



March 1, 2013

Chavon Nihls
West Branch-Rose City Area Schools
515 Harrington Street
Rose City, MI 48654

Dear Ms. Nihls:

The Enviro-Clean team appreciates the opportunity to present to West Branch-Rose City Area Schools this proposal to provide contracted custodial services at your district facilities.

Enviro-Clean Services has provided custodial, maintenance and grounds services for Michigan school districts for over 14 years, and is, presently providing services to 29 Michigan school districts and maintaining 200+ K-12 buildings daily.

The K-12 educational market is unique to our industry, in that, there is a high level of communication and sharing of experiences between school districts. Our commitment to West Branch-Rose City Area Schools is to provide a level of service such that buildings will always be clean, the staff friendly and helpful, so that, when asked to evaluate your relationship with Enviro-Clean by other districts, your response will be unequivocal praise. The support of West Branch-Rose City Area Schools and all our K-12 customers is seen as critical for Enviro-Clean's growth in the Michigan K-12 market.

This proposal is based on a rigorous evaluation of; the RFP, condition, configuration and use of buildings, as well as special staffing or building needs. The proposed custodial program will assure that all requirements as expressed in the RFP will be met or surpassed.

We eagerly anticipate developing a long-term partnership with the staff, administration, students and parents of the West Branch-Rose City Area School family.

Sincerely,

A handwritten signature in blue ink, appearing to read "Matt Koster", written over a horizontal line.

Matt Koster
Business Development Manager
Enviro-Clean Services, Inc
(616) 291-8874

Investment Detail

This proposal is based on a rigorous evaluation of the RFP, condition of buildings and special staffing or building needs. The proposed custodial program will assure that all requirements of the RFP will be met or surpassed.

Yearly Investment

Based on the requirements in the RFP the yearly investment for maintenance and custodial services at West Branch-Rose City Area Schools will be \$465,956.00 per year. This price includes all: labor, management, insurance, equipment, and cleaning supplies. Enviro-Clean has priced the consumable products as a separate line item shown below.

Customizable Pricing

This proposal is based on information gleaned from the RFP, previous site visits, and interactions during our phone conversation. The pricing can be adjusted to accommodate any changes the decision committee would like to consider. An example would be raising the starting pay by \$1.00/hr for all positions would reflect an increase of \$31,754.00 per year.

Consumable Products

Consumable products are not included in Enviro-Clean's base price number above. Enviro-Clean considers consumables to include: paper hand towels, toilet paper, trash liners, hand soap, and hand sanitizer. The cost per year for Enviro-Clean to provide these products would be \$ 11,051.00/Yr. This pricing is based on the quantities purchased by West Branch-Rose City Area Schools in the past year.

Gym Floors

The cost per time to screen and refinish the High School wood gym floor would be \$4,435.00. The cost to screen and refinish the Rose City Middle School wood gym floor would be \$2,893.00 per time. Refinishing of the wood floors is not a cost included in our base price. The refinishing of all non-wood floors is included in the base pricing.

Wages

The minimum base starting wage for day team members is \$10.00/hr, and for evening team members is \$9.50/hr. Please note that these are starting wages, not weighted average wages. Management and supervisory team members will receive a higher wage. Please see the Staffing tab in this proposal for further detail.

Health Insurance

Although it can be a cost savings Enviro-Clean, is not opting to provide an increased number of part time staff to avoid the cost of the Affordable Health Care Act. It is felt that part time staff at West Branch-Rose City Area Schools will create a transient work force. Enviro-Clean's proposal is formulated with as many full time employees as possible, working year around. In this proposal 13 of Enviro-Clean's staff members are eligible for insurance. This number can be reduced if West Branch-Rose City Schools would prefer to see more part time employees to reduce cost. Below you will find details on several insurance options available to West Branch-Rose City Area Schools.

75/25 Split

The following information provides details for coverage on a 75/25 split. With this option, the employee will pay 25% of the premium. The average cost to the employee is \$22.00 per week. The increased cost/yr over the base price would be \$ 8,115.00 to provide this 75/25 split.

85/15 Split

The following information provides details for coverage on an 85/15 split. With this option, the employee will pay 15% of the premium. The average cost to the employee is \$13.00 per week. The increased cost/yr over the base price would be \$ 23,123.00 to provide this 85/15 split to the 13 eligible team members.

Days/Year

The goal is to attract, train and retain excellent team members. The reward one feels when provided with a work environment that reflects what would be expected at most employers is significant. This proposal provides this value by employing members year around, with no breaks in their employment that reduce their income.

It is typical for custodial contractors to reduce staffing on snow days, in-service days and break periods. Your facilities will be staffed on all days except weekends and holidays, and during their paid vacation which we encourage them to use in the summer. Working these days allows Enviro-Clean staff to perform work that is difficult to do during a normal work week and perform all detail tasks in the summer while having the buildings ready 2 weeks before the start of school.

Days that West Branch-Rose City Area Schools, wishes to be removed from the planned work days will result in a reduction in the charge.

Commitment

Enviro-Clean is committed to providing the highest quality custodial services at West Branch-Rose City Area Schools. With Enviro-Clean's family owned philosophy you will not hear things like "That is not in the contract" or "That's not my job". If it can be done with the staff provided it will be taken care of. We truly are here to serve you and your school family.

Staffing plan

Shift times are flexible

Title	Pay	Hours	Shift
On Site Contract Manager	15	8	Varies Depending on Need
Total Daily Hours		8	

*** Will spend 5 hours per night cleaning at High School

High School 138,845 sq/ft

Title	Pay	Hours	Shift
Day Costodian	\$11.00	8	Days - 5:30 am to 2:00 pm
Lead Custodian	\$11.00	8	Afternoon - 3:00 pm to 11:00 pm
Custodian	\$9.50	8	Afternoon - 2:00 pm to 10:00 pm
Custodian	\$9.50	8	Afternoon - 3:00 pm to 11:00 pm
Total Daily Hours		32	

Surline Elementary 85,848 sq/ft

Title	Pay	Hours	Shift
Day Costodian	\$10.00	8	Days - 6:00 am to 2:30 pm
Custodian	\$9.50	8	Afternoon - 2:30 pm to 10:30 pm
Custodian	\$9.50	8	Afternoon - 3:00 pm to 11:00 pm
Custodian	\$9.50	1.25	Afternoon - 5:00 pm to 6:15 pm
Total Daily Hours		25.25	

Surline Middle School 83,171 sq/ft

Title	Pay	Hours	Shift
Day Costodian	\$10.00	8	Days - 6:00 am to 2:30 pm
Lead Custodian	\$10.00	8	Afternoon - 2:30 pm to 10:30 pm
Custodian	\$9.50	8	Afternoon - 3:00 pm to 11:00 pm
Custodian (from Transportation)	\$9.50	1.25	Afternoon - 6:45 pm to 8:00 pm
Total Daily Hours		25.25	

Rose City Elementary 48,793 sq/ft

Title	Pay	Hours	Shift
Day Costodian	\$10.00	8	Days - 6:00 am to 2:30 pm
Custodian	\$9.50	8	Afternoon - 3:00 pm to 11:00 pm
Custodian (from Rose City Middle)	\$9.50	0.5	Afternoon - 8:15 pm to 8:45 pm
Total Daily Hours		16.5	

4

3.25

-Bus Garage 3.25
cleaning

2.5

Rose City Middle School

9,675 sq/ft (used)

Title	Pay	Hours	Shift
Custodian	\$9.50	2.25	Afternoon - 6:00 pm to 8:15 pm
Total Daily Hours		2.25	

AS
NEEDED

Transportation

1,100 sq/ft

Title	Pay	Hours	Shift
Custodian (from Surline El.)	\$9.50	0.5	Afternoon - 6:15 pm to 6:45 pm
Total Daily Hours		0.5	

Total Hours: 109.75

Total FTEs: 13.72

Note:

- Lead Custodians will spend several hours per night doing nothing but managing.

Equipment

In addition to signs, brooms, etc.

Ogemaw Heights High School

Title	Quantity
ProTeam Back Pack Vacuum(s)	2
Kaivac or Similar Touchless Cleaning System	1
20" Windsor Floor Scrubber	1
26" Riding Auto Scrubber	1
Wet/dry Vacuum With Front Squeegee	1
Floor Fans	2
Windsor Clipper Duo Carpet Extractor	1

Surline Elementary

Title	Quantity
ProTeam Back Pack Vacuum(s)	2
20" Windsor Floor Scrubber	1
26" Auto Scrubber	1
Wet/dry Vacuum With Front Squeegee	1
Floor Fans	2
Windsor Clipper Duo Carpet Extractor	1

Surline Middle School

Title	Quantity	Cost
ProTeam Back Pack Vacuum(s)	2	
Kaivac or Similar Touchless Cleaning System	1	
20" Windsor Floor Scrubber	1	
26" Auto Scrubber	1	
Wet/dry Vacuum With Front Squeegee	1	
Floor Fans	2	
Windsor Clipper Duo Carpet Extractor	1	

Rose City Elementary

Title	Quantity
ProTeam Back Pack Vacuum(s)	1
20" Windsor Floor Scrubber	1
20" Auto Scrubber	1
Wet/dry Vacuum With Front Squeegee	1
Floor Fans	2
Windsor Clipper Duo Carpet Extractor	1

Current Rose City Middle (Minimal Use)

Title	Quantity
ProTeam Back Pack Vacuums	1
26" Auto Scrubber	1
Wet/dry Vacuum With Front Squeegee	1
Floor Fans	1

Bus Garage

Title	Quantity
Upright Vacuum	1

West Branch-Rose City Area Schools

REQUEST FOR PROPOSAL For CUSTODIAL SERVICES

**Issued by the Finance office
P.O. Box 308 • West Branch, MI, 48661**



DUE: March 4, 2013, 2:00 p.m. EST
TO: West Branch-Rose City Area Schools • C/O Chavon S Nihls
P.O. Box 308, West Branch, Michigan 48661

January 28, 2013

To: Prospective Bidder

Subject: Request for Proposals for Custodial Services

West Branch-Rose City Area Schools is accepting proposals for a 3-year contract to provide custodial services to the District.

This request for proposal is for a 3-year contract period for which we are requesting guaranteed pricing from July 1, 2013 through June 30, 2016. West Branch-Rose City Area Schools reserves the right to renew the contract for three (3) additional years in one (1) year increments at the District's sole and absolute discretion. Renewal(s) will depend on pricing as well as level and quality of service received during the initial 3-year contract period.

If you desire to submit a proposal for these custodial services, please submit your proposal no later than 2:00 p.m. March 4, 2013. Bids will be opened at West Branch-Rose City Area Schools Administration Office located at the below address. Mail or hand-deliver your sealed bid to: West Branch-Rose City Area Schools, P.O. Box 308, West Branch MI 48661, Attn: Chavon S Nihls. Your proposal must be received before the bid opening date and time, when all bids will be publicly opened and read aloud. **No fax, verbal, e-mail or telephone quotations will be accepted.** West Branch-Rose City Area Schools is not responsible for late, lost, misdirected, damaged, incomplete, illegible or postage-due mail.

A mandatory pre-proposal meeting and walkthrough of the School District's buildings will be held on Monday February 11, 2013 at 9:30 a.m. If you have any questions regarding the meeting or walkthrough contact Chavon S Nihls at (989) 343-2003.

Please use Attachment 4 - Proposal Pricing Form as your tally sheet when submitting your proposal.

Thank you for your participation.

Chavon S Nihls

Chavon S Nihls
Finance Director

West Branch-Rose City Area Schools
REQUEST FOR PROPOSAL
CUSTODIAL SERVICES
DUE: March 4, 2013 2:00 P.M. EST

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West Branch-Rose City Area Schools
REQUEST FOR PROPOSAL
CUSTODIAL SERVICES

1.0 SUBMISSION DEADLINE AND REQUIREMENTS: The District is requesting proposals from qualified companies for a Contract for Custodial Services Operations. Proposals must be received at West Branch-Rose City Area Schools Administration Building, Attn: Chavon S Nihls, P.O. Box 308, MI 48661 no later than 2:00 p.m. EST on March 4, 2013, the Due Date. Proposal envelopes must be sealed and marked **RFP CUSTODIAL SERVICES**. No telephone, e-mail, facsimile, or verbal proposals will be accepted. West Branch-Rose City Area Schools is not responsible for late, lost, misdirected, damaged, incomplete, illegible or postage-due mail.

- 1.01 Additional copies of the RFP documents are available upon request.
- 1.02 Each Bidder is responsible for delivery of Proposal. Proposals and/or Proposal revisions received after the date and time specified will not be considered or accepted.
- 1.03 Each Proposal must be an original and hard copy, and signed by an authorized member of the Bidder's company. This member should be the highest-ranking officer at the local level.
- 1.04 Each Bidder must submit with the signed original Proposal, six (6) complete copies of the signed original Proposal.
- 1.05 **INQUIRIES:** Prospective Bidders may request clarification of information contained in the RFP. All such requests must be received by the close of business on February 25, 2013. The District will use its best efforts to provide a response to all written requests within three (3) business days after the receipt of such request. Responses to any request for clarification will be provided in writing to all prospective Bidders who are on record as having received the RFP. All inquiries for clarification of information contained in the RFP must be submitted on the Bidder Inquiry Form (see Attachment 3) to:

Chavon S Nihls
West Branch-Rose City Area Schools
P.O. Box 308 West Branch, MI 48661
Fax : (989) 343-2006
Email : nihlsc@wbrc.k12.mi.us

- 1.06 Prospective Bidders are required to attend a mandatory pre-proposal meeting and building walkthrough on February 11, 2013 at 9:00 a.m.
- 1.07 **PROPRIETARY INFORMATION:** The information provided in the RFP is intended solely for internal use by the Bidder in proposal preparation. All information contained herein is proprietary and shall not be distributed to any third party, except as required by law.
- 1.08 **RESTRICTIONS ON COMMUNICATION:** From the issue date of the RFP until a Contract has been awarded and announced, prospective Bidders are not allowed to communicate about the subject of the RFP or a Bidder's Proposal with the School District, its Board of Education, administration, staff, teachers or students, except as provided in the pre-proposal meeting (reference section I-1.06) and inquiries (reference section I-1.05).

(Please circle yes or no)

YES

NO

- 1.09 **BID GUARANTEE:** Each Proposal must be accompanied by either a certified or cashier's check on an open, solvent bank or a bid bond with an authorized surety company in the amount equal to 5% of the first year's estimated total cost of the contract. Bid guarantee must be made payable to West Branch-Rose City Area Schools as a guarantee of good faith. If the successful Bidder fails to furnish satisfactory bonds and insurance within 10 days after notice of award, such guarantee shall be forfeited as liquidated damages by the District to compensate for losses due to delay and/or increased costs for the project. The guarantees of all other Bidders will be returned within ten days after the bid opening.

YES

NO

- 1.10 **PROPOSAL COSTS:** Any recipient of the RFP is responsible for any and all costs incurred by it or others acting on its behalf in preparing or submitting a Proposal, or otherwise responding to the RFP, or any negotiations incidental to its Proposal or the RFP.

- 1.11 **RFP/PROPOSAL INFORMATION CONTROLLING:** The following process described is intended to ensure that all prospective Bidders have equal access to information relative to the RFP. As part of the RFP preparation (which may have included previous discussions with selected prospective Bidders), every effort has been made to provide prospective Bidders with adequate information. Each Bidder shall prepare its Proposal based only on the information contained in the RFP, notwithstanding any information that may have been previously provided. A prospective Bidder noting any inconsistency between the information contained in the RFP and any information previously provided should request clarification (reference Section I-1.05).

No information communicated, either verbally or in writing, to or from a Bidder shall be effective unless confirmed by written communication contained in the RFP, an addendum to the RFP, a request for clarification or written response thereto, or in the Proposal.

- 1.12 **ADDENDA TO THE RFP:** Should it become necessary to revise any part of the RFP, notice of the revision will be given in the form of an addendum to all prospective Bidders on record as having received the RFP. Each Bidder must acknowledge receipt of addenda, but the failure of a Bidder to receive or acknowledge receipt of any addendum, shall not relieve the Bidder of the responsibility for complying with the terms thereof. Acknowledgment shall consist, minimally, of returning a signed copy of all addenda cover sheets as part of the Proposal by the RFP Due Date and time, but failure to acknowledge receipt of any addendum shall not relieve the Bidder of complying with the terms thereof. All addenda shall become a part of the RFP. Acknowledgment of all addenda received must be submitted by the RFP Due Date and time. Please provide email address, as most communication will be via email.

- 1.13 **OPENING OF PROPOSALS:** At the specified time and date stated in Section I-1.0 all submitted Proposals shall be opened publicly and read aloud. No immediate decision will be rendered. Any interested parties may attend the opening.

- 1.14 **RESERVATION OF RIGHTS:** The District reserves the right to accept or reject any or all Proposals not withdrawn before the Due Date and to waive any irregularity or informality in the Proposal process. West Branch-Rose City Area Schools reserves the right to conduct discussions and request additional information from any or all Bidders. West Branch-Rose City Area Schools reserves the right to negotiate with the Bidder whose proposal is deemed strongest by the Selection Committee. Bids may not be withdrawn within 60 days after Due Date without forfeiting bid security. The District reserves the right to make such investigations as deemed prudent to determine Bidder's qualifications and eligibility, including but not limited to, requests for financial statements and company profiles. The District reserves the right to award the contract to other than the lowest bidder.

- 1.15 **FINALITY OF DECISION:** Any decision made by The District, including the selection of a Contractor, shall be final.

2.0 SECTION II – DEFINITIONS

- 2.01 **"District"** – The Board of Education of West Branch-Rose City Area Schools or its expressly authorized representative. The term may also be referred to as "West Branch-Rose City Area Schools".
- 2.02 **"Contractor"** – Any custodial company having been invited by West Branch-Rose City Area Schools, as a matter of being on record as having received the RFP, and preparing and presenting a Proposal for the Custodial Services in accordance with the RFP.
- 2.03 **"Proposal"** – A response to the RFP submitted in accordance with the RFP.
- 2.04 **"Facilities"** – Any facility, land, or real estate owned or controlled by West Branch-Rose City Area Schools.
- 2.05 **"Contract"** – The negotiated contract resulting from the District's acceptance of the Contractor's proposal, to the satisfaction of the District, which incorporates this RFP and the Contractor's Proposal.
- 2.06 **"Accounting period"** – A one- (1) month accounting period within a Contract Year.
- 2.07 **"Contract Year"** – Each 12-month period commencing on July 1 and ending on the next succeeding June 30 during the term hereof or ending on the termination date if the contract is terminated earlier.
- 2.08 **"District Representative"** – Person or persons authorized to handle administrative matters associated with the Contract. The District Representative is not authorized to enter any amendment or extension of this Contract.

(Please circle yes or no)

3.0 SECTION III – SPECIFICATIONS/SCOPE OF WORK

- 3.01 **BACKGROUND – GENERAL OVERVIEW:** This RFP is being issued to qualified custodial service providers for the operation of the following custodial components at West Branch-Rose City Area Schools.
- 3.02 West Branch-Rose City Area Schools is comprised of several facilities throughout the District servicing a pre-K – 12 education. Other buildings support the administration required to fulfill such education.

- ☒ YES ☐ NO 3.02.1 The Contractor will be expected to provide the necessary equipment to perform the Custodial services and maintain quality and service standards. It is understood and agreed that the District shall in no way be responsible for any theft, disappearances or other misappropriation of any equipment to be supplied by the Contractor, nor for the theft, disappearance, or other misappropriation of any supplies or any other property of the Contractor wherever located. **The equipment list including make, model, number at each location and value of equipment must be included in the Proposal. All equipment is to be purchased new or almost new for this contract.**
- ☒ YES ☐ NO 3.02.2 The Contractor will supply an up to date custodial supply and equipment inventory.
- ☒ YES ☐ NO 3.02.3 Failure by the Contractor to maintain quality, service, and/or cleanliness standards as determined by District management will be documented and may result in cancellation of part, or all, of the custodial contract.

- 3.02.4 The requirements in this scope of work are the minimum required for the District's Custodial Services program. Contractors are encouraged to be creative and propose improvements and enhancements for consideration.
- 3.02.5 This RFP will result in a single contract award.
- 3.02.6 OBJECTIVES: The District seeks to accomplish the following objectives for its Custodial Services. (This list is not in order of importance.)
- 3.02.7 Develop and establish service levels and operating hours that are responsive to the needs of students, faculty, staff, and guests.
- 3.02.8 Develop an innovative and effective custodial program.
- 3.02.9 Develop reporting systems that meet the needs and expectations of the District.
- 3.02.10 Maximize productivity through strong Custodial Services.
- 3.02.11 Instill flexibility into all aspects of the Custodial Services to enhance responsiveness to demand.

3.03 **GENERAL POLICIES AND REQUIREMENTS APPLYING TO ALL AREAS.**

☒ YES ☐ NO

- 3.03.1 All Custodial Services shall be performed in District Facilities. The Contractor will not be authorized to utilize the Facilities for any other custodial service or purpose not specifically defined in the RFP.

☒ YES ☐ NO

- 3.03.2 The Contractor will provide the Custodial Services at the times requested.

☒ YES ☐ NO

- 3.03.3 The policies and activities of the Contractor shall be subject to the approval of the District; said policies and activities shall include, but not be limited to, the quality of the services by the award Contractor. The Contractor shall follow all applicable policies and procedures of the District.

☒ YES ☐ NO

- 3.03.4 The Contractor shall meet monthly with authorized members of the District to effect adjustments in operations and cooperate at all times to maintain maximum efficiency, cleanliness, and good public relations with students, faculty, staff and guests or clients. The Contractor's On-Site Management will meet weekly with each site principal and other authorized members of the District to maintain cleanliness, event coordination and good public relations.

- 3.04 **FACILITIES AND EQUIPMENT:** The Contractor agrees to keep energy consumption at a minimum and will comply with energy conservation practices and policies in keeping with the District's efforts.

☒ YES ☐ NO

- 3.04.1 The Contractor will be responsible for the payment of cellular telephone, communication, and service.

The Contractor will maintain e-mail service for our contract and cell phone connection at all times. Each facility will have two-way communication (Nextel or Equivalent) to ensure communication during cleaning hours.

☒ YES ☐ NO

- 3.04.2 The Contractor will be responsible for advising the District of the need for and the District or its designee will make all necessary repairs and replacements to, its facilities and facilities equipment, except in those instances where the necessity for repair or replacement is due to negligence on the part of the Contractor or employees. If any such incidents occur, repair and/or replacement costs are the sole responsibility of the Contractor. No equipment of any type shall be removed from the facilities except to be repaired and only then with the approval of the District.

☒ YES NO 3.04.3 Equipment list should be provided by the Contractor including value of equipment in the RFP.

☒ YES NO 3.04.4 The Contractor is responsible for control of the keys (maintained in key boxes with listings) obtained from the District, for the areas provided for the operation of Custodial Services. The Contractor shall be responsible for reimbursing the District for the replacement of lost keys and cost of re-keying and replacement of lock cylinders required as a result of negligence and/or lost keys by its employees.

3.05 **CUSTODIAL SUPPLIES:** The Contractor may be required to purchase any usable inventory of consumable cleaning supplies/materials that may be on hand at the commencement of the contract. Such inventory is to be purchased at cost.

The Contractor will be responsible to supply all necessary cleaning supplies (chemical, solution, wax, etc.) during the Contract Term. During the first year of the Contract Term, the Contractor will be responsible for the procurement of any paper products, toilet tissue, paper towel, soap, trash can liners, air fresheners, toilet seat covers, etc. reasonably necessary for the performance of the Custodial Services (the "Supplies"). The Contractor shall advise, and timely notify, the District of the necessary quantities of Supplies so that such Supplies are procured in a timely manner. The Contractor shall be responsible to manage the inventory and shall submit to the District a monthly report detailing consumption of Supplies (including type and quantity) for each District Facility. At the District's option, the District may elect to have the contractor procure the necessary Supplies beginning in the second year of the Contract Term. If the District so elects, upon Contractor's receipt of written approval from the District, beginning in the second year of the Contract Term, the Contractor shall procure the necessary Supplies, in the amounts and quantities deemed appropriate by the contractor, and reasonably consistent with amounts and quantities of prior years, to perform the Services and agreed to by the District in writing. The Contractor shall use only those Supplies that meet or exceed the District's current specifications, and the Contractor shall only use those which conform to the manufacturer's specifications. Prior to any such changes in Supplies, the Contractor must receive the District's prior written approval. The Contractor must manage the inventory/use of Supplies consumed by each Facility and have an order process system that will provide the District with a monthly report which details each Facility's consumption. The report must detail quantity, product name, and cost of all Supplies. The Contractor will be required to keep an adequate inventory of Supplies at each Facility. Additionally, any and all procurements by the Contractor must be in compliance with all applicable laws, rules, regulation, policies and procedures, including, but no limited to, compliance with MCL 380.1274 and applicable District policy and procedure. The parties agree to convene at least ninety (90) days prior to the end of the first year of the Contract Term to discuss the pricing for Supplies if the School District elects to have the Contractor procure the same.

☒ YES NO 3.05.1 The Contractor shall maintain rigid procurement procedures throughout the entire process of purchasing, receiving, storage and inventory of all custodial Supplies.

☒ YES NO 3.05.2 The District shall have free access to any and all records or receipts check lists, and product specifications for all Supplies to determine that sanitary specifications are complied with and that purchasing specifications are being met.

☒ YES NO 3.05.3 All Supplies or other custodial cleaning products shall be delivered in proper transportation containers at District approved times and be accompanied by the proper MSDS for District files.

(Please circle yes or no)

4.0 SECTION IV – CONTRACT FORMATION AND PERIOD

- 4.01 This is a Request for Proposals only. Proposals will be treated as offers to enter into a Contract with the District. The written acceptance of the Contractor's Proposal by the District shall constitute a Contract, pending execution of a formal written Contract satisfactory to both the District and the Contractor.
- 4.02 **LENGTH OF CONTRACT:** The Contract Term shall be three (3) years. The Contract period shall begin No Later than July 1, 2013. The District plans to award a Contract to the Contractor, as a result of the RFP, a 3 year term, with the possibility of one-year extensions for up to two additional years beyond the initial 3-year term, in the District's sole and absolute discretion.
- 4.03 **TERMINATION:** In the event the Contractor fails, at any time, to comply with, fully perform and strictly adhere to any term, covenant, condition or representation contained in the Contract, all requirements contained in the RFP and the Contractor's Proposal, whether it be performed by the Contractor, its agents or employee, the District shall have the right to give written notice to Contractor of such failure. If such failure is not cured to the District's satisfaction within ten (10) business days from the time of receipt of such notice, the District shall have the right to terminate immediately without the requirement of a further notice. Notwithstanding the foregoing, the Contract may be terminated by the District without cause upon six (6) months advance written notice to the Contractor. If the Contractor is terminated in accordance with any of the provisions contained herein, all rights of the Contractor under the Contract shall cease.

5.0 SECTION V – SELECTION TIMELINE

The District's anticipated timeline for the selection process is:

February 1, 2013	RFP sent to prospective Bidders
February 11, 2013	Mandatory pre-bid meeting/building walkthrough – 9:30 a.m.at 208 Ward St. Rose City, Mi 48654
February 25, 2013	Deadline for submitting written requests for clarification & questions
March 4, 2013	Deadline for submitting proposals – 1:00 p.m. Bid Opening
March 11, 2013	Interviews and presentations
March 25, 2013	Board of Education consideration of contract
April 15, 2013	Announcement of contract award to Contractor, bidders notified of decision, Contract finalized
July 1, 2013	Custodial Service Operations Begin In Full

6.0 SECTION VI – PROPOSAL REQUIREMENTS AND FORMAT

- 6.01 This outlines the information that must be provided by Bidders and the required format for the Proposal. Any Proposal not providing the required information, or not conforming to the format specified, may be disqualified. Please refer also to the SUBMISSION DEADLINE

AND REQUIREMENTS section (reference Section I -1.0) of the RFP for additional requirements.

- 6.02 Attached to this RFP is a form of Contract under which the Custodial Services requested hereunder shall be provided by the successful Contractor (the "Contract"). The Contract contains details relative to the Custodial Services for the District, the additional terms and conditions under which the Custodial Services shall be provided by the successful Contractor, and should be reviewed carefully by each Contractor and be submitted as part of its Proposal, together with an explanation as to the reason such terms and conditions cannot be met or other special conditions or considerations.
- 6.03 Proposals must demonstrate an understanding of the scope of work and the ability to accomplish the tasks set forth and must include information that will enable the District to determine the Bidder's overall qualifications. Each Proposal shall also include any other information that the Bidder feels is significant in making an informed decision relative to the Proposal.
- 6.04 Any exceptions to the terms and conditions contained in this RFP or the form of Contract contained in this RFP, or any other special considerations or conditions requested or required by the Contractor MUST be specifically enumerated by the Contractor and be submitted as part of its Proposal, together with an explanation as to the reason such terms and conditions of the RFP or form of Contract cannot be met by, or in the Contractor's opinion should be not applicable to, the Contractor. The Contractor shall be required and expected to meet the specifications and requirements as set forth in the RFP and the form of Contract in their entirety, except to the extent exceptions or special considerations or conditions are expressly set forth in the Contractor's Proposal and those exceptions or special considerations or conditions are expressly accepted by the School District. All pricing factors must be clearly indicated in the Proposal Forms provided as part of the Contractor's Proposal.
- 6.05 Each Bidder shall submit its Proposal for a three (3) year contract term commencing on July 1, 2013 and ending June 30, 2016, the "Contract Term". Each Proposal shall include an implementation schedule, financial proforma (and assumptions) for each year of the proposal, labor schedule and the following:

6.05.1 Management Capability (If applicable to contract)

- ☒ YES ☐ NO 6.05.1.1 The Contractor must provide precise plans for each step in assuming management control and describe its ability to commit the staff personnel and resources required to develop a responsive management structure. A statement of the Contractor's management philosophy should be included.
- ☒ YES ☐ NO 6.05.1.2 The Proposal shall specify how the management personnel employed to fulfill the contract will operate organizationally. All management positions proposed by the Contractor should be listed with areas of responsibility clearly defined.
- ☒ YES ☐ NO 6.05.1.3 The Proposal should include profiles identifying specific management personnel (i.e., Directors, Production Managers, etc.) in your employ that will be assigned to District's Facilities. The profiles should describe the experience, education, background, specific professional accomplishments, and any special qualifications. Final selection of management personnel must be approved by the District. An On Site Manager is required for these Custodial Services.
- ☒ YES ☐ NO 6.05.1.4 An organizational chart of overall Contractor's management, showing special staff personnel, line supervision, and their relationships to school personnel should be included.
- ☒ YES ☐ NO 6.05.1.5 The Proposal shall include a description of training programs used for management personnel. The Contractor shall also describe training programs for other personnel and

include information on the staff conducting the training, their background and qualifications and available training resources. Staff will be required to be trained in Bio Hazard and Asbestos Safety.

6.05.2 Technical Quality

- ☒ YES NO 6.05.2.1 The Proposal should include a description of the Contractor's qualifications, experience and its capacity to provide the desired Custodial Services and the resources required to efficiently handle a Custodial Service of this size and scope.
- ☒ YES NO 6.05.2.2 The Contractor should list any equipment necessary to provide the Custodial Services specified in this RFP.
- ☒ YES NO 6.05.2.3 The Proposal will include a listing of all Contractor-owned equipment to be used at the Facilities.
- ☒ YES NO 6.05.2.4 The Proposal should include the Contractor's analysis of the school custodial service environment, including techniques for preventing common problems and coping with them if they do arise. The Contractor should explain and include examples of systems used to determine customer satisfaction.

6.05.3 Contractor's Experience and Capabilities

- ☒ YES NO 6.05.3.1 The Proposal must include a description of the general background, experience and qualification of the Contractor in college and school or similar Custodial Services. The Contractor must list at least three operations presently served that are similar in nature to that of the District's, within Michigan. A general description of the type of units (e.g., industry, office building, etc.) and the period of time Contractor has served that contract for each. This information shall include the names, titles, addresses, and telephone numbers of individuals who are in a position to evaluate the general quality of the operation at their facilities.
- ☒ YES NO 6.05.3.2 The Contractor shall supply a copy of the most current, certified year-end balance sheet, income statement and statement of changes in financial position for their company or certified letter of credit from a reputable financial institution in the amount of \$750,000.00 or more.
- ☒ YES NO 6.05.3.3 The Contractor must describe their capacity to provide assistance in short and long range planning of Facilities and Custodial services. Contractor must describe special additional personnel, if any, available to provide consulting services to local staff and to the District.
- ☒ YES NO 6.05.3.4 The Contractor must describe the procedures and capacity for replacing local personnel at the management level.

6.05.4 COST

- 6.06 Contractors shall provide hourly pay rates (or pay rate ranges). The pricing contained in a Contractor's Proposal must be based only on the wages and non-health related fringe benefits such as 401k plans, disability insurance, etc., offered to the Contractor's employees. Contractor's Proposal and pricing shall not include the cost of medical, vision, and/or dental insurance ("Health Benefits"). The Contractor will describe the resources, which are covered by administrative expenses if included.
- 6.07 Cover letter and/or executive summary prepared on company's business letterhead with authorized signatures. This should be limited to a brief narrative highlighting the Proposal and should be aimed at non-technical personnel. This item should not include commission/pricing quotations.

- 6.08 Company profile, support commitment and personnel responsible for carrying out the Contract.
- 6.09 Checklist of Proposal responses due.
- 6.10 Exceptions, including explanations, to Contract specifications, RFP requirements and signatures.
- 6.11 Any additional information considered necessary or helpful to the District in determining Bidder's qualifications/signatures.
- 6.12 Reference information for at least one (1) PK-12 institution or similar client with Custodial Service contract needs similar to West Branch-Rose City Area Schools. Include contact name, address, and telephone number and number of years servicing client.
- 6.13 Bidder's form of contract, if any, to encompass RFP and Proposal.
- 6.14 Signed copies of the addenda cover sheets, if applicable.
- 6.15 Include required security.
- 6.16 The signed original Proposal along with five (5) complete copies of signed original Proposal.

7.0 SECTION VII – EVALUATION CRITERIA

- 7.01 Contract award, if any, will be based upon a comprehensive review and analysis of the Proposals that best meet the needs of West Branch-Rose City Area Schools. The specific evaluation criteria may include the following:
 - Past Experience in custodial service operations of a similar nature
 - Cost to provide service
 - New and innovative ideas
 - Creativity
 - Impressions from an unannounced site visit of an existing property observing staff, cleanliness, and service
 - Impressions from an announced site visit observing staff and service quality and cleanliness
 - Management depth and experience if applicable to contract
 - Training methods and procedures for hourly staff
 - Evidence of a "customer service" focus
- 7.02 **PRESENTATIONS:** To assist in the evaluation process, select bidders will be invited for an interview and opportunity to give an oral presentation of their Proposal to the District's Selection Committee. The presentation should be no longer than one (1) hour in length, with sufficient time allocated for questions and answers. The presentations will take place no later than March 11, 2013, at 5:30 p.m., EST. Specific appointments will be scheduled with the invited Bidders.

(Please circle yes or no)

8.0 SECTION VIII – CONTRACT SPECIFICATIONS

8.01 Health and Safety:

- ☒ YES ☐ NO 8.01.1 It shall be the sole responsibility of the Contractor to require its employees to abide by all health and safety requirements imposed by law. Further, the Contractor and all of its employees shall abide by safety and health regulations set forth by the District.

8.01.2 Environment:

- ☒ YES ☐ NO 8.01.3 The Contractor shall maintain sanitary working areas and shall comply with all federal, state, and local laws, rules, regulations and ordinances that apply to Custodial Service operations.
- ☒ YES ☐ NO 8.01.4 The District reserves the right to inspect all cleaning areas, storage areas, offices and any other space under the Contractors control at any time with or without notice.
- ☒ YES ☐ NO 8.01.5 The Contractor shall state their corporate commitment to recycling and be responsible for maintaining proactive energy conservation programs and, as a minimum, shall include the following:
- Waste reduction: The Contractor shall employ all reasonable measures to reduce and prevent waste.
 - Recycling: The Contractor shall participate in any existing and/or future recycling programs established by the District. Any additional costs are to be at the school's expense.
 - Safety: The Contractor shall use a proactive safety program for its employees and operations at the schools, as well as comply with all District safety rules that apply to custodial services operations.

8.02 Equipment and Facilities Maintenance and Sanitation:

- ☒ YES ☐ NO 8.02.1 The equipment and Facilities shall be maintained in a condition satisfactory to the District and follow the specification frequencies without exception. The Contractor shall adhere to the highest standards of cleanliness and sanitary practices to insure continual sanitation in all functions and matters related to the Custodial Service.
- ☒ YES ☐ NO 8.02.2 The Contractor will be responsible for specified stripping and sealing of floors, carpet cleaning, cleaning draperies and blinds, upholstered furniture, and cleaning walls and doors to the frequency listed in the specification without exception. All manufacturer specifications shall be followed.
- ☒ YES ☐ NO 8.02.3 The Contractor will remove all trash, garbage, and debris from all Facilities occupied by the Contractor according to a schedule approved by the District.
- ☒ YES ☐ NO 8.02.4 The District shall have the right at all times to determine by inspection that facility cleanliness, sanitation and maintenance are satisfactory and in accordance with specifications.

8.03 **Licenses:**

8.03.1 The Contractor shall obtain all required licenses and permits required by law for the operation of the Custodial Services. The Contractor shall pay all required fees, taxes, and other charges applicable.

☒ YES

NO

8.04 **Laws, rules and regulations:** The Contractor must comply with all District policies, county ordinances and/or state and federal laws that may be applicable to its performance under the contract.

Personnel:

☒ YES

NO

8.04.1 The Contractor shall maintain an adequate staff at all times to ensure a high quality custodial service operation, including expert personnel for administration, purchasing, equipment consulting, and supervision. The Contractor shall submit 30 days in advance of the next contract year, the organization and staffing plan for Custodial Service covered under each contract for review and approval by the District. A qualified supervisor shall be on duty throughout the time that Custodial Services are in operation.

☒ YES

NO

8.04.2 The District reserves the right to approve the Contractor's choice of its on-site managers. No assignment of such personnel shall be made without prior approval from the District.

☒ YES

NO

8.04.3 The Contractor's on-site managers shall continue serving only as long as their performance is acceptable to the District. Such consultation and approval shall be prior to announcing the transfer to the selected individual.

☒ YES

NO

8.04.4 The Contractor shall provide management staff, made known to the District by name, to routinely review and inspect operations, personally fill vacancies, consult with the District on current and future custodial service programs, and to act with full authority on the Contractor's behalf in any and all matters pertaining to the specifications of this contract.

☒ YES

NO

8.04.5 The Contractor will make provision for an On Site manager to be accessible each day. Such management should be clearly identifiable as the individual in charge of the operation and available to give assistance.

☒ YES

NO

8.04.6 At the Contractor's sole cost and expense, all employees of the Contractor assigned to jobs at the Facilities shall be attired in uniform and have prominently displayed ID badges. Uniforms and ID badge must be approved by the District.

☒ YES

NO

8.04.7 Additionally, the Contractor and all of its employees and agents providing custodial services for the District shall meet the requirements of the School Safety Initiative Legislation, being MCL 380.1230, 380.1230a, 380.1230c, 380.1230d and 380.1230g. The Contractor acknowledges and agrees that unless the District notifies the Contractor that it is not subject to the provisions of Michigan Public Act 84 of 2006, as amended, the Contractor will have any and all of its agents, employees or representatives who will be on any District Facility or property regularly and continuously to carry out the Custodial Services contemplated by the RFP specifications and the Contract, fingerprinted and subjected to criminal history and background checks through the Michigan State Police and Federal Bureau of Investigation as detailed in Public Act 84 of 2006, as amended, prior to commencing any work under the Contract by presenting themselves, or any of its agents, employees or representatives, for proper fingerprinting and criminal backgrounds checks, as directed by the District, or provide written notification to the District that Contractor or its employee(s) has previously completed fingerprinting and a criminal history and background check in connection with contracting or working for another Michigan school district, intermediate school district, public school academy or nonpublic school (each an "Agency") and consents to the sharing or transferring to the appropriate fingerprinting and criminal history background report from the other Agency. If Contractor wishes to receive a copy of any report, it shall have the employee provide written consent to the District acknowledging

its consent to provide Contractor with a copy of the report at the time fingerprinting and background checks are initiated. Additionally, unless notified it is not subject to Michigan Public Act 84 of 2006, as amended, the Contractor represents and warrants to the District that it will at all times during the Contract Term or any Renewal Term of the Contract be in compliance with the provisions of Michigan Public Act 84 of 2006, as amended, including, but not limited to, reporting to the District within 3 business days of when any of its agents, employees or representatives who will be on the District's Facilities or property regularly and continuously to carry out the Custodial Services contemplated by the RFP specifications and the Contract, is/are charged with a crime listed in Section 1535a(1) or 1539b(1) of the Revised School Code, being MCL 380.1535a(1) and 380-1539b(1), or a substantially similar law, and to immediately report to the District if that person is subsequently convicted, plead guilty or plead no contest to that crime. The Contract shall indemnify, defend and hold the District, its employees, Board of Education, and each member thereof, agents and consultants, harmless from and against any and all claims, counter-claims, suits, debts, demands, actions, judgments, liens, liabilities, costs, expenses, including actual attorneys fees and actual expert witness fees, arising out of or in connection with any violation of, or the Contractor's failure to comply with, the requirements of Michigan Public Act 84 of 2006, as amended, or this paragraph. The Contractor shall be responsible for all costs and expenses associated with the above-required fingerprinting and background checks. The Contractor shall supply all necessary data and information, as requested by the District, to enable the District to properly submit Contractor and its employees and agents for inclusion in the State of Michigan Department of Education's list of "registered educational personnel."

☒ YES NO 8.04.8 Personnel or agents of the Contractor shall observe all school traffic and parking regulations. Drinking of alcoholic beverages or the use of illegal drugs or being under the influence of either on the job by the Contractor's employees will not be permitted. Smoking is prohibited inside all facilities owned, leased or operated by the District, including, but not limited to such space as classrooms, halls, lavatories, studios, opened and private offices, corridors, dining areas, restrooms, and common areas. Smoking is also prohibited on school grounds as outlined by law.

☒ YES NO 8.04.9 The Contractor shall have the resources and staff for providing comprehensive training and staff development programs including the management of a diverse work force for employees at all levels of the organization.

8.05 **Inspection:**

☒ YES NO 8.05.1 The District shall have the right to access all Facilities to inspect the operation thereof and the work of the Contractor with respect to the quality of procedures, sanitary and safety standards, cleanliness, appearance and conduct of the Contractor's employees, operating hours, and general housekeeping and upkeep of premises. The District shall have the right to make reasonable regulations with regard to all such matters and the Contractor agrees to comply with such regulations by mutual agreement.

8.06 **Accounting Statements and Audits:**

☒ YES NO 8.06.1 The District reserves the right to audit or cause to be audited the Contractor's books and accounts with the District at any time during the term of this contract and for five (5) years thereafter.

8.07 **ADVERTISING:**

☒ YES NO 8.07.1 The Contractor agrees not to use this Proposal or any subsequent agreement as part of any commercial advertising without prior approval of West Branch-Rose City Area Schools.

9.0 SECTION IX – GENERAL TERMS AND CONDITIONS

- 9.01 **FEDERAL, STATE AND LOCAL LAW COMPLIANCE:** West Branch-Rose City Area Schools shall use its best efforts as reasonably requested by the Contractor to assist the Contractor in complying with any applicable federal, state or local laws, rules and regulations. The Contractor shall, in the exclusive provision of Custodial Service and in the performance of services pursuant to the RFP and Contract, fully comply with all applicable federal, state, or local laws, rules and regulations, and shall hold the District, its officers, employees, agents and assignees harmless from any liability from failure of such compliance. This Contract indemnification from Contractor to the District shall include Contractor representations and warranties that the Contract is in compliance with all applicable federal and state law.
- 9.02 **FEDERAL, STATE AND LOCAL LICENSES, PERMITS AND FEES:** Contractor shall give all notices and secure and pay for all licenses, permits and fees required by law for the proper completion of the Contract. Contractor shall comply with all laws, ordinances and codes applicable to the Contract, and to policies and procedures promulgated by the District, including but not limited to parking and traffic, no smoking, and safety and security. The contractor, including all employees and agents shall perform the Custodial Services in accordance with all State Licensing laws including: the Electrical Administrative Act, PA 217 of 1956, as amended; the Forbes mechanical Contractors Act, PA 192 of 1984, as amended; the State Plumbing Act, PA 733 of 2002; the Boiler Act, PA 290 of 1965, as amended; and the Elevator Safety Act, PA 227 of 1967. The Contractor, including its employees and agents, shall be responsible for knowing the District's policies concerning appropriate behavior of persons in its Facilities and, on its properties, including for example, the prohibitions of sexual harassment and smoking, and shall comply with all such policies. The District shall use its best efforts as reasonably requested by the contractor, to assist the Contractor to comply with any and all applicable federal, state or local laws, rules and regulations. The contractor by providing its Proposal to the District represents and warrants that it shall at all times be in compliance with any and all federal and state laws, rules, ordinances, policies and regulations and licensing and permitting requirement applicable to providing Custodial Services pursuant to this RFP, its Proposal and the Contract, fully comply with any and all applicable federal, state or local laws, rules and regulations, and shall indemnify, defend and hold the District harmless from any liability from its failure to so comply.
- 9.03 **TAXES:** Contractor is responsible for personal property taxes and other applicable taxes related to the Custodial Services provided under the Contract.
- 9.04 **EQUAL EMPLOYMENT OPPORTUNITY REQUIREMENTS:** The Contractor will comply with all laws and all published rules, regulations, reporting requirements, directives and orders of the Michigan Civil Rights Commission relevant to 1976 PA 453, as amended which may be in effect prior to the taking of bids for any individual project. This may include providing information as to the practices, policies, and employment statistics of the Contractor and each subcontractor, and will permit access to any books, records and accounts by the District and/or its designee and its agents, for purposes of investigating compliance with this Contract and with rules, regulations, and orders of the School and Michigan Civil Rights Commission. A finding by the District or Michigan Civil Right Commission that Contractor has not complied with the contractual obligations under this agreement may result in the cancellation of the Contract or ineligibility for future contracts with the District. The Contractor will include, or incorporate by reference, these provisions in every subcontract or purchase order and will be binding upon each subcontractor. Breach of this covenant may be regarded as a material breach of the Contract.
- 9.05 **DISCRIMINATION:** The Contractor will not discriminate against any individual because of race, religion, color, national origin, age, or sex. The Contractor will take affirmative action to insure that applicants for employment and employees during employment are treated without regard to their race, religion, color, national origin, age, or sex. Such action shall include, but not be limited to, employment, upgrading, demotion or transfer; recruitment advertising, solicitations or advertisements for employees; layoff or termination; rates of pay or other forms of compensation; and selection for training and apprenticeship.

- 9.06 **WARRANTY:** Unless otherwise specified, all materials and equipment shall be new, and all work shall be of good quality and in conformance with the Contract documents. West Branch-Rose City Area Schools endeavors to buy products made in the United States of America whenever an American-made* product is available that meets or exceeds the specifications requested and the price is equal to or lower than a foreign-made product. Bidders are requested to bid American-made products and/or services whenever available. Bidders may bid foreign-made products or services when:
- They are specified.
 - They are identified as an alternate by the Bidder as long as they are technically acceptable.
 - More than 50% of the product is manufactured or assembled in the United States.
- 9.07 **OSHA COMPLIANCE:** All goods or services to be furnished by the Contractor shall meet all applicable State and Federal requirements of the Occupational Safety and Health Act. Alleged violations or deviations from said State and Federal requirements pertaining to any goods or services to be furnished by the Contractor or the Contractor's working conditions or employment practices, must be corrected and penalties levied by OSHA paid by the Contractor.
- 9.08 **BUSINESS RELATIONSHIP AFFIDAVIT:** The Contractor certifies that no elected or appointed official or employee of the District has benefited or will benefit financially or materially from any consideration of its Proposal, the selection of the Contractor, or the Contract.
- 9.09 **REPAIRS TO PROPERTY DAMAGE:** Any damage to District properties caused by the Contractor, its agents or employees shall be repaired so that the properties, or Facilities are in as good condition as found. All repairs shall be accomplished at no cost to the District and with the District's approval.
- 9.10 **CONTRACT ASSIGNMENT OR SUB-CONTRACT:** The resulting Contract shall not be assigned, transferred, or subcontracted in whole or in part without the prior written approval of the District. The Contractor shall not subcontract with any entity or person with whom the District has a reasonable objection. The Contractor shall not change subcontractors without the consent of the District. The Contractor shall ensure that each subcontractor be bound to the Contractor, to the Contract, and to the terms and rights of these documents, including all General and Supplementary Conditions.
- 9.11 **INDEMNIFICATION:** Contractor shall indemnify, defend and hold harmless the District, its Board of Education, its Board members, in their official or individual capacities, its administrators, employees, agents, contractors, successors and assignees from and against any and all claims, counter-claims, suits, debts, demands, actions, judgments, liens, costs, expenses, damages, and liabilities, including actual attorney's fees and actual expert witness fees arising out of or in connection with Contractor's performance of the Custodial Services pursuant to the Contract and/or from Contractor's violation of any of the terms of the Contract, including, but not limited to: (i) the negligent acts or willful misconduct of the Contractor, its officers, directors, employees, successors, assignees, contractors and agents; (ii) any breach of the terms of the Contract by the contractor its officers, directors, employees, successors, assignees, contractors and agents; (iii) any violation or breach of any applicable federal, state or local law, rule, regulation, ordinance, policy and/or licensing and permitting requirements applicable to providing the services; or (iv) any breach of any representation or warranty by the Contractor, its officers, directors, employees, successors, assignees, contractors and agents under the Contract. The contractor shall notify the District by certified mail, return receipt requested, immediately upon actual knowledge of any claim, suit, action or proceeding for which the District may be entitled to indemnification under the Contract. Such indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages, compensation or

benefits payable by or for the Contractor or any subcontractor under workmen's compensation acts, disability benefit acts or other employee benefit acts.

9.12 Throughout the Contract Term, or any Renewal Term of the Contract, Contractor shall not permit itself or any third party to use, generate, handle, store or dispose of any Hazardous Substances in, on, under, upon or affecting any District Facility in violation of any applicable law or regulation. Without limiting any other provisions of the RFP specifications or the Contract, Contractor shall indemnify, defend and hold harmless the District, its Board of Education, its Board Members, in their official and individual capacities, administrators, employees, agents, contractors, successors and assignees, from and against all liabilities, claims, losses, costs and expenses (specifically including, without limitation, attorneys', engineers', consultants' and experts' fees, costs and expenses) arising from (i) any breach of any representation or warranty made in this paragraph and/or (ii) environmental conditions or noncompliance with any applicable law or regulation that result, in the case of the Contractor, from operations or the Custodial Services in or about any District Facility or property by Contractor or its agents or employees. As used herein, the term "Hazardous Substances" shall mean (i) any hazardous or regulated substance as defined by all federal, state and local environmental laws, including, but not limited to, Federal Water Pollution Control Act (33 U.S.C. §§ 1251 et seq.) ("Clean Water Act"), the Resource Conservation & Recovery Act (42 U.S.C. §§ 6901 et seq.) ("RCRA"), Safe Drinking Water Act (42 U.S.C. §§ 300f-j-26), Toxic Substance Control Act (15 U.S.C. §§ 2601 et seq.), Clean Air Act (42 U.S.C. §§ 7401 et seq.), the Comprehensive Environmental Response, Compensation and Liability Act (42 U.S.C. §§ 9601 et seq.) ("CERCLA"), the Emergency Planning and Community Right to Know Act, 42 U.S.C. §§ 11001 et seq. ("EPCRA"), the Michigan Natural Resources and Environmental Protection Act (MCL § 324.101 et seq.) the administrative rules and regulations promulgated under such statutes, or any other similar federal, state or local law or administrative rule or regulation of similar effect, each as amended and as in effect and as adopted as of the date of execution of this Lease, (ii) any other pollutant, contaminant, hazardous substance, solid waste, hazardous material, radioactive substance, toxic substance, noxious substance, hazardous waste, particulate matter, airborne or otherwise, chemical waste, medical waste, crude oil or any fraction thereof, radioactive waste, petroleum or petroleum-derived substance or waste, asbestos, PCBs, radon gas, all forms of natural gas, or any hazardous or toxic constituent of any of the foregoing, whether such substance is in liquid, solid or gaseous form, or (iii) any such substance the release, discharge or spill of which requires activity to achieve compliance with applicable law. This paragraph shall survive the expiration or earlier termination of the Contract.

9.13 **INSURANCE REQUIREMENTS:** Contractor shall purchase and maintain for the life of the Contract insurance with limits of liability as required by law or as set forth below, whichever is greater.

- Worker's Compensation and Employer's liability at a minimum of \$1,000,000 or at statutory limits if greater.
- Commercial General Liability made on an Occurrence Form basis which includes at minimum the following types of coverage:
- Contractual liability, advertising and personal injury, products and completed operations, and an installation floater, showing limits of \$1,000,000 per occurrence, and a general aggregate limit of \$2,000,000.
- Comprehensive Automobile Liability, which includes coverage for any auto, hired autos, and non-owned autos with a combined single limit of \$1,000,000.
- Bodily and personal injury of \$1,000,000 per accident and \$500,000 per person
- Property damage of \$500,000
- Combined single limit of \$1,000,000
- West Branch-Rose City Area Schools shall be identified as an additional insured under the coverage. Certificates of insurance shall be on standard format acceptable to the District and shall be filed with the District before commencing the Contract. These certificates shall contain a provision that coverage provided

under the policies will not be canceled until at least thirty days prior written notice has been given to the District. The Contractor shall require its subcontractors to maintain equivalent coverage.

- 9.14 **FERPA COMPLIANCE:** The Contractor and its employees and agents agree to comply with the requirements of the Family Education Rights and Privacy Act (FERPA), 20 USC 1232g with respect to the confidentiality of student records and personally identifiable student information, including but not limited to the requirement not to disclose any student record or personally identifiable student information to any other party without the prior written consent of the student's parent or legal guardian or from an eligible student who has reached majority age.
- 9.15 **INDEPENDENT CONTRACTOR:** It is expressly agreed between Contractor and the District that Contractor will act as an independent contractor in the performance of its duties under the Contract and under no circumstances shall any of the employees of one party be deemed the employees of the other for any purpose. Accordingly, Contractor shall meet all of its obligations and responsibilities for payment of all taxes including Federal, State and Local taxes arising out of Contractor's activities in accordance with the Contract, including by way of illustration but not limitation, Federal and State income tax, Social Security tax, Unemployment Insurance taxes, Workers' Compensation Insurance and any other taxes or business license fees as required. The Contract shall not be construed as authority for either party to act for the other party in any agency or other capacity or to make commitments of any kind for the account of, or on behalf of, the other party, except to the extent, and for the purposes, expressly provided for and set forth herein, and no partnership or joint venture is created hereby. Contractor is retained and engaged by the District only for the purposes and to the extent set forth herein. Contractor shall not be considered an employee of the District, nor is Contractor entitled to participate in any plans, arrangements, or distributions by the District pertaining to or in connection with any fringe, pension, bonus, profit sharing, or similar benefits, or any medical, dental, life or disability insurance plans. Further, the District will not withhold or pay any State, Federal or Local taxes, FICA, FUTA, MESC Insurance or Worker's Compensation Insurance and Contractor will indemnify, defend and hold the District harmless for the payment of such sums, interest, penalties, or cost of collection of same, including reasonable attorney fees. Nothing in the Contract shall be construed to interfere with or otherwise affect the rendering of services by the Contractor in accordance with its independent and professional judgment. The Contract shall be subject to Contractor's performance of the Services substantially in accordance with generally accepted practices and principals. No tenure or other rights/benefits typically arising out of an employee-employer relationship shall arise out of the Contract on behalf of Contractor.
- 9.16 **FORCE MAJEURE.** In the event Contractor is unable to provide the Services herein specified because of any act of God (excluding inclement weather), civil disturbance, fire, flood, riot, war, picketing, strike, lockout, labor dispute, oil or fuel shortage or embargo, governmental action or any condition or cause beyond the Contractor's control, the School District shall excuse the Contractor from performance under this Contract. A change in market condition does not constitute force majeure.

The District shall have the right to take over the Services if the Contractor is prevented from operating for the reasons described above, and may provide such Services with school employees or other persons, as the School District may deem appropriate until Contractor is able to resume its regular operations and the School District shall receive a credit from Contractor for the days the Contractor failed to provide such Services on a pro-rata basis. Notwithstanding the foregoing, in the event of a strike, the Contractor shall procure replacement personnel necessary to perform the Services. If the Contractor does not procure such replacement personnel, the School District may procure the same and deduct the associated costs and expenses from any amounts owed to the Contractor, or terminate the Contract immediately.

- 9.17 Compensation for the Custodial Services described in this RFP **MUST** be fixed for years one (1), two (2), and three (3) of the Contract. Moreover, the Contractor, by submitting its Proposal, agrees to convene bi-annually with representatives of the District, for the purpose of evaluating the efficiency of the performance of the Contract, so that further efficiencies may be uncovered and implemented into the Contract. As part of this process, and by submitting their Proposal, the Contractor agrees to pass along any savings to the District.

Any extensions shall be negotiated by the parties. If the Contractor seeks to have the Contract extended beyond the Contract Term, the Contractor must provide the upcoming fiscal year's fee schedule at least ninety (90) days before the expiration of the Contract Term. Notwithstanding the foregoing, compensation for each Renewal Term or extension of the Contract shall be adjusted by the percentage increase or decrease, if any, between the index number, as established by the Consumer Price Index, published by the United States Department of Labor, Bureau of Labor Statistics. Any such increase, however, shall not exceed three percent (3%) in any subsequent Renewal Term or extension of the said Contract.

- 9.18 The Contract shall be governed by and construed in accordance with the laws of the State of Michigan. The parties hereby agree to the exclusive jurisdiction and venue of courts sitting in Newaygo County, Michigan.

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

Exhibit 1 - Custodial Specifications

Special Conditions

- A. Bidders must return a written schedule enclosed with their Proposal indicating the number of employees they will have at each Facility each day and the number of hours each will be working. Such schedules will be considered as the minimum acceptable number of employees per day and minimum acceptable number of hours per employee upon award of a contract. Before a contract is awarded, Contractors must submit written documentation acceptable to West Branch-Rose City Area Schools proving that sufficient reserve staff is available to meet minimum staffing requirements for this Facility under all conditions without interruption.
- B. The Contractor must insure that each employee carries a current identification card, with picture no more than one years old, and that each employee wears a badge in plain view indicating the employee's name and company name in letters not less than ¼" in height.
- C. The contractual manager is to report potentially hazardous conditions and items in need of repair including office lighting, emergency and exit lights, plumbing, and water cooler problems, etc., to the Maintenance Department.
- D. All lost and found articles recovered by contractual employees must be immediately turned in to the School Building Office.
- E. The District may require the Contractor to immediately remove any contractual employees from working under the Contract. Any and all such removals shall be made in the name of the Contractor and all responsibilities will be assumed by the Contractor. A list of current employees must be forwarded weekly to the Finance Director, and any new employee must be approved prior to placing on West Branch-Rose city Area School's Property.
- F. Contractual employees:
- Must not have relatives or other personal visitors at the work site.
 - Must not consume food while on duty. During normal breaks and lunch periods designated areas may be used for this purpose.
 - Must not consume alcoholic beverages nor use narcotics while on duty nor be under their influence when reporting for duty.
 - Must not smoke anywhere in the building or on the grounds as outlined by law.
 - Must not receive nor initiate personal phone calls from West Branch-Rose City Area Schools telephones.
 - Must not play radios or other sound equipment at loud levels.
 - Must not fraternize with West Branch-Rose City Area Schools students, staff, clients, tenants, or visitors to the building nor unnecessarily disrupt tenant from their work while performing their contractual duties.
- G. The Contractor must provide hours worked weekly to the Business Office showing the names, dates, areas, and hours actually worked including starting and quitting times for all employees who enter the building, all periodic work performed, and any non-routine work or incident that occurred that week.
- H. The Contractor must provide the Finance Director with a list of all employees and supervisors to be used in this facility. The list must include each employee's name, address, Social Security number, and date of birth. Alternate employees may not be used until such list has been updated to include their names and data and provided to the Finance Director. All employees must have undergone a criminal background check, Social Security Check and Drug Test in accordance with the RFP 8.05.7.

- I. Parking is available on site.
- J. Contract employees will be required to wear clean and neat uniforms supplied by Contractor at all times while on the job.
- K. Contract Manager and a lead contact at each school must have a communication device during normal working hours. Number must be supplied to the Maintenance Supervisor and Principals at each school.
- L. Contractor must submit within the first 20 working days (after actually starting contract) a complete periodic schedule for all jobs listed other than daily items.
- M. Contractor must supply a trained supervisor to be in attendance during working hours.

General Information

A. Materials, Treatments, Etc.

- 1. Contractor must supply all cleaners, finishes, etc., for the treatment of the various types of flooring and carpeting. Use only such materials as are recommended and approved by the flooring manufacturer or West Branch-Rose City Area Schools.
- 2. The Contractor may be required to submit a complete list by brand names and product number of all supplies to be used in fulfilling this contract. Right is reserved by West Branch-Rose City Area Schools to accept or reject these items. An acceptable substitute must be immediately furnished for any rejected items.

B. Mechanical and Other Equipment

- 1. The Contractor will furnish all equipment such as floor machines, vacuum systems and all other equipment. All equipment is to be purchased new or almost new for this contract as of July 1, 2013.
- 2. West Branch-Rose City Area Schools will furnish a secured area in each facility for storage of Contractor's equipment and supplies.
- 3. The Contractor will be held solely responsible for all items stored at the Facilities.

C. Supervision

- 1. Competent on site management and supervision is to be furnished by the Contractor, and these services must be satisfactory to the School District.
- 2. Keys to the schools will be furnished by West Branch-Rose City Area Schools. Any such keys must not be duplicated. All keys issued to custodial staff must be turned in at end of shift on a daily basis.

D. Billing

- 1. Contractor is to submit billing at the close of each calendar month to West Branch-Rose City Area Schools' Finance Office.

E. Inspection and Correction of Deficiencies

- 1. Performance evaluations will be given to the Contractor indicating exceptions in performance to the required specifications.
- 2. Contractor must correct these deficiencies as follows:
 - a. Within 24 hours for any daily, weekly, or monthly activity.
 - b. Within 48 hours for any activity listed as quarterly, semiannual or annual.
- 3. Should the Contractor fail to correct any deficiency within the time stated, the Superintendent will assign the work to the subcontractor of his choice at the expense of the Contractor.

4. Repeated failure to correct deficiencies will result in cancellation of contract by the West Branch-Rose City Area Schools' Administration.

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

**NOTE: REFER TO THE CUSTODIAL ACTIVITY LOG FOR A COMPLETE LIST AND
FREQUENCY**

**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.

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

EXHIBIT 4 - School Addresses/Descriptions
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Current Rose City Middle School

This is a 55,970 Sq. Ft, single story-split level building built in 1935. It is utilized for Pre-K, Kindergarten to 6th grade Programs.

8:40	Students allowed in building
3:40	Dismissal

Building Use Notes:

- a. Summer school will be housed in the building and will take up approximately one to two classrooms.

Surline Middle School

This is an 83,171 Sq Ft, 2 story building built in 1936. It is utilized for 5th, 6th, 7th, and 8th grade programs.

8:40	Students allowed in building
3:40	Dismissal

Building Use Notes:

- a. Summer school will be housed in the building and will take up approximately one to two classrooms.

Surline Elementary

This is a 85,848 Sq Ft single story building built in 1958. It is utilized for Kindergarten, 1st 2nd, 3rd and 4th grade programs.

8:40	Students allowed in building
3:35	Dismissal

Building Use Notes:

- a. Summer school will be housed in the building and will take up approximately one or two classrooms.

Ogemaw Heights High School

This is a 138,845 Sq Ft single story building built in 1968, The High School is utilized for 9th through 12th grade programs.

6:30	Students allowed in building
2:19	Dismissal

Building Use Notes:

- a. Summer school will be housed in the building and will take up approximately one or two classrooms.

Bus Garage

This is a 4,032 Sq. Ft single story building built in 1978

Note: All square footages are approximate and to the best of managements knowledge.

Afterschool Program Usage – All Year.

Flooring

Each building contains a variety of carpet, tile, terrazzo, rubber and wood gym floors. The Custodial Activity Log has approximate percentages of flooring type for each building. The Contractors are advised to view each building to determine the quantities of each.

Wood flooring is to be recoated yearly or other according to manufactures recommended procedures or alternative approved by the Maintenance Supervisor.

Rose City Middle School 9,675 sq/ft (used)

Title	Pay	Hours	Shift
Custodian	\$9.50	2.25	Afternoon - 6:00 pm to 8:15 pm
Total Daily Hours		2.25	

AS
NEEDED

Transportation 1,100 sq/ft

Title	Pay	Hours	Shift
Custodian (from Surline El.)	\$9.50	0.5	Afternoon - 6:15 pm to 6:45 pm
Total Daily Hours		0.5	

Total Hours: 109.75
Total FTEs: 13.72

Note:

- Lead Custodians will spend several hours per night doing nothing but managing.