form as RCBOH may require within three business days after Contractor learns of a suspected unauthorized loss, use, or disclosure of PHI. This report will include the following:
- i. The nature of the loss, use, or disclosure, a brief description of what happened, the date it occurred, and the date Contractor discovered the incident;
 - ii. The specific data points of PHI involved in the loss, use, or disclosure;
 - iii. The names of all persons with knowledge of the loss, use, or disclosure, and the names or categories of persons who may have obtained access to the PHI as a result;

- iv. The corrective or investigative actions taken or to be taken in order to mitigate harmful effects, and to prevent further losses, uses, or disclosures;
 - v. Recommended protective actions to be taken by individuals whose PHI may have been lost, used, or disclosed; and
 - vi. Whether Contractor believes that the loss, use, or disclosure constitutes a Breach.
- J. Contractor will, upon request by the RCBOH Privacy Officer or the RCBOH Information Security Officer, provide a complete report of the Breach to RCBOH including a root cause analysis and a proposed corrective action plan. Upon request by RCBOH, Contractor shall implement the corrective action plan and provide proof of implementation.
- K. Contractor will report to the RCBOH Privacy Officer and the RCBOH Information Security Officer any successful unauthorized access, modification, or destruction of PHI or interference with system operations in Contractor's information systems as soon as practicable but in no event later than three business days of discovery.
- L. Contractor will cooperate with RCBOH and provide assistance necessary for RCBOH to determine whether a Breach has occurred, and whether notification of the Breach is legally required or otherwise appropriate.
- M. If RCBOH determines that a Breach has occurred as a result of Contractor's loss, use, or disclosure of PHI or failure to comply with obligations set forth in this Agreement or in the Privacy or Security Rule, then Contractor will provide all required notices to affected individuals, the Secretary of the U. S. Department of Health and Human Services, and the media, at Contractor's expense and in accordance with 45 C.F.R. Part 164 subpart D. Such notices shall be submitted in advance to the RCBOH Privacy Officer for approval.
- N. Contractor will honor requests by RCBOH or by an individual for access to the individual's own PHI in accordance with 45 CFR 164.524; to make PHI available for amendment, and to incorporate such amendments into a designated record set in accordance with 45 CFR 164.526; to provide an accounting of all disclosures of the individual's PHI in accordance with 45 CFR 164.528; to document any such requests and the Contractor's response; and to notify RCBOH as soon as practicable of any such requests.
- O. Contractor will provide access to the Secretary of the U.S. Department of Health and Human Services to Contractor's books and records and policies, practices,

or procedures relating to the use and disclosure of PHI received from RCBOH, or created or received by Contractor on behalf of RCBOH.

P. In addition to any indemnification provisions in the Contract, Contractor will indemnify RCBOH from any loss or liability resulting from any violation of the HIPAA Privacy and Security Rules or Breach that arises from the conduct or omission of Contractor or its employees, agents, or subcontractors. Such liability will include without limitation all actual and direct costs, settlement payments, damages awarded, civil penalties, litigation expenses, and attorneys' fees incurred by RCBOH.

9. Unless otherwise provided by law, RCBOH agrees that it will:

A. Notify Contractor of any new limitation in RCBOH's Notice of Privacy Practices in accordance with the provisions of the Privacy Rule if such limitation will affect Contractor's use or disclosure of PHI.

B. Notify Contractor of any change in, or revocation of, permission by an individual for RCBOH to use or disclose PHI if such change or revocation will affect Contractor's use or disclosure of PHI.

C. Notify Contractor of any restriction regarding its use or disclosure of PHI that RCBOH has agreed to in accordance with the Privacy Rule if such restriction will affect Contractor's use or disclosure of PHI.

D. Before agreeing to any changes in or revocation of permission by an individual, or any restriction to use or disclose PHI, RCBOH will contact Contractor to determine feasibility of compliance. RCBOH agrees to assume all costs incurred by Contractor in compliance with such special requests.

10. The effective date of this Agreement shall be the same as that of the Contract. Unless otherwise terminated, this Agreement shall continue until all of the PHI provided by RCBOH to Contractor, or created or received by Contractor on behalf of RCBOH, is destroyed or returned to RCBOH.

A. Termination for Cause. Upon violation of a material term of this Agreement by Contractor, RCBOH may provide an opportunity for Contractor to cure the breach and, if Contractor fails to cure the breach, terminate the contract upon 30 calendar days' notice.

B. Termination for Convenience. In the event that the Contract is terminated for any reason, then RCBOH may terminate this Agreement for convenience.

C. Effect of Termination.

- i. Upon termination of this Agreement, RCBOH shall determine whether return or destruction of PHI is feasible. If so, then Contractor shall at the direction of RCBOH either destroy the PHI or to return it to RCBOH, keeping no copies. If RCBOH determines that return or destruction is not feasible, then Contractor shall continue to extend the protections of this Agreement to the PHI for as long as Contractor maintains the PHI, and shall limit the use and disclosure of the PHI to those purposes that make the return or destruction of the PHI infeasible.
- ii. The obligations imposed upon Contractor with respect to its care, use, and disclosure of PHI, and its duty to comply with the Privacy and Security Rule with regard to such PHI, shall survive the termination of this Agreement and the termination or completion of the Contract.

11. Nothing in this Agreement is intended to confer any rights, remedies, obligations, or liabilities upon anyone other than RCBOH and Contractor.

12. This Agreement is intended to supplement, and not to diminish or alter, the terms and conditions of the Contract.

[VENDOR NAME]

BY: _____
Signature

Title

Date

ATTACHMENT D-1

Individuals Permitted to Receive, Use, and Disclose RCBOH PHI

The following individual, as employees or agents of Contractor, need access to RCBOH Protected Health Information in order for Contractor to perform the services described in the Contract:

- _____ Title: _____
- _____ Title: _____
- _____ Title: _____
- _____ Title: _____
- _____ Title: _____
- _____ Title: _____
- _____ Title: _____
- _____ Title: _____

Approved methods of secure delivery of PHI between Contractor and RCBOH:

- Secure FTP file transfer (preferred)
- Encrypted email or email sent through “secure tunnel” approved by RCBOH Information Security Officer
- Email of encrypted document (password must be sent by telephone only)
- Encrypted portable media device and tracked delivery method

Contractor must update this list as needed and provide the updated form to the RCBOH Project Leader. Use of RCBOH Protected Health Information by individuals who are not described on this Attachment D-1, as amended from time to time, is a violation of the Agreement.

RCBOH Project Leader Contact Information:

ATTACHMENT D-2

Part 1:

Please initial beside the correct option. Please select only one option.

_____ Contractor DOES NOT need any user accounts to access RCBOH Information Systems. Do not complete Part 2 of this form.

_____ Contractor DOES need user accounts to access RCBOH Information Systems. Please complete Part 2 of this form.

Part 2:

Please complete the table below if you indicated that Contractor DOES need any user accounts to access RCBOH Information Systems. Please attach additional pages if needed.

List of Individuals Authorized to Access a RCBOH Information System Containing PHI

The following individuals, as employees or agents of Contractor, need access to RCBOH Information Systems containing RCBOH Protected Health Information in order for Contractor to perform the services described in the Contract:

Full Name	Employer	RCBOH Information System	Type of Access (Read only? Write?)

The RCBOH Project Leader must submit a completed RCBOH Network Access Request Form for each individual listed above, and for anyone who might later be added to this list.

Contractor must notify the Project Leader identified in the Contract immediately, but at least within 24 hours, after any individual on this list no longer needs the level of access described. Failure to provide this notification on time is a violation of the Agreement.

Contractor must update this Attachment D-2 as needed and provide the updated form to the RCBOH Project Leader.

Exhibit E Janitorial Bid Sheet

Company Name:		
Owner/Contact Name:		
Address:		
Phone:		
Email:		
Date:		
*Itemize Bid Below As Follows:		
Laney Walker Cost/Month	\$	
South Augusta Cost/Month	\$	
Attachment B - Day Porter Cost	\$	
TOTAL MONTHLY COST	\$	
Number of staff and manpower hours/day	Number of Staff Per Day	Manpower Hours Per Day
Laney Walker		
South Augusta		
	Total Number of Staff Per Day	Total Manpower Hours Per Day

Starting Times		
Location	Day	Starting Time
Laney Walker - 950 Laney Walker Blvd.	Monday-Friday	5:00 p.m.
South Augusta - 2420 Windsor Spring Road	Monday - Wednesday	5:00 p.m.
	Thursday	7:30 p.m.
	Friday	5:00 p.m.
Clean Up after Special Events At All Locations - To start at the completion of the event		

Signature

Date

Signature

Date

**Richmond County Health Department
Debarment Statement**

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER
RESPONSIBILITY MATTERS (Executive Order 12549, Debarment and Suspension,
34 CFR Part 85)

Contractor certifies to the best of its knowledge and belief, that it and its principals:

- (a) Are Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal, State, and/or Local department or agency;
- (b) Have Have not within a three-year period preceding award of this consulting agreement 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) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are Are not presently indicted for or otherwise criminally charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in Paragraph (b) above; and
- (d) Have Have not within a three-year period preceding award of this consulting agreement had one or more public transactions (Federal, State or Local) terminated for cause or default.

Contractor Signature

Date

Typed or Printed Name

DEPARTMENT OF PUBLIC HEALTH

Drug-Free Work Place Notice

It is the policy of the Department of Public Health (DPH) to provide a drug-free work place. Illegal drug use significantly impacts the work place and is a serious threat to public health, safety and welfare. DPH employees are **prohibited** from engaging in the **unlawful/illegal** manufacture, distribution, dispensation, possession or use of a controlled substance in the work place or while performing assigned duties. Employees are **required** to notify their supervisors and/or other authorized officials of **any** criminal arrests or convictions within 5 calendar days of the occurrence. Violations of the above may result in disciplinary actions, up to and including termination from employment.

As a condition of employment, while in the work place, in official travel status or performing assigned duties, employees are:

- required to be free of illegal drugs;
- prohibited from abusive use of legal drugs or other substances, which create the potential for significant risk of harm to themselves or others;
- prohibited from using someone else's prescription drugs since it is against the law;
- prohibited from possessing or consuming alcohol.

Any DPH employee may be required to submit to alcohol and/or drug testing due to reasonable suspicion.

Drug testing is conducted for the presence of the following illegal drugs:

- marijuana/cannabinoids (THC)
- cocaine
- amphetamines/methamphetamines
- phencyclidine (PCP)
- opiates

Alcohol Testing and Results

Employees who refuse to submit to alcohol testing when directed **will be immediately terminated** from employment. Employees whose test shows the presence of alcohol are subject to disciplinary action, up to and including termination from employment. In addition, employees who are separated may be ineligible for future employment with DPH for a period of 2 years. A determination of appropriate action regarding alcohol testing will be made on a case by case basis.

Drug Testing and Results

DPH employees who refuse to submit to drug testing when directed, or whose test result indicates the use of illegal drug(s), **will be immediately terminated** from employment and **will not be eligible** for future employment with DPH for a period of 2 years.

Persons currently employed with State government outside of DPH, who refuse pre-employment drug testing, or whose test result indicates the use of an illegal drug(s), will not be employed by the Department and **will not be eligible** for future employment with DPH for a period of 2 years.

Applicants not currently employed with State government, who refuse pre-employment drug testing, or whose test result indicates the use of an illegal drug(s), will not be employed by the Department and will not be eligible for any State employment for a period of 2 years.

Employee Assistance

DPH is willing to assist employees with alcohol and/or drug-related problems. Employees must advise their supervisors or other authorized officials in writing of the need for assistance prior to being notified of required testing and prior to being arrested for a criminal drug offense. Employees may also seek assistance with alcohol and/or drug-related problems through their health insurance providers or health maintenance organizations.

ACKNOWLEDGEMENT

I understand that I must abide by the conditions outlined in this notice. I will notify my supervisor, other authorized official or the Office of Human Resources of any criminal drug arrest or conviction within 5 calendar days of the arrest or conviction. I realize that federal law may require that my employer communicate conviction information to a Federal agency.

I also understand that I am to be free of alcohol and illegal drugs in the work place or while performing assigned duties.

Applicant/Employee's Name (Please Print) _____

Applicant/Employee's Signature _____ Date _____