

Atherton Community Schools

3354 S. Genesee Road Burton, MI 48519

May 24, 2002

REQUEST FOR PROPOSALS – CUSTODIAL SERVICES

Atherton Community Schools is requesting proposals for CUSTODIAL SERVICES for three (3) years commencing July 1, 2002 to June 30, 2005. Enclosed in this packet are the following items:

- Bid specification grid
- Building information
- Building drawings

All square footage as presented is estimated. Please prepare your proposals to include a total for services in all buildings including supplies. Please include a separate list of all supplies used, their chemical content information and other specifications about the product. Please provide a copy of your certificate of insurance for liability, worker's compensation and auto.

Atherton Community Schools will identify and undertake all reasonable efforts to assure the safety of its children. Therefore, the names and social security numbers of all employees and independent contractors used by the contractor will be made available to Atherton Community Schools for the purpose of background criminal checks of a nature and detail which will be solely at the discretion of Atherton Community Schools. This will only be required when the contract has been awarded, prior to the start of the contracted services.

Submit three (3) copies of each proposal in writing by June 3, 2002, 4:00 p.m. Bids received after this time will be returned unopened. Bids may be submitted in person or via U.S. Mail, Federal Express or UPS. Bids will not be accepted via fax or email. Bid opening will take place on June 3, 2002, 3:00 p.m. in the Atherton Community Schools Board conference room. Bids will be reviewed and presented to the Atherton Community Schools Board of Education at a special meeting, at a time and date to be announced.

Atherton Community Schools maintains the right to reject any and all bids at any time.

Page 1 of 2

Phone 810.591.9182

05/24/02

Fax 810.591.1926

F:\USERS\ADMIN\Palmer\custodial\RFPV2 cutodial bid letter.doc

Please deliver all requests for proposal to
Atherton Community Schools
3354 S. Genesee Road
Burton, MI 48519

ATT: Custodial Services Proposals

Atherton Community Schools is an equal opportunity employer.

Connie Palmer, Business Manager
Atherton Community Schools

ATHERTON COMMUNITY SCHOOLS
 CUSTODIAL REQUEST FOR PROPOSAL
 BID SPECIFICATIONS ADDITIONAL INFORMATION
 BID FOR SCHOOL YEAR JULY 1, 2002 TO JUNE 30, 2005

Buildings	
Van Y Elementary	Middle School
High School District Administration Offices	

Drawing attached (see note) yes

Building Square Footage 27476 57050 56605

Building population	yes	yes	yes
Teachers	18	28	23
Staff	43	51	42
Students	282	415	321

Hours of operation

School year (August through June)			
Monday through Friday	6:30 am to 11:00 p.m	6:30 am to 11:00 p.m	6:30 am to 11:00 p.m
Saturday	as needed	as needed	as needed
Sundays	as needed	as needed	as needed
Summer (Mid June through Mid August)			
Monday through Friday	7:00 am to 6:00 p.m	7:00 am to 6:00 p.m	7:00 am to 6:00 p.m
Saturday	as needed	as needed	as needed
Sundays	as needed	as needed	as needed

School Activities			
Sports programs	yes	yes	yes
National Honor Society		yes	yes
Cheerleading		yes	yes
Awards Banquets	yes	yes	yes
Concerts	yes	yes	yes
Plays		yes	yes
Scouts	yes	yes	
After school programs	yes	yes	yes