

JACKSON PUBLIC SCHOOLS

REQUEST FOR PROPOSAL (RFP) CUSTODIAL SERVICES CONTRACT

Issued by the Maintenance and Operations Department Office
1401 North Brown Street • Jackson, MI 49202



DUE: December 3, 2004 • 2:00 p.m. EST
TO: Jackson Public Schools • C/O James Kuziak
1401 North Brown Street • Jackson, MI 49202

**REQUEST FOR PROPOSAL
CUSTODIAL SERVICES CONTRACT
DUE: December 3, 2004, 2:00 P.M. EST**

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(Please circle yes or no)

- YES NO 1.11 **BID GUARANTEE:** Each Proposal must be accompanied by either a certified or cashier's check on an open, solvent bank or a bid bond with an authorized surety company in the amount equal to 5% of the first year's estimated dollar distribution to the District. Bid guarantee must be made payable to Jackson Public Schools as a guarantee of good faith. If the successful Bidder fails to furnish satisfactory bonds and insurance within 10 days after notice of award, such guarantee shall be forfeited as liquidated damages by the District to compensate for losses due to delay and/or increased costs for the project. The guarantees of the two lowest Bidders will be retained until the bond and insurance of the successful Bidder have been approved by the District. The guarantees of all other Bidders will be returned within ten days after the bid opening.
- YES NO 1.12 **PROPOSAL COSTS:** Any recipient of the RFP is responsible for any and all costs incurred by it or others acting on its behalf in preparing or submitting a Proposal, or otherwise responding to the RFP, or any negotiations incidental to its Proposal or the RFP.
- 1.13 **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 I-1.06).
No information communicated, either verbally or in writing, to or from a Bidder shall be effective unless confirmed by written communication contained in the RFP, an addendum to the RFP, a request for clarification or written response thereto, or in the Proposal.
- 1.14 **ADDENDA TO THE RFP:** Should it become necessary to revise any part of the RFP, notice of the revision will be given in the form of an addendum to all prospective Bidders on record as having received the RFP. Each Bidder must acknowledge receipt of addenda, but the failure of a Bidder to receive or acknowledge receipt of any addendum, shall not relieve the Bidder of the responsibility for complying with the terms thereof. Acknowledgment shall consist, minimally, of returning a signed copy of all addenda cover sheets as part of the Proposal by the RFP closing date and time. All addenda shall become a part of the RFP. Acknowledgment of all addenda received must be submitted by the RFP closing date and time.
- 1.15 **OPENING OF PROPOSALS:** At the specified time and date stated in Section I-1.0 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.
- 1.16 **RESERVATION OF RIGHTS:** Jackson Public Schools 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. Jackson Public Schools reserves the right to conduct discussions, request additional information and accept revisions of Proposals from any or all Bidders. Jackson Public Schools reserves the right to negotiate with the Bidder whose proposal is deemed strongest by the Selection Committee. Bids may not be withdrawn within 60 days after opening date without forfeiting bid security. Jackson Public Schools reserves the right to make such investigations as deemed prudent to determine Bidder's qualifications and eligibility, including but not limited to, requests for financial statements and company profiles.
- 1.17 **FINALITY OF DECISION:** Any decision made by Jackson Public Schools, including the selection of a Contractor, shall be final.

(Please circle yes or no)

3.0 SECTION III – SPECIFICATIONS/SCOPE OF WORK

- 3.01 **BACKGROUND – GENERAL OVERVIEW:** This RFP is being issued to qualified custodial service providers for the operation of the following custodial components at Jackson Public Schools.
- 3.02 Jackson Public Schools is comprised of different buildings through out the district servicing a pre-K – 12 education. Other buildings support the administration required to fulfill such education. For a comprehensive tenant list see Exhibit 5.
- 3.02.1 The contractor will be awarded custodial opportunities in the Jackson Public Schools.
- 3.02.2 Jackson Public Schools will be the custodial contract facilities. The District agrees to promote the contractor as its preferred custodial service.
- YES NO 3.02.3 The contractor will be expected to provide the necessary equipment to meet the demands of the Operations Department maintaining quality and service standards. It is understood and agreed that the District shall in no way be responsible for any theft, disappearances or other misappropriation of any equipment to be supplied by the contractor, nor for the theft, disappearance, or other misappropriation of any supplies or any other property of the contractor wherever located. The equipment list and value of equipment must be included in the bid.
- YES NO 3.02.4 The contractor will supply an up to date custodial supply and equipment inventory.
- YES NO 3.02.5 Failure by the contractor to maintain quality, service, and/or cleanliness standards as determined by District management will be documented and may result in reduction or cancellation of part or all custodial contract.
- 3.03 The requirements in this scope of work are the minimum required for the District's custodial services program. Contractors are encouraged to be creative and propose improvements and enhancements for consideration.
- 3.04 This RFP will result in a single contract award.
- 3.05 **OBJECTIVES:** The District seeks to accomplish the following objectives for its custodial services. (This list is not in order of importance.)
- 3.05.1 Develop and establish service levels and operating hours that are responsive to the needs of students, faculty, staff, and guests.
- 3.05.2 Develop an innovative and effective custodial program.
- 3.05.3 Develop financial controls and reporting systems that meet the needs and expectations of the District.
- 3.05.4 Maximize productivity through strong custodial service operations.
- 3.05.5 Instill flexibility into all aspects of custodial service operations to enhance responsiveness to demand.

(Please circle yes or no)

4.0 SECTION IV – CONTRACT FORMATION AND PERIOD

- | | | | |
|-----|----|------|--|
| YES | NO | 4.01 | This is a request for Proposals only. Proposals will be treated as offers to enter into a Contract with the District. The written acceptance of the Contractor's Proposal by the District shall constitute a Contract, pending execution of a formal written Contract satisfactory to both the District and the Contractor. |
| YES | NO | 4.02 | LENGTH OF CONTRACT: The Contract period shall begin No Later Than January 15, 2005. The District plans to award a Contract to the Contractor as a result of the RFP for an overall period of approximately 3.5 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 starting January 15, 2005, and continuing to June 30, 2008. |
| YES | NO | 4.03 | TERMINATION: The District may terminate the Contract upon sixty (60) days written notification to the Contractor if performance is not satisfactory as it relates to service requirements, deviation from specified product quality or cost agreements. |

(Please circle yes or no)

6.0 SECTION VI – PROPOSAL REQUIREMENTS AND FORMAT

- YES NO 6.01 This outlines the information that must be provided by Bidders and the required format for the Proposal. Any Proposal not providing the required information, or not conforming to the format specified, may be disqualified. Please refer also to the SUBMISSION DEADLINE AND REQUIREMENTS section (reference Section I -1.0) of the RFP for additional requirements.
- YES NO 6.02 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.
- YES NO 6.03 Proposals must demonstrate an understanding of the scope of work and the ability to accomplish the tasks set forth and must include information that will enable the District to determine the Bidder's overall qualifications. Each Proposal shall also include any other information that the Bidder feels is significant in making an informed decision relative to the Proposal.
- YES NO 6.04 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.
- YES NO 6.05 Each Bidder shall submit its Proposal for an approximate 3.5 year contract term ending June 30, 2008. Each Proposal shall include an implementation schedule, financial proforma (and assumptions) for each year of the proposal, labor schedule and the following:
- 6.05.1 Management Capability
- YES NO 6.05.1.1 The Contractor must provide precise plans for each step in assuming management control and describe its ability to commit the staff personnel and resources required to develop a responsive management structure. A statement of the Contractor's management philosophy should be included.
- YES NO 6.05.1.2 The proposal shall specify how the management personnel employed to fulfill the contract will operate organizationally. All management positions proposed by the Contractor should be listed with areas of responsibility clearly defined.
- YES NO 6.05.1.3 The proposal should include profiles identifying specific management personnel (i.e., Directors, Production Managers, etc.) in your employ that will be assigned to District's campus. The profiles should describe the experience, education, background, specific professional accomplishments, and any special qualifications. Final selection of management personnel must be approved by the District.
- YES NO 6.05.1.4 An organizational chart of overall Contractor's management, showing special staff personnel, line supervision, and their relationships to school personnel should be included.
- YES NO 6.05.1.5 The proposal shall include a description of training programs used for management personnel. The Contractor shall also describe training programs for other personnel and include information on the staff conducting the training, their background and qualifications and available training resources.
- YES NO 6.05.2 Technical Quality
- YES NO 6.05.2.1 The proposal should include a description of the facility to be operated including an evaluation of each unit and its capacity to provide the desired services and the resources required to efficiently handle a custodial service operation of this size and scope.

(Please circle yes or no)

- 6.06 Cover letter and/or executive summary prepared on company's business letterhead with authorized signatures. This should be limited to a brief narrative highlighting the Proposal and should be aimed at non-technical personnel. This item should not include commission/pricing quotations.
- 6.07 Company profile, support commitment and personnel responsible for carrying out the Contract.
- 6.08 Checklist of Proposal responses due.
- 6.09 Exceptions, including explanations, to Contract specifications, RFP requirements and signatures.
- 6.10 Any additional information considered necessary or helpful to the District in determining Bidder's qualifications/signatures.
- 6.11 Reference information for at least one (1) PK-12 institution or similar client with Custodial Service contract needs similar to Jackson Public Schools. Include contact name, address, and telephone number and number of years servicing client.
- 6.12 Bidder's form of contract, if any, to encompass RFP and Proposal.
- 6.13 Signed copies of the addenda cover sheets, if applicable.
- 6.14 Include required security.
- 6.15 Ten (10) complete copies of signed original Proposal.

(Please circle yes or no)

8.0 SECTION VIII – CONTRACT SPECIFICATIONS

8.01 Health and Safety:

- YES NO 8.01.1 It shall be the sole responsibility of the contractor to require its employees to abide by all health and safety requirements imposed by law. Further, the contractor and all of its employees shall abide by safety and health regulations set forth by the District.
- YES NO 8.01.2 The contractor agrees to forward a copy of the health inspection report for each contracted service area to a designated District representative.

8.02 Sanitation and Environment:

- YES NO 8.02.1 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.
- YES NO 8.02.2 The District reserves the right to inspect all cleaning areas, storage areas, offices and any other space under the contractors control at any time with or without notice.
- YES NO 8.02.3 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.

8.03 Equipment and Facilities Maintenance and Sanitation:

- YES NO 8.03.1 The premises, equipment, and facilities shall be maintained in a condition satisfactory to the institution. The Contractor shall adhere to the highest standards of cleanliness and sanitary practices to insure continual sanitation in all functions and matters related to the custodial service operation.
- YES NO 8.03.2 The contractor will be responsible for specified stripping and sealing of floors, carpet cleaning, cleaning draperies and blinds, upholstered furniture, and cleaning walls and doors.
- YES NO 8.03.3 The contractor will remove all trash, garbage, and debris from all premises occupied by the contractor according to a schedule approved by the District.
- YES NO 8.03.4 The District shall have the right at all times to determine by inspection that facility cleanliness, sanitation and maintenance are satisfactory and in accordance with health standards.

8.04 Licenses:

- 8.04.1 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.

- YES NO 8.05 **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.

(Please circle yes or no)

8.08 Accounting Statements and Audits:

- YES NO 8.08.1 At the end of each accounting period, the contractor shall furnish to the District an operating statement for each custodial service operation and a composite statement. The operating statement shall give a complete accounting of sales by category, including a breakdown of product cost, labor costs, other direct expenses and administrative and/or management charges.
- YES NO 8.08.2 Each operating statement and the composite statement shall present revenue and expense amounts for the period being reported and fiscal year-to-date with percentage ratios given for each item and period.
- YES NO 8.08.3 The District's fiscal reporting period is July 1 through June 30. The contractor's year-to-date report shall correspond with this period.
- YES NO 8.08.4 All operating statements and sales reports will be submitted by the 15th day following the last day of each accounting period and be accompanied by respective payments. For this purpose, a schedule of the contractors accounting periods should be defined.
- YES NO 8.08.5 All start-up costs must be clearly identified.
- YES NO 8.08.6 The District reserves the right to audit or cause to be audited the contractors books and accounts with the District at any time during the term of this contract and for five (5) years thereafter.

8.09 ADVERTISING:

- YES NO 8.09.1 The Contractor agrees not to use this Proposal or any subsequent agreement as part of any commercial advertising without prior approval of Jackson Public Schools.

(Please circle yes or no)

- 9.09 **REPAIRS TO PROPERTY DAMAGE:** Any damage to District properties caused by the Contractor, its agents or employees shall be repaired so that the properties are in as good condition as found. All repairs shall be accomplished at no cost to the District and with the District's approval.
- 9.10 **CONTRACT ASSIGNMENT OR SUB-CONTRACT:** The resulting Contract shall not be assigned, transferred, or subcontracted in whole or in part without the prior written approval of the District. The Contractor shall not subcontract with any entity or person with whom the District has a reasonable objection. The Contractor shall not change subcontractors without the consent of the District. The Contractor shall ensure that each subcontractor be bound to the Contractor, to the Contract, and to the terms and rights of these documents, including all General and Supplementary Conditions.
- 9.11 **INDEMNIFICATION:** The Contractor shall indemnify and hold harmless the District, its agents and employees from and against all claims, damages, losses and expenses including attorneys fees arising out of or associated with the service provided, or resulting from damages or injuries incurred by the Contractor by reason of any defect in material, workmanship, and/or design of any goods furnished by the Contractor, excepting only such liability that may result solely from the acts of negligence of the District or its employees, and in any case the Contractor shall, at the request of the District, undertake to defend any and all suits and to investigate any and all claims, whether justified or not, if such claim or suit be against the District. Such indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Contractor or any subcontractor under workmen's compensation acts, disability benefit acts or other employee benefit acts.
- 9.12 **INSURANCE REQUIREMENTS:** Contractor shall purchase and maintain for the life of the Contract insurance with limits of liability as required by law or as set forth below, whichever is greater.
- Worker's Compensation and Employer's liability at a minimum of \$500,000 or at statutory limits if greater.
 - Commercial General Liability made on an Occurrence Form basis which includes at minimum the following types of coverage:
 - Contractual liability, advertising and personal injury, products and completed operations, and an installation floater, showing limits of \$1,000,000 per occurrence, and a general aggregate limit of \$2,000,000.
 - Comprehensive Automobile Liability, which includes coverage for any auto, hired autos, and non-owned autos with a combined single limit of \$1,000,000.
 - Bodily and personal injury of \$500,000 per accident and \$250,000 per person
 - Property damage of \$100,000
 - Combined single limit of \$1,000,000
 - Jackson Public Schools shall be identified as an additional insured under the coverage. Certificates of insurance shall be on standard format acceptable to the District and shall be filed with the District before commencing the Contract. These certificates shall contain a provision that coverage provided under the policies will not be canceled until at least thirty days prior written notice has been given to the District. The Contractor shall require its subcontractors to maintain equivalent coverage.
- 9.13 **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.

for all employees who enter the building, all periodic work performed, and any non-routine work or incident that occurred that week.

- H. The Contractor must provide the Director of District Operations with a list of all employees and supervisors to be used in this facility. The list must include each employee's name, address, Social Security number, and date of birth. Alternate employees may not be used until such list has been updated to include their names and data and provided to the Director of District Operations. All employees must have undergone a criminal background check in accordance with the Districts regulations.
- I. Parking is available on site.
- J. Contract employees will be required to wear clean and neat clothing or uniforms supplied by Contractor at all times while on the job.
- K. Contract supervisor must wear a tone and voice-paging device during normal working hours. Number must be supplied to the Director of District Operations.
- L. Contractor must submit within the first 20 working days (after actually starting contract) a complete periodic schedule for all jobs listed other than daily items.
- M. Contractor must supply a trained supervisor to be in attendance during working hours.

General Information

A. Materials, Treatments, Etc.

1. Contractor must supply all cleaners, finishes, etc., for the treatment of the various types of flooring and carpeting. Use only such materials as are recommended and approved by the flooring manufacturer or Jackson Public Schools.
2. The Contractor's prime responsibility is to protect owner's property at all times and to use only such materials and treatments as will enhance the appearance of flooring, etc., and preserve the surface against deterioration.
3. 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 Jackson 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 Jackson Public Schools will furnish all power equipment such as floor machines, vacuum systems and all other equipment.
2. Jackson Public Schools will furnish an area when necessary for storage of contractor's equipment and supplies.
3. The Contractor will be held solely responsible for all items stored on the premises.

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Exhibit 2 - Cleaning Frequencies

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

- CLASSROOMS AND OFFICES:
 - DAILY:
 - TRASH
 - RESTROOMS
 - HIGH TRAFFIC AREAS AND SPOT VACUUM AND OR MOP
 - SINKS/DRINKING FOUNTAINS
 - DOORS WINDOWS AND HARDWARE
 - GRAFFITI REMOVAL
 - WEEKLY:
 - THE DAILY LIST PLUS:
 - THOROUGH CORNER-TO-CORNER VACUUM AND OR MOP
 - HIGH AND LOW DUSTING
 - DESKS
 - WINDOWS
 - WHITE/CHALK BOARDS
- HALLS AND GYMS
 - DAILY:
 - VACUUM AND OR MOP
 - TRASH
 - ENTRANCE DOORS
 - ENTRANCE MATS (EXTRACT WEEKLY DURING WINTER MONTHS)
 - SCRUB 2X PER WEEK MINIMUM
 - GRAFFITI REMOVAL
 - WEEKLY:
 - THE DAILY LIST PLUS:
 - HIGH AND LOW DUST
 - WIPE DOWN LOCKERS
- RESTROOMS/LOCKER ROOMS
 - DAILY THOROUGH CLEANING
- SPECIAL EVENTS SET UP/TEAR DOWN AND CLEAN UP
 - AS SCHEDULED:
 - THROUGH OUT THE YEAR FOR SPORTING EVENTS
 - THROUGH OUT THE YEAR FOR RENTALS
 - THROUGH OUT THE YEAR FOR AFTER SCHOOL FUNCTIONS
 - ANY TIME THE BUILDING IS USED FOR ACTIVITIES OTHER THAN EDUCATIONAL
- OUTSIDE TRASH ON GROUNDS
 - DAILY

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Exhibit 3 - Task Definitions

A. Vacuum Carpet

Thoroughly vacuum all carpeted areas. Move all easily movable objects (chairs, waste receptacles, tables on wheels, typing stands, boxes, etc.) and vacuum under. Be sure to replace all items moved. Straight suction vacuuming is acceptable; however, the Manager reserves the right to require that a beater bar type vacuum be used. Empty dust and dirt into plastic trash bag, tie off, and remove to dumpster.

B. Edge Vacuuming

Thoroughly vacuum all edges of carpeting along the base of walls and along the base of permanent fixtures using a crevice tool attachment. Also, vacuum upholstered furniture.

C. Dust Mop

Thoroughly dust 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. Dust mops must be treated with water based dust control chemical. Place dust and dirt into plastic trash bag, tie off, and remove to dumpster. Dust mop must not be dusted clean on carpeting.

D. Damp Mop

After dust mopping, thoroughly damp mop all non-carpeted areas. Move all easily movable objects (chairs, waste receptacles, tables on wheels, typing stands, boxes, etc.) and damp mop under. Be sure to replace all items moved after floor has dried completely. Use a clean cotton mop head that is in good condition. Use clean water at all times (change water often). Mop head must be only damp. No excess water can be left behind. Approved, proper chemicals at proper dilution must be used at all times. Finished floor must be clean and streak-free.

E. Empty Waste Receptacles

Empty all containers that are provided for the disposal of waste (i.e., wastebaskets, torpedo type containers, sanitary napkin disposal bins, boxes, etc.) into plastic bags, tie off, and remove to dumpster. Great care must be taken to remove only trash. When in doubt, DO NOT REMOVE – ASK. Secure dumpster covers before leaving area. Plastic liners are used where wet trash is a problem. Where used, liners must be changed no less than once per month in restrooms all plastic liners must be replaced daily.

F. Fill Dispensers

Dispensers of all types must be checked daily and filled when necessary (soap, toilet tissue, and paper towels, etc.).

G. Dusting

Completely dust all fixtures, ledges, edges, shelves, exposed pipes, partitions, doorframes, etc. Pay particular attention to the tops of these items. An approved dust cloth or dusting tool, treated with a water based dust control chemical must be used. High dusting relates to the area above five feet. Low dusting relates to the area below five feet.

H. Clean and Disinfect Waste Receptacles and Dispensers

Thoroughly clean all waste receptacles and dispensers inside and outside. Use proper chemicals for surface to be cleaned at proper dilution. After item has been cleaned completely, wipe item with approved disinfectant* solution and allow to air dry.

S. Spray Buff Hard Floors

- Hard Floors must be properly prepared before spray buffing:
 1. Remove carpet runners
 2. Dust mop
 3. Damp mop
- Begin spray buffing by lightly spraying area just to the left or right of approved floor machine (buffer) with approved spray buffing chemical at approved dilution. Buffing pad must be approved and will depend on the type of finish used.
- Floor machine (buffer) will be worked back and forth over area lightly sprayed until floor has a high, streak free luster. Then proceed to the next area, until scheduled area is completed.
- Great care must be taken to avoid using "loaded" pad (pad full of dried finish and dirt). Flip pad over or change to another clean dry pad often.
- Great care must also be taken not to allow floor machine (buffer) to run in one spot for too long to avoid burning the floor.
- Floor should be dust mopped after scheduled spray buffing is completed.
- Replace carpet runners.

T. Strip and Refinish

Close and properly mark area "closed". Remove all movable objects from area.

1. Apply approved stripping solution at approved dilutions to area to be stripped. Allow solution to stand according to approved manufacturer's recommendations. Do not allow solution to dry out or stand too long. Any finish or dirt must also be removed from walls, doors, etc., at this time. If splashed on adjacent surfaces, it must be removed before it dries.
2. Thoroughly agitate all floor area to remove all old finish with approved strip pad.
3. Use wet pick up vacuum to pick up old finish and stripper.
4. Thoroughly mop rinse area with clean cotton mop and clean water. Make sure walls, doors, etc., are also thoroughly rinsed.
5. Thoroughly mop rinse area a second time with clean cotton mop and clean water with approved neutralizer / conditioner chemical at approved dilution. Make sure walls, doors, etc., are also thoroughly rinsed.
6. Allow floor to air dry.
7. If any old finish remains, repeat #1 through #6.
8. Continue #1 through #7 until scheduled area is properly stripped and/or rinsed.
9. Apply thin coat of approved sealer with approved clean applicator. Sealer must not be slopped on walls, doors, etc...Allow sealer to thoroughly dry.
10. Apply second coat of sealer as described in #9 above. Allow sealer to thoroughly dry.
11. Apply thin coat of approved finish with approved applicator. Finish must not be slopped on walls, doors, etc.
Allow to dry and apply second coat.

U. Scrub – Restroom Floors

Close restrooms. Remove all movable objects from area.

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

V. Carpet Extracting

All carpeting, including carpet runners, must be thoroughly cleaned as follows:

1. All movable items must be removed from area(s) to be cleaned (i.e., chairs, waste receptacles, all free standing tables, typing stands, boxes, plants, all temporary floor coverings placed, etc...)

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EXHIBIT 4 - School Addresses

- Administration Building**
 - ◆ 522 Wildwood Avenue

- Bennett Elementary**
 - ◆ 820 Bennett Street

- Cascades Elementary**
 - ◆ 1200 S. Wisner Street

- Dibble Elementary**
 - ◆ 3450 Kibby Road

- Firth Middle School**
 - ◆ 205 Seymour Avenue

- Frost Elementary**
 - ◆ 1226 S. Wisner Street

- Hunt Elementary**
 - ◆ 1143 N. Brown Street

- Hurst Planetarium**
 - ◆ 3345 Fourth Street

- Jackson High School**
 - ◆ 544 Wildwood Avenue

- Justin Mehall Field (Seasonal Soccer)**
 - ◆ 2350 Fourth Street

- McCulloch Elementary and Annex**
 - ◆ 216 E. Biddle Street

- Middle School at Parkside**
 - ◆ 2400 Fourth Street

- Northeast Elementary**
 - ◆ 1024 Fleming Avenue

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EXHIBIT 5 School Demographics

Enrollment

Enrollment for Fall 2004 was 6,720 students. The student population is comprised of Caucasian 56%, Hispanic 4%, Asian 1%, African American 38%, Native American 1%, and Pacific Islander .005%.

Justin Mehall Soccer Field

This is a 1,684 Sq Ft complex built in 1992 with outbuilding added in 2000. Single story for soccer events.

McCulloch Elementary

This is a 25,666 Sq Ft complex built in 1950 with annex added in 1955. Building is two story with stair access only and utilized for PreK-4 programs.

Middle School at Parkside

This is a 274,266 Sq Ft single story building built in 1962 with addition in 1975. Building is utilized for 7-8 programs.

Northeast Elementary

This is a 104,000 Sq Ft building, single story, built in 1969. This building is utilized for PreK-6 programs with pool area closed.

Operation Center

This is a 23,277 Sq Ft building built in 1964 with additions in 1973 and remodeled in 2002. This building is utilized for the Business Office, Special Education, Transportation, Warehouse and Maintenance and Operations Departments.

Sharp Park Elementary

This is a 23,660 Sq Ft three level building built in 1928 with additions in 1955 and 1959. This building is utilized for PreK-2 programs.

Tomlinson School-TEC

This is a 37,392 Sq Ft building built in 1955 with additions and annex in 1958 and 1963. This building is single story and is utilized for 9-12/GED programs.

Wilson Elementary

This is a 23,400 Sq Ft two level building built in 1950 with additions and annex in 1958 and 1963. This building is utilized for PreK-4 programs.

Withington Stadium

This is an 11,600 Sq Ft sport complex with locker rooms, bathrooms, bleachers, and concessions. Built in 1980 and utilized for sporting events.

Insurance requirement				
Other				

JACKSON PUBLIC SCHOOLS

**REQUEST FOR PROPOSAL (RFP)
CUSTODIAL SERVICES CONTRACT**

Issued by the Maintenance and Operations Department Office
1401 North Brown Street • Jackson, MI 49202



DUE: December 3, 2004 • 2:00 p.m. EST

TO: Jackson Public Schools • C/O James Kuziak
1401 North Brown Street • Jackson, MI 49202

JACKSON PUBLIC SCHOOLS
CUSTODIAL SERVICES CONTRACT
RFP

Addendum

Addendum # (if needed)

JACKSON PUBLIC SCHOOLS

Exhibit 7

PROPOSAL

DISTRICT WIDE CUSTODIAL SERVICES

LOCATION

COST FOR LOCATION PER YEAR

Administration Building	\$ _____
Bennett Elementary	\$ _____
Cascades Elementary	\$ _____
Dibble Elementary	\$ _____
Firth Middle School	\$ _____
Frost Elementary	\$ _____
Hunt Elementary	\$ _____
Hurst Planetarium	\$ _____
Jackson High School	\$ _____
Justin Mehall Field	\$ _____
McCulloch Elementary and Annex	\$ _____
Middle School at Parkside	\$ _____
Northeast Elementary	\$ _____
Operation Center	\$ _____
Sharp Park Elementary	\$ _____
Tomlinson School and Annex	\$ _____
Wilson Elementary and Annex	\$ _____
Withington Stadium	\$ _____

TOTAL: \$ _____

Standard hourly rate for Custodian \$ _____

Standard hourly rate for Team Manager \$ _____

Overtime hourly rate for Custodian \$ _____

Overtime hourly rate for Team Manager \$ _____

Hourly charge rates shall be good for one year from contract date