

# GOBLES

PUBLIC SCHOOLS

AMY J. CHRISTMAN  
DIRECTOR OF OPERATIONS

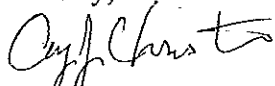
May 25, 2005

To Whom It May Concern:

Enclosed you will find a request for proposal for cleaning services for the Gobles Public Schools. Our Board of Education voted at their regular meeting in May to partially privatize our custodial services. I would like to formally invite your company to bid on this service. On Thursday, June 2, 2005 at 1:00 p.m. I will hold a mandatory pre-bid meeting. At this meeting I will outline the current situation of our district as well as the expectations of the company that is awarded this bid. Valuable information and explanations will be given at this meeting. If you would like to inspect the facilities prior to the June 2<sup>nd</sup> pre-bid meeting please feel free to call and arrange a time with me. Formal sealed bids will be due on Monday, June 20, 2005 @ 1:00 p.m. Please contact me if you have any questions or need clarification prior to the pre-bid meeting on June 2<sup>nd</sup>.

I want to thank you for taking the time to review this document and I hope that you will consider submitting a bid for this service.

Sincerely,



Amy J. Christman  
Director of Operations

**Request for Proposal**

**CLEANING SERVICES**

**Public Bid**

**Gobles Public Schools**

**Bid Release Date: May 25, 2005**

**Pre-Bid Meeting Date: Thursday, June 2, 2005**

**Pre-Bid Meeting Time: 1:00 p.m.**

**Pre-Bid Location:**

**Gobles High School/Middle School  
Middle School Conference Room  
409 North State Street, Gobles, 49055**

**Proposal Due Date:**

**Monday, June 20, 2005 @ 1:00 p.m**

**Return to:**

**Amy J. Christman, Director of Operations  
409 North State Street  
Gobles, MI 49055  
269-628-5614**

**Late Proposals will be Rejected**

## INFORMATION TO BIDDERS

1. Authority
2. Receipt and Opening of Bids
3. Qualification of Bidder
4. Sole Bidder
5. Discrepancies, Omissions or Interpretations
6. Inspection of Contract Documents
7. Certificate of Insurance
8. Examination of Site
9. Pre-Bid Meeting
10. Acceptance and Rejection of Bid Proposals
11. Sales Tax
12. Scheduling and Hours of Work
13. Indemnify and Hold Harmless Agreement
14. Workmanship/Inspection
15. Termination of Contract
16. Specification of Services
17. Example of School Functions
18. Example of Athletic Events
19. Example of Outside Group Facility Use
20. Bid Proposal Form
21. Alternate Bid Proposal Form
22. School Site Plans

## TENTATIVE TIME LINE

<b>May 25, 2005</b>	<b>Bids Released</b>
<b>June 2, 2005</b>	<b>Pre Bid Meeting at 1:00 p.m., local time</b>
<b>June 20, 2005</b>	<b>Bid Opening at 1:15 p.m., local time</b>
<b>July 1, 2005</b>	<b>Contract Start Service</b>
<b>June 20, 2008</b>	<b>Contract End Service</b>

1. **AUTHORITY**

Please consider this document as formal Request for Proposal (RFP) for cleaning services for the Gobles Public Schools. Sealed bids are to be received in the Operations Office by 1:00 p.m. on Monday June 20, 2005. The Board of Education or designee reserves the right to reject any or all bids, in part or in total, for any objective or subjective reason whatsoever. Alternate bids may be considered.

The Gobles Public Schools, hereby referred to as Owner, has the authority to obtain the best possible proposal for specified services. Gobles Public Schools expects a complete service, as defined in the specifications.

2. **RECEIPT AND OPENING OF BID PROPOSALS**

A. Bid proposals will be opened and read aloud on Monday June 20, 2005 @ 1:15 p.m. at the following location:

Gobles Public School  
High School/Middle School  
Middle School Conference Room  
409 North State Street  
Gobles, MI 49055

B. Bids received after designated bid receipt deadline will be returned unopened.

C. Proposals must be sealed with bidder's name, address, phone number on the outside of the envelope and designated as follows:

Amy J. Christman, Director of Operations  
Gobles Public Schools  
Sealed Bid for Cleaning Services

D. Bids shall be submitted on the Bid Proposal Form furnished with all blank spaces filled in. All blanks on the bid form shall be filled in by typewriter or manually in ink. All alterations or erasures shall be initialed by the bid signer

E. The Owner shall have the right to waive any informality or irregularity in any bid received and to accept bids which, in his/her judgment, are in his/her own best interest.

F. The bidder, by making his/her bid, represents that he/she has read and understood the contract and bid documents, and that his/her bid is made in accordance therewith.

G. Bid prices shall include all applicable taxes, bonds, overhead, profit and other pertinent costs. No additional costs to this contract will be authorized during the contract period without written authorization from the Owner.

H. Oral, telephone, facsimile or telegraphic bids are invalid and will not receive consideration.

I. Any bid may be withdrawn prior to the scheduled time for opening of bid proposals.

J. The bid proposal form will be considered a portion of the contract document.

**3. QUALIFICATION OF BIDDER**

- A. The Owner reserves the right to request qualification information from any bidder before issuing documents, receiving bids or awarding a contract. The Owner may, at his/her sole discretion, accept or reject bidders as qualified. The right to waive any informality in qualification materials is reserved by the Owner. The Bidder, in submitting his/her bid, agrees to accept the decision of the Owner as final.
- B. To enable the Owner to evaluate the competency and financial responsibility of the bidder, the bidder shall furnish the following information:
  - 1) A statement regarding any past, present, or pending litigation with an owner. Such additional information may be required to satisfy the Owner that the bidder is adequately prepared, in technical experience, or otherwise, to fulfill the contract.
- C. The submitters shall provide full disclosure of all existing client relationships that currently or prospectively may give rise to conflicts of interest and disqualification as governed by the codes of rules of professional responsibility and conduct.

**4. SOLE BIDDER**

If only one bid is received in response to the invitation to bid, a detailed cost proposal may be requested of the single bidder. A cost/price analysis and evaluation and/or audit shall be performed of the cost proposal in order to determine if the price is fair and reasonable. The Owner reserves the right to cancel the bid if there is only one bid received. The Owner's decision will be final.

**5. DISCREPANCIES, OMISSIONS OR INTERPRETATIONS**

- A. Bidder shall promptly notify the Owner of any ambiguity, inconsistency, or errors which they may discover upon examination of the contract documents or of the site and local conditions. Bidders requesting clarification or interpretation of the bid documents shall make a written request to the Owner to reach him/her at least seven (7) calendar days prior to the date for receipt of bids for transmittal to the Owner. Direct all questions to:

Amy J. Christman, Director of Operations  
Gobles Public Schools  
409 North State Street  
Gobles, MI 49055  
Phone: 269-628-5614 Ext 2116  
Fax: 269-628-5306

- B. Any interpretation, correction, or change of the contract documents will be made by written addendum by the Owner and issued by the Owner. Interpretations, corrections, or changes of the document made in any other manner will not be binding. Addenda will be delivered via mail or facsimile to all who are known by the Owner to have received contract documents. Bidders shall acknowledge receipt of addenda on the Bid Proposal Form.

6. **INSPECTION OF CONTRACT DOCUMENTS**

- A. Bid documents are located and may be obtained at:  
Gobles Public Schools  
Operations Office  
409 North State Street  
Gobles, MI 49055
- B. The Owner does not assume any responsibility for errors, omissions or misinterpretations resulting from the use of incomplete sets of contract documents.
- C. The Owner, in making copies of the contract documents available, does so only for the purpose of obtaining bids on construction of the work, and does not confer a license or grant for any other use, therefore does not warrant its completeness and adequacy.

7. **CERTIFICATE OF INSURANCE**

Before commencement of any work, a Certificate of Insurance executed by bidder's insurance agent or carrier showing required insurance coverage shall be submitted. A Thirty Day Cancellation Clause is required on all policies. Failure to provide the Certificate may be considered material breach of the agreement and may be grounds for terminating the agreement.

8. **EXAMINATION OF SITE**

The bidder shall be held to have examined the premises and site so as to compare them with the contract drawings and specifications, and to have satisfied themselves as to the condition of the premises, and other factors necessary for carrying out the work before the delivery of their proposal. The bidders shall also acquaint themselves with the character and extent of the Owner's operations in the area of the work, so that they may plan their services accordingly. No allowances or extra payment will be made to a Contractor for or on account of costs or expenses occasioned by failure to comply with the provisions of this paragraph, or by reason of error or oversight on the part of the bidder, or on account of interference by the Owner's or other Contractor's activities. It shall be expressly understood that the Owner's operations will take precedence over any other activity.

9. **PRE-BID MEETING**

A. A pre-bid meeting is scheduled as follows to review the specifications and expectations of the contracted services:

Thursday, June 2, 2005 @ 1:00 p.m.  
Gobles Public Schools  
High School/Middle School Building  
409 North State Street  
Gobles, MI 49055

B. Attendance at the pre-bid meeting is MANDATORY in order to submit a bid proposal for these services.

C. Responses to questions and requests for clarifications will be made by addenda only after the pre-bid conference if required. Any representations and/or oral discussions not confirmed by addenda will not be binding upon the Owner.

10. **ACCEPTANCE AND REJECTION OF BID PROPOSALS**

A. Low bid price is not always the determining factor in the awarding of the bid. Other factors considered may include, but not be limited to, quality, past performance, and references.

B. Bids are considered irregular and may be rejected for any of the following reasons unless otherwise provided by law:

- 1) If bid proposal form furnished is not used, altered, or incomplete.
- 2) If there are unauthorized additions, qualifications, conditions, or irregularities of any kind which may make the bid incomplete, indefinite or ambiguous as to its meaning.
- 3) If bidder adds any provisions reserving right to accept or reject any awards of contract.
- 4) If unit or lump sum prices or alternates contained in the bid schedule are obviously unbalanced either in excess of, or below, reasonable costs analysis values.
- 5) Failure of the bidder to inspect the proposed sites.
- 6) Bidder's lack of expertise as shown by past work and judged from the standpoint of workmanship and performance history or past references.
- 7) If any pertinent instructions to bidders are not fully complied with.

11. **SALES TAX**

Owner is exempt from all taxes. A tax exemption certificate will be issued upon request.

12. **SCHEDULING AND HOURS OF WORK**

A. Services shall be performed at times mutually agreed upon between Owner and Contractor. Any changes to the established schedule must have prior approval of the Owner, and scheduled at the least disruptive time possible.

B. Scheduling of work must be coordinated with the individual facilities' operational needs in order to avoid disruption or unsafe conditions.

13. **INDEMNIFY AND HOLD HARMLESS AGREEMENT**

Contractor agrees to accept responsibility for loss or damage to any person or entity, and to defend, indemnify, hold harmless and release the Owner, its officers, and employees, from actions, claims, damages, disabilities or the cost of litigation that are asserted by any person or entity to the extent arising out of the negligent acts or omissions or willful misconduct in the performance by the seller hereunder, whether or not there is concurrent negligence on the part of the Owner, but excluding liability due to the active negligence or willful misconduct of the Owner. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable to or for seller or its agents, under workmen's compensation acts, disability benefits acts or other employees' benefits acts.

14. **WORKMANSHIP/INSPECTION**

- A. Performance will be evaluated based upon the expectation of a neat, professional looking appearance of the facilities.
- B. Where not more specifically described in any of the various sections of these specifications, workmanship shall conform to all of the methods and operations of best standards and accepted practices of the trade or trades involved, and shall include all items required for completion of the services. All work shall be executed by personnel skilled in their respective lines of work.
- C. The Owner may request a meeting with the Contractor at any time for the purpose of evaluating the Contractor's performance. Items not completed to the satisfaction of the Owner will be corrected by the Contractor within a mutually agreed timeframe. Failure by the Contractor to remedy concerns of the Owner may result in the termination of this contract.

15. **TERMINATION OF CONTRACT**

- A. The Owner reserves the right to review and/or terminate the contract if at any time the Contractor fails to conform to the requirements of this contract, seeks relief under any law for the benefit of insolvents or is adjudicated bankrupt, if any legal proceedings are commenced against Contractor which may interfere with the performance of the contract or if the Contractor has failed to supply an adequate working force, or material or proper quality, or has failed in any other respect to prosecute the work with the diligence and force specified and intended by the terms of the contract.
- B. In the event of termination of the contract, any excess of the cost arising there from will be charged against the Contractor and his sureties, who will be liable thereof. All monies due the Contractor or retained under terms of the contract shall be forfeited to the Owner.



16. SPECIFICATION OF SERVICES

Facilities to be Serviced (sq.ft. is approximate area to be cleaned)

1. High School Building 409 North State Street, Gobles  
112,000 sq. ft. (Map Included)
2. Gobles Elementary-Only Highlighted Areas 409 North State Street, Gobles  
15,849 sq.ft. (Map Included) Gym, Foyer Area, Administrative Office Area, Locker  
Rooms, Gym Office & Storage, Hallway Gang Bathrooms)
3. Football/Track Locker Rooms and Lavatories 409 North State Street, Gobles
4. Maintenance of grounds, lawns and shrubbery. This does not include any of the district  
athletic fields.
5. Facilities to be covered approximately twenty (20) hours on Friday evening, Saturday and  
Sunday to cover weekend events within the district. The hours of this position can be  
flexible to accommodate events and other duties covered by this position.

A. Supervision

The contractor shall provide competent and adequate supervision as necessary to satisfy the requirements and specifications of the contract. The supervisor shall cooperate fully with the representatives of the Gobles School District and shall be available for inspection of the buildings at times other than during working hours when requested.

Inspections may occur at anytime before, during or after the normal school year. The purpose of the inspections will be to determine if the schools were properly cleaned to begin the school year, to assure that regular nightly cleaning is being done as per contract terms and that the schools are properly cleaned after the end of the school year.

The contractor shall provide a communication system that can be accessed by key school contacts Monday – Friday. Email would be the preferred method of communication. Contractors will be expected to provide communication devices for pop up issues, and emergency communication, 24 hours/day, 7 days/week. The contractor will be the security gatekeeper for the district facilities. The Gobles School District needs to have easy access to the school’s representative off hours.

B. Employees

The contractor shall employ competent persons who are well trained in the area of work assigned.

The contractor shall supply the school district a list of all employees assigned to each building and their assigned areas of responsibility and this list shall be updated as employees are hired or terminated.

Cleaning service employees are not to disturb papers on desks, open drawers or cabinets, use telephones or computers or tamper with personal property owned by Gobles School District or its employees.

All employees are to present themselves in an appropriate manner and attire consistent with school rules and the laws of this state and community. Any employee whose moral conduct, behavior, health habits or appearance are unsatisfactory will be brought to the contractor's attention for appropriate action, up to and including discharge.

The school district will be given at least a 48-hour notification of new employees prior to their assignment in our buildings. This notification shall include the name, current address and former employee information of the proposed employee.

The contractor will ensure that a thorough and extensive background check is performed on any individual working within the Gobles Public Schools. This would include the following

1. Social Security Checks
2. State and Federal Background Checks
3. Initial, Annual and Random Drug Screening

#### C. Keys

Keys to the buildings will be supplied by the school district and NO keys are to be duplicated. Gobles Operations Office will handle all key issues. All keys shall be returned at the termination of the contract.

#### D. Work Week

The majority of the custodial service responsibilities will normally be performed between the hours of 3:00 p.m. and midnight for five consecutive nights on Monday through Friday, except during days when school is cancelled. On cancelled school days, daily services will be reduced or eliminated. On days when school is cancelled the contractor shall contact the appropriate school district supervisor to determine what cleaning, if any, is to be accomplished. In the event no cleaning is needed an appropriate reduction to the monthly contract shall be made.

In addition, the school district shall supply the contractor or their building representatives with a schedule of nightly activities for each building and it shall be understood that the cleaning of areas of the building used for night activities will be performed after the activities are finished and that the cleaning service will secure the building after everyone using the building leaves. The cleaning service is responsible for nightly security of the building during their shift and to secure the building before leaving. Every attempt will be made to provide for clean buildings for each school day to begin.

#### E. Unsatisfactory Performance

All work performed will be subject to inspection and approval. Any work found to be substandard or omitted will be reported to the contractor. Any continued and or repeated offenses may be subject to fines deducted from the monthly contract.

#### F. Conservation of Energy

Every effort shall be made to conserve energy whenever possible throughout the cleaning schedule. Only areas in use shall have lights on and doors and windows shall remain closed whenever the heating or cooling systems are operating.

#### G. Contract Termination

Either party for just cause may terminate the contract by giving written notice by Certified Mail to the other party within thirty days prior to the date of termination.

#### H. Annual Services

1. Cleaning and waxing of floors.

All hard surface floors (tile, terrazzo, etc.) shall be stripped and refinished each summer a minimum of one week prior to school starting. Sealer and floor finish shall be applied in thin even coats with a minimum of three coats in classroom areas and six coats in high traffic areas. The floor wax or sealer will be provided by the school district.

2. Cleaning of Carpeted Area's

All carpeted areas shall be professionally cleaned once during the summer break.

#### I. Christmas and Spring Break

1. Scrubbing and Waxing of floors

All hard surface floors shall be reconditioned at Christmas and Spring breaks. Reconditioning might include scrubbing and rewaxing, mopping and waxing, or burnishing to restore surfaces to a clean mar free luster consistent with pre-school year condition as outlined under annual services.

2. Carpet Cleaning

All carpeted areas shall be professionally cleaned during Christmas Break.

#### J. General Routine Cleaning

All floor surfaces are to be swept nightly. Hard surface area's are to be dust mopped with a treated mop and damp mopped where needed. Carpeted area's are to be vacuumed nightly and spot cleaned where needed. All furniture shall be realigned to a useable position appropriate for that room and as requested by the main user of the room.

All wastebaskets and garbage barrels are to be emptied nightly. Classroom wastebaskets may be emptied without changing the liner when possible but shall have new liners at least once per week as needed.

All interior glass surfaces and entrance glass surfaces are to be kept clean as needed.

All shelving, locker tops, sills, furniture, ledges, corners, etc. are to be kept dust free.

Wall surfaces are to be spot cleaned as needed throughout the building.

Soap, towel and tissue dispensers are to be refilled as needed to provide a useable amount of product for the next day.

During the winter months sidewalks and building entrances need to be kept clear of snow and ice.

All lavatories and locker rooms are to be swept and mopped nightly. A disinfectant/germicidal detergent shall be used for all surface cleaning. Walls and stalls are to be kept clean nightly and totally cleaned weekly. A non-acid bowl cleaner shall be used for urinals and toilets and these surfaces are to be wiped dry after cleaning. All sanitary napkin receptacles are to be emptied nightly and disinfected as needed.

Lavatory and locker room floors shall be resealed as often as is necessary to maintain the floor and grout seal. But not to the extent of having undo buildup in the grout. In the event of a buildup of floor finish in the grout, then the floor shall be scrubbed or stripped and refinished or sealed.

Washbasins, sinks and drinking fountains throughout the building shall be cleaned nightly with a disinfectant/germicidal non-abrasive cleaner.

All interior walls, locker fronts, doors etc. shall be kept clean of dirt, marks, smudges and writing.

Classroom tables, desks, chairs etc. shall be spot cleaned to remove marks and writing.

Bleachers at the High School and Middle School shall be swept and mopped as needed after each use. The area behind the bleachers will also need swept and mopped on a regular basis.

#### K. Weekly Services

Hard floor surfaces in corridors, cafeterias and other high traffic areas shall be burnished weekly to maintain a uniform high luster appearance.

Hard surface floors in classrooms and other areas of the building shall be buffed and/or re-waxed as necessary to maintain a clean mar-free luster.

High School and Middle School gymnasium floors will be scrubbed and/or mopped as required or as requested.

L. Miscellaneous

**SET UP FOR ACTIVITIES HELD IN DISTRICT FACILITIES – PLEASE REFERENCE ITEMS NUMBER 20, 21 AND 22. PLEASE NOTE THAT THESE ARE NOT ALL INCLUSIVE LIST. THESE ARE EXAMPLES TO GIVE THE BIDDING CONTRACTOR AN IDEA OF WHAT TYPE OF ACTIVITIES TAKE PLACE WITHIN THE DISTRICT FACILITIES.**

Slop sinks and janitorial closets or store areas assigned to the cleaning service shall be kept clean and orderly.

The cleaning service shall be responsible for securing the building each day after the regular school day (time to be set by the building administrator) and to unlock the building for scheduled activities and re-secure the building after scheduled activities.

All cleaning supplies will be supplied by Gobles Public Schools unless other arrangements are made. All supplies must be approved by the district prior to use.

Gobles Public Schools shall provide all equipment.

Workers Compensation Insurance supplied by the contracting cleaning service shall cover the employees of the cleaning service.

The cleaning service shall secure the proper liability insurance for the term of this contract and shall provide the (School District) with the certificates of insurance.

Change light bulbs, light duty job orders (turn water fountains up, fix desks, unplug sinks, toilets, toilet paper holder, pencil sharpener etc.)

Wash and dry dust mops

Pull weeds and water flowers in front of buildings

Write up any needed repairs to facilities or equipment on job order forms

After game, assist with cleaning bleachers and returning special equipment to storage if needed

Wash chalk boards, rails, desktops

Assist with miscellaneous duties—unlock/lock rooms for various events, vehicles away etc.

17. **EXAMPLE OF SCHOOL FUNCTIONS**

This is not an all inclusive list. These are examples to give the bidding contractors an idea of what type of activities take place within the Gobles District.

Graduation (1)

Baccalaureate (1)

Open house (1)

Parent Teacher Conferences – twice a year, two nights per session

Board Meetings – once each month – plus special meetings

Elementary Parents Club Meetings – once a month

MS/HS Parent Club Meetings – once a month

Athletic Awards – end of each season – only for H.S. athletes and parents

Band Concerts – three each year

Elementary music concerts – 2 each year

HS play

Senior Citizen Soup supper

Various awards and assemblies during the school day.

Quiz Bowl (3) home meets

18. **EXAMPLES OF ATHLETIC EVENTS**

This is not an all inclusive list. These are examples to give the bidding contractors an idea of what type of athletic events take place during a normal school year.

6	home nights	Middle School Boys Basketball 7 <sup>th</sup> & 8 <sup>th</sup> Grade play same night
6	home nights	Middle School Girls Basketball 7 <sup>th</sup> & 8 <sup>th</sup> Grade play same night
10	home nights	Boys High School Basketball Freshman start 4:30, J.V. start approx. 6:00 and Varsity to follow.
10	home nights	Girls High School Basketball Freshman start 4:30, J.V. start approx. 6:00 and Varsity to follow.
4	home	Cross Country
15	home	Football games
5	home	Soccer
10	home	Varsity Softball
8	home	J.V. Softball
10	home	Varsity Baseball
8	home	J.V. Softball
10	home	HS. Volleyball Freshman start 4:30. J.V. & Var. to follow
5	home	MS. Volleyball
7	home	wrestling meets
14	home	track meets

19. **EXAMPLE OF OUTSIDE GROUP FACILITY USE**

This is not an all inclusive list. These are examples to give the bidding contractors an idea of what type of activities take place within the Gobles District.

Cub Scout Pack – Blue & Gold Banquet (one Sunday) 7 hours  
Set up – Microphone, podium, bleachers, tables & chairs

Boys Scout meetings – every other week through school year 1 ½ hours  
Tables & chairs

Kale Haven Community Church – every Sunday  
Chairs – sometimes use of high school gym – microphones etc. for Christmas and Easter.

Kale Haven Community Church – 2 special practices for a play

Holloway detasseling – 3 meetings in the spring  
Overhead projector and screen

Little League – Sat & Sunday in spring (softball)  
Use of gyms – baskets put up.

Van Buren 4-H – Fashion Show & rehearsal – 2 nights  
Use of stage, lights, microphone etc.

Little League – Softball practice – use of gym  
3 nights a week in April

Breast Cancer Fund Raiser – one day  
Table & chairs in foyer

Explorer's 4-H – craft day – Saturday – all day (3)  
Table and chairs

Little League Board Meetings – Starting in Jan - 2 nights a month  
Classroom for meeting

Old Guys Basketball – Tues & Thurs. every week – Oct. thru March  
Gym – baskets down

Saturday early am basketball for men – every Saturday  
Gym

Baseball clinics – 2 Saturdays in March  
Gym – baskets up

Girls and Boys Youth Basketball – Saturday tournaments – Sept. thru March  
Gyms – Concession – Baskets down

Youth Basketball – practices through out week  
Gym – Sept. thru March



Seventh Day Adventist Church – Saturday program –  
Gym and bleachers

Girl Scouts – Tasting tea – Saturday Cafeteria  
Tables and chairs

Girl Scouts – mother daughter – Saturday  
Tables and chairs

Little League sign ups – 3 Saturdays – in February  
Tables – copy machine

Parent and student Volleyball Development  
3 Sunday afternoons – gyms – volleyball nets and balls

Cougar Baseball – every Saturday night Jan. thru April  
Gym and Batting Cage

4-H – Women’s self defense class – 1 Saturday  
HS AP room

Indoor Soccer Practice – 2 gyms  
HS Gym –

Open house for personal use-  
Foyer – tables & chairs

Girl Scouts – ornament night  
AP room

Gobles Queen Pageant – Sunday practice – October thru December  
Stage – microphone

Gobles Queens – Pageant – one Saturday in December  
Stage, lights, sound, several classrooms, tables & chairs

Winter Drum Line practices – October thru April – Sunday Gym floor space

Rocket Football – Awards  
Tables & Chairs

Mat Cat Wrestling – every Tues. & Thurs – Nov. thru May  
AP/wrestling room

Creative Memory Open House – 3 hours after school (1)  
Table & chairs

Jewelry Party – (2) – after school

City of Gobles – Community meetings  
Tables & chairs

Covey Hill Youth Group – every Wed. thru school year  
Gym, library, classroom, TV, VCR, DVD player, tables & chairs

Wellness Seminar – (1) classroom  
Overhead projector

Abundant Life Church – Sunday  
Cafeteria – tables & chairs

Personal Wedding Reception –  
Cafeteria – tables & chairs

1964 class reunion  
All buildings open for access

1964 class reunion – Outside – picnic tables – BBQ

Wedding Shower – (1) Saturday afternoon  
Elem. Library

Abundant Life Church – Pot Luck  
Elem. – tables & chairs

Funeral – Gobles Fire Department  
High school Cafeteria & Gym

Friends of Kal Haven Trail – Monthly meetings  
HS Library – tables & chairs

Girl Scout meetings – every Thursday – after school  
Elem. AP room

Tutoring Services – personal – Jan. thru June  
Every Tuesday - Teacher's lounge

20. **BID PROPOSAL FORM**

Gobles Public Schools  
Cleaning Service Bid Form

---

DUE DATE: **Monday, June 20, 2005 @ 1:00 p.m.**

TO: Gobles Public Schools  
Amy J. Christman, Director of Operations  
409 North State Street  
Gobles, MI 49055

Bidding Company \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Company Representative placing this bid: \_\_\_\_\_

Date: \_\_\_\_\_

\* **Bid Price** \$ \_\_\_\_\_

\*Please attach documentation to support this bid price.

**AGREEMENTS**

The undersigned understands that the Owner reserves the right to reject any and all bids and to waive informalities and irregularities in bidding.

Owner also reserves the right to withhold bids for a period of time (60 days) from bid opening date.

The Owner reserves the right to accept or reject any or all bids in whole or in part, or to waive any informalities therein. If in the Owner's opinion it is in his/her best interest, the contract may be awarded to other than the lowest bidder, for reason of establishing uniformity, delivery time, etc.

If award is made to us under this proposal, we agree to enter into an Agreement with Gobles Public Schools to furnish products and/or services, in strict accordance with this proposal, bid documents and all pertinent portions of plans, drawings and specifications.

**ADDENDA**

The undersigned acknowledges receipt of the following addenda:

Addendum Number \_\_\_\_\_ Dated \_\_\_\_\_

Addendum Number \_\_\_\_\_ Dated \_\_\_\_\_

Signature of Bidder: \_\_\_\_\_ Date: \_\_\_\_\_

21. **ALTERNATE BID PROPOSAL FORM**

Gobles Public Schools  
Custodial Substitutes  
Alternate Bid Form

Alternate Bid:

The Gobles School District would like an alternate bid proposal based on a per hour rate for substitute employees to be utilized in the absence of Gobles Public School employees. The duties of these substitute employees would include general custodial cleaning duties.

DUE DATE: **Monday, June 20, 2005 @ 1:00 p.m.**

TO: Gobles Public Schools  
Amy J. Christman, Director of Operations  
409 North State Street  
Gobles, MI 49055

Bidding Company \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Company Representative placing this bid: \_\_\_\_\_

Date: \_\_\_\_\_

Hourly Rate for Custodial Substitutes \$ \_\_\_\_\_

**AGREEMENTS**

The undersigned understands that the Owner reserves the right to reject any and all bids and to waive informalities and irregularities in bidding.

Owner also reserves the right to withhold bids for a period of time (60 days) from bid opening date.

The Owner reserves the right to accept or reject any or all bids in whole or in part, or to waive any informalities therein. If in the Owner's opinion it is in his/her best interest, the contract may be awarded to other than the lowest bidder, for reason of establishing uniformity, delivery time, etc.

If award is made to us under this proposal, we agree to enter into an Agreement with Gobles Public Schools to furnish products and/or services, in strict accordance with this proposal, bid documents and all pertinent portions of plans, drawings and specifications.

**ADDENDA**

The undersigned acknowledges receipt of the following addenda:

Addendum Number \_\_\_\_\_ Dated \_\_\_\_\_

Addendum Number \_\_\_\_\_ Dated \_\_\_\_\_

Signature of Bidder: \_\_\_\_\_ Date: \_\_\_\_\_

**LEGAL STATUS OF BIDDER**

1. A Corporation organized and existing under the laws of the State of \_\_\_\_\_
2. Name, title, and signature of individual duly authorized to execute contracts:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

**REFERENCES:** Attach the names of five references to your bid, preferably school districts.

Name of Company/District: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone No: \_\_\_\_\_

Name of Company/District: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone No: \_\_\_\_\_

Name of Company/District: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone No: \_\_\_\_\_

Name of Company/District: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone No: \_\_\_\_\_

Name of Company/District: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone No: \_\_\_\_\_