



ATLANTA
PUBLIC
SCHOOLS

Making A Difference

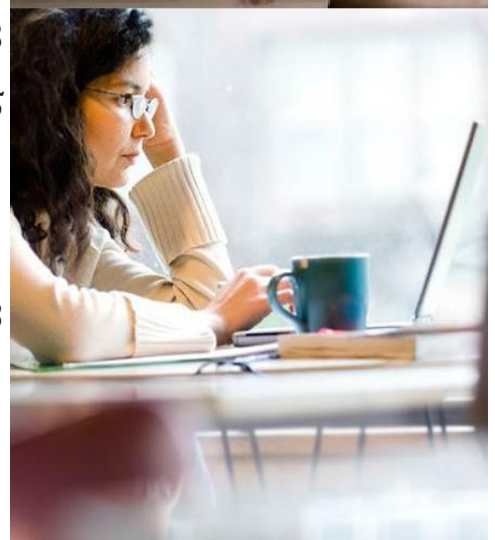
BUY BACK SERVICES GUIDE BOOK

Version 1.3

THE OFFICE OF INNOVATION

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Note from the Executive Director

The Office of Innovation is pleased to support the district's charter schools with the 2nd Annual Buy Back Services Guide. The guide will provide you with a description and pricing of the services available to your school. Each service also has an identified contact so that further information can be obtained, if needed.

The Curriculum and Instruction Supplement provides additional information on programs and instructional activities managed and/or offered through the Department of Teaching and Learning.

This Guide works in tandem with the Buy Back Services Agreement, and will be updated regularly to reflect changes in service offerings and/or associated costs, if applicable. Current versions of the guide book can be found on the Office of Innovation webpage via the Atlanta Public Schools website at: <http://www.atlanta.k12.ga.us/Page/778>.

I hope you find this guide useful and take advantage of the many services offered.

Gayle Burnett
Executive Director, Office of Innovation

How to Use This Guide:

The Buy Back Services Guide is divided into five sections: Human Resources, Information Technology, Operations, Student Services and Teaching and Learning Vendor Services. All service offerings include the following information: brief description, type of service offered, service availability, provider specifics, term qualifications (if applicable), access to and conditions for service, district contact(s), costs and payment information.

The supplemental Curriculum and Instruction guide provides information on Teaching and Learning programs and instructional activities divided into two (2) distinct categories:

- Free – Requires no form of payment to Atlanta Public Schools.
- Basic – Carries minimal to moderate cost(s) for school/student participation.

Dispute Resolution:

Should either Atlanta Public Schools or the Charter School dispute any aspect of the provision of or payment for the goods, service and/or personnel to the Charter School, the parties agree to follow the tiered dispute resolution process defined in the Buy Back Services Agreement.

The Office of Innovation will work with both parties (Charter School and District Department) to reach a dispute resolution.

HUMAN RESOURCES

#HR01: Aesop® Substitute and Absence Management System Overview:

Description: Aesop® is an automated substitute placement and absence management system. It is a Software-as-a-Service (SaaS) application, accessible through the phone or Internet anywhere, anytime. It provides:

- Automated web and phone-based substitute placement
- Real-time absence data and custom report building
- Easy data integration with other software providers
- 24/7 tracking and accountability to help reduce absenteeism

With Aesop®,

- Teachers and other employees register their absences at any time
- Substitutes search for available assignments anytime
- Administrators know in real time which employees are absent, why they are absent and who is substituting for them

Aesop® offers many benefits, including:

- No hardware, software or phone lines to install or maintain;
- Full access by phone or Internet at any time, from anywhere; and
- Paperless approval process for faster approvals, better absence tracking, and more efficient reporting.

To learn more about Aesop®, visit <http://www.frontlinek12.com>.

Aesop® as a Buy-Back Service for Charter Schools:

Since Atlanta Public Schools has procured Aesop® as its absence and substitute management system, Charter Schools can procure Aesop® Substitute Placement and Absence Management at a significantly reduced rate. Charter Schools will be able to manage their own substitutes for teachers, paraprofessionals, media specialists and school counselors with the added benefit of an absence management system. Charter schools can also maintain their autonomy by having a direct relationship with Frontline Technologies which will provide them with implementation and direct customer support. Aesop® may be integrated with existing payroll or HR systems used at charter schools.

Type of Service: Service

Availability: Charter schools can begin using Aesop® and take advantage of significant subscription discounts. Once the minimum specification has been met, charter schools selecting this service in subsequent years will be able to benefit from district subscription discounts as well. There will be a 5 - 6 week set up time to be up and running.

Provider/Contact Information: Frontline Technologies/Dawn Thompson,
dthompson@frontlinetechnologies.com

Conditions for Service: Service is available as a vendor direct service to charter schools. This system will not provide access to APS substitutes.

Commitment to Service: Schools are not required to sign a multi-year agreement. If service has been initiated, the subscription can be cancelled at any time with 30 day advance notification.

How will the school access the service? Schools will engage directly with vendor to discuss service needs.

How will the school verify the service has been performed? School will receive service(s) as ordered.

District Contact: Brandi Lee at 404-802-2320 or leebr@atlanta.k12.ga.us

Cost: A one-time set up fee of \$1,500 plus annual subscription costs based on the following:

- \$2.00 per teacher/ month for 10 months
- \$1.00 per non-teacher/ month for 10 months

Payment: Direct payment to vendor.

INFORMATION TECHNOLOGY

#IT01: Equipment Services

Description: This service provides charter schools with the ability to purchase and deploy laptops, desktops, tablets etc. to school staff.

Type of Service: Goods and service

Availability: Annually

Provider/Contact Information: Prosys/BizXchange www.ithardware.apsk12.org

Conditions for Service: Service is available as a vendor direct service to charter schools. There will be an option to purchase devices with (or without) the APS image. **PLEASE NOTE** – the APS image will only work on devices connected to the district’s network.

Commitment to Service: N/A

How will the school access the service? Access site using: UserName = apuser, Password = apuser login credentials. The system will prompt creation of an account which can be used to access all hardware types offered. A quote for equipment and related services will be generated.

How will the school verify the service has been performed? Schools will receive goods as ordered.

District Contact: Olufemi Aina 404-802-2157 or oina@atlanta.k12.ga.us

Secondary District Contact: Alex Clark 404-802-2163 or alclark@atlanta.k12.ga.us

Cost: Equipment costs include a 3-year warranty for accidental damage. There is a direct pass-through of costs to charter schools. See website for detailed pricing (www.ithardware.apsk12.org).

Payment: Direct payment to vendor.

#IT02: Internet Support

Description: Provides access to Internet provider.

Type of Service: Service

Availability: Annually

Provider/Contact Information: InformationTechnology/charterbuyback@atlanta.k12.ga.us

Conditions for Service: Schools will be required to purchase an Edge device (school level switch). Restrictions will be based upon APS web content filters, network etc.

Commitment to Service: School must be on the Atlanta Public School's network.

How will the school access the service? Complete and submit the Buy Back Services Cost Matrix to charterbuyback@atlanta.k12.ga.us.

How will the school verify the service has been performed? Internet services will be activated at the school.

District Contact: Sam Pointer 404-802-2107 or spointer@atlanta.k12.ga.us

Cost: Direct pass-through of costs from the Internet Service Provider based on the following cost structure:

- **One-Time Charge:**
OSPF-capable network edge switch (one only), to facilitate the connection to the WAN circuit at the school. Must purchase through the APS IT Team the same make/model deployed to all other schools (Estimated cost \$3,000)
- **Monthly Charge:**
Shared Internet Cost (\$47.80) + Shared WAN Circuit Aggregated Cost (\$124.21) + WAN Circuit to School (Options; 100MB for \$400 or 1000MB for \$590)

Payment: Direct payment to vendor

#IT03: School Technical Support

Description: Field Support Technician to provide desk side support and resolve issues at the school site.

Type of Service: Service and personnel

Availability: Annually

Provider/Contact Information: Covendis Vendor Management Solution/Jennifer Buch (877) 268-3634, x-4206

Conditions: Service is available as a vendor direct service to charter schools.

Commitment to service: Commitment to continuous use of tech support during term defined by scope of work (cannot break services or request only periodic support).

How will the school access the service? Complete and submit the Buy Back Service Cost Matrix to charterbuyback@atlanta.k12.ga.us.

How will the school verify the service has been performed? School tech will be deployed to provide school-based technical support according to a detailed scope of work.

District Contact: Olufemi Aina, 404-802-2157 or oaina@atlanta.k12.ga.us

Secondary District Contact: Alex Clark, 404-802-2163 or alclark@atlanta.k12.ga.us

Costs:

- **Annual:** Direct pass-through costs based on a percentage utilization of the support technician's time:
 - 100% (\$52,800)
 - 50% (\$26,400)
- **One-time:** An additional \$750 per support tech will be charged as a one-time fee for administrative costs incurred to onboard techs, supplied materials and training.

Payment: Direct payment to vendor – actual time worked by tech
District will invoice for services – one time administrative cost

#IT04: Xerox Copier Services

Description: Monthly lease for copier units, maintenance service and supplies according to the unit selected – *options listed below*.

Type of Service: Goods and service

Availability: Annually according to contract terms

Provider/Contact Information: Xerox/Katrina D. Douse, *Client Manager* 404.862.8031
Katrina.Douse@xerox.com OR Meg Jones, *Managed Print Services Specialist*
678.463.8698 Margaret.Jones@xerox.com

Conditions for Service: Monthly lease includes maintenance service on the machines and all services specified under cost below. Issues and/or needs must be escalated through Help Desk Support - 404.802.1000.

Commitment to Service: Schools must commit to the negotiated 36 month term.

How will the school access the service? Schools will engage directly with vendor to discuss service needs.

How will the school verify the service has been performed? Schools will receive goods and service as ordered.

District Contact: Hiram Abdullah, 404-802-2516 or habdullah@atlanta.k12.ga.us

Cost: Pricing Fixed for 36 month Term

WorkCentre 5865APT (Black & White) 36 Month Term -\$375.10

CONFIGURATION:

- Black and White (B&W) Multifunctional Device
- Print, Copy, Scan, Fax
- Speed: 65pages per minute in B&W
- 4 Trays (4,600 Sheets) + 100 Sheet Bypass Tray
- Office Finisher –50 Sheet
- 3-Hole Punch
- Unlimited B&W Prints Monthly
- Consumable Supplies Included

ELECTRICAL REQUIREMENTS:

Voltage: 110-127 VAC +/-10%
Frequency: 50/60 Hz +/-5%, 10 A

WorkCentre 7855PT (Color) 36 Month Term -\$247.27

CONFIGURATION:

- Color Multifunctional Device
- Print, Copy, Scan, Fax
- Speed: 55 pages per minute in Black & White and 50 ppm Color
- 2 Trays (1,040 Sheets) + 1 Tandem (2,000 sheet A4/letter) + 100 Sheet Bypass Tray
- Office Finisher –50 Sheet
- 2/3 Hole Punch
- Unlimited B&W Prints Monthly/All Color Prints \$0.0496 Per
- Consumable Supplies Included

ELECTRICAL REQUIREMENTS:

Voltage: 110-127 VAC +/-10%
Frequency: 50/60 Hz +/-3%, 15 A

Payment: Direct payment to vendor.

INSTRUCTIONAL TECHNOLOGY: *Non-Title I Schools Only*

#IT05: Professional Learning Services

Description: These services facilitate the implementation and support of blended learning.

Type of Service: Personnel

Availability: Annually

Provider/Contact Information: APS Instructional Technology/Specialist will be assigned

Conditions: Instructional support is provided by Educational Technology Specialists (ETS). The ETS can provide support to schools by:

- Collaborating and planning with teachers
- Co-teaching with students in the room
- Providing tech tools training (devices)
- Observing technology lessons
- Working one-on-one with students

General Services: Professional learning opportunities that support the integration of technology into all facets of the curriculum and learning environment.

Interactive White-Board Series: We offer training sessions at the Novice, Intermediate, and Advanced levels.

Instructional Technology Best Practices: Provides teachers with the skills needed to effectively integrate technology into the classroom.

Implementing Blended Learning: This session will provide an overview of the models and best practices associated with blended learning.

Commitment to service: Based on actual number of service hours purchased by the school, i.e. four (4) hours of support purchased—training will be customized to fit within the four hour time limit.

How will the school access the service? Information and Accountability Web Portal Request System – complete the ETS Teacher Request Form by specifying exactly what is needed and what the training/service should include.

How will the school verify the service has been performed? Instructional Technology will distribute a Professional Learning evaluation survey upon completion of each professional learning session through the ETS Teacher Feedback Form.

District Contact: Aleigha Henderson-Rosser, 404-802-2578 or ahrosser@atlanta.k12.ga.us

Secondary District Contact: Natasha Rachell, 404-802- 2741 or nbrachell@atlanta.k12.ga.us

Cost: \$58 per hour

Payment: District will invoice for services

#IT06: Digital Assessment Strategies and Tools

Description: Training and support utilizing digital tools to facilitate formative and summative assessments.

Type of Service: Personnel

Availability: Annually

Provider/Contact Information: APS Instructional Technology/ Specialist will be assigned

Conditions: Instructional support is provided by Educational Technology Specialists (ETS). The ETS can provide support to schools in the use of digital assessment Tools such as: ActivInspire, iRespond clickers and various web 2.0 tools.

Commitment to service: Based on actual number of service hours purchased by the school, i.e. four (4) hours of support purchased–training will be customized to fit within the four hour time limit.

How will the school access the service? Information and Accountability Web Portal Request System – complete the ETS Teacher Request Form by specifying exactly what is needed and what the training/service should include.

How will the school verify the service has been performed? Instructional Technology will distribute a Professional Learning evaluation survey upon completion of each professional learning session through the ETS Teacher Feedback Form.

District Contact: Aleigha Henderson-Rosser, 404-802-2578 or ahrosser@atlanta.k12.ga.us

Secondary District Contact: Natasha Rachell, 404-802- 2741 or nbrachell@atlanta.k12.ga.us

Cost: \$58 per hour

Payment: District will invoice for services

#IT07: Tools/Resources (web 2.0)

Description: Training and support in the utilization of various digital tools and resources to promote project based learning, collaboration, communication, critical thinking, and creativity in the classroom.

Type of Service: Personnel

Availability: Annually

Provider/Contact Information: APS Instructional Technology/Specialist will be assigned

Conditions: Instructional support is provided by Educational Technology Specialists (ETS) in the use of: digital resources, such as: Social Media Resources (Twitter, Blogs, Pinterest, Wikis, Teacher Tube, Kids Tube).

Commitment to service: Based on actual number of service hours purchased by the school, i.e. four (4) hours of support purchased–training will be customized to fit within the four hour time limit.

How will the school access the service? Information and Accountability Web Portal Request System – complete the ETS Teacher Request Form by specifying exactly what is needed and what the training/service should include.

How will the school verify the service has been performed? Instructional Technology will distribute a Professional Learning evaluation survey upon completion of each professional learning session through the ETS Teacher Feedback Form.

District Contact: Aleigha Henderson-Rosser, 404-802-2578 or ahrosser@atlanta.k12.ga.us

Secondary District Contact: Natasha Rachell, 404-802- 2741 or nbrachell@atlanta.k12.ga.us

Cost: \$58 per hour

Payment: District will invoice for services

#IT08: School Improvement Planning

Description: These services aid in the use of technology forecasting and planning needed to support instructional goals.

Type of Service: Personnel

Availability: Annually

Provider/Contact Information: APS Instructional Technology/ Specialist will be assigned

Conditions: Instructional support is provided by Educational Technology Specialists (ETS). The ETS can provide support to schools in technology planning, such as: Instructional technology purchases (Tablets, Assessment devices, laptops, etc.), and Software purchasing (digital resources to support instruction).

Commitment to service: Based on actual number of service hours purchased by the school, i.e. four (4) hours of support purchased–training will be customized to fit within the four hour time limit.

How will the school access the service? Information and Accountability Web Portal Request System – complete the ETS Teacher Request Form by specifying exactly what is needed and what the training/service should include.

How will the school verify the service has been performed? Instructional Technology will distribute a Professional Learning evaluation survey upon completion of each professional learning session through the ETS Teacher Feedback Form.

District Contact: Aleigha Henderson-Rosser, 404-802-2578 or ahrosser@atlanta.k12.ga.us

Secondary District Contact: Natasha Rachell, 404-802- 2741 or nbrachell@atlanta.k12.ga.us

Cost: \$58 per hour

Payment: District will invoice for services

#IT09: Atlanta Virtual Academy

Description: Beyond the school day virtual instruction taught by highly qualified teachers using NCAA approved content.

Type of Service: Service

Availability: Annually during the school year

Provider/Contact Information: APS Instructional Technology/Natosha Holley, 404-802-2784

Conditions: Students can only register for one course per semester.

Virtual programs offered:

- Advanced Path
- AVA Achieve
- Credit Recovery
- SAT and ACT Test Prep

Commitment to service: Student’s must be able to access and complete the online course through the Atlanta Virtual Academy Portal.

How will the school access the service? School counselors must register students via the registration site: <http://atlanta.geniussis.com/PublicWelcome.aspx>

How will the school verify the service has been performed? Ongoing communication with the Charter School Counselor or designee regarding the student's ability to work within the course and complete assignments within the semester timeline.

District Contact: Natosha Holley, 404-802-2784 NHolley@atlanta.k12.ga.us

Cost: \$85 per course

Payment: District will invoice for services

RESEARCH AND EVALUATION

#RE01: Ad-hoc Data Requests

Description: Charter schools may request data and data analysis from the R&E division that will support their overall improvement. Any data available within the system that does not violate FERPA rights of students enrolled in the requestor's charter school is available. Beyond the standard student information and assessment data, other available data include AP, SAT, ACT, college-going, and college persistence data.

Availability: Annually

Type of Service: Service

Provider/Contact Information: APS Research and Evaluation Department/John Keltz, 404-802-1679

Conditions for Service: None

Commitment to Service: None

How will the school access the service? All requests for service are to be emailed to John Keltz at jdkeltz@atlanta.k12.ga.us

How will the school verify the service has been performed? Schools will be in receipt of requested data or analysis.

District Contact: John Keltz 404-802-1679 or jdkeltz@atlanta.k12.ga.us

Costs: \$64 per hour

Payment: District will invoice for services

#RE02: CCRPI

Description: Service is related to supporting state accountability and assessment requirements.

Type of Service: Service

Availability: Annually

Provider/Contact Information: APS Research and Evaluation Department/Larry Wallace, 404-802-2388

Conditions for Service: None

Commitment to Service: None

How will the school access the service? All requests for service are to be emailed to John Keltz at jdkeltz@atlanta.k12.ga.us

How will the school verify the service has been performed? Facilitation of requested support will be complete.

District Contact: John Keltz 404-802-1679 or jdkeltz@atlanta.k12.ga.us

Cost: Free

#RE03: Performance Dashboards

Description: Performance dashboards are available for attendance, behavior, academic outcomes and teacher performance. These dashboards drill down to the student level, are updated nightly, and are easy to interpret and translate into action.

Type of Service: Service

Availability: Annually

Provider/Contact Information: APS Research and Evaluation Department/John Keltz, 404-802-1679

Conditions for Service: Timing depends on the availability of a specific metric presentation in the dashboard.

Commitment to Service: None

How will the school access the service? All requests for service are to be emailed to John Keltz at jdkeltz@atlanta.k12.ga.us

How will the school verify the service has been performed? Schools will receive school specific dashboards based on the request for service.

District Contact: John Keltz, 404-802-1679 jdkeltz@atlanta.k12.ga.us

Cost: \$3 per student for school-leadership team access; \$5 per student for teacher and school-leadership team access.

Payment: District will invoice for services

#RE04: Professional Learning and Support for Data Interpretation and Application

Description: R&E Data Strategists are available to lead teachers and school administrators through professional learning around data interpretation and application related to the State Longitudinal Data System (SLDS), district dashboards, CCRPI, or any other data sources.

Type of Service: Service and personnel

Availability: Annually

Provider/Contact Information: APS Research and Evaluation Department/John Keltz, 404-802-1679

Conditions for Service: None

Commitments to Service: None

How will the school access the service? All requests for service are to be emailed to John Keltz at jdkeltz@atlanta.k12.ga.us

How will the school verify the service has been performed?

District Contact: John Keltz, 404-802-1679 or jdkeltz@atlanta.k12.ga.us

Cost: \$64 per hour

Payment: District will invoice for services

#RE04: Review of Research Proposals

Description: Research and Evaluation manages the research proposal process for all research studies conducted in the district. The process includes evaluation of the proposal to ensure that all research guidelines for human subjects are met, and that the study does not interfere with instruction.

Type of Service: Service

Availability: Annually

Provider/Contact Information: APS Research and Evaluation Department/John Keltz, 404-802-1679

Conditions for Service: None

Commitment to Service: None

How will the school access the service? All requests for service are to be emailed to John Keltz at jdkeltz@atlanta.k12.ga.us

How will the school verify the service has been performed? The researcher will receive an approval, denial, or a revise-and-resubmit notification upon completion of the review.

District Contact: John Keltz, 404-802-1679 or jdkeltz@atlanta.k12.ga.us

Cost: \$64 per hour

Payment: District will invoice for services

INTERNAL AUDIT

#IA01: Assurance Services

Description: Assurance services involve the periodic objective examination of evidence for the purpose of providing an independent assessment of governance, risk management and control processes the organization has in place to ensure it is operating as intended, upholding the terms of their charter and compliant with local, state and federal requirements. This allows management to focus on its core competencies and achieve its primary strategic objectives. Examples of assurance services offered include but are not limited to the following:

- Performance of agreed upon procedures
- Review of internal controls and making of recommendations for strengthening of control environment
- Systems security
- Due diligence
- Review of local, state and federal required reporting for compliance

#IA02: Consulting/Advisory Services

Description: These are advisory and related client service activities the nature and scope of which are agreed upon with the client. These services are intended to add value and improve an organization's governance, risk management, and control processes without the internal auditor assuming management responsibility. Examples include process reviews, best practice recommendations (advice), facilitation, and training.

#IA03: Investigations

Description: Investigations are independent evaluations of allegations generally focused on improper governance activities including misuse of resources, fraud, financial irregularities, significant control weaknesses and unethical behavior or actions.

#IA04: External Audit Coordination

Description: This involves assisting the charter school with fulfilling audit requirements that arise from its role as a recipient of public and other extramural funds, and to cooperate fully with external auditors and regulations.

SUMMARY

- ✓ We will make an objective assessment of your operations, and share ideas for best practices.
- ✓ We will provide counsel for improving controls, processes and procedures, performance, and risk management.
- ✓ We will deliver competent consulting, assurance, and facilitation services.
- ✓ Ensure accuracy of records.
- ✓ Evaluate internal controls and support external auditors.
- ✓ Document and analyze processes.
- ✓ Analyze task performance in functional areas.
- ✓ Survey stakeholders to determine satisfaction.
- ✓ Benchmark performance and best practices.
- ✓ Confirm compliance with laws, regulations, policies, and procedures.
- ✓ Ensure compliance with contract terms and conditions.
- ✓ Compare records with physical assets.
- ✓ Reconcile independent and management records.
- ✓ Review new system development projects.
- ✓ Evaluate computer and software application controls.
- ✓ Investigate alleged improper governance activities.

Availability: Annually

Provider/Contact Information: APS Internal Audit/William Scott, 404-802-2732

Conditions for Service: Advanced scheduling is required for any audit service. The provision of services is limited to time and staff availability.

Commitment to Service: Contingent on agreed upon services for the respective engagement.

How will the school access the service? Contact APS Internal Audit to request service.

How will the school verify the service has been performed? Milestones will be identified in the agreed upon services document; acceptance of any report resulting from services rendered would verify performance.

District Contact: William Scott 404-802-2732 or wmscott@atlanta.k12.ga.us

| Cost: | <u>Service Type</u> | <u>Hourly Rate</u> |
|--------------|--------------------------|--------------------|
| • | Consultative Services | \$60.88 |
| • | Financial Investigations | \$60.88 |
| • | IT Audits | \$60.88 |
| • | Operational Audits | \$53.95 |

Payment: District will invoice for service

Facilities Maintenance

Facilities and Maintenance services fall into two categories:

- **Minor Services** – repair and maintenance work performed inside a building, such as:
 - Plumbing leaks and stoppages – faucets, sinks and toilets in kitchens or bathrooms
 - Light electrical wiring and ballast light fixture replacements
 - Locksmith services
- **Contracted Services** – major repair or maintenance work, requiring specialists, performed inside or outside of the building such as:
 - Carpentry
 - HVAC
 - Painting
 - Electrical
 - Grounds

Schools using district-provided or district paid services, must submit advance written notification to Facilities Maintenance when a decision is made to procure an external service provider.

#FM01: Athletic Fields

Description: Athletic field maintenance services are available to charter schools through a district contractor.

Availability: Annually

Type of Service: Service

Provider/Contact Information: APS approved contractor

Conditions for Service: Conditions are based upon the capacity of the contractor to provide services and would be on a case-by-case basis.

Commitment to Service: According to service terms of district negotiated contract.

How will the school access the service? Contact APS Facilities department

How will the school verify the service has been performed? Completion of service based on scope of work.

District Contact: Robert Palmer, 404-802-3738 or rcpalmer@atlanta.k12.ga.us

Cost: \$42.00 - \$112.00 per visit

Payment: Direct payment to vendor

#FM02: Janitorial/Custodial Services

Description: Janitorial services are available to charter schools through several district contractors.

Availability: Annually

Type of Service: Service

Provider/Contact Information:

- **American Facility Services (AFS)** - Harold Angel, 770-740-1613
- **Building Maintenance Services (BMS)** - Aquirre Moises, 770-218-2993
- **Diversified Maintenance Services** – Marcellus Hood, 770-248-9315

Conditions for Service: Conditions are based upon the capacity of the contractor to provide services and would be on a case-by-case basis.

Commitment to Service: Schools will be bound by service terms of the district negotiated contract.

How will the school access the service? Schools will work directly with district contracted vendor(s) for site specific needs.

How will the school verify the service has been performed? Completion of service based on scope of work.

District Contact: Robert Palmer, 404-802-3738 or rcpalmer@atlanta.k12.ga.us

Cost: \$0.79 - \$1.28 per square feet

Payment: Direct payment to vendor

#FM03: Janitorial/Custodial Supplies

Description: Janitorial supplies are available to charter schools through several district contractors.

Availability: Annually

Type of Service: Service

Provider/Contact Information:

- Buckeye Cleaning Center/Atlanta - Regan Lapoint 281-873-4200
- Ecolab, Inc. - Sue Berschens, 651-293-4311
- Office Depot - Chris McEntee, 913-385-0856 x3050

Conditions for Service: Conditions are based upon the capacity of the contractor to provide services and would be on a case-by-case basis.

Commitment to Service: Schools will be bound by service terms of district negotiated contract.

How will the school access the service? Schools will work directly with district contracted vendor(s) for site specific needs.

How will the school verify the service has been performed? Completion of service based on scope of work.

District Contact: Robert Palmer, 404-802-3738 or rcpalmer@atlanta.k12.ga.us

Cost: Material costs + 10% storage and administrative as needed per scope of work.

Payment: Direct payment to vendor

#FM04: Lawn Maintenance Services

Description: Lawn maintenance services are available to charter schools through several district contractors. For a more detailed scope of services, please see **Addendum I - APS Lawn Maintenance**.

Availability: Annually

Type of Service: Service

Provider/Contact Information:

- Standard Landscaping, Inc. - 404-243-3315
- Ruppert Nurseries, Inc. - 770-931-9900
- Sandy Springs Lawnscape - 404-255-7000

Conditions for Service: Conditions would be based upon the capacity of the contractor to provide services and will be site specific.

Commitment to Service: Schools will be bound by service terms of district negotiated contract.

How will the school access the service? Schools will work directly with district contracted vendor(s) for site specific needs.

How will the school verify the service has been performed? Completion of service based on scope of work.

District Contact: Robert Palmer, 404-802-3738 or rcpalmer@atlanta.k12.ga.us

Cost: Costs will be site specific and not necessarily based on a cost per acre calculation. Costs range from \$300 to \$2,600 monthly based on site conditions and terrain.

Payment: Direct payment to vendor

#EM05: Maintenance and Repair

- Asbestos
- Air Quality
- Carpentry Services/ Supplies
- Electrical Services/ Supplies
- Grounds Services/ Supplies
- HVAC Services/ Supplies
- Painting Services/ Supplies
- Plumbing Service/ Supplies

Description: Major repair, maintenance or renovation work will be provided by district trade specialists or contractors.

Availability: Annually

Type of Service: Service or goods

Provider/Contact Information: Services will be provided by either APS tradesmen or contractors. List of trade specific services is available upon request.

Conditions for Service: Conditions are based upon the capacity of the trade specialist or contractor to provide services and would be on a case-by-case basis.

- Use of district contractor(s) -schools will be bound by service terms of the district negotiated contract.
- Use of district trade specialist – Hourly rates are specific to the type of service requested.

Commitment to Service: Schools will be bound by service terms of district negotiated contract.

How will the school access the service? Schools must initiate a work order request via the Facilities and Maintenance AiM work order system.

How will the school verify the service has been performed? Authorized school signature validates completion of service and closure of AiM work order.

District Contact: Robert Palmer, 404-802-3738 or rcpalmer@atlanta.k12.ga.us

Cost: The cost of supplies plus 10% administrative and storage costs per scope of work will

apply. Hourly rates for specific Maintenance and Repair services are listed below:

- Carpentry - \$27.30 per hour
- Electrical - \$39.00 per hour
- Painting - \$31.20 per hour
- Plumbing - \$36.40 per hour

Payment: District will invoice for services.

#EM06: Pest Control

Description: Pest control services are available to charter schools through a district contractor. For a more detailed scope of services, please see **Addendum II - Pest Control for details on specific APS schools.**

Availability: Annually

Type of Service: Service

Provider/Contact Information: Cannon Termites and Pest Control, Inc. - James C. Arnspiger, 770-755-6606

Commitment to Service: Schools will be bound by service terms of district negotiated contract.

Conditions for Service: Conditions are based upon the capacity of the contractor to provide services and would be on a case-by-case basis.

How will the school access the service? Schools will work directly with district contracted vendor for site specific needs.

How will the school verify the service has been performed? Completion of service based on scope of work.

District Contact: Robert Palmer, 404-802-3738 or rcpalmer@atlanta.k12.ga.us

Cost: Costs for services vary between \$90 - \$110 per month - depending on the school. Services include one monthly site inspection and treatment as needed for the building, and two site inspections and treatments as needed for the kitchens.

Payment: Direct payment to vendor

#EM07: Waste Disposal

Description: Waste disposal and recycling services and equipment are available to charter schools through a district contractor. For a more detailed scope of services, please see **Addendum III - Waste Management Fees**

Availability: Annually

Type of Service: Service

Provider/Contact Information: Waste Management

Commitment to Service: Schools will be bound by service terms of district negotiated contract.

Conditions for Service: Conditions are based upon the capacity of the contractor to provide services and would be on a case-by-case basis.

How will the school access the service? Schools will work directly with district contracted vendor(s) for site specific needs.

How will the school verify the service has been performed? Completion of service based on scope of work.

District Contact: Robert Palmer, 404-802-3738 or rcpalmer@atlanta.k12.ga.us

Costs:

- Waste compactors -\$36 per ton, per pickup, plus \$95 haul rate per container
- Container monthly rental - \$195 to \$265 (depending on container size)
- Eight (8) yard containers -\$63 per pickup
- Recycling charges - \$22 per pick up.

Payment: Direct payment to vendor

#NU01: Nutrition

Description: The Department of School Nutrition ensures healthy meals by providing optimal nutrition services that support academic success.

Availability: Annually from July – June

Type of Service: Service

Provider/Contact Information: Sodexo/Atlanta Public Schools

Commitment to Service: Schools must sign an annual contract

Conditions for Service: Schools designated as a Community Eligibility Provision (CEP) site will receive free student breakfast, lunch and snack meals. Schools must be included in the annual Food Service Management Company contract.

How will the school access the service? Contact the Department of School Nutrition at <http://www.atlantapublicschoolsnutrition.us> or 404-802-2540.

How will the school verify the service has been performed? Daily food service will be provided according to the established meal and/or snack plan for the school.

District Contact: Dr. Marilyn Hughes 404-802-1599 or mhhughes@atlanta.k12.ga.us

Cost: Contract Fee

Payment: Food service revenue collected goes directly to APS as the federal School Food Authority agent.

#PR01: Procurement Services

Description: Services will be provided to charter schools for any procurement support needed based on a flat rate, similar to an unlimited cell phone plan.

Availability: Annually

Type of Service: Goods or service

Provider/Contact Information: APS Procurement Services Department/Randall Sellers, 404-802-1568

Commitment to Service: No specifications apply.

Conditions for Service: A la-carte procurement support for goods and service purchasing and processing.

How will the school access the service? E-procurement information and resources are available via the Procurement page on the district website at <http://www.atlanta.k12.ga.us/page/243>, or by contacting Procurement Services directly.

How will the school verify the service has been performed? Goods and/or services have been received and local sign off validates completion.

District Contact: Randall Sellers, 404-802-1568 or rasellers@atlantapublicschools.us

Cost:

- **Annual:** Direct pass-through based on 100% of the actual service cost(s)
- **One-time:**
 - RFP - \$1500
 - P.O. Issuance-Support - \$135 per P.O.
 - Contract Negotiation/Execution - \$1,000

Payment: District will invoice for services

SAFETY AND SECURITY

#SS01: CPR/AED Training

Description: This program provides CPR/AED American Heart Association Certification training for teachers and school staff.

Availability: Ongoing training sessions throughout the academic year.

Provider Information: Atlanta Public Schools Safety and Security

Conditions for Participation: The initial three (3) hour certification class must be completed prior to taking the required two (2) hour class for recertification.

How will the school access the service? Participants must register for a particular class via MyPLC.

District Contacts: Anthony Rawlings, 404-802-3532 or arawlings@atlanta.k12.ga.us, or Sonia Johnson, 404-802-3535 or sodjohnson@atlanta.k12.ga.us.

Cost: The course is free; a \$5 fee covers certification card cost.

Payment: Money order payable to Atlanta Public Schools

#SS02: Crossing Guards

Description: School crossing guards promote pedestrian safety while overseeing the crossing of students at designated crosswalks. They are highly trained in creating traffic gaps, monitoring for unsafe behaviors and reporting hazardous pedestrian road conditions. Crossing guards also teach students how to interact with vehicular traffic, and obey pedestrian laws and traffic signals.

Availability: Annually

Type of Service: Personnel

Provider/Contact Information: APS Safety and Security Department - Sonia Johnson, (404) 802-3535

Conditions for Service: Two week advance notification is required for crossing guard coverage. Upon receipt of a request for services, the school crossing guard office will work to place a crossing guard at the school as quickly as possible.

Commitment to Service: Flexible, however a ten (10) day advance notification of the need to discontinue service is required.

How will the school access the service? Schools must submit a completed Request for Services Form to the Safety & Security Department

How will the school verify the service has been performed? School assigned crossing guards must call dispatch to report in/out for each shift worked. Assigned hours are tracked and monitored through dispatch.

District Contact: Sonia Johnson, sodjohnson@atlanta.k12.ga.us (404) 802-3535

Cost: \$12.14 per hour

Payment: District will invoice for services

#SS03: First Aid Training

Description: This hands-on training gives participants the basic first aid skills, knowledge and proper response techniques to provide care for victims in a school environment.

Availability: Training sessions are available upon request throughout the academic year.

Provider Information: Atlanta Public Schools Safety and Security

Conditions for Participation: No conditions needed

How will the school access the service? By written or verbal request only. Training can be conducted at school sites.

District Contacts: Anthony Rawlings, 404-802-3532 or arawlings@atlanta.k12.ga.us, or Sonia Johnson, 404-802-3535 or sodjohnson@atlanta.k12.ga.us.

Cost: The course is free; a \$5 fee covers certification card cost.

Payment: Money order payable to Atlanta Public Schools

#SS04: Security Officers

Description: Placement of School Resource Officers, Traffic Officers and un-armed security guards is managed through the district's Department of Safety and Security.

Type of Service: Personnel

Availability: Annually

Provider/Contact Information: Department of Safety and Security/Lt. Commander Chad Hannula, crhannula@atlanta.k12.ga.us (404) 802-2522

Commitment to Service: A request for full time SRO service requires a commitment aligned with the life of the Charter School Agreement. A ten (10) day advance notification of the need to discontinue service is required.

Conditions for Service: Officers will be assigned based on school request and resource availability.

How will the school access the service? Officer coverage must be requested a minimum of two (2) weeks in advance of need via the Security Request for Services Form.

How will the school verify the service has been performed? Officer assignment requires school verification of time worked.

District Contact: Dr. Marquenta Sands Hall, msandshall@atlanta.k12.ga.us or 404-802-2522

Cost:

- ~\$56,000 (annual salary w/benefits) for full time SRO commitment
- \$32.25 per hour for armed security (APS police officers) - available for traffic or part-time assignments
- \$12.13 per hour for unarmed security guards (provided by security contractor: Thorpe Security).

Payment: District will invoice for services

#SS05: Security Systems and Equipment

Description: Charter schools can procure security systems and equipment, such as for keyless access (Lenel Door Badge System), CCTV (cameras), intercom, fire, and burglar alarm systems through district approved contractors.

Type of Service: Service and goods

Availability: Annually

Provider/Contact Information

- **Carter Brothers** – Steve Board, 404-767-2525 sboard@carterbrothers.com
- **Convergent Technologies LLC** – Tim Beasley, 770-840-7007 tim.beasley@convergent.com
- **DH Pace Systems Integration** – Ron Matz, 404-745-7223 ron.matz@dhpaces.com
- **MC Dean** – Mark Erwin, 678-546-2649 or 404-267-3556 mark.erwin@mcdean.com
- **Onepath Systems, LLC** – Bob Catanach, 678-355-0555
- **RB Communications** – Deborah Mitchell, 404-241-2034 deborah@rbcomm.net

Conditions: Service is available as a vendor direct service to charter schools.

Commitment to service: Completion of service based on scope of work.

How will the school access the service? Schools will engage directly with vendors to discuss service needs.

How will the school verify the service has been performed? Completion of service based on scope of work

District Contact: Charles F. Johnson, 404-802-3543, cfjohnson@atlanta.k12.ga.us

Cost: Costs vary by contractor and will depend on the negotiated scope of services requested.

Payment: Direct payment to vendor.

Transportation

#TR01: Bus Service

Description: Yellow bus service to events, afterschool programming, sporting events and field trips upon resource availability.

Type of Service: Service

Availability: 2016-17 school year - Service is available from August 10 through May 9, 2017. Day trips are available from 9:30 a.m. – 1:30 p.m. and 5:30 p.m. – 9:00 p.m. on weeknights. Saturday and Sunday trips are generally open.

Provider/Contact Information: APS Transportation Services - Kelvin Curtiss, 404-802-5515

Commitment to Service: Cancellation of service(s) scheduled through Transportation is required if event/activity is cancelled.

Conditions for Service: Service is based upon resource availability and ten (10) day advance notification of planned activity.

How will the school access the service? Trips must be requested via the TD-100 form (Atlanta Public Schools Field Trip Request Form).

How will the school verify the service has been performed? School must verify time and mileage (on TD-100 Form) upon completion of the activity.

District Contact: John Franklin, 404-802-5513 or jafranklin@atlanta.k12.ga.us

Cost: \$36.00 per hour/ \$3.00 per mile

Payment: District will invoice for services

#TR02: Bus Inspection

Description: Bus inspection service is available through a district contractor.

Type of Service: Service

Availability: Monday through Friday, after 4:00 PM at the Metropolitan Bus Compound

Provider/Contact Information: Morgan Fleet Services/Oliver Baird, APS Fleet Manager/
404-802-5524

Commitment to Service: No commitment to service is required, however monthly inspections reports are to be sent to the district's Transportation office.

Conditions for Service: Service is based upon resource availability.

How will the school access the service? Schools will engage directly with vendor to discuss service needs.

How will the school verify the service has been performed? Completion of service based on scope of work

District Contact: John Franklin, 404-802-5513 or jafranklin@atlanta.k12.ga.us

Cost: \$65.00 per inspection

Payment: Direct payment to vendor

#TR03: Drug and Alcohol Testing

Description: OTETA (Omnibus Transportation Testing Act of 1991) requires annual drug and alcohol testing for CDL operators.

Type of Service: Service

Availability: Annually

Provider/Contact Information: USA Mobile Drug Testing/John Spivey, 678-427-5130

Commitment to Service: No commitment to service is required.

Conditions for Service: Schools with bus operator staff or contracting with external companies must ensure that all operators have met annual compliance requirements.

How will the school access the service? Schools will engage directly with vendor to discuss service needs.

How will the school verify the service has been performed? Completion of service based

on scope of work

District Contact: John Franklin, 404-802-5513 or jafranklin@atlanta.k12.ga.us

Cost: Breathalyzer Test (Breath Alcohol) - \$30.00
Panel 5 Drug Test (Urine Drug Screen) - \$40.00

Payment: Direct payment to vendor

#TR04: School Bus Driver Safety Program (GDOE)/CDL Instruction

Description: The Federal Motor Carrier Safety Administration (FMCSA) requires that all school or commercial bus operators have a GA commercial driver's license (CDL). A CDL course will prepare potential operators for the required Department of Driver Services CDL exams.

Type of Service: Service

Availability: Annually

Provider/Contact Information: Morgan Fleet Services/Oliver Baird, APS Fleet Manager/404-802-5524

Commitment to Service: N/A

Conditions for Service: Classes are offered on an intermittent basis. Course participants must have a **valid, regular Class C** Georgia driver's license.

How will the school access the service? Contact the district contact noted below.

How will the school verify the service has been performed? Participants will have successfully met all course requirements and will be issued the appropriate certification.

District Contact: Zedric Cross, 404-802-5506 or zcross@atlanta.k12.ga.us

Cost: \$450.00

Payment: Direct payment to vendor

ADDENDUM I
Atlanta Public Schools
Lawn Maintenance



SCOPE OF WORK

3.1 Vendor must provide landscape services for the properties owned by the Atlanta Public Schools.

3.2 The awarded vendor(s) shall keep all properties maintained to a “minimum standard condition” utilizing horticultural practices and the University of Georgia College of Agricultural and Environmental Sciences and U.S. Department of Agriculture Cooperating: http://www.caes.uga.edu/publications/alpha_list.html Which is acceptable to the Atlanta Public Schools. Vendors must review and comply with all documents contained in the CAES Publications section indicated in the link listed.

SERVICE CATEGORIES

3.4 Turf Maintenance, Edging and Trimming

Cutting of grass, maintaining banks and boundaries, blowing/sweeping (removal of clippings), edging and trimming (walkways, curbs, gutters, parking lots and driveways), and all other necessities for proper lawn care.

3.5 Crack Weeds, Weeds

The removal of weeds that grow out of the pavement joint areas, fracture lines, driveways, platforms, sidewalks, steps, curb areas, drain covers, on the fence and along the fence line, etc.

3.6 Wayside

Landscape and maintain areas inside and outside of fence along APS Boundaries.

3.7 Litter Removal

The removal of all debris such as, but not limited to, cardboard boxes, boards, bottles, paper, cigarette butts, limbs and miscellaneous items.

3.8 Shrubbery, Bed and Island Maintenance

The trimming and pruning of shrubbery and small trees, maintaining flower beds, borders and islands.

3.9 Retention Ponds

Cutting underbrush, grass, weeds and maintaining weir box, bank and boundaries.

3.10 Tree Trimming

Tree Limb Maintenance – The trimming and pruning of tree limbs overhanging walkways and nature trails maintaining a 7' canopy trimmed back 5' from walking areas. Trim and prune tree limbs from building walls and/or roof lines up to 15' in height and 5" max. in diameter.

3.11 Leaf Removal

The removal of leaves and/or mulching.

3.12 Core Aeration

Ground prep for applications – Herbicides, Fertilization and Over Seeding.

3.13 Herbicide Application

Weed control applications.

3.14 Fertilization Application

Grass and shrubbery growth applications.

3.15 Pine Straw/Mulch Application

Initial applications and replenishment

3.16 Pesticide Application

Insect control applications.

3.17 Over Seeding

Grass seed applications.

3.18 Playgrounds

Playground areas must maintain 12 inch mulch bed. Mulch must be tilled/turned over once per quarter.

EXECUTION

Turf Maintenance, Edging and Trimming

3.32 During periods of cool weather (November – March), dormant season, mow at 2” height, but during growing season (April – October) the height of cut shall be no higher than 3” from the soil. Never scalp the lawn or cut more than one-half of the existing top growth in one mowing. For newly seeded turf areas mow according to schedule time only when the soil is firm enough to support equipment without making ruts. Additional mowing during the month of May and August may be scheduled at APS discretion.

3.33 Grass clippings may remain on turf area in an equal distributed fashion, unless clumping or matting occurs. Raking or blowing areas are acceptable methods of removing excess clippings. Care must be taken to insure no grass clippings or debris are left on non-landscaped areas, i.e. asphalt or concrete drives or walks, landscaped islands, parking areas, landing areas, and surrounding road and streets. All landscape areas shall be left with a crisp, clean appearance.

3.34 All sidewalk turf and curb edges shall be edged with each site service visit. This standard includes all flush area such as entry drives, walks, stoops, patios, etc.

3.35 All other turf edges such as bed lines at shrub beds, flower beds, around “lawn” trees, curb areas, islands, etc. shall be trenched 4” – 6” deep as necessary to maintain the required crisp clean appearance. Dirt and debris from edging and trenching operations shall be removed, and areas swept clean.

3.36 Grass areas immediately adjacent to all APS building structures (utility, administration, maintenance, fenced areas, walks, ramps, planters, drives, bus access drives, roads forming boundaries or APS property owners). Parking lots, right-of-ways, fields and any additional areas deemed appropriate by APS are to be mowed by the Vendor on a site service visit basis. **(See Service Frequency Schedule)**

3.37 Watering of all plant material shall be performed by the Vendor on an “as needed” basis, or as requested by APS. Water will be supplied by the APS.

3.38 Crack Weeds, Weeds

All walks, steps, platforms, curbs, gutters, parking lots and driveways, etc. in all areas shall be free of all “crack weeds” using herbicides and shovels or any other methods deemed effective. Crack weeds shall be removed by the Vendor on a site service visit basis. All drain covers are to be free and clear of all vegetation and other debris to allow for clean continuous flowing drainage.

Wayside

3.39 Wayside shall be maintained as follows: Monthly - full maintenance service and litter removal each month. **(See Service Frequency Schedule).**

3.40 Vendor must furnish all contracted employees with approved safety vests. No contract employee will be allowed to the wayside areas without wearing proper safety vests.

Litter Removal

3.41 All litter and debris shall be removed prior to mowing. Litter and debris removal shall be performed on a site service visit basis and especially prior to turf maintenance procedures in order to prevent shredding and scattering of litter. This presence should be considered with debris from vagrants. **(See Service Frequency Schedule)**

Litter Removal - Will Call Services

3.42 The vendor may be required to provide additional litter removals services from time to time, as necessary. This extra service is to be considered as "Will-Call Work". The APS General Service Supervisor, or his designee, will notify the vendor of the time when will call services will be required. The vendor shall provide will call services on the same day notified by APS. APS will pay the Vendor only for will call services actually requested by APS General Service Supervisor and satisfactorily performed by the vendor at the cost visit rates indicated on the Bid Form.

Shrubbery, Bed and Island Maintenance

3.43 Trim, edge and weed bed and islands to keep in neat condition. All debris and litter is to be picked up during each visit. No weeds, volunteer seedlings shall remain visible for more than two (2) weeks. Weeds are to be controlled by removal and/or pre-emergence herbicides. (See Service Frequency Schedule)

3.44 The vendor is responsible for the removal of all planted landscape material, which is dead or otherwise needs to be removed. Shrubs shall not be clipped into balled or boxed form unless such is required by the design.

3.45 Edge ground cover to keep it in bound and trim top growth as necessary to achieve an overall even appearance. Encourage plants in bare areas by pinning runners into the ground. Prune as necessary to maintain neat, straight edges between varieties of ground cover and at curbs. Do not allow one ground cover variety to spread or otherwise establish itself in an area occupied by another ground cover variety. All ground cover areas are maintained next to the lawn areas shall be kept neatly edged and all grass invasions eliminated. All dead or diseased plants are to be removed. All grass and weeds are to be removed from planter bed and island areas on a site service visit basis.

3.46 Vendor must include the following seasonal services at no additional per service charges to APS; moreover the price can only be based upon annual/monthly fee as stated in the submitted proposal) Awarded vendor must insure all trees in lawns areas have 4 ft root mulch ring maintained around the base of the trunk to a depth of 3" with shredded pine bark or approved pine straw (at no additional cost). All shrub specimens and shrub beds shall have a

mulch bed maintained around the base of the stems or the entire bed area to a depth of 3" shredded pine bark or pine straw. Tree groupings consisting of pine species may be mulched with 3" clean pine straw in lieu of pine mulch. All bed areas will maintain a 3" depth of mulch/straw year round.

Guaranty and Replacement

3.47 Plants that are replaced due to the Vendor's negligence shall be guaranteed for a period of one year from the date of the installation and shall be alive and in satisfactory growth at the end of the guaranty period.

Retention Ponds

3.48 Retention ponds shall be maintained as follows: Monthly full maintenance service and little removal each site service visit. **(See Service Frequency Schedule)**

3.49 The appearance of these ponds must be well maintained. Volunteer growths must be recovered. Tree growth (less than 6" in diameter) around drainage trenches must be removed. Drainage paths and drain covers must be kept clear at all times. Overgrown areas of trees, shrubs, briars or other plants must be removed. Hills/slopes/grass areas are to be cut and maintained just like areas of the retention pond areas. All plant growth on fences must be removed.

Tree Trimming

3.50 Tree Limb Maintenance – Tree limbs must be maintained to ensure the healthy growth of the tree according to Atlanta Parks and Recreation Arborist requirements while maintaining a 5' buffer between the tree limb and the building wall and/or roof line up to 15' and limbs 5" max. in diameter. All walkway, nature trails and lawn space canopy should be maintained with 7' of unobstructed space.

Leaf Removal

3.51 Leaves, pine needles, grass clippings, cigarette butts or other debris must be removed from the school or administrative grounds. **(See Service Frequency Schedule).**

Core Aeration

3.52 All turf grass shall be aerated in October utilizing an open tine coring type aerator with 5/8" diameter. Tines will penetrate the soil a minimum of 1 1/2" depth. Aeration cores will not be collected.

Herbicide Application

3.53 Herbicide edging is not permissible in any area except specified fence lines and with APS approval for other areas. Herbicides, where approved by APS, shall not exceed 3” on each side of fence lines. Herbicide treatments shall be applied as a curative measure to maintain a weed-free turf with a maximum 5% total weed species population. Application of appropriate post emergence to control broadleaf weeds and application of pre-emergence herbicide to control summer annual weeds. (If applicable) **(See Attachments C – Operation Frequency Schedule)** Herbicide brand information will be supplied to awarded vendors. MSDS sheets will be required.

Fertilization Application

3.54 Heavy fertilization plus dry weather may result in leaf burn and root injury to grass due to excess soluble salts in the soil. To prevent fertilizer injury to grass, apply the fertilizer only when the grass leaves are dry and water immediately after applying the fertilizer. This precaution is generally not needed when organic fertilizers containing slow release nitrogen are used. **(See Attachments C – Operation Frequency Schedule)**

3.55 Fertilize all shrubs and ground covers according to manufacturer’s specifications.

3.56 If soil testing is necessary, test may be processed through the Georgia Extension Service using the standard N-P-K pH Testing provided at no charge. Test result will be submitted at APS at no charge. Fertilizer brand information will be supplied to awarded vendors. MSDS sheets will be required.

Pine Straw/Mulch Application

3.57 Vendor must include the following seasonal services at no additional per service charges to APS; more- over the price can only be based upon annual/monthly fee as stated in the submitted proposal) Awarded vendor must insure all trees in lawns areas have 4 ft root mulch ring maintained around the base of the trunk to a depth of 3” with shredded pine bark or approved pine straw (at no additional cost). All shrub specimens and shrub beds shall have a mulch bed maintained around the base of the stems or the entire bed area to a depth of 3” shredded pine bark or pine straw. Tree groupings consisting of pine species may be mulched with 3” clean pine straw in lieu of pine mulch. All bed areas will maintain a 3” depth of mulch/ straw year round.

Pesticide Application

3.58 Apply appropriate pesticides to control insects and/or diseases that would be detrimental to the life of the shrubs, trees and ground cover. This determination may be made by either the Vendor and/or APS. Insecticide treatments shall be applied as a curative measure when injury occurs at 10% of the turf grass population. Any pesticides must be applied by a Georgia licensed applicator in accordance with label use, approved industry practice, and State legal requirements. The Vendor accepts total responsibility for replacement of ornamental plants killed by pesticide application. Treated areas must be

posted by a minimum of three (3) days. Pesticide brand information will be supplied to awarded vendors. MSDS sheets will be required.

Over Seeding

3.59 The application of over seeding shall take place in accordance with the Service Frequency Schedule. All grass seeds shall match the existing turf. Grass Seed brand information will be supplied to awarded vendors. MSDS sheets will be required.

Playground

3.60 Do you want to include this service? If so, need specs.

Playground areas must maintain 12 inch mulch bed. Mulch bed must be tilled / turned over once per quarter

Response Time

3.61 Vendor shall acknowledge all APS notices of deficiencies within two (2) hours of receiving such notice and shall immediately correct any incomplete or unsatisfactory work or other deficiencies reported. The Vendor shall complete all such work within the remaining time frame or regularly scheduled maintenance.

Central Answering Service

3.62 Vendor shall maintain a single point of contact on a 24-hour basis. An alternate may be assigned with the knowledge and permission of the APS General Service Supervisor. APS required that the vendor provide APS with a phone number so that the vendor can be contacted 24 hours a day, 365 days a year, and the vendor must acknowledge any phone calls within two (2) hours. The vendor must respond to emergency complaints immediately.



ADDENDUM II
ATLANTA PUBLIC SCHOOLS
PEST CONTROL SERVICES

SCOPE OF WORK

3.5 Monthly Schedule/Customer Request

- a. A full site interior/exterior inspection and treatment as required shall be scheduled and performed for all sites once per month. Kitchen inspections and treatments for prevention kitchen areas shall be scheduled and performed twice per month.
- b. The monthly service schedule for these services is due on the 28th of each month.
- c. A template of the schedule format shall be sent to the contractor via e-mail.
- d. All service schedules shall be submitted via e-mail to the assigned APS Representative.
- e. Customer requests reporting pest issues are received daily from the sites. These requests are filtered through an APS work order system and flagged by the priority codes Routine and Urgent.
- f. Routine Request – Pests are identified as harmless, nuisance ants, roaches, gnats, flies, and other general household pests.
- g. Urgent Request – Pests are identified as aggressive stinging/biting insects, biting/dangerous animals and rodents.
- h. APS has an established process to communicate the daily request to the vendor.
- i. Routine request shall be inspected and treated within 24 hours upon receipt and Urgent request shall be inspected and treated the same day upon receipt.
- j. Some routine requests may be upgraded to urgent if the situation warrants, due to the volume of the pests in a particular area and/or location within the facility.
- k. All kitchen requests shall be addressed the same day regardless of the priority.
- l. The expectation of the technicians is to attempt to address all daily customer requests as they are reported. This process will eliminate a day to day back log.

3.6 Types of Pest

All pests including but not limited to the following shall be included in this service contract:

- m. All insects including but not limited to: ants, roaches, flies, bees, wasps, termites, centipedes mosquitoes, etc.
- n. All arachnids including but not limited to: ticks, mites, spiders and scorpions (treatment shall be based on CDC recommendations for extermination).
- o. Mosquito control shall include inspections and treatment in and around the sites to prevent breeding (treatment shall be based on CDC recommendations for extermination).
- p. All reptiles including but not limited to snakes and lizards.
- q. All rodents including but not limited to; mice, rats, and squirrels.
- r. Wildlife removal but not limited to; stray dogs/cats, raccoons and fox.
- s. Control of unwanted bird populations but not limited to; pigeons, bats and hawks.

3.7 Treatment Property Boundaries

- a. This service shall include regular treatments and a 7' perimeter treatment from the exterior walls extending to all occupied structures on the property, i.e. main buildings, portable classrooms, storage buildings, mechanical equipment buildings, dugouts, field houses, interior/exterior courtyards, playground equipment structures and surfacing.

3.8 Chemical Treatment/Control Products and Materials

- a. All chemical treatments shall comply with the standards of Integrated Pest Management (IPM).
- b. No pesticides shall be applied at any point when the building is occupied with the exception of insect bait and gels.
- c. The use of surface spray is allowed.
- d. The treatment products and materials shall contain Insect Growth Regulators (IGR).
- e. All treatment products and materials shall be eco-friendly and shall be designated as appropriate by the State of Georgia for school environments.
- f. Signage shall be utilized for treatments that require re-entry including dates and times.

3.9 Exterior Insect Treatments

- a. This service shall be provided twice per year during the months of March/April and September/October.
- b. The purpose of this service is to create a defense barrier to assist in keeping insects out of the building.

3.10 Rodent Control and Prevention

- a. The vendor shall fully inspect with detail the exterior of the sites, including the roofs, to identify evidence of rodent activity.
- b. The interior, including above ceiling tiles, shall be inspected per the same methods.
- c. All entry points and suspected entry points shall be documented and reported to APS for maintenance repairs. Recommendations will be made for any

maintenance updates needed to help control the pest.

3.11 Bait Boxes

- a. Bait boxes shall be used on the exterior of the structures only.
- b. All sites shall be armed with the appropriate amount boxes per the size of the property.
- c. The lids of all boxes shall be securely locked or fastened shut.
- d. A record of all boxes shall be maintained by the contractor per each site to include quantity and locations of install.
- e. Information shall be provided upon request to the assigned APS Representative.

3.12 Glue Traps

- a. Glue traps shall be used on the interior of the facilities to capture rodents that have gained entry past the exterior defense.
- b. These traps must be carefully installed discreetly about the facility and maintained by the technicians per their service visits and follow-ups.
- c. A record of placement shall be maintained by the technicians to ensure compliance.
- d. All traps shall be dated and contain the initials of the installing technician.
- e. No extra traps shall be left on site or issued to any APS employee for personal for installation.

3.13 Snap Traps

- a. Snap traps are only allowed to be used through the authorization of the assigned APS representative based upon the justification of needs.

3.14 Rodent Sweeps

- a. Rodent sweeps are defined as the mass trapping of rodents on the interior of a facility due to reoccurring issues.
- b. Traps shall be installed throughout the property or in particular areas of evident activity.
- c. This process shall be planned and scheduled over the weekend, breaks, and extended holidays.

3.15 Wildlife Removal Services (Critter Removal)

- a. Traps shall be set to capture and remove wildlife animals from the properties including domesticated dogs and cats.
- b. Traps shall be monitored per a frequency to ensure animals are treated humanely.
- c. Deceased animals shall be removed from property upon request.

3.16 Bird Control Services

- a. Routine inspection shall be performed for bird control and removal.
- b. Upon notice and request, the contractor must utilize the appropriate methods to capture and/or eliminate these pests.

3.17 Termite Services and Treatment Plans

- a. Vendor shall provide annual subterranean termite inspection at all schools/buildings.
- b. Written termite inspection reports shall be sent to the assigned APS Representative based upon an agreed site schedule prepared by APS and the vendor.
- c. The vendor shall include the name of the school or facility on the report to include the affected area(s) using a detailed scale drawing with the linear feet recommended for treatment.
- d. Upon completion, the vendor shall submit their finding as required.

3.18 Termite Swarms/Live Sightings

- a. Termite swarms and live sightings shall be treated (interior/exterior) as they are reported in an attempt to prevent the pest from spreading and nesting.

3.19 Termite Treatment Estimates

- a. The process of treating termites shall follow the guidelines per the industry's standards, i.e. drilling and trenching as required.
- b. The product Termidor is the preferred chemical for this treatment.

3.20 Dumpsters/Compactors/Docks

- a. These areas are critical due to the frequent accumulation of garbage and their locations are very near the kitchens.
- b. Preventative measures shall be in place at all times to defend that facility.
- c. During the months of August, September and October special attention shall be given to these areas to control and eliminate flies, maggots and bees.

3.21 Vacant Buildings

- a. All vacant building shall be maintained utilizing an exterior defense.
- b. Interior treatments shall be provided upon request and as required.

3.22 Reports

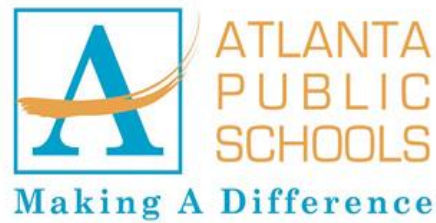
- a. The assigned APS Representative will work with the vendor to generate reports to monitor the services at the sites.
- b. Detailed reports after each Rodent Sweep shall be issued as a mandatory action for monitoring progress and record keeping.

3.23 Site Log Books/Service Tickets

- a. Log Books shall be placed at all active site in the main office and kitchen areas (To be provided by the vendor).
- b. These logs shall consist of minimum 1" three (3) ring hard cover binders red in color.
- c. The logs shall display the contractors name and company logo along with the school/facility name on the outside cover and Pest Control Log on the outside rib of the binder.
- d. There shall be three (3) tabs inside the binder.
- e. First tab shall contain the technicians sign in/out sheets, second tab pest sighting log and third tab
- f. Safety Data Sheets (SDS)
- g. APS will provide the format for the sign in/out and customer request sheets.

3.24 Safety and Security Requirements

- a. No materials, chemicals, equipment or tools shall be left unattended.
- b. All areas of work shall be left in a clean condition and all debris shall be removed upon completion of service.
- c. Chemicals shall be applied according to manufacturer's directions.
- d. Chemicals shall be applied in strict conformance to industrial government standards to avoid harm to humans, animals or the environment.
- e. Vendor shall observe all reasonable safety precautions throughout this contract. All services shall comply with applicable State and Federal regulatory requirements.
- f. Vendor shall report all abnormal conditions at the sites, i.e. building unsecured, vandalism, vagrant activity, etc.



ADDENDUM III WASTE MANAGEMENT FEES

UNITE PRICE PER FREQUENCY

| | | |
|---------------------------|------------------|---------------------|
| | Haul Rate | Tonnage Rate |
| Cost Per Container | \$95.00 | \$36.00 |

| | | | |
|----------------------------|----------------|----------------|----------------|
| Container Size | 30 YARD | 34 YARD | 35 YARD |
| Monthly Rental Cost | \$195.00 | \$265.00 | \$265.00 |

DESCRIPTION UNIT PRICE FREQUENCY (PER MONTH)

| | 1 P/U | 2 P/U's | 3 P/U's | 4 P/U's | 5 P/U's | 6 P/U's |
|--------------------------------|----------|----------|------------|------------|------------|-----------|
| Cost Per 1 FEL's 8 Yard | | \$126.08 | \$189.12 | \$252.16 | \$315.20 | \$378.24 |
| Cost Per 2 FEL's 8 Yard | \$126.08 | \$252.16 | \$378.24 | \$504.32 | \$630.40 | \$756.48 |
| Cost Per 3 FEL's 8 Yard | \$189.12 | \$378.24 | \$567.36 | \$756.48 | \$945.60 | \$1134.72 |
| Cost Per 4 FEL's 8 Yard | \$252.16 | \$504.32 | \$756.48 | \$1,008.64 | \$1,260.80 | \$1512.96 |
| Cost Per 5 FEL's 8 Yard | \$315.20 | \$630.40 | \$945.60 | \$1,260.80 | \$1,576.00 | \$1891.20 |
| Cost Per 6 FEL's 8 Yard | \$378.24 | \$756.48 | \$1,134.72 | \$1,512.96 | \$1,891.20 | \$2269.44 |

STUDENT SERVICES

#SS01: Nursing

Description: School-based services that provide for the day to day medical needs of students and staff. Nurses must manage and submit monthly reports and audits. RNs support all 504/IEP meetings.

Type of Service: Personnel

Availability: Annually

Provider/Contact Information:

- **Maxim Healthcare Services:** Jordan Barnes (404) 325-1393
- **Humanus:** Tiffany Haralson (484) 393-1907, tharalson@humanuscorp.com
- **Delta T-Group:** Daniel Peterman (484) 381-3139, dpeterman@deltatg.com

Commitment to Service: The annual contract period is through the end of May; all nurses are also off during student holidays.

Conditions for Service: Contract nurses cannot work more than 29 hours per week, and school size, student needs and number of clinic visits will impact the actual hours needed per school. One full time nurse can serve 2-3 schools dependent upon grade level.

How will the school access the service? Schools will engage directly with vendors to discuss service needs.

How will the school verify the service has been performed? Verification of service is managed by the district's Comprehensive Health Services Coordinator in collaboration with the Charter School Nursing Liaison.

District Contact: Nicole Spiller, (404) 802-2629 or nspiller@atlanta.k12.ga.us

Cost: Cost will be based on school need and negotiated scope of services.

Payment: Direct payment to vendor

#SS02: Social Work

Description: School social workers are master level professionals who perform important services for students and families in a school community, such as psychosocial assessments, suicidal ideation, truancy prevention, mental health issues, court involvement, homelessness and many more.

Type of Service: Personnel

Availability: Annually

Provider/Contact Information: Social Work P.R.N./Debra Thomas, (770) 934-6222

Commitment to Service: Schools are not required to contract for a specified period of time.

Conditions for Service: School size and student need will impact the actual hours needed per school. One full time social worker can serve 2-3 schools dependent upon grade level.

How will the school access the service? Schools will engage directly with vendor to discuss service needs.

How will the school verify the service has been performed? Completion of service based on scope of work

District Contact: Denise Revels, (404) 802-2247, drevels@atlantapublicschools.us

Cost: Cost will be based on school need and negotiated scope of services.

Payment: Direct payment to vendor

TEACHING AND LEARNING VENDOR SERVICES

#TL01: ALEKS

Description: ALEKS is an online math solution for grades 3–12 that uses artificial intelligence to identify and provide instruction on the topics each student is most ready to learn. It’s an approach proven to create math confidence and measurable success.

Availability: ALEKS is sold on a per student subscription basis. Although there are numerous subscription lengths from one month to a calendar year, APS has a contract to receive volume discounted 12-month student subscriptions.

Type of Service: Service

Provider/Contact Information: McGraw Hill Education/Forrest Smith fsmith@aleks.com
(404) 805-1765

Commitment to Service: There is no minimum order for a school and volume discounted subscriptions apply for 12 month (annual) service.

Conditions for Service: Service is available as a vendor direct service to charter schools. Student subscriptions are purchased online.

How will the school access the service? Schools will engage directly with vendor to discuss service needs.

How will the school verify the service has been performed? School will receive service(s) as ordered. Instructors and administrators in each school site will have 24-7 online real time data reporting available to them.

District Contact: N/A

Cost: Subscription volume pricing below:

| | 1-49 | 50 - 99 | 100 - 249 | 250 - 499 | 500-999 | 1000+ |
|----------|-------------|----------------|------------------|------------------|----------------|--------------|
| 5 Months | \$27.50 | \$24.75 | \$22.00 | \$19.25 | \$16.50 | \$13.75 |
| 1 Year | \$45.00 | \$40.50 | \$36.00 | \$31.50 | \$27.00 | \$22.50 |

Payment: Direct payment to vendor

#TL02: Reading Plus

Description: *Reading Plus* is the only Common Core aligned reading intervention that prepares students to engage with complex text by developing the three key dimensions of successful reading: capacity, efficiency, and motivation. Developed in partnership with leading reading researchers, the personalized and dynamically adjusting program is proven to increase reading achievement for students in grades 3 and beyond.

Availability: *Reading Plus* is a yearly subscription and is available for the purchased calendar year

Type of Service: Service

Provider/Contact Information: Educational Learning Systems, Inc. (ELS, Inc.)/ Virginia Stoner (404)252-5966 (ofc), (404)202-2219 (cell) or vstoner@elsystems.com

Commitment to Service: Subscriptions can be purchased for a full year with flexible start and end dates.

Conditions for Service: In addition to the cost of the *Reading Plus* subscription, professional development and training services are recommended. Professional Development (PD) costs are based on services provided and the number of training participants. Professional Development can be provided to an individual site or as a group provided service. A minimum of two half days of on-site Professional Development is recommended with additional live and recorded webinars available. The cost per half day of PD is \$1,500.00 plus teacher training materials.

How will the school access the service? Schools will engage directly with vendor to discuss service needs. Upon purchase, a *Reading Plus* online account is created. Site Administrator credentials will be created and sent to the designated email address.

How will the school verify the service has been performed? School will receive service(s) as ordered.

District Contact: N/A

Cost: Cost is determined per site and based on the size of a school's population. One year subscription costs are:

| | |
|--------------------|-------------|
| XSmall (100-299) | \$7,500.00 |
| Small (300-499) | \$11,000.00 |
| Medium (500-799) | \$13,000.00 |
| Large (800-999) | \$16,000.00 |
| XLarge (1000-1500) | \$19,000.00 |
| XXLarge (1501+) | \$25,000.00 |

Payment: Direct payment to vendor

#TL04: Translation and Interpretation Services for Limited English Proficient Families

Description: Translation and/or interpretation services are available from several district vendors to meet charter school needs. Detailed information on the language services provided by vendor is listed below.

Availability: Annually

Type of Service: Service

Provider/Contact Information: Multiple district vendors:

- **Business Linguistics**/Monica Redondo, 404-892-9666, monica@businesslinguistics.com
- **Culture Connect Alta Language Services**/language.services@cultureconnectorg, (404) 246-3276
- **Language Integration**/Christine Nguyen, christine@languageintegration.com, (770) 688-6183
- **Georgia Interpreting Services Network**/Melissa Yoculan, mmann@gisn.info, (404) 521-1742 and Angelica Figueroa, afigueroa@gisn.info 404-421-9100

Commitment to Service: Per instance cancellation charges may be applicable and will vary between vendors.

Conditions for Service: Interpreters are billed at a two (2) hour minimum. Translations are billed per word, with an \$80 minimum fee per translation. Mileage rates will apply.

How will the school access the service? Schools will engage directly with vendor to discuss service needs.

How will the school verify the service has been performed? Schools will receive service(s) as ordered.

District Contact: Margaret McKenzie, (404) 802-7583 or mamckenzie@atlanta.k12.ga.us

Cost:

- **Business Linguistics**- Written translations, interpreting for uncommon languages and some American Sign Language
 - *Interpretation:* \$75 - \$95 per hour (language specifications apply)
 - *Translation:* \$0.12 - \$0.18 per word
- **Culture Connect Alta Language Services**- Interpretation for Spanish and other languages when interpreters are available
 - *Interpretation:* \$45 - \$60.50 per hour (language and timeframe specifications apply)
 - *Translation:* rates vary based on the language, word count, and complexity of the individual document.

- **Language Integration**- Interpretation for Spanish and other languages when interpreters are available
 - *Interpretation*: \$42 - \$45 per hour (language specifications apply)
 - *Translation*: \$0.20 - \$0.30 per word (pricing dependent upon language, content complexity and timeline)
- **Georgia Interpreting Services Network**-American Sign Language
 - *Interpretation*: \$75.50 per hour (includes travel, interpreting time and mileage)

Payment: Direct payment to vendor

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