



Lee Sandy, SUPERINTENDENT

Date: June 30, 2019
To: Prospective Bidder
Subject: Request for Proposal

Kalkaska Public Schools (District) is accepting proposals for a 3 year contract to provide custodial services to the District. Reference attached copies.

This request for quotation is for a 3-year contract period for which we are requesting guaranteed pricing for August 23, 2019 through August 31, 2022. Kalkaska Public Schools reserves the right to renew contract for two (2) additional years in one (1) year increments. Renewal(s) will depend on pricing and level of service received during contract period.

If you desire to bid on these services, please submit your quotation for bid no later than 1:30 P.M. on Thursday, **July 18, 2019**. Bids will be opened at the Board of Education office. Mail or hand deliver your sealed bid to:

Kalkaska Public Schools
315 S. Coral Street
Kalkaska, MI 49646

Your bid must be received before the bid opening date and time, when all bids will be publicly opened. No fax, verbal, e-mail or telephone quotations will be accepted. The District is not responsible for late, lost, misdirected, damaged, incomplete, illegible or postage-due mail.

All prospective Bidders are required to attend a pre-bid meeting. The purpose of the meeting is to provide for questions and answers to clarify the requirements and specifications contained in the RFP. Any assistants or subcontractors in the project may attend the pre-bid meeting to be held at Kalkaska Public Schools, Board of Education Office on July 11, 2019 at 10:00 A.M. Site visits of the school buildings are mandatory, and will be conducted immediately following the pre-bid meeting.

Please use Exhibit 7 as your document checklist when submitting your RFP.

Thank you for your participation.

Lee Sandy
Superintendent, Kalkaska Public Schools

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Kalkaska Public Schools Custodial Contract

RFP

Section 1: Request for Proposal

- A. **Submission Deadline and Requirements:** Kalkaska Public Schools is requesting bid proposals from qualified companies for a Contract for Custodial Services Operations. Proposals must be received at Board of Education Office, Attn: Lee Sandy, no later than 1:30 P.M. on July 18, 2019. Proposal envelopes must be sealed and marked RFP CUSTODIAL SERVICES CONTRACT 2019. No telephone, e mail, facsimile, or verbal quotations will be accepted. Kalkaska Public Schools is not responsible for late, lost, misdirected, damaged, incomplete, illegible or postage-due mail.
1. Additional copies of the RFP documents are available upon request.
 2. Each Bidder is responsible for delivery of proposal. Proposals and/or proposal revisions received after the date and time specified will not be considered.
 3. 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 owner or authorized officer.
 4. Each Bidder must submit, with the signed original proposal, **two (2) complete copies of the original proposal.**
- B. **Inquiries:** Prospective Bidders may submit a Request for Information (RFI) contained in the bid documents. All RFI requests must be received by 10:00 a.m. on July 15, 2019. A response to all written requests will be provided within two (2) business days after the receipt of such request. All prospective bidders must provide an e-mail address to “opt in” to receive the District responses to any RFI’s. Responses to any RFI will be provided in e-mail form to all prospective Bidders who have “opted in.” All inquiries for clarification of information contained in the RFP must be submitted on the Bidder Inquiry Form (Exhibit 8) by e-mail to:
- Attn: Cari Jo Berlin
Fax: 231-258-4474
Email: cberlin@kpschools.com
- C. **Pre-Bid Meeting:** All prospective Bidders must attend a mandatory pre-bid meeting. The purpose of the meeting is to provide for questions and answers to clarify the requirements and specifications contained in the RFP. Only those prospective Bidders present will be deemed eligible to bid on this project. This pre-bid meeting will also include site visits to schools in the District. The pre-bid meeting to

be held at Board of Education Office, 315 S. Coral Street, Kalkaska, Michigan on July 11, 2019, at 10:00 A.M. **No additional time for building tours/site visits will be allowed.**

- D. Proprietary Information:** The information provided in the RFP is intended solely for internal use by the Bidder in response preparation. All information contained herein is proprietary and shall not be distributed to any third party, except as required by law.
- E. Restrictions On Communication:** From the issue date of the RFP until a Contract has been awarded and announced, prospective Bidders, Selection Committee members, employees and students are not allowed to communicate about the subject of the RFP or a Bidder's proposal except as provided in the pre-bid meeting (reference Section 1-G) and inquiries (reference Section 1-B).
- F. 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.
- G. RFP/Proposal Information Control:** 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 disclosure. Each Bidder shall prepare 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 1-B).

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.
- H. 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 sent via e-mail to all prospective Bidders that have "opted in" to receive the addendums. Please send e-mail to cberlin@kpschools.com to request an "opt in" for receiving any addendums to the RFP. All Bidders that have opted in will be required to respond via e-mail acknowledging receipt of each addendum. **Acknowledgment of all addenda** received must be submitted by the RFP closing date and time.
- I. Opening of Proposals:** At the specified time and date stated in Section 1-A all submitted proposals shall be opened. No immediate decision will be rendered. Any interested parties may attend the opening, however, information received will be confidential until after final action by the Selection Committee, except as required by law.
- J. Reservation of Rights:** The District reserves the right to accept or reject any or all proposals not withdrawn before the opening date and to waive any irregularity or informality in the proposal process. The District reserves the right to conduct discussions, request additional information and accept revisions of proposals from any or all Bidders. The District reserves the right to negotiate with any Bidder whose proposal is deemed strong by the Selection Committee. The District reserves the right to

make such investigations as deemed prudent to determine Bidders' qualifications and eligibility, including but not limited to, requests for financial statements and company profiles.

- K. **Finality of Decision:** Any decision made by Kalkaska Public Schools, including the selection of a Contractor, shall be final.

Section 2: Definitions

- A. **"District"** – The Board of Education of Kalkaska Public Schools or its expressly authorized representative. The term may also be referred to as "Owner" or "Kalkaska Public Schools."
- B. **"Contractor"** – Any company having been invited by Kalkaska Public Schools, as a matter of being on record as having received the RFP, and preparing and presenting a proposal for the CUSTODIAL SERVICES CONTRACT rights in accordance with the RFP.
- C. **"Proposal"** – A response to the RFP submitted in accordance with the RFP.
- D. **"Custodial Services"** – Refers in the RFP to the current privatized service provider contract that includes the custodial services in our buildings. The contractor's obligation would be to provide custodial services to meet the District's current level of services. The District may make reasonable changes to the level of service without cost impact. The District's custodial services are large and complex; therefore, it is impossible to detail every aspect of custodial services. Therefore, the contractor will be required to provide services not expressly detailed in the RFP if they are reasonably understood to be a part of traditional or required custodial services.
- E. **"Properties"** – Any facility, land, or real estate owned, rented or controlled by Kalkaska Public Schools.
- F. **"Contract"** – The Contract resulting from the District's acceptance of the Contractor's proposal, together with such form of Contract, if any, as Kalkaska Public Schools and Contractor may reasonably agree, that encompasses the RFP and the successful proposal
- G. **"Normal Business Hours"** – The time designated for school operations (8:00 a.m. through 4:00 p.m.)
- H. **"Accounting period"** – a one- (1) month accounting period within a contract year.
- I. **"Contract Year"** – each 12-month period commencing on August 23 and ending on the next succeeding July 31 during the term hereof or ending on the termination date if this contract is terminated prior to July 30. Note the dates may be changed if mutually agreed upon by both parties, to start earlier or later than August 23 of the first year, then commencing through July 31, 2020.
- J. **"District Representative"** – Any 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.

Section 3: SPECIFICATIONS/SCOPE OF WORK

- A. **Background – General Overview:** This RFP is being issued to qualified custodial service providers for the operation and maintenance of custodial services for Kalkaska Public Schools.

- B. District Composition:** The District is comprised of multiple buildings servicing a PK–12 educational campus, as well as other buildings that house additional district staff. For a comprehensive tenant list see Exhibit 5.
1. The contractor will be required to perform custodial services in the Kaskaska Public Schools (District).
 2. The contractor will be expected to provide all supplies and equipment necessary to meet the quality and service requirements defined in this RFP. It is understood and agreed that the District shall in no way be responsible for any theft, disappearances or other misappropriation of any supplies or 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 and model number at each location and value of equipment must be included in the bid.
 3. Failure by the contractor to maintain quality, service, and/or standards as determined by District management will be documented and may result in cancellation of part or all of custodial services contract without penalty to the District.
- C. Minimum Requirements:** 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 and/or alternative configurations (i.e. hours per week, etc.) for consideration with their bid.
- D. Single Contract Award:** This RFP will result in a single contract award.
- E. Objectives:** The District seeks to accomplish the following objectives for its custodial services. (This list is not in order of importance.)
1. Develop and establish service levels and operating hours that are responsive to the needs of students, faculty, staff, and guests.
 2. Develop an innovative and effective custodial services program.
 3. Develop reporting systems that meet the needs and expectations of the District.
 4. Maximize productivity through strong custodial service operations.
 5. Instill flexibility into all aspects of custodial service operations to enhance responsiveness to demand.
- F. General Policies and Requirements Applying to all Areas:**
1. All custodial functions shall be performed in District facilities on campus. The contractor will not be authorized to utilize the facilities or for any other custodial service or purpose not specifically defined in the RFP.
 2. The Contractor will provide services at the times required to meet the needs of the District. All custodial services will be performed under the full scope of prompt and efficient services.
 3. The Contractor's performance will be subject to the overall review and approval of the district. It is understood that the parties' relationship is one of an independent contractor and that the

Contractor is responsible to determine and implement the means and methods of such performance.

4. The Contractor's Site Manager shall be available to 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.

G. Facilities and Equipment: The District will provide the contractor with all facilities to efficiently operate the custodial services as proposed, together with heat and utility service (except telephone service). The District will maintain utility service at its best efforts. The District will not be responsible for any losses caused by utility outages. 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.

1. The contractor will be responsible for advising the District of the need for any and all necessary or advisable repairs and replacements to the district's facilities. The District shall determine whether to make such repairs or replacements at its discretion. The contractor will be responsible for any and all damage to equipment required or used in the performance of custodial services, regardless of whether such equipment is provided by contractor or leased from the district. Equipment repairs will be made on district property and reasonably approved by the Director of Maintenance.
2. The Contractor shall provide the necessary equipment, and will maintain, repair, and replace as needed, to perform the services specified in this RFP. The Contractor shall provide the District an equipment list of any equipment to be used at the schools including the value of equipment. This information will be updated quarterly and all equipment not listed will be considered District property. The District will be responsible to provide all consumable products – i.e. toilet paper, towels, soap, poly liners, sanitary hygiene products. The Contractor should provide a price for providing these items, as an option for the District.
3. The contractor is responsible for control of the keys and fobs 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/fobs (minimum \$25.00) plus the actual cost of re-keying and replacement of lock cylinders required as a result of negligence and/or lost keys by its employees. All lost building keys assigned to the Contractor or to any of the Contractor's employees, (whether interior or exterior keys), must be reported to the District's Central Office within 24 hours of discovery of the loss.

H. Inventory – Custodial Services: The contractor shall abide by the district's procurement procedures throughout the entire process of purchasing, receiving, storage and inventory of all custodial equipment and supplies and will pay for cleaning supplies related to custodial service and management applicable to the contract. The Contractor may be required to purchase any usable inventory of custodial supplies that may be on hand at the commencement of operations under an award contract. Such inventory is to be purchased at cost. Financial arrangements shall be negotiated by mutual agreement.

1. The District shall have free access to any and all records or receipts, check lists, and product specifications issued each service unit to determine that sanitary specifications are complied with and that purchasing specifications are being met.

2. All custodial items shall be delivered in proper transportation containers at District approved times and accompanied by the proper, MSDS for school files (Material Safety Data Sheet).

Section 4: CONTRACT FORMATION AND PERIOD

- A. Proposals Only:** 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.
- B. Length of Contract:** The Contract period shall begin August 23, 2019. The District plans to award a Contract to the Contractor as a result of the RFP for an overall period of three (3) years. Maximum length of the Contract will be determined by the bid results, with the possibility of one-year extensions for up to two additional years beyond the determined length of the Contract.
- C. Termination:** The District may terminate the Contract upon sixty (60) days written notification to the Contractor for any or no reason. The contract may be terminated by the contractor upon one hundred twenty (120) days written notice. The Contractor's notice must state the reason for termination.

Section 5: SELECTION TIMELINE

The District can change, at its discretion, change any of the items or dates in the timeline. The District's anticipated timeline for the selection process is:

June 30, 2019	RFP sent to prospective Bidders
July 11, 2019	Mandatory pre-bid meeting & Site Visits at 10:00 a.m.
July 15, 2019	Deadline for submitting written requests for Clarification and Questions (RFI) – 10:00 a.m.
July 18, 2019	Deadline for submitting proposals – 1:30 p.m. Bid Opening
August 2019	Board Action
August 23, 2019	Custodial Service Operations Begins in Full

Section 6: PROPOSAL REQUIREMENTS AND FORMAT

- A.** 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 1-A and Section 5 of the RFP for additional requirements.
- B.** Proposals should be presented in a format that can readily be incorporated into a form of Contract between the successful Bidder and the District encompassing the RFP and the successful proposal. Each Bidder is encouraged to include with its proposal a form of such encompassing Contract. The RFP and

proposal, at the District's option, may be appended or otherwise included in the form of Contract to the effect that the RFP and proposal are controlling on the terms of the Contract.

- C. 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
- D. 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.
- E. Any **exceptions to the specifications** or any other special considerations or conditions requested or required by Bidder shall be enumerated by the Bidder and submitted as part of its proposal, together with an explanation as to the reason the specifications cannot be met. Each Bidder shall be required and expected to meet the specifications in their entirety, except to the extent exceptions are expressly noted in its Proposal.
- F. Each Bidder shall submit its proposal for a three (3) year contract term ending August 31, 2022. Each proposal shall include an implementation schedule, financial pro forma (and assumptions) for each year of the proposal, labor schedule and the following:

Management Capability:

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.
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.
3. The proposal should include profiles identifying specific management personnel (i.e., Directors, Production Managers, etc.) that will be assigned to the District's campus. The profiles should describe **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 this Project.
4. An organizational chart of overall Contractor's management, showing special staff personnel, line supervision, and their relationships to school personnel should be included.
5. The proposal shall include a description of training programs for management personnel and shall identify any training required by law. The Contractor shall also describe training programs for other personnel and include information about the staff conducting the training, their background and qualifications and available training resources. Staff will be required to review the following District Policies as part of new employee training: Crisis Management Plan, Drug Free Workplace, Energy Management, Harassment, and Tobacco Use.
6. The Contractor shall be required to assist in the District's Crisis Management Plan.

Technical Quality:

1. The proposal should include, on a facility-by-facility basis, an evaluation of the Contractor's capacity and plan to provide the desired services and the resources necessary to efficiently handle the required services.
2. 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
3. they do arise. The Contractor shall explain and include examples of systems used to determine customer satisfaction.

Contractor's Experience and Capabilities:

1. The proposal must include a description of the general background, experience and qualification of the Contractor in school or similar custodial service. The Contractor must list at least three operations presently served that is 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.
2. The Contractor shall provide a certified letter of good standing for a line of credit from a reputable financial institution sufficient to cover aforementioned equipment and operations for six weeks.
3. The Contractor must describe their capacity to provide assistance in short and long range planning of facilities and services. Contractor must describe special additional personnel, if any, available to provide consulting services to local staff and to the District.
4. The Contractor must describe the procedures and capacity for replacing local personnel at the management level.
5. The contractor shall submit a complete estimated operating statement for the proposed contract period(s), indicating the following estimated sales and costs:
 - Salaries and Wages
 - Other Payroll Costs
 - Total Labor Costs
 - Custodial Supplies
 - General Insurance
 - Office Supplies
 - Uniform and Laundry
 - Bank Charges
 - Equipment Costs
 - Replacements
 - Other Operating Costs
 - Administrative Expenses

- Total Direct Expenses
 - Total Cost and Expense
 - Operating Profit
6. The Contractor will describe the resources, which are covered by administrative expenses if included.
- G. **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.
- H. **Company profile, support commitment and personnel** responsible for carrying out the Contract.
- I. **Checklist of Proposal responses due.**
- J. Exceptions, including explanations, to Contract specifications, RFP requirements and signatures.
- K. Any additional information considered necessary or helpful to the District in determining Bidder's qualifications/signatures.
- L. **Reference information** for at least two (2) K-12 institutions or similar clients with Custodial Service contract needs similar to Kalkaska Public Schools. Include contact name, address, and telephone number and number of years servicing client.
- M. Contract language will be negotiated with the District's attorney.

Section 7: EVALUATION CRITERIA

- A. **Contract Award:** Contract award will be based upon a comprehensive review and analysis of the proposals that best meet the needs of the District. The specific evaluation criteria may include, but shall not necessarily be limited to, the following:
1. Past Experience in custodial service operations of a similar nature
 2. Cost to provide service
 3. New and innovative ideas
 4. Creativity
 5. Impressions from an unannounced site visit of an existing property observing staff, cleanliness, and service
 6. Impressions from an announced site visit observing staff and service
 7. Management depth and experience
 8. Training methods and procedures for hourly staff
 9. Evidence of a "customer service" focus
 10. Potential site visit of current bidder's offices
 11. Potential oral presentation of bidders proposal to the District

- B. Presentations:** To assist in the evaluation process, a minimum of two (2) Bidders MAY 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 forty-five (45) minutes in length, with sufficient time allocated for questions and answers. The presentations, if opted by the district to occur, will take place no later than July 25, 2019 between the hours of 8 a.m. and 4:30 p.m. EST. Specific appointments will be scheduled with the invited Bidders.

Section 8: CONTRACT SPECIFICATIONS

- A. Health and Safety:** 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.

1. The contractor shall maintain sanitary working areas and shall comply with all federal, state, and local health and sanitation regulations that apply to custodial service operations.
2. The District reserves the right to inspect all cleaning areas, offices, storage areas and any other space under the contractors control at any time with or without notice.
3. 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.
 - 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.

B. Equipment, Facilities, Maintenance and Sanitation:

1. The premises, equipment, and facilities shall be maintained in a condition satisfactory to the institution and follow the specified frequencies in Exhibit 2. Any variation in the frequencies and tasks in Exhibit 2 should be noted in the Contractor's proposal.
2. The Contractor shall maintain custodial facilities and equipment in accordance to District expectations. The District shall have the right to inspect such facilities and equipment at any time.

- C. Licenses:** The contractor shall obtain all required licenses and permits required by law for the operation of the custodial service contract. The Contractor shall pay all required fees, taxes, and other charges applicable.

- D. 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.

E. Personnel:

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 for next contract term starting at least sixty days (60) prior to the end date of the current contract. The organization and staffing plan for administration of the custodial service operations covered under each contract for review and approval by the District. A qualified custodian shall be available during normal business hours throughout the time that custodial service is in operation. Emergency support shall be available at any time as required to meet the business needs of the District.
2. The District reserves the right to prior consultation in the contractor's choice of its Site Custodians. No assignment of such personnel shall be made without prior approval from the District.
3. The Contractor's unit 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.
4. The District shall have the ability to remove any of the on-site custodians upon written notice. In addition, the District must approve a change to this position.
5. The contractor shall provide management staff, made known to the District by name, to routinely review operations, consult with the District on current and future custodial programs, and to act with full authority on the contractor's behalf in any and all matters pertaining to the specifications of this
6. contract. At a minimum, all concerns will be communicated to the District Superintendent or his/her designee.
7. The Contractor will make provisions for a 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.
8. All employees of the contractor assigned to jobs at the schools shall be attired in a uniform (ex. company logoed polo shirt or similar) and dress appropriately at all times, and have prominently displayed nametags. Uniforms and proper dress attire must be agreed upon by Kalkaska Public Schools.
9. All employees of the contractor assigned to jobs at the schools, including periodic assignments, must undergo background checks, conducted or facilitated by the District in accordance with law and paid for by the Contractor, including, but not limited to, criminal history and criminal records checks for employees and others assigned to regularly and continuously work in the District's facilities required by the Revised School Code and a drug test from an authorized testing group.
10. Personnel or agents of the contractor shall observe all school traffic and parking regulations. Contractor parking and entrances will be coordinated with the successful bidder. Drinking of alcoholic beverages, the use of medical marijuana, the use of illegal drugs or being under the influence of any of the foregoing on the job by the contractor's employees will not be permitted. Smoking, or the use of any

tobacco product (including e-cigarettes), 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, common areas and in district owned vehicles. Smoking (including e-cigarettes) is also prohibited on school grounds as outlined by law.

11. 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.
- F. Inspection:** The District shall have the right to inspect the operation of all custodial services and the work of the contractor with respect to the quality of procedures. 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.

G. Accounting Statements and Audits

1. By the 5th of each accounting period, the contractor shall furnish to the District an invoice for each custodial service operation for the previous month, unless other specifications are mutually agreed upon by both parties, in writing.
2. The District's fiscal reporting period is July 1 through June 30. The contractor's reports shall correspond with this period.
3. All start-up costs must be clearly identified and included in the price of the contract.
4. The District reserves the right to audit the contractor's books and accounts regarding the work within the District at any time during the term of this contract and for five (5) years thereafter.

- H. Advertising:** The Contractor agrees not to use this proposal or any subsequent agreement as part of any commercial advertising without prior approval of Kalkaska Public Schools.

Section 9: GENERAL TERMS AND CONDITIONS

- A. Federal, State and Local Law Compliance:** The Contractor shall, in the exclusive provision of Custodial Services 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.
- B. Federal, State and Local Licenses, Permits and Fees:** The 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.

- C. **Taxes:** The Contractor is responsible for personal property taxes and other applicable taxes related to the services provided under the Contract.
- D. **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. 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.
- E. **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.
- F. **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. All warranties shall transfer to the school district.
- G. **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.
- H. **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
- I. of its proposal, the selection of the Contractor, or the Contract, as approved by the board of education in compliance with the law.
- J. **Repairs to Property Damage:** Any damage to District properties caused by the Contractor, its agents or employees shall be repaired so that the properties are in as good condition as found. All repairs shall be accomplished at no cost to the District and with the District's approval.
- K. **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.

L. Indemnification by Contractor: The Contractor shall indemnify and hold harmless the School District, its Board and its Members in their official capacities, its agents and employees from and against all claims, damages, losses and expenses including attorney's fees arising out of the services to be performed pursuant to this Contract by Contractor. The Contractor shall not be obligated to identify, defend or hold harmless the School, its Board and its Board Members in their official capacity, its agents and employees, from and against claims, damages, losses and expenses arising from the acts or omissions of the School or its employees.

M. Insurance Requirements: The 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-Statutory Benefits Protection and Employer's liability at a minimum of \$500,000 Each Accident/\$500,000 Disease – Policy Limit/\$500,000 Disease – Each Employee, or at statutory limits if greater
- Commercial General Liability made on an Occurrence Form basis which includes at minimum the following types of coverage:
- Bodily Injury, Property Damage, Contractual Liability, advertising and personal injury, products and completed operations, and showing limits of \$1,000,000 per occurrence, and a general aggregate limit of \$2,000,000.
- Commercial Automobile Liability, which includes coverage for any auto, hired autos, and non-owned autos with a combined single limit of \$1,000,000.
- Umbrella Liability Limits of \$1,000,000 per occurrence over underlying Worker's Compensation, Commercial General Liability and Commercial Automobile Liability.
- Property damage of \$100,000/Occurrence Limit for Real and Personal property in the contractor's care, custody and control.
- Combined single limit of \$1,000,000
- Kalkaska Public Schools shall be identified as an additional insured under the coverage. Waiver of subrogation naming Kalkaska Public Schools shall be included for all coverages. Certificate 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.

The Certificate of Insurance should state the contractor's policies are primary and non-contributory for Commercial General Liability and Auto Liability.

N. 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.



Exhibit 1: Custodial Contract Specifications

Special Conditions

- A. Bidders must return a written schedule enclosed with their bid indicating the number of on-site custodians that will have available to the District each day and the number of hours each will be working. Such schedules will be considered as the minimum acceptable number of custodians 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 the District 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 four years old, and that each employee wears a badge in plain view indicating the employee's name and company name.
- C. The custodians are 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 and Operations Department.
- D. All lost and found articles recovered by contractual employees must be immediately turned in to the Building Principal or designated location in each building.
- E. The Director of Operations may issue a written complaint to the Contractor about any contractual employees, which may require the transfer or removal of that employee, in the Contractor's discretion, to other duties.
- F. Contractual employees:
 - Must not have relatives or other personal visitors at the work site
 - Must not consume food or beverages while on duty. Scheduled breaks and lunch periods in 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 park in designated areas and use specified entrances
 - Must not smoke anywhere in the building or on the grounds as outlined by law
 - Must not receive nor initiate personal phone calls from the District's telephones
 - Must not receive nor initiate personal phone calls from cell phones except in cases of emergency
 - Must not play radios or other sound equipment at loud levels

- Must not fraternize with the District's staff, clients, students, or visitors to the building nor unnecessarily disrupt staff from their work while performing their contractual duties
 - Must be at least 18 years of age
 - Must be able to read, write, and speak English fluently, and to use courteous language
- G. Inclement weather days will be utilized to perform detail work and special assignments.
- H. The Contractor must provide the District with a list of all employee names, identifying their position, who will be working in the District's facilities, which shall be updated quarterly. The Contractor shall also provide names and contact numbers of supervisors who can be reached at all times, in case of an emergency. All employees must have undergone a criminal background check and drug test, at the cost of the Contractor, in accordance with Section 8-E-8.
- I. Parking is available on site in designated areas.
- J. Contract employees will be required to wear clean and neat uniforms supplied by Contractor and dress appropriately at all times while on the job.
- K. Lead Custodian must be available by cell phone during normal working hours. Number must be supplied to the Superintendent, the Building Administrator at each school and any other employees as designated by the Superintendent.
- L. Contractor must provide a trained custodian to be in attendance during working hours.
- M. 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.

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 material as recommended and approved by the flooring manufacturer and Kalkaska Public Schools.
 2. The contractor may be required to submit a complete list by brand names and produce number of all supplies to be used in fulfilling this contract. Right is reserved by Kalkaska Public 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 for this contract as of contract approval date.
 2. Kalkaska Public 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 on the premises.
- C. Supervision
1. Competent on site management and supervision is to be furnished by the Contractor, and these services must be satisfactory to the Superintendent's Office.

2. Keys and FOBs to the schools will be furnished by Kalkaska Public Schools. Any such keys and FOBs shall not be duplicated. The Contractor will provide Kalkaska Public Schools with a summary outlining the number of complete sets of keys/fobs required for each building and the name of the person who is responsible for monitoring each set of keys.

D. Billing

1. Contractor is to submit billing by the 5th of each calendar month to Kalkaska Public Schools Business Office. The District has the right to withhold any sums that are reasonably disputed by the District in good faith.

E. Inspection and Correction of Deficiencies

1. Performance reports, regarding areas of concern, 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, monthly, or on-demand activity.
 - b. Within 48 hours for any activity listed as quarterly, semiannual or annual.
3. Should the Contractor fail to correct a deficiency within the time stated the School District may, at its discretion, 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 Kalkaska Public Schools Superintendent's Office.



Lee Sandy, SUPERINTENDENT

Exhibit 2: Cleaning Frequencies

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

Exterior Areas	During School Year				Breaks		
	Daily	Weekly	Monthly	Upon Request/ As Needed	Winter Break	Spring Break	Summer Break
Pick up and dispose of debris within ten feet of the building	X						
Pick up and dispose of debris within thirty feet of entrances	X						
Empty, remove trash, replace liner for all trash cans located within twenty-five (25) feet of the building	X						
Clean exterior windows on first floor				X		X	X
Clean exterior door windows at entrances	X						
Clean window exterior, above first floor							X
Snow removal both first and second shifts at all entrances up to road/parking lot or perpendicular sidewalk - Snow blowers shall be provided and maintained by the District				X			
Lock entrances 30 minutes after school ends for the day	X						
Complete perimeter walk nightly at end of shift to ensure all areas remain secure							

Kitchens, Cafeterias, and Multipurpose Rooms	During School Year				Breaks		
	Daily	Weekly	Monthly	Upon Request/ As Needed	Winter Break	Spring Break	Summer Break
Empty, remove trash, replace liner	X						
Sweep/Dust mop	X						
Completely mop floors with degreaser	X						
Check all soap dispensers and refill, if necessary	X						
Check all paper towel dispensers and refill, if necessary	X						
Wipe tables and chairs	X						
Straighten tables and chairs	X						
Set up furniture for breakfast program	X						
Set up furniture for art, music and/or band programs				X			
Kaivac kitchen floors at the middle school and high schools			X				
Kaivac kitchen floors at the elementary buildings					X	X	X
Clean carpet stains			X	X			
Clean and sanitize carpet completely					X	X	X
Scrub and recoat wax tile – two (2) coats of approved finish					X	X	
Strip and coat wax tile – four (4) coats of approved finish							X
Wash windows exterior							X
Wash windows interior				X	X		X
Ceramic floors and grouting cleaned					X	X	X

	During School Year				Breaks		
Classrooms, Offices, and Media Centers	Daily	Weekly	Monthly	Upon Request/ As Needed	Winter Break	Spring Break	Summer Break
Empty, remove trash (including shredder receptacles), replace liner (if necessary)	X						
Pick up large debris and spot vacuum visible debris and high traffic areas	X						
Spot sweep/Dust mop	X						
Spot mop for spills	X						
Check all soap dispensers and refill, if necessary	X						
Check all paper towel dispensers and refill, if necessary	X						
Clean restrooms (See Restrooms/Locker rooms)	X						
Clean sinks, drinking fountains	X						
Remove graffiti	X						
Empty pencil sharpener	X						
Complete vacuum of ALL carpeted areas		X					
Clean desk tops, workstations (If desks/work surfaces are not encumbered by paper or projects)		X					
Dust sills, bookcases, counters, and blinds/drapery		X					
Clean chalkboards/Dry erase boards / Trays		X					
Wipe and sanitize chairs		X					
Complete Mop of tile		X					
Empty recycle containers		X					
Dry dust computer screens		X					
Clean carpet stains (If work request has been completed)				X			
Clean and sanitize carpet completely					X	X	X
Scrub and recoat wax tile – two (2) coats of approved finish					X	X	
Strip and coat wax tile – four (4) coats of approved finish							X
Wash window interiors				X	X		X
Wash walls, blinds, vacuum ceilings, remove paper clips, strings and wall putty							X
Wash all furniture							X
Wash light shields – inside and outside							X
Secure each room upon completion	X						
Unit ventilators cleaned							X
Ceramic floors and grouting cleaned					X	X	X

	During School Year				Breaks		
Common Areas, Hallways and Gymnasiums	Daily	Weekly	Monthly	Upon Request/ As Needed	Winter Break	Spring Break	Summer Break
Check perimeter at the end of shift / Lock all doors	X						
Empty, remove trash, replace liner	X						
Pick up large debris and spot vacuum visible debris and high traffic areas	X						
Sweep/Dust mop	X						
Vacuum carpet	X						
Vacuum entrance mats	X						
Spot mop for spills	X						
Complete mop or automatic	X						
Remove graffiti	X						
Run automatic in middle and high school gymnasiums, if no game	X						
Run automatic in middle and high school gyms before and after games							
Run automatic in elementary gymnasiums		2X					
Edge vacuum all carpet		X					
Extract mats in the winter		X		X			
Clean carpet stains		X		X			
Spot clean lockers				X			
Set up bleachers				X			
Change light bulbs to ten (10) feet high				X			
Set up, clean and lock after each event (Use includes Saturdays, year round)				X			
Scrub and recoat wax tile – two (2) coats of approved finish					X	X	
Strip and coat wax tile – four (4) coats of approved finish							X
Wash window interiors				X	X		X
Wash walls, blinds, vacuum ceilings, remove paper clips, strings and wall putty							X
Wash all furniture							X
Wash light shields – inside and outside							X
Secure each room upon completion	X						
All hard floors stripped and refinished							X
Ceramic floors and grouting cleaned					X	X	X

Special Events and Special Services	During School Year				Breaks		
	Daily	Weekly	Monthly	Upon Request/ As Needed	Winter Break	Spring Break	Summer Break
On site management account coordinator available 365 days a year, 24 hours a day for coordination and emergencies	X						
Supervision at middle school and high school events				X			
Set-up and tear down for sporting events				X			
Set-up and tear down for building rentals and activities				X			
Set-up and tear down for special events				X			
Must be available for on-site events for liaison, security and cleaning functions				X			
Open facility one hour prior to each event and secure when all event attendees have left the facility				X			
Set-up and tear down for after school functions				X			
Meetings with middle school and high school athletic department and/or building principal for issues and weekly schedule		X					
Meetings at all other sites for issues and schedule of events			2X				
Email communication for schools with professional follow-up	X						
Two-way communication (Walkie Talkies or equivalent) with English speaking staff member at all schools	X						
Log Book for faculty to write comments and concerns, all schools, staff able to respond in English professionally	X						
Second shift biohazard clean ups - Staff to be trained by Contractor				X			
All staff must be have a criminal background check (fingerprinted through Michigan State Police - costs borne by Contractor) with no felony accepted and misdemeanors cleared by District. Records must be kept on file in the District's Central Office				X			
All staff must have an annual random drug test (costs borne by Contractor) with results kept on file in the District's Central Office				X			
Snow removal and salt application for events at all entrances up to road/parking lot – Snow blowers shall be provided and maintained by the District				X			

	During School Year				Breaks		
Restrooms and Locker Rooms	Daily	Weekly	Monthly	Upon Request/ As Needed	Winter Break	Spring Break	Summer Break
Restock toilet paper, paper towel, feminine products, soap, etc.	X						
Empty, remove trash, replace liner	X						
Clean and disinfect sinks and counters	X						
Clean and disinfect door knobs and light switches	X						
Clean mirrors and dispensers	X						
Clean and disinfect toilets and urinals	X						
Sweep and mop floors with disinfectant	X						
Clean splashes on walls and partitions	X						
Clean graffiti on all surfaces	X						
Clean and disinfect showers	X						
Kaivac locker rooms		X					
Kaivac restrooms		X					
Wipe down locker exteriors		X					
Wash walls and scrub floors				X	X	X	X
Wash all lockers (Inside and outside)							X
Ceramic floors and grouting cleaned					X	X	X

	During School Year				Breaks		
Day Service	Daily	Weekly	Monthly	Upon Request/ As Needed	Winter Break	Spring Break	Summer Break
Check perimeter – pick up and dispose of debris	X						
First shift biohazard clean-ups - must be biohazard trained				X			
Clean trash, floors and tables after breakfast and lunch	X						
Clean debris from hallways by 10:00 a.m. and after lunch	X						
Touch up all restrooms after 10:00 a.m. and after lunch	X						
Clean graffiti on walls	X						
Change light bulbs to ten (10) feet high				X			
Run automatic at Cherry Street Intermediate twice per day and at night	X						
Clean all equipment at high school weight room		X					
Clean all equipment with Quat base cleaner						X	
Clean bus garage <ul style="list-style-type: none"> Clean restrooms; Empty, remove trash and replace liner; Vacuum entrance mats 		2X					
Strip and coat wax linoleum – four (4) coats of approved finish at bus garage							X
Two-way communication (Walkie Talkies or equivalent) with English speaking staff member at all schools	X						
Snow removal both first and second shifts at all entrances up to road/parking lot or perpendicular sidewalk - Snow blowers shall be provided and maintained by the District				X			



Exhibit 3: Task Definitions

- A. **Vacuum Carpet:** Thoroughly vacuum all carpet 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 better bar type vacuum is 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 mop 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 Trash:** 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 daily in restrooms, cafeterias, kitchens, hallways and most common areas and plastic liners must be replaced in other areas, as needed.
- F. **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 (5) feet. Low dusting relates to the area below five (5) 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 cleanser. Use a soft, clean cloth. Dry completely. Surface should be streak, smear, and smudge free. Make sure attached
- K.** Frames, edges, and shelves are cleaned and dried as well as the glass surface. Squeegee may be used where necessary.
- L. 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”.
- M. 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.
- N. Damp Mop – Disinfectant:** Use same definition as Item "D", but add, thoroughly damp mop floor with approved disinfectant* solution. Allow to air dry.
- O. 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.
- P. Replace Carpet Runners:** After floor has been properly cleaned, and is completely dry, replace carpet runners in their original location.
- Q. 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.
- R. Wipe Dry:** Use clean, soft cloth, and wipe item dry. The grain of the stainless steel must be followed.
- S. 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 at all times when cleaning.
- T. Spray Buff Hard Floors:** Hard floors must be sprayed and buffed
- Properly prepare before spray buffing by 1) remove the carpet runners, 2) dust mop and 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 finished 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.
- U. Strip and Refinish:**
- Close and properly mark area “closed”. Remove all movable objects from area.
 - Apply approved stripping solution at approved dilutions to area to be stripped. Allow solution to stand according to approved manufacture’s recommendations. Do not allow solution to dry out or stand too

long. Any finish or dirt must be removed from walls. Doors. Etc., at this time. If splashed on adjacent surfaces, it must be removed before it dries.

- Thoroughly agitate all floor area to remove all old finish with approved strip pad.
- Use wet pick up vacuum to pick up old finish and stripper.
- Thoroughly mop rinse area with clean cotton mop and clean water. Make sure walls, doors, etc., are also thoroughly rinsed.
- 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.
- Allow floor to air dry.
- If any old finish remains, repeat # 1 through # 6.
- Continue #1 through #7 until scheduled area is properly stripped and/or rinsed.
- Apply thin coat of approved sealer with approved clean applicator . FINISH MUST NOT BE SLOPPED ON WALLS, DOORS, ETC. ALLOW TO DRY AND APPLY SECOND COAT.

V. Scrub – Restroom Floors:

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

W. Carpet Extracting: All carpeting, including carpet runners, must be thoroughly cleaned as follows:

- All movable items must be removed from area(s) to be cleaned (i.e. chairs, waste receptacles, all free standing tables, tying stands, boxes, plants, all temporary floor coverings placed, etc.).
- 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 at work for 10-15 minutes.
- Thoroughly extract all properly pre-treated carpeted areas. Minimum of two (2) cleaning passes in opposite directions. Approved equipment and chemicals at approved dilutions must be used.
- 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.
- Thoroughly spray all thoroughly cleaned carpet with approved carpet fiber protector at approved dilution. Application must be made with approved sprayer.
- 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.

- X. Alternative Carpet Cleaning Materials:** 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 a bid and will be approved by the Director of District Operations before the alternative method can be implemented.
- Y. Porcelain Tile Floors:** No finish or sealer will be applied to quarry tile floors unless recommended by the manufacturer's representative and the District.
- 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.
- Z. Remove Recyclable Paper:** Pick up all recyclable paper from marked containers and remove to designated containers in the loading dock area.



Lee Sandy, SUPERINTENDENT

Exhibit 5: School Addresses- Custodial Services RFP

High School-109 North Birch Street, Kalkaska, 450 students

- Current Student School Day Times: 8:00 a.m. – 3:00 p.m.
- Day Shift Required

Middle School-1700 West Kalkaska Road, Kalkaska, 350 students

- Current Student School Day Times: 8:00 a.m. – 3:10 p.m.
- Day Shift Required

Birch Street Elementary-309 North Birch Street, Kalkaska, 375 students

- Current Student School Day Times: 8:05 a.m. – 3:05 p.m.
- Day Shift Required

Cherry Street Intermediate-315 S. Cherry Street, Kalkaska, 225 students

- Current Student School Day Times: 7:45 a.m. – 2:50 p.m.
- Part-Time Day Shift Required

Rapid City Elementary-5220 River Street, Rapid City, 90 students

- Current Student School Day Times: 7:50 a.m. – 2:50 p.m.
- Part-Time Day Shift Required

Administration Office-315 S. Coral Street, Kalkaska

- Current Student School Day Times:

Bus Garage-1560 West Kalkaska Road, Kalkaska

*The Contractor may outline alternative day shift requirements if they have different solutions.



Lee Sandy, SUPERINTENDENT

Exhibit 6: Affidavit of Bidder- Custodial Services RFP

Michigan, on the _____ day of _____, 20____

_____ (Signature)

_____ (Printed Name)

Notary Public, State of Michigan, County of _____

My commission expires on _____

Acting in the County of _____

AFFIDAVIT OF BIDDER-Compliance with School Safety Initiative Legislation

The undersigned, the owner or authorized officer of _____ (the "Bidder"), certifies to Kalkaska Public Schools (the "School District"), that any and all persons who will work directly or indirectly for the Bidder, including, but not limited to, Bidder's employees, agents, vendors, subcontractor or consultants, and who will work at or on any School District Property, shall at all times be in compliance with MCL 380.1230, 380.1230a, 380.1230c, 380.1230d, and 380.1230g and have not been convicted of any "listed offenses".¹ The Bidder further warrants and represents that all persons who will work directly or indirectly for the Bidder, including, but not limited to, Bidder's employees, agents, vendors, subcontractors or consultants, and who will work at or on any school District property, shall at all times be in compliance with MCL 380.1230, 380.1230a, 380.1230c, 380.1230d, 380.1230g, In this regard, Bidder agrees, without limitation, to report within 3 business days to the School District when any such person is charged with a crime listed in Section 1535a (1) of the Revised School Code² or a substantially similar law, and to immediately report to the School District if that person is subsequently convicted, plead guilty or plead no contest to that crime.

BIDDER: _____

By: _____

Its: _____

¹ The term listed offenses means those defined in Section 2 of the Sex Offenders Registration Act (SORA), MCL 28.722

² MCL.380.1535a(1).



Lee Sandy, SUPERINTENDENT

Exhibit 7: Checklist of Proposal Responses Due – Custodial Services RFP

Return with Proposal

	Page	Complete	Incomplete	Reason for Incomplete
Signed Original Proposal	5			
3 Copies of Proposal	5			
Sample Contract	5			
Addenda Acknowledgments	6			
Exceptions to specifications and/or requirements	11			
Contractor's Experience and Capabilities	12			
Cost (<i>Exhibit 9</i>)	6; 36			
Cover letter or company letterhead	13			
Company profile, support and personnel	13			
Checklist of Proposal Responses Due	13			
References	13			
Contract specifications are met and agreed to:				
Health and Safety	14			
Equipment and Facilities	15			
Maintenance and Sanitation				
Federal, state and local law compliance	16			
Federal, state and local licenses, permits, fees	16			
Taxes	17			
Equal Employment Opportunity	17			
Warranty	17			
Business relationship affidavit (<i>Exhibit 6</i>)	17; 33			
Repairs to property damage	17			
Contract assignment or sub-contractor	18			
Indemnification	18			

Insurance requirement	18-19			



Lee Sandy, SUPERINTENDENT

Exhibit 8: Bidder Inquirer Form- Custodial Services RFP

All inquiries must be received by 10:00 a.m. on July 15, 2019

Questions in Regards to: _____

Section Number: _____

Company Requesting Information: _____

Representative: _____

Addendum Number: _____

Area to be clarified:





Lee Sandy, SUPERINTENDENT

Exhibit 9: District-Wide Custodial Service Proposal Bid

Year Length/Buildings

Year One - August 23, 2019 to August 22, 2020

- All District,

Cost for Each Year

\$ _____

Year Two - August 23, 2020 to August 22, 2021

- All District

\$ _____

Year Three - August 23, 2021 to August 31, 2022

- All District

\$ _____

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

Classification

Hourly Rate

Standard hourly rate for Custodian

\$ _____

Standard hourly rate for Team Manager

\$ _____

Overtime hourly rate for Custodian

\$ _____

Overtime hourly rate for Team Manager

\$ _____

Supplies

Yearly Rate

OPTIONALLY for Contractor to provide supplies
(i.e. toilet paper, towels, soap, poly lines, sanitary hygiene products)

\$ _____

PRINT Name of Owner or Authorized Officer for Contractor

Signature of Owner or Authorized Officer for Contractor

Date



Lee Sandy, SUPERINTENDENT

Exhibit 10: Bidder Sign-In Sheet – Mandatory Pre Bid Meeting

July 11, 2019

Name	Company	Phone Number	Email Address