

04 March 2013

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

Dear Selection Committee,

Thank you for the opportunity to partner with West Branch-Rose City Area Schools. We would like to share with you the reasons why we feel Hi-Tec should be selected as the company to service your custodial needs.

Hi-Tec has been servicing educational facilities in the State of Michigan for over 52 years. We have over 600 employees and currently service over 35 school entities in Michigan totaling over 11 million square foot cleaned daily. The Hi-Tec Corporation has never been involved in any legal litigation nor have we ever been removed from a District while under contract.

The knowledge we have acquired through challenge and success has given us a strong foundation to implement a plan that will provide you with a seamless transition going forward. Hi-Tec management understands that your school district serves as the focal point of the community. We recognize that the needs and expectations of each school are different and will work one on one in each building within the district to insure success. We will have key personnel in place to handle your extracurricular schedule in order to provide structure and consistent coverage. Our management is available to you 24/7/365 without fail.

Along with our state-of-the art cleaning programs and quality control management, we will provide new and creative ways to improve, what is already a strong and organized system including quality assurance, aggressive training programs, skilled supervision and an energy conservation audit which will provide ideas for additional cost saving opportunities. We can assure you that failure is not an option in servicing your needs and we as a company will do whatever it takes to exceed your expectations.

Hi-Tec would like to thank you for this opportunity. Please feel free to contact us for more information or any additional questions you may have. We know that we will provide a quality program that will be beneficial for your district, staff, students and community as a whole.

Sincerely,



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West Branch-Rose City Area Schools Pricing

DISTRICT WIDE CUSTODIAL SERVICES PROPOSAL –

BASE BID

DISTRICT COST FOR ONE YEAR

Year One, (July 1, 2012) – (June 30, 2013)	\$453,600.00
Year Two, (July 1, 2013) – (June 30, 2014)	\$453,600.00
Year Three, (July 1, 2014) – (June 30, 2015)	\$453,600.00

ALTERNATE BID:

EVERY OTHER DAY CLEANING

DISTRICT COST FOR ONE YEAR

Year One, (July 1, 2012) – (June 30, 2013)	\$432,600.00
Year Two, (July 1, 2013) – (June 30, 2014)	\$432,600.00
Year Three, (July 1, 2014) – (June 30, 2015)	\$432,600.00

Every Other Day cleaning applies to classrooms at High School and Middle school only. All other areas are cleaned daily. Trash is still emptied and immediate concerns are address daily in all classrooms.

The above bid pricing includes complimentary SurfaceAide protection for wrestling mats, cafeteria tables and weight room equipment for all buildings within the District. Learn more about SurfaceAide and its benefits in Section 7 of this book.

- **Hi-Tec welcomes the opportunity to lease or purchase District owned equipment at mutually agreed upon costs.**

If Extra Service is needed, please provide **hourly rates for** the following classifications:

Standard hourly rate for Custodian	<u>\$13.95</u>
Standard hourly rate for Site Supervisor	<u>\$15.95</u>
Overtime hourly rate for Custodian	<u>\$19.95</u>
Overtime hourly rate for Site Supervisor	<u>\$22.95</u>

Line Item Pricing:

Wood Gym Floors – Clean and Recoat: \$.34 per square foot
Painting Request – Performed by Day Custodian \$15.95 per hour
Pool – Cleaning of deck and water test 2x day \$15.95 per hour

Consumables – Incl; TP, PT, Hand Soap, trash liners: \$18,000 / year

**note – no charge for consumables or cleaning chemical until we have utilized remaining District supplies on hand. A complete inventory audit will be conducted and a discount price will be negotiated and mutually agreed upon by both parties.*

- **Insurance**

Health insurance is included in the above pricing for all employees working over 30 hours per week. There is a total of 7 employees that insurance will be offered to. The costs to the District per “enrolled” employee is outlined in Section 5 on page 50. Hi-Tec reserves the right to review premium cost annually and adjust for increased or decreased premiums.

Hi-Tec Building Services, Inc. offers a 1% discount off invoice if paid within 10 days.

Brian Hogan, President 3/22/2012
Printed Name of Executive Official for Contractor Date



3/22/2012
Signature of Executive Official for Contractor Date

West Branch-Rose City Area Schools Staffing Plan

*Weekends
are billable*

Building Personnel	Wage	Shift Time	Hours	Days of Week
District Manager	\$16.00/hour	FLEX	8	M-F
			8	

Ogemaw Heights High School

Building Personnel	Wage	Shift Time	Hours	Days of Week
Day Custodian	\$11.00	5:30 a.m. to 2:00 p.m.	8	M-F
Site Supervisor	\$11.00	3:00 p.m. to 11:30 p.m.	8	M-F
Team Cleaner	\$ 9.00	3:30 p.m. to 8:30 p.m.	5	M-F
Team Cleaner	\$ 9.00	6:30 p.m. to 11:30 p.m.	5	M-F
Team Cleaner	\$ 9.00	2:30 p.m. to 6:30 p.m.	4	M-F
Team Cleaner	\$ 9.00	4:30 p.m. to 8:30 p.m.	4	M-F
Total			34	M-F

Rose City Middle School

Have no updated sheet.

Building Personnel	Wage	Shift Time	Hours	Days of Week
Team Cleaner	\$ 9.00	9:00 p.m. to 11:00 p.m.	2	M-F
Total			2	M-F

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Surline Middle School

Building Personnel	Wage	Shift Time	Hours	Days of Week
Day Custodian	\$11.00	6:00 a.m. to 2:30 p.m.	8	M-F
Site Supervisor	\$11.00	5:00 p.m. to 10:30 p.m.	5.5	M-F
Team Cleaner	\$ 9.00	3:00 p.m. to 8:00 p.m.	5	M-F
Team Cleaner	\$ 9.00	5:30 p.m. to 10:30 p.m.	5	M-F
Total			23.5	M-F

Surline Elementary

Building Personnel	Wage	Shift Time	Hours	Days of Week
Day Custodian	\$11.00	6:00 a.m. to 2:30 p.m.	8	M-F
Site Supervisor	\$11.00	4:00 p.m. to 10:30 p.m.	6.5	M-F
Team Cleaner	\$ 9.00	5:00 p.m. to 10:30 p.m.	5.5	M-F
Team Cleaner	\$ 9.00	3:00 p.m. to 8:00 p.m.	5	M-F
Total			25	M-F

Bus Garage

Building Personnel	Wage	Shift Time	Hours	Days of Week
Team Cleaner	\$9.00	8:30 p.m. to 9:00 p.m.	.5	M-W-F

High School and Middle School Event Coverage

Building Personnel	Hours	Days of Week
High School	2	M-F
Middle School	1	M-F
Total	3	M-F

} This is in total cost.

- * Schedule is adjustable according to District's needs and approval
- * On Call and Emergency Services to be billed at additional hourly rates
- * All weekend events are billable

Equipment

Hi-Tec will place the following equipment in the West Branch-Rose City Area Schools for the completion of the custodial services specifications. It is Hi-Tec's commitment to their customers to keep up with the latest innovative equipment to help with efficiency and cleaning quality. Hi-Tec is also willing to purchase all district owned equipment for fair market value.

EQUIPMENT	QTY	TYPICAL USE	MAKE/ MODEL MANUFACTURER	AGE, VALUE
Backpack Vacuum	OHHS:2 RC EL:1 S MS: 2 S EL:2 BG:1 (1)	High/Low Vacuuming	ProTeam Super CoachVac 101336	New, \$348.00 ea.
Upright Vacuum	OHHS:2 RC EL:1 RC MS: 1 S MS: 1 S EL:1 (2)	Low Vacuuming	ProTeam 1500XP	New, \$340.00 ea.
20" Burnisher	OHHS:1 S MS:1 S EL:1 (2)	Hard Surface Floor Polishing	NACE NA1520	New, \$1,100.00 ea.
20" Swing	OHHS:1 S MS:1 S EL:1 (3)	Hard Surface Floor Stripping, Scrubbing, Buffing	NACE NS20	New, \$700.00 ea.
Carpet Box Extractor	OHHS:1 RC EL:1 S MS:1 (4) S EL:1	Carpet Cleaning	NACE TP18DX	New, \$1,350.00 ea.
KaiVac	OHHS:1 S EL:1 (2)	Restroom Cleaning	KaiVac 1215, 1250	New, \$3,630.00 ea.
Walk Behind Auto Floor Scrubber	OHHS:1 RC EL:1 RC MS:1 S MS:1 (1) S EL:1 (1)	Hard Surface Floor Cleaning	NACE TT Series	New, \$5,000.00 ea.
Floor Fans	OHHS:3 S EL:2 (5)	Hard Surface Floor Drying	Various	New, \$250.00 ea.

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.

(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