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March 4, 2013

West Branch - Rose City Area Schools
P.O. Box 308
West Branch, MI 48661

Attention: Charvon S Nihls
Director of Finance

Re: Custodial Service Proposal

Dear Ms. Nihls,

Thank you for giving **Axium Services** the opportunity to submit a proposal to provide custodial services for the **West Branch - Rose City Area Schools**. One of the many things **Axium Services** represents is long-term customer relationships, and we sincerely hope to build that type of relationship with you and your staff.

The time spent to allow us to gather the information needed to prepare this proposal is sincerely appreciated. It gave us the ability to completely survey your facilities and gain a thorough understanding of the scope of your project. We are confident that our final proposal will provide you with the services that you desire at a competitive price. We have also included other information which will help you in your decision.

Axium Services prides itself in the quality of its services, and that pride has carried through since our beginning in 1988. We are a skilled-based professional company that cleans with your health in mind. If you should accept this proposal, that same pride will go into maintaining your facilities, so that we can build a low hassle, problem free relationship.

Thank you again for the opportunity to submit this information. Please do not hesitate to contact me if you need additional information.

Sincerely,

A handwritten signature in blue ink, appearing to read "David A. Mroz".

David A. Mroz
President

**WEST BRANCH-ROSE CITY AREA SCHOOLS
CUSTODIAL SERVICES RFP**

Exhibit 2 - Cleaning Frequencies

Cleaning Frequencies are to include, but are not limited to, the following:

➤ **CLASSROOMS, PRE-K AND OFFICES:**

○ **DAILY:**

- Empty trash
- Clean restrooms
- Pick up all large debris nightly, spot vac all visible debris
- High traffic areas - spot vacuum and/or mop
- Sinks/drinking fountains
- Desks-wash and sanitize
- Chairs-wipe complete and sanitize
- Replace stock
- Wipe down doors windows and hardware
- Graffiti removal
- Secure each room nightly- doors and windows

○ **WEEKLY:**

- **THE DAILY LIST PLUS:**
 - Thorough Corner-to-Corner Vacuum and/or Mop
 - High and Low Dusting
 - Windows
 - White boards/Chalk Boards/Trays

➤ **HALLS, EXTERIOR AREAS, AND GYMS**

○ **DAILY:**

- Vacuum and/or Dust mop
- Empty Trash
- Entrance Doors
- Entrance Mats (extract weekly during winter months)
- Scrub Daily Minimum
- Mop all corners, edges and any areas scrubber cannot reach
- Graffiti Removal
- Windows
- Outside Debris within 25' of school, pick up
- Remove trash in trash cans within 25' of school
- Remove trash in trash cans on School playgrounds as needed during the school year
- Outside windows
- Check chemical levels in OHHS pool daily And remove vacuum as needed.

○ **WEEKLY:**

- **THE DAILY LIST PLUS:**
 - High and Low Dust
 - Wipe down Lockers

○ **AS NEEDED:**

- Wash Walls,
- Painting of Athletic Fields,
- Painting of School Buildings,
- Hanging of posters,
- Aid in emergency drill/situations or responsibilities,
- Trash pickup in parking lots, stadium, concession stand, outdoor bathrooms, and grounds,
- Point of contact for building use patrons and guests during afterhours events or weekends,

- Locker repairs,
 - Student desk/table adjustments,
 - Assist with deliveries,
 - Emergency clean-ups,
 - Launder dust mops and mops (if necessary),
 - Restocking paper in copy rooms,
 - Keep marquee current,
 - Report all concerns to supervisor (eg. Graffiti or vandalism)
 - Change filters, light bulbs, etc. and other light maintenance activities
- **RESTROOMS/LOCKER ROOMS**
 - Daily Thorough Cleaning
- **SPECIAL EVENTS SET UP/TEAR DOWN AND CLEAN UP**
 - **AS SCHEDULED:**
 - Through out the year for Sporting Events
 - Through out the year for Rentals
 - Through out the year for After School Functions
 - Any time the building is used for activities other than educational-open facility one hour prior to each event and secure when all event attendees have left the facility
 - Must remain on site during events for liaison, security and cleaning functions
 - Not responsible during away games or events or to clean up after team or group arrives back at the school

DAY STAFF

- Unlocking of School approximately 1 hour prior to the start of the school day or as instructed by building principal
- Hall and food area dust mop and spot mop after breakfast and lunch
- Remove all trash from lunch rooms
- Touch up all restrooms after 10:00 a.m. and after lunch
- Snow removal for sidewalks to parking lots and each entrance out 25 feet

Security

- Lock School Daily approximately 1 hour after school day ends or as instructed by building principal
 - Complete Perimeter Walk Nightly at shift end - ensure all areas secure
- **Summer/Winter/Spring Break Cleaning:**
 - Cleaning Schedule to Be Developed by contractor, in conjunction with WBRC maintenance staff to ensure Thorough Entire Cleaning of District Buildings including but Not Limited to the following:
 - All Hard Floors Stripped/Waxed Annually-less often if maintained properly
 - Hard Floors Scrubbed/Recoated Winter and Spring Break
 - All Carpeting Cleaning at least annually during Winter, Spring and Summer Break
 - All Furniture Washed
 - Unit Ventilators Cleaned and Filters Changed
 - Doors, Windows, and Hardware Cleaned
 - Light Shields Cleaned
 - Exterior Windows Winter, Spring, Summer Breaks
 - Interior Windows
 - All windows above First - Floor Summer Break
 - Ceramic Floors and Grouting Cleaned Winter, Spring, Summer Breaks or as needed.
 - Moving of district personnel offices or classrooms as needed

**WEST BRANCH-ROSE CITY AREA SCHOOLS
CUSTODIAL SERVICES RFP**

Exhibit 3 - Task Definitions

A. Vacuum Carpet

Thoroughly vacuum all carpeted areas. Move all easily movable objects (chairs, waste receptacles, tables on wheels, typing stands, boxes, etc.) and vacuum under. Be sure to replace all items moved. Straight suction vacuuming is acceptable; however, the Manager reserves the right to require that a beater bar type vacuum be used. Empty dust and dirt into plastic trash bag, tie off, and remove to dumpster.

B. Edge Vacuuming

Thoroughly vacuum all edges of carpeting along the base of walls and along the base of permanent fixtures using a crevice tool attachment. Also, vacuum upholstered furniture.

C. Dust Mop

Thoroughly dust mops all non-carpeted areas. Move all easily movable objects (chairs, waste receptacles, tables on wheels, typing stands, boxes, etc.) and dust mop under. Be sure to replace all items moved. Place dust and dirt into plastic trash bag, tie off, and remove to dumpster. Dust mop must not be dusted clean on carpeting. Must have clean dust mop on site ready at the beginning of each school day for district to use at no charge for gym/hall cleaning as needed.

D. Damp Mop

After dust mopping, thoroughly damp mop all non-carpeted areas. Move all easily movable objects (chairs, waste receptacles, tables on wheels, typing stands, boxes, etc.) and damp mop under. Be sure to replace all items moved after floor has dried completely. Use a clean cotton mop head that is in good condition. Use clean water at all times (change water often). Mop head must be only damp. No excess water can be left behind. Approved, proper chemicals at proper dilution must be used at all times. Finished floor must be clean and streak-free.

E. Empty Waste Receptacles

Empty all containers that are provided for the disposal of waste (i.e., wastebaskets, torpedo type containers, sanitary napkin disposal bins, boxes, etc.) into plastic bags, tie off, and remove to dumpster. Great care must be taken to remove only trash. When in doubt, DO NOT REMOVE – ASK. Secure dumpster covers before leaving area. Plastic liners are used where wet trash is a problem. Where used, liners must be changed no less than once per month in restrooms all plastic liners must be replaced daily.

F. Fill Dispensers

Dispensers of all types must be checked daily and filled when necessary (soap, toilet tissue, and paper towels, etc.).

G. Dusting

Completely dust all fixtures, ledges, edges, shelves, exposed pipes, partitions, doorframes, etc. Pay particular attention to the tops of these items. An approved dust cloth or dusting tool, treated with a water based dust control chemical must be used. High dusting relates to the area above five feet. Low dusting relates to the area below five feet.

H. Clean and Disinfect Waste Receptacles and Dispensers

Thoroughly clean all waste receptacles and dispensers inside and outside. Use proper chemicals for surface to be cleaned at proper dilution. After item has been cleaned completely, wipe item with approved disinfectant* solution and allow to air dry.

I. Clean and Disinfect Sinks

Thoroughly clean all sinks, including bottom, faucets, and spigots, with approved crème cleanser. Rinse thoroughly as all crème cleanser residues must be removed. Then wipe each item with approved disinfectant* solution and allow to air dry.

J. Clean Glass and Mirrors

Thoroughly clean all glass and mirrors using an approved glass cleaner. Use a soft, clean cloth. Dry completely. Surface should be streak, smear, and smudge free. Make sure attached frames, edges, and shelves are cleaned and dried as well as the glass surface. Squeegee may be used where necessary.

* All disinfectant solutions must be changed after each restroom.

K. Clean and Disinfect Toilets and Urinals

Thoroughly clean toilets, toilet seats, and urinals with approved acid free bowl cleaner and rinse thoroughly. (Approved acid cleaner may not be used more than once per month and should be used on the interior of toilet or urinal only. Great care must be taken to avoid any chrome (when acid cleaner is used.) Then wipe each toilet, toilet seat, and urinal completely with approved all-purpose collinear or approved glass cleaner only. Buff dry to a streak, smear, and smudge free "shine".

L. Clean and Disinfect Walls, Doors, Partitions, and Handrails

Thoroughly clean all walls (including switch and plug covers), doors (including entrance doors inside and outside), partitions, and handrails with proper approved chemicals and proper approved dilution. Rinse thoroughly when necessary, then wipe all areas with approved disinfectant* solution and allow to air dry.

Vacuum fabric covered walls with upholstery attachment. Spot clean with colorfast upholstery cleaner.

M. Damp Mop – Disinfectant*

Use same definition as Item D, but add: Thoroughly damp mop floor with approved disinfectant* solution. Allow to air dry.

Use same definition as Item D, but add: Thoroughly damp mop floor with approved disinfectant* solution. Allow to air dry.

N. Remove Carpet Runners

Carpet runners must be removed from floor to allow for proper cleaning, when necessary. Be sure to remove excess water from runner with approved wet pick up vacuum before carpet runners are removed. Carpet runners must be extracted weekly during ice melt/salt usage to maintain a clean appearance.

O. Replace Carpet Runners

After floor has been properly cleaned, and is completely dry, replace carpet runners in their original location.

P. Clean and Disinfect Drinking Fountain

Thoroughly clean entire exterior surface with approved crème cleanser. The grain of the stainless steel must be followed at all times. Rinse thoroughly as all crème cleanser must be removed. Wipe entire surface with approved disinfectant* solution.

Q. Wipe Dry

Use clean, soft cloth, and wipe item dry. The grain of the stainless steel must be followed.

R. Stainless Steel (Brass) Cleaning (Elevators, Doors, Trim, Etc.)

Thoroughly clean all stainless steel (brass) not previously mentioned with approved cleaner and a clean soft cloth. Great care must be taken to follow the grain of the stainless steel at all times when cleaning.

S. Spray Buff Hard Floors (As directed by the District)

- Hard Floors must be properly prepared before spray buffing:
 1. Remove carpet runners
 2. Dust mop
 3. Damp mop
- Begin spray buffing by lightly spraying area just to the left or right of approved floor machine (buffer) with approved spray buffing chemical at approved dilution. Buffing pad must be approved and will depend on the type of finish used.
- Floor machine (buffer) will be worked back and forth over area lightly sprayed until floor has a high, streak free luster. Then proceed to the next area, until scheduled area is completed.
- Great care must be taken to avoid using "loaded" pad (pad full of dried finish and dirt). Flip pad over or change to another clean dry pad often.
- Great care must also be taken not to allow floor machine (buffer) to run in one spot for too long to avoid burning the floor.
- Floor should be dust mopped after scheduled spray buffing is completed.
- Replace carpet runners.

T. Strip and Refinish (As directed by the District)

Close and properly mark area "closed". Remove all movable objects from area.

1. Apply approved stripping solution at approved dilutions to area to be stripped. Allow solution to stand according to approved manufacturer's recommendations. Do not allow solution to dry out or stand too long. Any finish or dirt must also be removed from walls, doors, etc., at this time. If splashed on adjacent surfaces, it must be removed before it dries.
2. Thoroughly agitate all floor area to remove all old finish with approved strip pad.
3. Use wet pick up vacuum to pick up old finish and stripper.
4. Thoroughly mop rinse area with clean cotton mop and clean water. Make sure walls, doors, etc., are also thoroughly rinsed.
5. Thoroughly mop rinse area a second time with clean cotton mop and clean water with approved neutralizer / conditioner chemical at approved dilution. Make sure walls, doors, etc., are also thoroughly rinsed.
6. Allow floor to air dry.
7. If any old finish remains, repeat #1 through #6.
8. Continue #1 through #7 until scheduled area is properly stripped and/or rinsed.
9. Apply thin coat of approved sealer with approved clean applicator. Sealer must not be slopped on walls, doors, etc... Allow sealer to thoroughly dry.
10. Apply second coat of sealer as described in #9 above. Allow sealer to thoroughly dry.
11. Apply thin coat of approved finish with approved applicator. Finish must not be slopped on walls, doors, etc. Allow to dry and apply second coat.

U. Scrub – Restroom Floors

Close restrooms. Remove all movable objects from area.

1. Apply approved cleaning solution at approved dilution to area to be scrubbed. Do not allow solution to dry.
2. Quickly agitate small section coated with solution with approved stiff bristle brush and buffer. Be sure grouting is clean.
3. Use wet pick up vacuum to pick up dirty solution.
4. Thoroughly mop rinse area with clean cotton mop and clean water. Make sure all walls, doors, etc. are also thoroughly rinsed.
5. Thoroughly mop rinse area a second time with clean cotton mop and clean water. Make sure all walls, doors, etc. are also thoroughly rinsed a second time.
6. Allow floor to air dry.
7. After floor is thoroughly dry, replace all objects moved from area.

V. Carpet Extracting

All carpeting, including carpet runners, must be thoroughly cleaned as follows:

1. All movable items must be removed from area(s) to be cleaned (i.e., chairs, waste receptacles, all free standing tables, typing stands, boxes, plants, all temporary floor coverings placed, etc...)
2. Thoroughly spray next area to be cleaned with approved pre-treat or traffic lane cleaner used at approved dilution. Spray must be applied so that fibers remain damp until cleaned. Chemical should be left to work for 10-15 minutes.
3. Thoroughly extract all properly pre-treated carpeted areas. Minimum of two cleaning passes in opposite directions. Approved equipment and chemicals at approved dilutions must be used.
4. All stains must be removed during the extraction process, using approved chemicals. Great care must be taken to completely remove stain removal chemical from carpet floor.
5. Thoroughly spray all thoroughly cleaned carpet with approved carpet fiber protector at approved dilution. Application must be made with approved sprayer.
6. Replace all items removed for cleaning. All items moved back into place that have metal of any type that comes in contact with carpeting must be wood blocked or tabbed to keep the metal off the carpet fiber until thoroughly dry. All blocks or tabs should be removed during the next scheduled regular area cleaning, provided the carpet is thoroughly dry.

W. Alternative Carpet Cleaning Methods

If a method other than extraction cleaning is to be used, a detailed written description of the methods and chemicals or materials used and frequencies will be submitted with the bid and will be approved by the Maintenance Supervisor before the alternative method can be implemented.

X. Porcelain Tile Floors (if needed)

- No finish or sealer will be applied to quarry tile floors unless recommended by the manufacturer's representative and West Branch-Rose City Area Schools. Clean all traffic areas with an Automatic Floor Scrubber.
- Scrub thoroughly with a rotary machine with a quarry tile brush attachment and neutral cleaner.
- Use wet pick up vacuum to pick up water from tile and grout.
- Thoroughly rinse.

Y. Remove Recyclables

Pick up all recyclable paper from marked containers and remove to designated containers in the loading dock area.

Proposed Pay Structure

West Branch - Rose City Area Schools

District Supervisor	\$ 26,000 - \$ 30,000 annual salary
Facility Lead	\$ 9.00 - \$ 12.00 per hour
Cleaning Technician	\$ 8.00 - \$ 9.00 per hour



Equipment

The following equipment would be used at:

Ogemaw Heights

Equipment	Manufacturer	Quantity	Value
Automatic Walk-Behind Scrubber	Nobles	1	\$ 4,000
Low Speed Scrubber	Nobles	1	\$ 1,000
Typhoon	Nobles	1	\$ 1,200
Propane Stripper	Eagle	1	\$ 5,000
Propane Burnisher	Nobles	1	\$ 3,500
Carpet Extractor	Castex	1	\$ 4,000
Carpet Spotter	Anser	1	\$ 600
Restroom Cleaning Unit	KaiVac or Nobles	1	\$ 2,700
Truck Mount Carpet Cleaner	Power Plus	1	\$ 12,000
Misc Hand Tools	Misc	As needed	\$ 500
Janitor Carts or Brute/Caddy	Rubbermaid	5	\$ 650
Mop Bucket/Wringer	Rubbermaid	9	\$ 450
Wet Floor Signs	Rubbermaid	5	\$ 50
Wet Mops/Brooms/Dust Mops	Misc	As needed	\$ 500
Vacuums	Windsor Sensor	4	\$ 1,600

\$ 48,950



Equipment

The following equipment would be used at:

Surline Elementary

Equipment	Manufacturer	Quantity	Value
Automatic Walk-Behind Scrubber	Nobles	1	\$ 4,000
Low Speed Scrubber	Nobles	1	\$ 1,000
Typhoon	Nobles	1	\$ 1,200
Propane Stripper	Eagle	1	\$ 5,000
Propane Burnisher	Nobles	1	\$ 3,500
Carpet Extractor	Castex	1	\$ 4,000
Carpet Spotter	Anser	1	\$ 600
Restroom Cleaning Unit	KaiVac or Nobles	1	\$ 2,700
Truck Mount Carpet Cleaner	Power Plus	1	\$ 12,000
Misc Hand Tools	Misc	As needed	\$ 400
Janitor Carts or Brute/Caddy	Rubbermaid	4	\$ 520
Mop Bucket/Wringer	Rubbermaid	8	\$ 400
Wet Floor Signs	Rubbermaid	5	\$ 50
Wet Mops/Brooms/Dust Mops	Misc	As needed	\$ 400
Vacuums	Windsor Sensor	3	\$ 1,200



Equipment

The following equipment would be used at:

Surline Middle

Equipment	Manufacturer	Quantity	Value
Automatic Walk-Behind Scrubber	Nobles	1	\$ 4,000
Low Speed Scrubber	Nobles	1	\$ 1,000
Typhoon	Nobles	1	\$ 1,200
Propane Stripper	Eagle	1	\$ 5,000
Propane Burnisher	Nobles	1	\$ 3,500
Carpet Extractor	Castex	1	\$ 4,000
Carpet Spotter	Anser	1	\$ 600
Restroom Cleaning Unit	KaiVac or Nobles	1	\$ 2,700
Truck Mount Carpet Cleaner	Power Plus	1	\$ 12,000
Misc Hand Tools	Misc	As needed	\$ 400
Janitor Carts or Brute/Caddy	Rubbermaid	4	\$ 520
Mop Bucket/Wringer	Rubbermaid	8	\$ 400
Wet Floor Signs	Rubbermaid	5	\$ 50
Wet Mops/Brooms/Dust Mops	Misc	As needed	\$ 400
Vacuums	Windsor Sensor	3	\$ 1,200



Equipment

The following equipment would be used at:

Rose City Elementary

Equipment	Manufacturer	Quantity	Value
Automatic Walk-Behind Scrubber	Nobles	1	\$ 4,000
Low Speed Scrubber	Nobles	1	\$ 1,000
Typhoon	Nobles	1	\$ 1,200
Propane Stripper	Eagle	1	\$ 5,000
Propane Burnisher	Nobles	1	\$ 3,500
Carpet Extractor	Castex	1	\$ 4,000
Carpet Spotter	Anser	1	\$ 600
Restroom Cleaning Unit	KaiVac or Nobles	1	\$ 2,700
Truck Mount Carpet Cleaner	Power Plus	1	\$ 12,000
Misc Hand Tools	Misc	As needed	\$ 250
Janitor Carts or Brute/Caddy	Rubbermaid	2	\$ 260
Mop Bucket/Wringer	Rubbermaid	2	\$ 100
Wet Floor Signs	Rubbermaid	4	\$ 40
Wet Mops/Brooms/Dust Mops	Misc	As needed	\$ 200
Vacuums	Windsor Sensor	2	\$ 1,600



Equipment

The following equipment would be used at:

Rose City Middle



Equipment	Manufacturer	Quantity	Value
Misc Hand Tools	Misc	As needed	
Janitor Carts or Brute/Caddy	Rubbermaid	As needed	
Mop Bucket/Wringer	Rubbermaid	As needed	
Wet Floor Signs	Rubbermaid	As needed	
Wet Mops/Brooms/Dust Mops	Misc	As needed	
Vacuums	Windsor Sensor	As needed	
Other major equipment would be brought in for use as necessary			



AXIUM

Services, Inc.



Pricing



Financial Projection

West Branch - Rose City Area Schools

For Each of the Proposed Contract Years

Labor:

District Supervisor	\$ 30,000.00
Day Custodians (3)	\$ 55,296.00
Night Custodians (12)	\$ 172,800.00
Payroll Tax & Burden	<u>\$ 51,619.00</u>

Total Labor Costs \$ 309,715.00

Direct Costs

Cleaning Supplies	\$ 21,680.00
Consumable Products	\$ 31,000.00
Equipment (amortized)	<u>\$ 12,388.00</u>

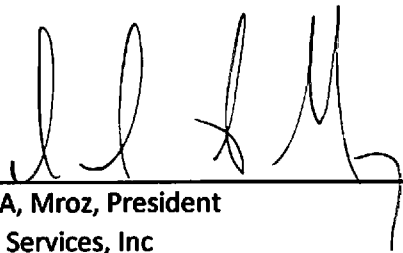
Total Direct Costs \$ 65,068.00

Total Cost \$ 374,783.00

Overhead Expenses & Profit \$ 74,956.00

Selling Price - Annual \$ 449,739.00

Monthly Billing Amount \$ 37,478.25



David A. Mroz, President
Axium Services, Inc