



Request for Proposal

School Nutrition Kitchen Maintenance Services

Solicitation Notice

The Griffin-Spalding County School System is conducting an analysis and seeking proposals for **Kitchen Maintenance Services** required for designated locations around the school system. Qualified Contractors interested in providing a proposal for Kitchen Maintenance shall be knowledgeable and adequately qualified to perform the work as described. Such contractors shall have a minimum of 5 years experience in the related field of work and have experience in at least 5 maintenance contracts that are similar in scope and size as that specified. All interested contractors must provide the pertinent required data.

Please read all materials enclosed before submitting a proposal. It is the responsibility of each person or company proposing to understand the scope of the work involved and to fully comprehend the work required.

Qualified vendors with the required experience in conducting maintenance of kitchen equipment of a school system covering approximately 1,500 employees should answer each of the following questions in detail and submit their responses to:

**Carol Y. Tims
Budget and Procurement Analyst
216 South 6th Street
Griffin, GA 30224**

All responses must be received by 12:00 p.m. on Wednesday, July 8, 2026 in order to be considered. All RFPs received after that time will not be opened nor considered. All responses should be clearly marked "RFP #27-101 Kitchen Maintenance Proposal Enclosed" on the outside of a sealed envelope. Responses must be received in the following formats:

1. One (1) original
2. Seven (7) copies
3. One (1) electronic version emailed to procurementdocs@gscs.org

Proposals will be opened at 10:00 a.m. on Monday, July 13, 2026 at 216 South 6th Street, Griffin, GA 30224. The Griffin-Spalding County School System reserves the right to waive any and all guidelines herein, to waive minor irregularities, and to reject any RFP if considered to be in the best interest of the school district.



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Furthermore, time is of the essence to ensure the recommendation(s) can be presented for review and approved at the Board of Education meeting scheduled for Tuesday, July 21, 2026, so incomplete proposals are apt to be discarded.

The effective date of service will be for the 2026 - 2027 school year.

IF YOUR COMPANY WILL BE PARTICIPATING IN THIS RFP, PLEASE EMAIL CAROL Y. TIMS AT procurementdocs@gscs.org. ALL QUESTIONS WILL BE ANSWERED AND DISCLOSED TO EACH PARTICIPATE VIA THE DISTRICT'S WEBSITE, www.gscs.org, UNDER THE MENU/DEPARTMENTS/FINANCE SECTION.

IF NEEDED, SCHOOL SYSTEM DATA WILL BE SENT TO YOU VIA EMAIL ONCE YOU HAVE NOTIFIED US OF YOUR PARTICIPATION IN THIS RFP.

RFP Scope of Work

The Griffin-Spalding County School System is seeking proposals from qualified vendors to provide kitchen maintenance service to all 21 cafeteria sites. The selected vendor will work collaboratively with the School Nutrition staff to ensure all work described is adequately performed.

The contractor assigned to provide kitchen maintenance services in the school cafeterias must comply with and perform the following:

- Maintain a pattern of prompt and regular service when called.
- Complete all types of electrical, plumbing, refrigeration, and HVAC maintenance, repairs and installation projects for the nutrition department.
- Loads, unloads, and moves kitchen equipment.
- Unclogs drains.
- Comply with state law, applicable codes and safety procedures.
- Troubleshoots and repairs commercial kitchen appliances such as stoves, dishwashers, vent hoods, combi ovens, walk-in freezers, walk-in coolers, reach-in freezers, reach-in coolers, warmers, ice machines, booster heaters, steamers, and other kitchen appliances.
- Comply with health department regulations regarding food service including wearing a hat and health codes regarding facial hair.
- Provide quality customer service for the purpose of maintaining an effective and efficient work environment
- State certified



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General Requirements of the Agreement

The Contractor agrees to abide by the following:

- The Contractor shall work with the kitchen cafeterias, as needed.
- It is the Contractor's responsibility to employ skilled workers for the execution of this Contract. Work shall be performed by competent people, capable of operating the equipment and machinery as intended by the manufacturers.
- All workers will refrain from using tobacco products while on school property. If any such substances are found they could result in arrest and will warrant immediate and permanent dismissal of the worker and possible termination of the agreement.
- The contractor shall strive to ensure that its employees pose no threat to students and faculty at the school sites
- No workers will wear clothes with words, emblems or advertisements inappropriate for young children to see; it is encouraged that workers wear company shirts or identification of some kind.
- The contractor must possess equipment sufficient to maintain the kitchen maintenance service according to the specified schedule.
- Any deficiencies identified in the performance of the work shall be promptly corrected. If any deficiency remains unresolved following the next scheduled work period, the Contractor shall provide a written explanation detailing the reason the deficiency remains outstanding and the date by which corrective action will be completed.
- The Contractor shall issue a quote prior to any work performed. The school system will make efforts to process acceptable invoices within 30 days of receipt.
- Upon arrival at all GSCS properties during normal school hours, the contractor will be required to sign in with the front office at each site. In such cases, where school is in session the contractor shall ensure that its work efforts do not interfere with or affect the normal operations of the school.
- Extreme caution shall be exercised by the contractor while on GSCS property. The contractor shall ensure that all precautions are taken to maintain a safe job site and to prevent any injury to students, staff, personnel and workmen. The Contractor is responsible for all safety on the job site and conditions pertaining to his work.
- Contractor shall provide proof of required insurance and workman's compensation coverage prior to contract start-up that shall show coverage for the length of the contract.



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Minimum Insurance Requirements are as follows:

Certificate of Liability

\$ 1,000,000 Each Occurrence

\$ 2,000,000 General Aggregate

\$ 50,000 Fire Legal Liability

\$ 1,000,000 Personal & Advertising Injury

\$ 5,000 Medical Payments

Workman's Compensation Statutory Limits

\$ 500,000 EL Each Accident

\$ 100,000 EL Disease - EA Employee

\$ 500,000 EL Disease - Policy Limit

The contractor shall be prepared to provide verifiable proof of financial stability and must be able to provide, upon request, a written guarantee as to the ability of his/her company to complete the work as specified for the length of the agreement. Upon notification of an acceptable award the contractor shall submit a planned schedule for performing the work approved within its agreement. Throughout the period of the agreement the Contractor and Nutrition Director shall update such schedule to depict any changes and alterations of the schedule that are mutually agreed to.

Sealed RFP from vendors will be received by the Griffin-Spalding County School System, 216 South 6th Street, Griffin, GA 30224 until **12:00 p.m. on Wednesday, July 8, 2026**. All RFPs received after that time will not be opened nor considered.

RFP may not be withdrawn for a period of sixty (60) days after the date of receipt of bids. RFP documents may be obtained at www.gscs.org under the Menu/Departments/Finance section. The Griffin-Spalding County School System reserves the right to reject any or all bids; any part or parts of a bid, waive any technicalities/informalities, increase or reduce quantities, make modifications or specifications, and award any or all of the contract in a manner that is in the best interest of the Griffin-Spalding County School System.

Qualifications should be presented on the school district questionnaire (attached).

All questions regarding this RFP shall be submitted to the Budget and Procurement Analyst, Carol Y. Tims, at procurementdocs@gscs.org no later than **12:00 p.m. on Thursday, June 18, 2026**. Questions received after this date will not receive a response. All questions will be answered and disclosed to each participant via the district's website, www.gscs.org, under the Menu/Departments/Finance section.



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Vendor Information and Background

1. Name of Vendor: _____
2. Principal business address: _____
3. Telephone/ fax number: _____
4. Website address: _____
5. When Organized: _____
6. If a corporation, place of incorporation _____
7. Number of full-time employees: _____

Process/Services

1. How many years have you been engaged in the kitchen maintenance service business under your present firm or trade name?
2. Describe the general description of work performed by your company.
3. Have you ever failed to complete any work awarded to you or defaulted on an agreement/contract? If so, where and why?
4. Have you ever had an agreement/contract terminated? If so, where and why?
5. List the background and experience of the principal member of your organization, including officers.



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6. Please provide a list of five (5) kitchen maintenance service contracts of similar scope and size (attach a schedule of these, showing company/owner, name of owner / owner's representative, contact number, location, contract amount, and period of agreement).
7. Please provide a list of your five (5) largest maintenance service contracts if different than those provided in item 6 (Attach a schedule of these, company/owner, name of owner / owner's representative, contact location, contract amount, and period of agreement).
8. Please provide a list of the types and models of equipment your company has experience repairing, i.e. ovens, steamers, dishwashers, etc.
9. Please provide a list of subcontractors you plan to utilize to perform the specified kitchen maintenance services.

Fees and Expenses

1. Provide a detailed pricing structure. If additional fees are expected of GSCS, or if your company offers additional fee-supported services which are supplemental to your proposal, please clearly describe costs and services on a separate fee addendum.
2. Describe any performance guarantees or penalties.
3. Do you require a contract for your services? If so, please attach.
4. Please quote the services on the following basis:
 - 1 year
 - 2 years (annually renewable)
 - 3 years (annually renewable)



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General Information

Please provide the name(s), title(s), address(es), telephone and fax number(s), and e-mail address(es) of the individual(s) responsible for responding to this request.



Certification Regarding Debarment, Suspension, and Other Responsibility Matters Primary Covered Transactions

The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. § 552a, as amended). This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, and 2 CFR § 180.335, Participants' responsibilities. The regulations were amended and published on August 31, 2005, in 70 Fed. Reg. 51865-51880. Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the proposed covered transaction.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0505-0027. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The provisions of appropriate criminal and civil fraud privacy, and other statutes may be applicable to the information provided.

(Read instructions on page two before completing certification.)

A. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, or proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
2. Have not within a 3-year period preceding this proposal 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;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (A.2.) of this certification; and
4. Have not within a 3-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

B. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

ORGANIZATION NAME	PR/AWARD NUMBER OR PROJECT NAME
NAME(S) AND TITLE(S) OF AUTHORIZED REPRESENTATIVE(S)	
SIGNATURE	DATE

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

Instructions for Certification

- (1) By signing and submitting this form, the prospective primary participant is providing the certification set out on page 1 in accordance with these instructions.
- (2) The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant must submit an explanation of why it cannot provide the certification set out on this form. The certification or explanation will be considered in connection with the Department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation will disqualify such person from participation in this transaction.
- (3) The certification in this clause is a material representation of fact upon which reliance was placed when the Department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department or agency may terminate this transaction for cause or default.
- (4) The prospective primary participant must provide immediate written notice to the Department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- (5) The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549, at 2 CFR Parts 180 and 417. You may contact the Department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
- (6) The prospective primary participant agrees by submitting this form that, should the proposed covered transaction be entered into, it may not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the Department or agency entering into this transaction.
- (7) The prospective primary participant further agrees by submitting this form that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," provided by the Department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- (8) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the General Services Administration's System for Award Management Exclusions database.
- (9) 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 this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- (10) Except for transactions authorized under paragraph (6) of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the Department or agency may terminate this transaction for cause or default.

Certification Regarding Lobbying

Applicable to Grants, Sub-grants, Cooperative Agreements, and Contracts Exceeding \$100,000 in Federal funds.

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by section 1352, Title 31, U.S. Code (The Byrd Anti-Lobbying Amendment) 2 CFR Appendix 2 to Part 200 (I). This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, an employee of a Member of Congress, or any Board Member, officer, or employee of **Griffin-Spalding County School District SFA** in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, an employee of a Member of Congress, or any Board Member, officer, or employee of **Griffin-Spalding County School District SFA** in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL (SF-LLL), Disclosure Form to Report Lobbying, in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all covered sub-awards exceeding \$100,000 in Federal funds at all appropriate tiers and that all sub-recipients shall certify and disclose accordingly.

Name/Address of Organization

Name/Title of Submitting Official

Signature

Date

The entire Civil Rights Assurance Statement must be included on all contracts, agreements, solicitations. Modify the assurance to specify your school district. The full assurance statement is as follows:

The Griffi-Spalding County School District hereby agrees that it will comply with:

- i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.);
- ii. Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.);
- iii. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794);
- iv. Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.);
- v. Title II and Title III of the Americans with Disabilities Act (ADA) of 1990 as amended by the ADA Amendment Act of 2008 (42 U.S.C. 12131-12189);
- vi. Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency." (August 11, 2000);
- vii. All provisions required by the implementing regulations of the Department of Agriculture (USDA) (7 CFR Part 15 et seq.);
- viii. Department of Justice Enforcement Guidelines (28 CFR Parts 35, 42 and 50.3);
- ix. Food and Nutrition Service (FNS) directives and guidelines to the effect that, no person shall, on the grounds of race, color, national origin, sex (including gender identity and sexual orientation), age, or disability, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity for which the Program applicant receives Federal financial assistance from USDA; and hereby gives assurance that it will immediately take measures necessary to effectuate this Agreement.
- x. The USDA non-discrimination statement that in accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs).

This assurance is given in consideration of and for the purpose of obtaining any and all Federal financial assistance, grants, and loans of Federal funds, reimbursable expenditures, grant, or donation of Federal property and interest in property, the detail of Federal personnel, the sale and lease of, and the permission to use Federal property or interest in such property or the furnishing of services without consideration or at a nominal consideration, or at a consideration that is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale, lease, or furnishing of services to the recipient, or any improvements made with Federal financial assistance extended to the Program applicant by USDA. This includes any Federal agreement, arrangement, or other contract that has as one of its purposes the provision of cash assistance for the purchase of food, and cash assistance for purchase or rental of food service equipment or any other financial assistance extended in reliance on the representations and agreements made in this assurance.

By accepting this assurance, the Griffin-Spalding County School District agrees to compile data, maintain records, and submit records and reports as required, to permit effective enforcement of nondiscrimination laws and permit authorized USDA personnel during hours of program operation to review and copy such records, books, and accounts, access such facilities and interview such personnel as needed to ascertain compliance with the nondiscrimination laws. If there are any violations of this assurance, the Department of

Agriculture, FNS, shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Griffin-Spalding County School District , its successors, transferees, and assignees as long as it receives assistance or retains possession of any assistance from USDA. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Griffin-Spalding County School District .

Signature: _____

Printed Name: _____

Title: _____

GSCS

Kitchen Maintenance Service Sites

Elementary Schools	Addresses
Anne Street Elementary	802 Anne Street, Griffin, GA, 30224
Atkinson Elementary	307 Atkinson Drive, Griffin, GA, 30223
Beaverbrook Elementary	251 Birdie Road, Griffin, GA, 30223
Cowan Road Elementary	1233 Cowan Road, Griffin, GA, 30223
Crescent Elementary	201 Crescent Road, Griffin, GA, 30224
Futral Road Elementary	180 Futral Road, Griffin, GA, 30224
Jackson Road Elementary	1233 Jackson Road, Griffin, GA, 30223
Jordan Hill Elementary	75 Jordan Hill, Griffin, GA, 30223
Moore Elementary	201 Cabin Creek Drive, Griffin, GA, 30223
Moreland Road Elementary	455 Moreland Road, Griffin, GA, 30224
Orrs Elementary	1553 Flynt Street, Griffin, GA, 30223
Middle Schools	Addresses
Carver Road Middle	2185 Carver Road, Griffin, GA, 30224
Cowan Road Middle	1185 Cowan Road, Griffin, GA, 30223
Kennedy Road Middle	280 Kennedy Road, Griffin, GA, 30223
Rehoboth Road Middle	1500 Rehoboth Road, Griffin, GA, 30224
High Schools	Addresses
Griffin High School	1617 W. Poplar Street, Griffin, GA, 30224
Spalding High School	433 Wilson Road, Griffin, GA, 30224
A.Z.Kelsey Academy & Achievement Center	200 A.Z. Kelsey Avenue, Griffin, GA, 30223
Learning Centers	Addresses
Enrichment Center	205 Spalding Drive Griffin, GA, 30223
Griffin Region College and Career Academy	221 Spalding Drive Griffin, GA, 30223
Mainstay Academy	200 A.Z. Kelsey Avenue, Griffin, GA, 30223