

# MIDLAND PUBLIC SCHOOLS

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

Issued by the Department of Facilities, Operations & Student Services



**DUE: Thursday, February 15, 2007  
10:00 am  
TO: Doug Fillmore**

REQUEST FOR PROPOSAL  
CUSTODIAL SERVICES CONTRACT  
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**Midland Public Schools**  
**CUSTODIAL SERVICES CONTRACT**  
**RFP**

**1.0 SECTION 1 – REQUEST FOR PROPOSAL**

- 1.01 **SUBMISSION DEADLINE AND REQUIREMENTS:** Midland Public Schools is requesting bid proposals from qualified companies for a Contract for Custodial Services Operations. Proposals must be received at Midland Public Schools Administration Center, Attn: Doug Fillmore, no later than 10:00 a.m. EST Thursday, February 15, 2007. Proposal envelopes must be sealed and marked RFP CUSTODIAL SERVICES CONTRACT. No telephone, e-mail, facsimile, or verbal quotations will be accepted. Midland Public Schools is not responsible for late, lost, misdirected, damaged, incomplete, illegible or postage-due mail.
- 1.02 Additional copies of the RFP documents are available upon request.
- 1.03 Each Bidder is responsible for delivery of Proposal. Proposals and/or Proposal revisions received after the date and time specified will not be considered.
- 1.04 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 highest-ranking officer at the local level.
- 1.05 Each Bidder must submit with the signed original Proposal, six (6) complete copies of the signed original Proposal.
- 1.06 **INQUIRIES:** Prospective Bidders may request clarification of information contained in the RFP. All such requests must be received by the close of business on Monday, February 12, 2007. A response to all written requests will be provided within two (2) business days after the receipt of such request. Responses to any request for clarification will be provided in writing to all prospective Bidders who are on record as having received the RFP. All inquiries for clarification of information contained in the RFP must be submitted on the Bidder Inquiry Form (see Schedule 1) to:  
**Attn: Doug Fillmore**  
**Office phone : 989-923-5011**  
**Fax : 989-923-5009**  
**E-mail : [fillmoredo@mps.k12.mi.us](mailto:fillmoredo@mps.k12.mi.us)**
- 1.07 **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 as required to clarify the requirements and specifications contained in the RFP. Only those prospective Bidders present will be deemed eligible to bid on this project. Any assistants and/or subcontractors must be present at the pre bid meeting. This pre-bid meeting will also include site visits to schools in the District. The pre-bid meeting is Wednesday, January 31, 2007 at 1:00 p.m. Tentative site visits are scheduled for Wednesday, January 31, 2007 from 1:00 p.m. to 5:00 p.m. and Thursday, February 1, 2007 from 8:00 a.m. to 12:00 p.m.
- 1.08 Tentative site visits are scheduled for Wednesday, January 31, 2007 from 1:00 p.m. to 5:00 p.m. and Thursday, February 1, 2007 from 8:00 a.m. to 12:00 p.m.
- 1.09 **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.
- 1.10 **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 I-1.07) and inquiries (reference section I- 1.06).

(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 Midland Public Schools 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:** Midland 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. Midland Public Schools reserves the right to conduct discussions, request additional information and accept revisions of Proposals from any or all Bidders. Midland 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. Midland 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 Midland Public Schools, including the selection of a Contractor, shall be final.

(Please circle yes or no)

## 2.0 SECTION II – DEFINITIONS

- 2.01 **"District"** – The Board of Education of Midland Public Schools or its expressly authorized representative. The term may also be referred to as "Owner" or "Midland Public Schools".
- 2.02 **"Contractor"** – Any custodial company having been invited by Midland 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.
- 2.03 **"Proposal"** – A response to the RFP submitted in accordance with the RFP.
- 2.04 **"Custodial Services"** – Refers in the RFP to the current privatized service provider contract that includes the cleaning of buildings.
- 2.05 **"Properties"** – Any facility, land, or real estate owned or controlled by Midland Public Schools.
- 2.06 **"Contract"** – The Contract resulting from Midland Public Schools' acceptance of the Contractor's Proposal, together with such form of Contract, if any, as Midland Public Schools and Contractor may reasonably agree, that encompasses the RFP and the successful Proposal.
- 2.07 **"Accounting period"** – a one- (1) month accounting period within a contract year.
- 2.08 **"Contract Year"** – each 12-month period commencing on July 1 and ending on the next succeeding June 30 during the term hereof or ending on the termination date if the contract is terminated earlier if this contract is terminated prior to June 30. Note the dates may be changed if mutually agreed upon by both parties, to start earlier or later than June 30 of the first year, then commencing for three years beyond that agreed upon date.
- 2.09 **"District Representative"** – person or persons from each component authorized to handle administrative matters associated with the contract. The District Representative is not authorized to enter any amendment or extension of this contract.

(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 Midland Public Schools.

3.02 Midland Public Schools is comprised of different buildings through out the district servicing a K – 12 education. Other buildings support the administration required to fulfill such education. For a comprehensive facility list see Exhibit 3.

3.02.1 The contractor will be awarded custodial opportunities in the Midland Public Schools.

3.02.2 Midland 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 at each location must be included in the bid. All equipment is to be purchased new for this contract unless approved by owner.

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 cancellation of part or all of 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 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)

**3.06 GENERAL POLICIES AND REQUIREMENTS APPLYING TO ALL AREAS.**

- YES NO 3.06.1 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. Only custodial services for campus facilities can and will be performed in District facilities.
- YES NO 3.06.2 The Contractor will provide services at the times required. All custodial operations will deliver upon opening the full scope of prompt and efficient services.
- YES NO 3.06.3 The policies and activities of the contractor shall be subject to the approval of the District; said policies and activities shall include, but not be limited to, the quality of the services by the award contractor.
- YES NO 3.06.4 The Contractor's Director of Operations shall 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 and staff and guests or clients. The Contractor's On Site Management will meet weekly with each site principal and other authorized members of the District to maintain cleanliness, event coordination and good public relations.

**3.07 FACILITIES AND EQUIPMENT:** The District will provide the contractor with all facilities to efficiently operate the custodial service 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.

- YES NO 3.07.1 The contractor will be responsible for the payment of telephone installation, instrumentation, and service. The contractor may install as many extensions as are necessary for proper communications both inside and outside of the District community.
- The contractor will maintain e-mail service for our contract and cell phone connection with the On Site Manager at all times. Each school will have two way communication (Nextel or Equivalent) to ensure communication during cleaning hours.
- YES NO 3.07.2 The contractor will be responsible for advising the District of the need for, and the District or its designee will make all necessary repairs and replacements to its facilities and Facilities equipment, except in those instances where the necessity for repair or replacement is due to negligence on the part of the contractor or employees under the supervision and direction of the contractor. If any such incidents occur, repair and/or replacement costs are the responsibility of the award contractor. No equipment of any type shall be removed from the facilities except to be repaired and only then with the approval of the District.
- YES NO 3.07.3 Equipment list should be provided by the contractor including value of equipment in the RFP. The District will provide toilet paper; paper towels, soap, and trash can liners).
- YES NO 3.07.4 The contractor is responsible for control of the keys (maintained in key boxes with listings) 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 and cost of re-keying and replacement of lock cylinders required as a result of negligence and/or lost keys by its employees.

YES NO 3.08 **INVENTORY-CUSTODIAL SERVICE:** 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.

- YES NO 3.08.1 The contractor shall maintain rigid procurement procedures throughout the entire process of purchasing, receiving, storage and inventory of all custodial supplies, and will pay for all cleaning supplies related to custodial service and management applicable to the contract.

- YES NO 1.01.1 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.
- YES NO 1.01.2 All custodial items shall be delivered in proper transportation containers at District approved times and be accompanied by the proper MSDS for school files.

(Please circle yes or no)

**2.0 SECTION IV – CONTRACT FORMATION AND PERIOD**

- YES NO 2.01 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 2.02 **LENGTH OF CONTRACT:** The Contract period shall begin July 1, 2007. The District plans to award a Contract to the Contractor as a result of the RFP for an overall period of 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 starting July 1, 2007 and continuing to June 30, 2010.
- YES NO 2.03 **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.

**YES NO 3.0 SECTION V – SELECTION TIMELINE**

The District's anticipated timeline for the selection process is:

- |                   |  |
|-------------------|--|
| January 17, 2007  | Invitation to bid sent to prospective Bidders  |
| January 31, 2007  | Mandatory pre-bid meeting at 1:00 p.m.   |
| January 31, 2007  | Site visit at 1:00 p.m. – 5:00 p.m.  |
| February 1, 2007  | Site visit at 8:00 a.m. – 12:00 p.m.   |
| February 12, 2007 | Deadline for submitting written requests for Clarification and Questions at 5:00 p.m.    |
| February 15, 2007 | Deadline for submitting proposals – 10:00 a.m. Bid Opening                               |
| February 27, 2007 | Interviews (tentative)   |
| April 23, 2007    | Announcement of contract award to contractor<br>Bidders notified of decision (tentative) |
| June 1, 2007      | Contract finalized (tentative)   |
| July 1, 2007      | Custodial Service Operations Begins In Full  |



(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 a 3 year contract term June 30, 2010. 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 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.
- 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. Staff will be required to be trained in Bio Hazard and Asbestos Safety.

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.

YES NO 6.05.2.2 The Contractor should list any equipment necessary to provide the services specified in this RFP.

YES NO 6.05.2.3 The proposal will include a listing of all Contractor-owned equipment to be used at the schools. This information will be constantly updated and all equipment not listed will be considered District property.

YES NO 6.05.2.4 The proposal should include the Contractor's analysis of the school custodial service environment, including techniques for preventing common problems and coping with them if they do arise. The Contractor should explain and include examples of systems used to determine customer satisfaction.

6.05.3 Contractor's Experience and Capabilities

YES NO 6.05.3.1 The proposal must include a description of the general background, experience and qualification of the Contractor in college and school or similar custodial service. The Contractor must list at least three operations presently served that are similar in nature to that of the District's. A general description of the type of units (e.g., industry, office building, etc.) and the period of time Contractor has served that contract for each. This information shall include the names, titles, addresses, and telephone numbers of individuals who are in a position to evaluate the general quality of the operation at their facilities.

YES NO 6.05.3.2 The Contractor shall provide a certified letter of good standing for a line of credit from a reputable financial institution in the amount of \$750,000.00 or more.

YES NO 6.05.3.3 The Contractor must describe their capacity to provide assistance in short and long range planning of facilities and services. Contractor must describe special additional personnel, if any, available to provide consulting services to local staff and to the District.

YES NO 6.05.3.4 The Contractor must describe the procedures and capacity for replacing local personnel at the management level.

6.05.4 COST

YES NO 6.05.4.1 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

- 6.06 The Contractor will describe the resources, which are covered by administrative expenses if included.
- 6.07 Cover letter and/or executive summary prepared on company's business letterhead with authorized signatures. This should be limited to a brief narrative highlighting the Proposal and should be aimed at non-technical personnel. This item should not include commission/pricing quotations.
- 6.08 Company profile, support commitment and personnel responsible for carrying out the Contract.
- 6.09 Checklist of Proposal responses due.
- 6.10 Exceptions, including explanations, to Contract specifications, RFP requirements and signatures.
- 6.11 Any additional information considered necessary or helpful to the District in determining Bidder's qualifications/signatures.
- 6.12 Reference information for at least one (1) K-12 institution or similar client with Custodial Service contract needs similar to Midland Public Schools. Include contact name, address, and telephone number and number of years servicing client.
- 6.13 Bidder's form of contract, if any, to encompass RFP and Proposal.
- 6.14 Signed copies of the addenda cover sheets, if applicable.
- 6.15 Include required security.
- 6.16 Six (6) complete copies of signed original Proposal.

**7.0 SECTION VII – EVALUATION CRITERIA**

- 7.01 Contract award will be based upon a comprehensive review and analysis of the Proposals that best meet the needs of Midland Public Schools. The specific evaluation criteria will include the following:
  - Past Experience in custodial service operations of a similar nature
  - Cost to provide service
  - New and innovative ideas
  - Creativity
  - Impressions from an unannounced site visit of an existing property observing staff, cleanliness, and service
  - Impressions from an announced site visit observing staff and service quality and cleanliness
  - Management depth and experience
  - Training methods and procedures for hourly staff
  - Evidence of a "customer service" focus
- 7.02 PRESENTATIONS: To assist in the evaluation process, a minimum of two (2) Bidders will 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 one (1) hour in length, with sufficient time allocated for questions and answers. The presentations will take place no later than Tuesday, February 27, 2007 between the hours of 1:00 p.m. and 5:00 p.m. Specific appointments will be scheduled with the invited Bidders.

(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 **Environment:**

YES NO 8.01.3 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 8.01.4 The District reserves the right to inspect all cleaning areas, storage areas, offices and any other space under the contractors control at any time with or without notice.

YES NO 8.01.5 The contractor shall state their corporate commitment to recycling and be responsible for maintaining proactive energy conservation programs and, as a minimum, shall include the following:

- Waste reduction: The contractor shall employ all reasonable measures to reduce and prevent waste.
- Recycling: The contractor shall participate in any existing and/or future recycling programs established by the District. Any additional costs are to be at the school's expense.
- Safety: The contractor shall use a proactive safety program for its employees and operations at the schools, as well as comply with all District safety rules that apply to custodial services operations.

### 8.02 Equipment and Facilities Maintenance and Sanitation:

YES NO 8.02.1 The premises, equipment, and facilities shall be maintained in a condition satisfactory to the institution and follow the specification frequencies without exception.

YES NO 8.02.2 The contractor will be responsible for specified stripping and sealing of floors, carpet cleaning, cleaning draperies and blinds, upholstered furniture, and cleaning walls and doors to the frequency listed in the specification without exception.

YES NO 8.02.3 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 8.02.4 The District shall have the right at all times to determine by inspection that facility cleanliness, sanitation and maintenance are satisfactory and in accordance with specifications.

### 8.03 Licenses:

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

YES NO 8.04 **Laws, rules and regulations:** The contractor must comply with all District policies, county ordinances and/or state and federal laws that may be applicable to its performance under the contract.

(Please circle yes or no)

**8.05 Personnel:**

- YES NO 8.05.1 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 year starting July 1, 2007, 45 days in advance, 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 supervisor shall be on duty throughout the time that each custodial service operation is in operation.
- YES NO 8.05.2 The District reserves the right to prior consultation in the contractor's choice of its unit managers. No assignment of such personnel shall be made without prior approval from the District.
- YES NO 8.05.3 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.
- YES NO 8.05.4 The contractor shall provide management staff, made known to the District by name, to routinely review and inspect operations, consult with the District on current and future custodial service programs, and to act with full authority on the contractor's behalf in any and all matters pertaining to the specifications of this contract.
- YES NO 8.05.5 The contractor will make provision for a Site manager to be accessible each day. Such management should be non-production personnel and should be clearly identifiable as the individual in charge of the operation and available to give assistance.
- YES NO 8.05.6 All employees of the contractor assigned to jobs at the schools shall be attired in uniform and have prominently displayed nametags. Uniforms must be approved by the school.
- YES NO 8.05.7 All employees of the contractor assigned to jobs at the schools, including periodic assignments, must undergo annual background checks including, but not limited to, a criminal background check by the State of Michigan Police department (no contracted employees with a misdemeanor and/or felony conviction will be allowed to work in the Midland Public Schools), a Social Security written authorization ensuring the ability to legally work in the United States from the Social Security Department, and a Drug Test from an authorized testing group.
- YES NO 8.05.8 Personnel or agents of the contractor shall observe all school traffic and parking regulations. Drinking of alcoholic beverages or the use of illegal drugs or being under the influence of either on the job by the contractor's employees will not be permitted. Smoking is prohibited inside all facilities owned, leased or operated by the District, including, but not limited to such space as classrooms, halls, lavatories, studios, opened and private offices, corridors, dining areas, restrooms, and common areas. Smoking is also prohibited on school grounds as outlined by law.
- YES NO 8.05.9 The contractor shall have the resources and staff for providing comprehensive training and staff development programs including the management of a diverse work force for employees at all levels of the organization.

**8.06 Inspection:**

- YES NO 8.06.1 The District shall have the right to access all custodial service facilities to inspect the operation thereof and the work of the contractor with respect to the quality of procedures, sanitary and safety standards, cleanliness, appearance and conduct of the contractor's employees, operating hours, and general housekeeping and upkeep of premises. The District shall have the right to make reasonable regulations with regard to all such matters and the contractor agrees to comply with such regulations by mutual agreement.

(Please circle yes or no)

**8.07 Accounting Statements and Audits:**

- YES NO 8.07.1 By the 5<sup>th</sup> of each accounting period, the contractor shall furnish to the District an invoice for each custodial service operation and a composite statement.
- YES NO 8.07.2 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 8.07.3 All invoices will be submitted by the 5<sup>th</sup> day of the current service month. For this purpose, a schedule of the contractors accounting periods should be defined.
- YES NO 8.07.4 All start-up costs must be clearly identified and included in the price of the contract.
- YES NO 8.07.5 The District reserves the right to audit or cause to be audited 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.

**8.08 ADVERTISING:**

- YES NO 8.08.1 The Contractor agrees not to use this Proposal or any subsequent agreement as part of any commercial advertising without prior approval of Midland Public Schools.

**9.0 SECTION IX – GENERAL TERMS AND CONDITIONS**

- 9.01 **FEDERAL, STATE AND LOCAL LAW COMPLIANCE:** Midland Public Schools shall use its best efforts as reasonably requested by the Contractor to assist the Contractor in complying with any applicable federal, state or local laws, rules and regulations. The Contractor shall, in the exclusive provision of Custodial Service 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.
- 9.02 **FEDERAL, STATE AND LOCAL LICENSES, PERMITS AND FEES:** 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.
- 9.03 **TAXES:** Contractor is responsible for personal property taxes and other applicable taxes related to the services provided under the Contract.
- 9.04 **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 or ineligibility for future contracts with the District. 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.
- 9.05 **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 or pay or other forms of compensation; and selection for training and apprenticeship.

- 9.06 **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. Midland Public Schools endeavors to buy products made in the United States of America whenever an American-made\* product is available that meets or exceeds the specifications requested and the price is equal to or lower than a foreign-made product. Bidders are requested to bid American-made products and/or services whenever available. Bidders may bid foreign-made products or services when:
- They are specified.
  - They are identified as an alternate by the Bidder as long as they are technically acceptable.
  - More than 50% of the product is manufactured or assembled in the United States.
- 9.07 **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.
- 9.08 **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 of its Proposal, the selection of the Contractor, or the Contract.
- 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 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 attorneys fees arising out of the services to be performed pursuant to this Contract by Contractor. Contractor shall not be obligated to indemnify, 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. School shall indemnify, defend and hold harmless the Contractor, its agents and employees, from any and all claims, damages, losses and expenses, including reasonable attorney's fees arising out of any claim with regards to asbestos materials of any type of kind in the Schools facilities.
- INDEMNIFICATION BY SCHOOL:** To the extent permitted by law, the School District shall indemnify, defend and hold harmless the Contractor, its agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney's fees, arising out of the obligations of the District under this Contract. The School District shall not be obligated to indemnify, defend or hold harmless the Contractor, claims, damages, losses and expenses arising from the acts or omissions of the Contractor or its employees.
- 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
- Midland 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.



**Midland Public Schools**  
**CUSTODIAL SERVICES CONTRACT**  
**RFP**

**Exhibit 1 - Custodial Specifications**

**Special Conditions**

- A. Bidders must return a written schedule enclosed with their bid indicating the number of employees they will have at this Facility each day and the number of hours each will be working. Such schedules will be considered as the minimum acceptable number of employees 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 Midland Public Schools 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 in letters not less than ¼" in height.
- C. The contractual manager is 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 Maintenance and Operations Department.
- E. The Director of Facilities, Operations and Student Services may require the contractor to immediately remove any contractual employees from the premises for just cause. Any and all such removals shall be made in the name of the Contractor and all responsibilities will be assumed by the Contractor. A list of current employees must be forwarded weekly to the Facilities Department, and any new employee must be approved prior to placing on Midland Public Schools Property.
- 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 not smoke anywhere in the building or on the grounds as outlined by law.
  - Must not receive nor initiate personal phone calls from Midland Public Schools telephones.
  - Must not play radios or other sound equipment at loud levels.
  - Must not fraternize with Midland Public Schools' staff, clients, tenants, or visitors to the building nor unnecessarily disrupt tenant from their work while performing their work while performing their contractual duties.

- G. The Contractor must provide the Director of Facilities, Operations and Student Services 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 Facilities, Operations and Student Services. All employees must have undergone a criminal background check, Social Security Check and Drug Test in accordance with the RFP 8.05.7.
- H. Parking is available on site.
- I. Contract employees will be required to wear clean and neat uniforms supplied by Contractor at all times while on the job.
- J. Contract Manager and a lead contact at each school must wear two way communication (Nextel or equivalent) device during normal working hours. Number must be supplied to the Director of District Operations and Principals at each school.
- K. 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.
- L. 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 Midland 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 Midland 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 July 1, 2007.
- 2. Midland 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 Maintenance and Operations Department.
2. Keys to the schools will be furnished by Midland Public Schools. Any such keys must not be duplicated.

D. Billing

1. Contractor is to submit billing by the 5th of each calendar month to Midland Public Schools, Facilities, Operation & Student Services.

E. Inspection and Correction of Deficiencies

1. Performance evaluations 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, or monthly activity.
  - b. Within 48 hours for any activity listed as quarterly or semiannual or annual.
3. Should the Contractor fail to correct his deficiency within the time stated, the Maintenance and Operations Department will 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 Midland Public Schools Maintenance and Operations Department.

**Midland Public Schools  
CUSTODIAL SERVICES CONTRACT  
RFP**

**Exhibit 2 - Cleaning Frequencies**

Please see attached Spreadsheet of Cleaning Tasks and Frequencies, to be the basis for bidding this contract.

Please note Special Events include the following:

- Special Events set up/tear down and clean up
  - As Scheduled:
    - Throughout the year for sporting events
    - Throughout the year for rentals
    - Throughout the year for after school functions
    - Any time the building is used for activities other than educational
    - Open facility one hour prior to each event and secure when all event attendees have left the facility during hours of cleaning operations and weekends
    - Must remain on site during events for liaison, security and cleaning functions
    - Not responsible to clean up after team or group arrives back at the school following away games or events
  
- Security
  - Lock school daily. Time will vary depending on building usage.
  - Complete perimeter walk nightly at end of shift to ensure all areas remain secure
  
- Summer/winter/spring break cleaning:
  - Cleaning schedule to be developed by contractor to ensure thorough entire cleaning of District buildings including but not limited to the following:
    - All hard floors stripped and waxed summer break
    - Hard floors scrubbed/recoated winter and spring break
    - All carpeting extracted winter, spring and summer break
    - All furniture washed summer break
    - Doors and windows cleaned summer break, interior
    - Exterior first floor windows cleaned winter and spring break
    - Light shields cleaned summer break
    - All windows above first floor summer break exterior
    - Ceramic floors and grouting cleaned winter, spring, summer breaks
    - **Elementary gym will be a district responsibility**

**REFER TO SPECIFICATION FOR THE COMPLETE LIST AND FREQUENCY**



**MIDLAND PUBLIC SCHOOLS**  
Specifications

Exterior Areas	During School Year				Winter	Spring	Summer
	Daily	Weekly	Monthly	Upon Request	Winter Break	Spring Break	Summer Break
Pick Up Debris within 10' of bldg	X						
Pick Up Debris within 25' of entrances	X						
First Floor Exterior Windows complete clean					X	X	X
Above First Floor Window Clean Exterior							X

Common Areas, Halls, Gyms	During School Year				Winter	Spring	Summer
	Daily	Weekly	Monthly	Upon Request	Winter Break	Spring Break	Summer Break
Lock Entrances each day, or when requested after an event	X						
Check Main Event Doors from the outside end of shift	X						
Remove Trash, Replace Liner, when necessary (Liners to be provided by school)	X						
Sweep/Dust Mop all halls, gym, lobbies	X						
Vacuum Carpet in hall/lobbies	X						
Upright Vacuum Entrance Mats	X						
Edge Vacuum all Carpet		X					
Spot Mop for Spills	X						
Run Automatic in Gyms (Secondary only)	X						
Extract Mats in Winter		X					
Clean Carpet Stains if a work order filled out		X					
Complete Mop or Automatic halls	X						
Mop all edges and coves		X					
Remove Graffiti	X						
Clean and Sanitize Carpet Complete					X	X	X
Scrub/Recoat Tile, 2 Coats Approved Finish, do not wax within 1 foot of walls, do not build up edges or wax baseboards					X	X	
Strip/Wax Tile, 4 Coats Approved Finish							X
Scrub/Wax Asphalt (Asbestos) flooring using wet method only, 4 coats of Approved Finish							X
Spot Hallway and Entrance Windows for Prints, Splashes, Smears Interior	X						
Wash Windows Interior							X
Wash Walls/Blinds							X
Wash all Furniture, Remove Gum							X
Wash all Lockers, Inside and Out, Remove Tape							X
Wipe down doors and lockers		X					

\*\* Note: Elementary gyms are the responsibility of the district.

Classrooms, Offices, Media Centers	During School Year				Winter	Spring	Summer
	Daily	Weekly	Monthly	Upon Request	Winter Break	Spring Break	Summer Break
Remove Trash, Replace Liner, when necessary (Liners to be provided by School)	X						
Sweep/Dust Mop	X						
Spot Mop for Spills	X						
Spot Vacuum Carpet Visible Debris, Pick up all items too big for vacuum	X						
Check Soap/Paper Towel Stock	X						
Clean Restrooms in Classrooms	X						
Clean Sinks, Drinking Fountains in Rooms	X						
Complete Vacuum Carpet		X					
Clean Desk Tops, Work Stations (If Desks/work surfaces encumbered by paper or projects, we will not disturb)		X					
Dust Sills, Book Cases, Counters, Blinds		X					
Clean Chalkboards/Dry Erase/Trays	X						
Empty Pencil Sharpeners	X						
Wipe Chairs for Spills		X					
Complete Mop Tile			X				
Remove Graffiti		X					
Dry Dust Computer Screens Only		X					
Sanitize Phones		X					
Change Light Bulbs to 10' (Bulbs/Ladders provided by client)				X			
Remove Gum from Under Desks							X
Clean Carpet Stains(If work order filled out, when requested)					X	X	X
Clean and Sanitize Carpet Complete					X	X	X
Scrub/Recoat Tile, 2 Coats Approved Finish					X	X	
Strip/Wax Tile, 4 Coats Approved Finish							X
Wash Windows Interior					X		
Spot windows/mirrors			X				
Wash Walls/Blinds, Vacuum Ceilings, Grids, Remove Paper Clips, Strings, Wall Putty							X
Wash all Furniture							X
Wash Light Shields, Inside and Out							X

**\*\* Building areas identified as district responsibility will have floor coverings cleaned and prepared by the successful contractor during winter, spring and summer breaks.**

Kitchens, Cafeterias, Multi Purpose	During School Year				Winter	Spring	Summer
	Daily	Weekly	Monthly	Upon Request	Winter Break	Spring Break	Summer Break
Remove Trash, Replace Liner (Liners to be provided by School)	X						
Sweep/Dust Mop	X						
Completely Mop Floors with Degreaser (or Kaivac)	X						
Check Soap/Paper Towel Stock	X						
Wipe Tables/Chairs	X						
Straighten Tables/Chairs	X						
Clean Carpet Stains					X	X	X
Clean and Sanitize Carpet Complete					X	X	X
Scrub/Recoat Tile, 2 Coats Approved Finish					X	X	
Strip/Wax Tile, 4 Coats Approved Finish							X
Wash Windows Interior					X		X

Restrooms, Locker rooms	During School Year				Winter	Spring	Summer
	Daily	Weekly	Monthly	Upon Request	Winter Break	Spring Break	Summer Break
Restock toilet paper, paper towel, feminine products, soap, etc. (Product to be provided by client)	X						
Remove Trash and Reline, when necessary (Liners to be provided by school)	X						
Clean and Disinfect Sinks, Counters	X						
Clean Mirrors and Dispensers	X						
Clean and Disinfect Toilets and Urinals	X						
Sweep and Mop Floors with Disinfectant	X						
Clean Splashes on Walls/Partitions	X						
Clean Graffiti on Walls, report to maintenance if graffiti remover ineffective	X						
Clean and Disinfect Showers	X						
Kaivac Locker Rooms	X				X	X	X
Kaivac Boys Restrooms Middle/High Schools		X			X	X	X
Kaivac Girls Restrooms, Middle/High Schools			X		X	X	X
Kaivac Elementary Restrooms					X	X	X
Clean Spots or Graffiti exterior of lockers	X						
Wipe Down Lockers Exterior					X	X	X
Wash Walls, Scrub Floors					X	X	X
Wash Interior/Exterior Lockers							X
Wipe Down/Disinfect locker room benches		X					



**During Summer Months**

<b>Summer Regular Cleaning</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Upon Request</b>			
Administration Building Clean		2X					
Principal's and Administrative Office of Each School During Summer		X					
Summer School or Driver's Ed classes, or School use and set or Restrooms closest to this room (Define Number of Classrooms to be used _____)							
* Siebert Elementary 9 classrooms June 11 - July 27	X						
* Jefferson Middle School 3 classrooms July 11 - July 27	X						
* Adams Elementary 6 classrooms June 25 - June 29	X						
Dust mop halls from August 6 to School Start (Secondary only)		2X					
Clean High School Weight Room and Football Locker Rooms from August 6 to Start of School (Football use)	X						
Clean During School Events as Scheduled	X						
Full Staff on Site 1 Day Prior to School Starting for Full Cleaning	X						
Administration/State Street Restrooms	X						
Clean high school Weight Room and Locker Rooms prior to 2nd week of August		2X					
Administration Campus (State Street, Bus Garage, Maintenance, Grounds & Administration Center)							
State Street/Administration Center							
Clean State Street (AM)	X						
Open Buildings	X						
Salt/shovel entrance ways				X			
Put flag up	X						
Clean restrooms	X						
Offices							
Clean/dust		X					
Remove trash	X						
Clean entrance doors		X					

Special Services, Other	During School Year				Winter Break	Spring Break	Summer Break
	Daily	Weekly	Monthly	Upon Request			
Set Up Bleachers for Games				X			
Change Light Bulbs to 10' (Bulbs/Ladders provided by school) Dispose of bulbs in location and manner school outlines				X			
Set Up and Clean/Lock After Each School Sponsored Event Use, Includes Saturdays, Year Round, No Charge				X			
Provide Contact Liaison for Events on 2 Way Communication				X			
Weekly High School Meetings with Athletic Department and Principal for Issues		X					
Twice/Month Meetings all other sites for issues			2X				
All Quality Assurance and Client Visit Reports Available to Client for Audit				X			
E Mail Communication Available for all Schools with professional follow up	X						
Two Way Communication (Nextel or Equivalent) with English Speaking Staff Member, All Schools	X						
Log Book for Faculty to Write Comments and Concerns, all Schools, staff able to respond in English professionally	X						
2nd Shift Biohazard Clean Ups, staff to be trained and Hep Shot				X			
All staff must have annual PSOR Screening				X			X
All staff must have annual State Police Criminal Background Checks with no felony or misdemeanor accepted, kept on file and available for client's audit				X			X
All Staff must have annual and random drug testing with results kept on file and available for client's audit				X			X
All staff must be cleared in writing by the Social Security Administration as having a valid social security number matching their I-9 identification, and able to work in the United States legally				X			X

\*\* High School - Music area and athletic area will need daily cleaning from end of school year (second week of June) through mid-July and again from 2nd week of August until school starts.

Special Services Available	During School Year				Winter	Spring	Summer
	Daily	Weekly	Monthly	Upon Request	Winter Break	Spring Break	Summer Break
Pick Options you feel you need:							
Screen and Refinish Gyms with Urethane or Water Based Finish (secondary only)							X
Recombination of Lockers (# of lockers_____)							
Lawn Mowing (need definition)							
Weeding (need definition)							
Painting (need definition)							
Pool Checks and Certification							
Air Filter Changing							
Getting Items off the roof							
<i>Midland Community Stadium</i>							
<i>Locker rooms, restrooms and pressbox will be cleaned during the spring and fall athletic seasons</i>		3X					
<i>Locker room will be cleaned during the summer</i>		3X					

**Midland Public Schools  
CUSTODIAL SERVICES CONTRACT  
RFP**

**Exhibit 3 - School Addresses / School Demographics**

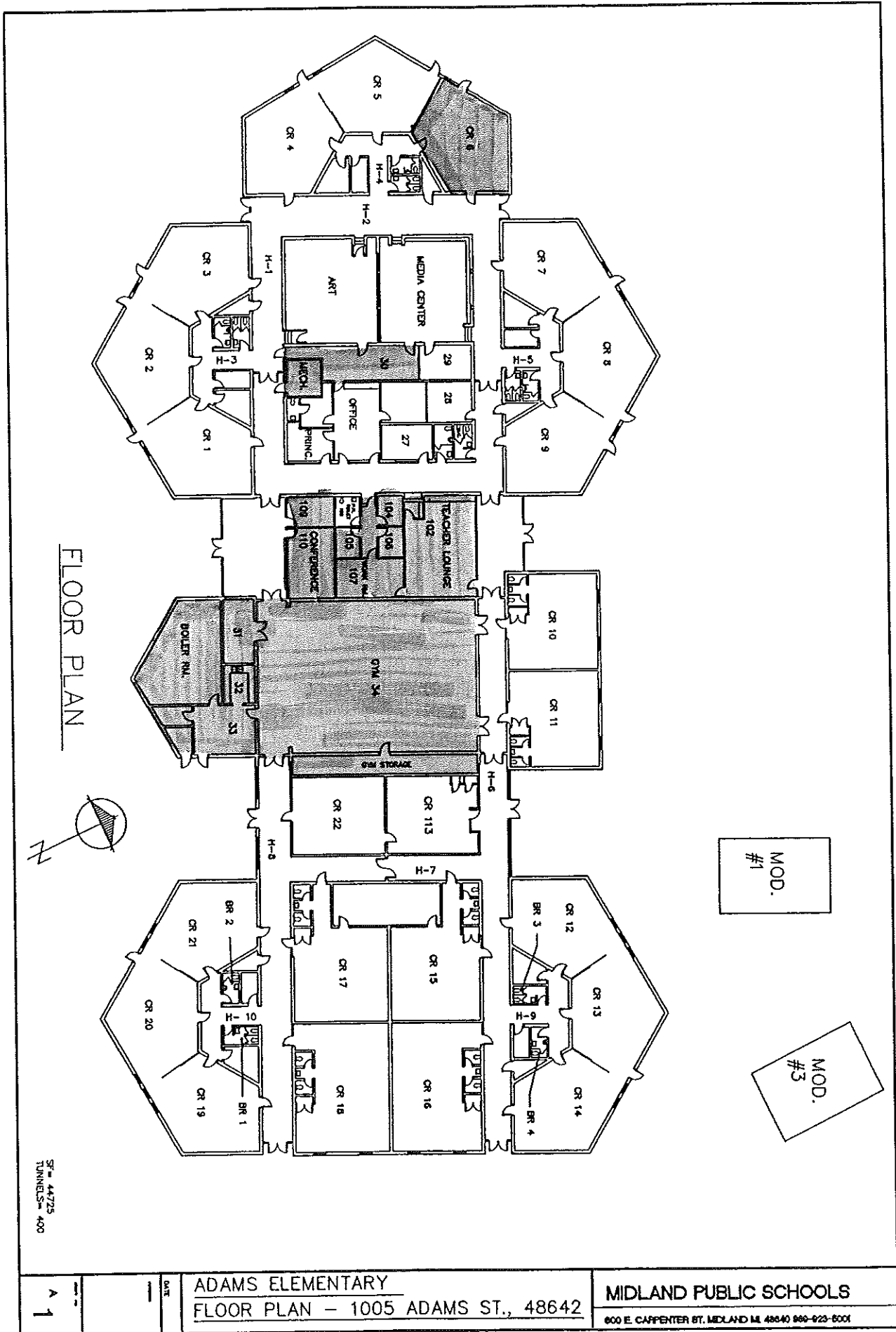
Building and Address	Age of Building	Asbestos?	Number of Students	Square Footage
<b>Elementary Buildings</b>				
Adams Elementary 1005 Adams Drive Midland, MI 48642	1962	Yes - pipe insulation - floor tile	500	44,745
Carpenter Elementary 1407 W. Carpenter Street Midland, MI 48640	1926	Yes - pipe insulation - floor tile	242	37,934
Chestnut Hill Elementary 3900 Chestnut Hill Drive Midland, MI 48642	1957	Yes - pipe insulation - classroom floor tile	385	41,407
Chippewassee Elementary 919 Smith Road Midland, MI 48640	1961	Yes - pipe insulation - floor tile - all composition black lab material	229	31,406
Cook Elementary 5500 Perrine Road Midland, MI 48640	1948	Yes - pipe insulation - drywall compound - floor tile - all composition black lab material	310	38,996
Eastlawn Elementary 115 Eastlawn Drive Midland, MI 48640	1945	Yes - pipe insulation - duct work covering - floor tile	217	50,710
Longview Elementary 337 Lemke Street Midland, MI 48642	1944	Yes - pipe insulation - floor tile - all composition black lab material	192	38,903
Mills Elementary 3329 E. Baker Road Midland, MI 48642	1959	Yes - floor tile	130	24,937
Parkdale Elementary 1609 Eastlawn Drive Midland, MI 48642	1955	Yes - pipe insulation - drywall compound - floor tile	293	40,948
Plymouth Elementary 1105 E. Sugnet Road Midland, MI 48642	1952	Yes - pipe insulation - floor tile	403	40,305
Siebert Elementary 5700 Siebert Street Midland, MI 48640	1958	Yes - pipe insulation - floor tile	486	48,489
Woodcrest Elementary 5500 Drake Street Midland, MI 48640	1969	Yes - floor tile	392	38,147

Building and Address	Age of Building	Asbestos?	Number of Students	Square Footage
<b>Secondary Buildings</b>				
Ashman Alternative School 2900 Dauer Street Midland, MI 48642	1949	Yes - floor tile	25	16,396
Central Middle School 305 E. Reardon Street Midland, MI 48640	1937	Yes - pipe insulation - Area #2 troweled on ceiling material - floor tile	560	125,135
Jefferson Middle School 800 W. Chapel Lane Midland, MI 48640	1963	Yes - pipe insulation - floor tile	821	112,246
Northeast Middle School 1305 E. Sugnet Road Midland, MI 48642	1950	Yes - pipe insulation - floor tile	880	147,638
H. H. Dow High School 3901 N. Saginaw Road Midland, MI 48640	1967	Yes - pipe insulation - drywall compound - floor tile	1543	276,104
Midland High School 1301 Eastlawn Drive Midland, MI 48642	1955	Yes - pipe insulation - drywall compound - Black floor tile - floor tile - black chemical hard material	1706	294,618
<b>Administration Campus</b>				
Administration Center 600 E. Carpenter Street Midland, MI 48640	1970	Yes - drywall compound - floor tile		27,558
State Street Building 815 State Street Midland, MI 48640	1918	Yes - pipe wrap - floor tile		22,330
Transportation Building 410 E. Hines Street Midland, MI 48640	1984			
Bus Garage 801 George Street Midland, MI 48640	1984	Yes - floor tile		13,440
Grounds Building 417 E. Hines Street Midland, MI 48640	1984	Yes - floor tile		7,700
Maintenance Building 811 George Street Midland, MI 48640	1984	Yes - floor tile		
Warehouse 410 E. Hines Street Midland, MI 48640	1984			

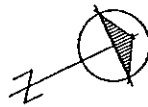
Midland Public Schools  
**CUSTODIAL SERVICES CONTRACT**  
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**Exhibit 4 – School Descriptions/Maps/Floor Schedule**

Each building contains a variety of flooring types (i.e., carpet, tile, terrazzo, rubber and wood gym floors). **See attached building maps and floor schedules for areas designated as Midland Public Schools responsibility (highlighted in purple) and contractor responsibilities (all other areas).**



FLOOR PLAN



MOD. #1

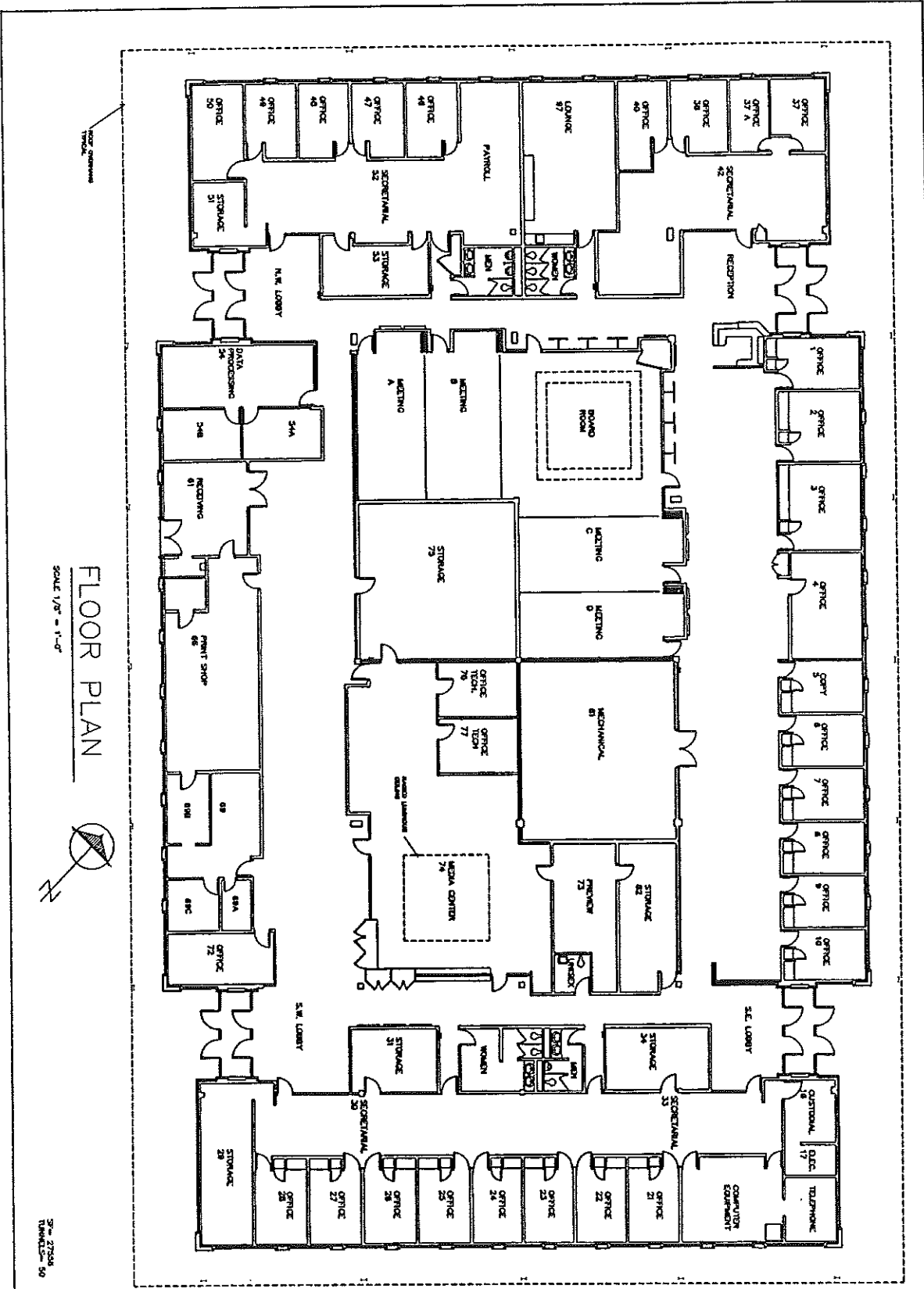
MOD. #3

A 1	ADAMS ELEMENTARY FLOOR PLAN - 1005 ADAMS ST., 48642	MIDLAND PUBLIC SCHOOLS 600 E. CARPENTER ST., MIDLAND TX 79701 980-923-5001
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Building	Floor Type	Notes
Adams	Art Room Tiled	
Adams	Bathrooms by room 13 Tiled	
Adams	Bathrooms by room 20 Tiled	
Adams	Bathrooms in room 15,16,17,18 Tiled	
Adams	Clean Counselors Office Tiled	
Adams	Gym Office Tile	
Adams	Halls Tiled and Carpet	
Adams	Handicap bathroom by room 105 Tiled	
Adams	Kithchen Tile	
Adams	Main Office Area Carpet	
Adams	Materials Center Tiled	
Adams	Media Center Carpet	
Adams	Media Office Tiled	
Adams	Multi-Purpose Room Rubber Floor	
Adams	One bathroom in main office Tiled	
Adams	Paint room between Kindergartens Tiled	
Adams	Receiving Room Tile	
Adams	Resource Room Tiled	
Adams	Room 1 Tiled Floor and 9x12 Rug	
Adams	Room 10 Tiled and 8.5x11 Rug	
Adams	Room 101 Resource Room Carpeted	
Adams	Room 110 Conference Room Carpeted	
Adams	Room 102 Staff Lounge Carpeted	
Adams	Room 104 Teachers Office Carpeted	
Adams	Room 105 Teachers Office Carpeted	
Adams	Room 106 Teachers Office Carpeted	
Adams	Room 107 Therepy Room Carpeted	
Adams	Room 11 Bathrooms Tiled	
Adams	Room 11 Tiled Floor and 9x12 Rug	
Adams	Room 12 Tiled Floor and 9x12 Rug	
Adams	Room 13 Tiled Floor and 9x12 Rug	
Adams	Room 14 Tiled Floor and 9x12 Rug	
Adams	Room 15 Carpeted Floor	
Adams	Room 16 Tiled Floor and 8.5x12 Rug	
Adams	Room 17 Carpeted Floor	
Adams	Room 18 Tiled Floor and 9x11 Rug	
Adams	Room 19 Tiled Floor and 8x9 Rug	
Adams	Room 2 Tiled Floor 8x12 Rug	
Adams	Room 20 Tiled Floor and 8x12 Rug	
Adams	Room 21 Tiled Floor and 8x9 Rug	
Adams	Room 22 Tiled Floor and 9x12 Rug	
Adams	Room 23 Carpet Floor	
Adams	Room 24 Modular Tile	
Adams	Room 26 Modular Tile	
Adams	Room 3 Tiled Floor and 8x12 Rug	
Adams	Room 4 Tiled Floor 8x12 Rug	
Adams	Room 5 Tiled Floor 8x12 Rug	
Adams	Room 6 Computer Lab Carpeted	
Adams	Room 7 Tiled Floor	
Adams	Room 8 Tiled Floor	
Adams	Room 9 Tiled Floor	







FLOOR PLAN

SCALE 1/8" = 1'-0"

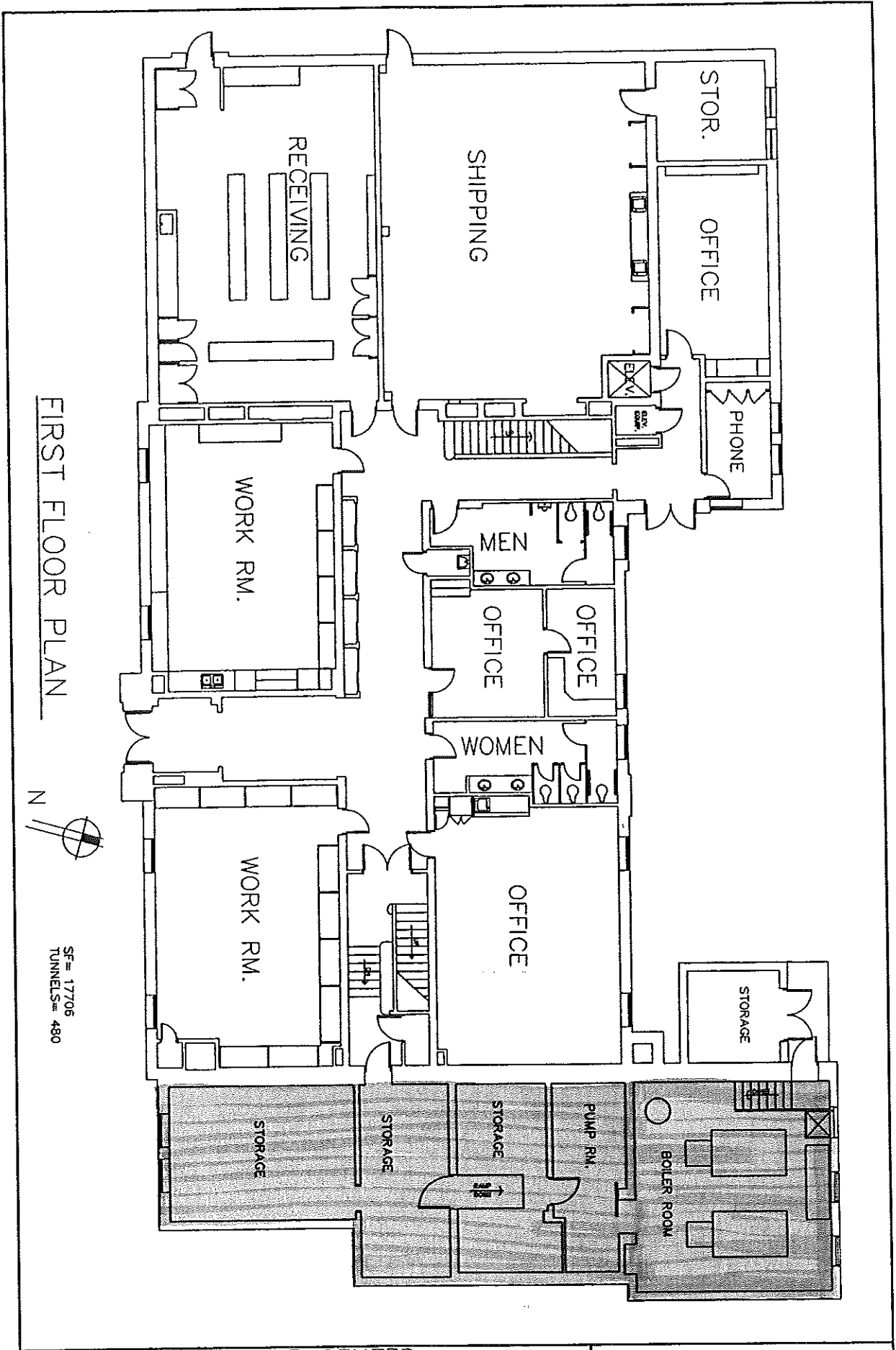


37-0730A  
TUNNELS-50

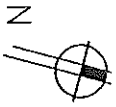
A1

ADMINISTRATION CENTER  
FLOOR PLAN-600 E. CARPENTER

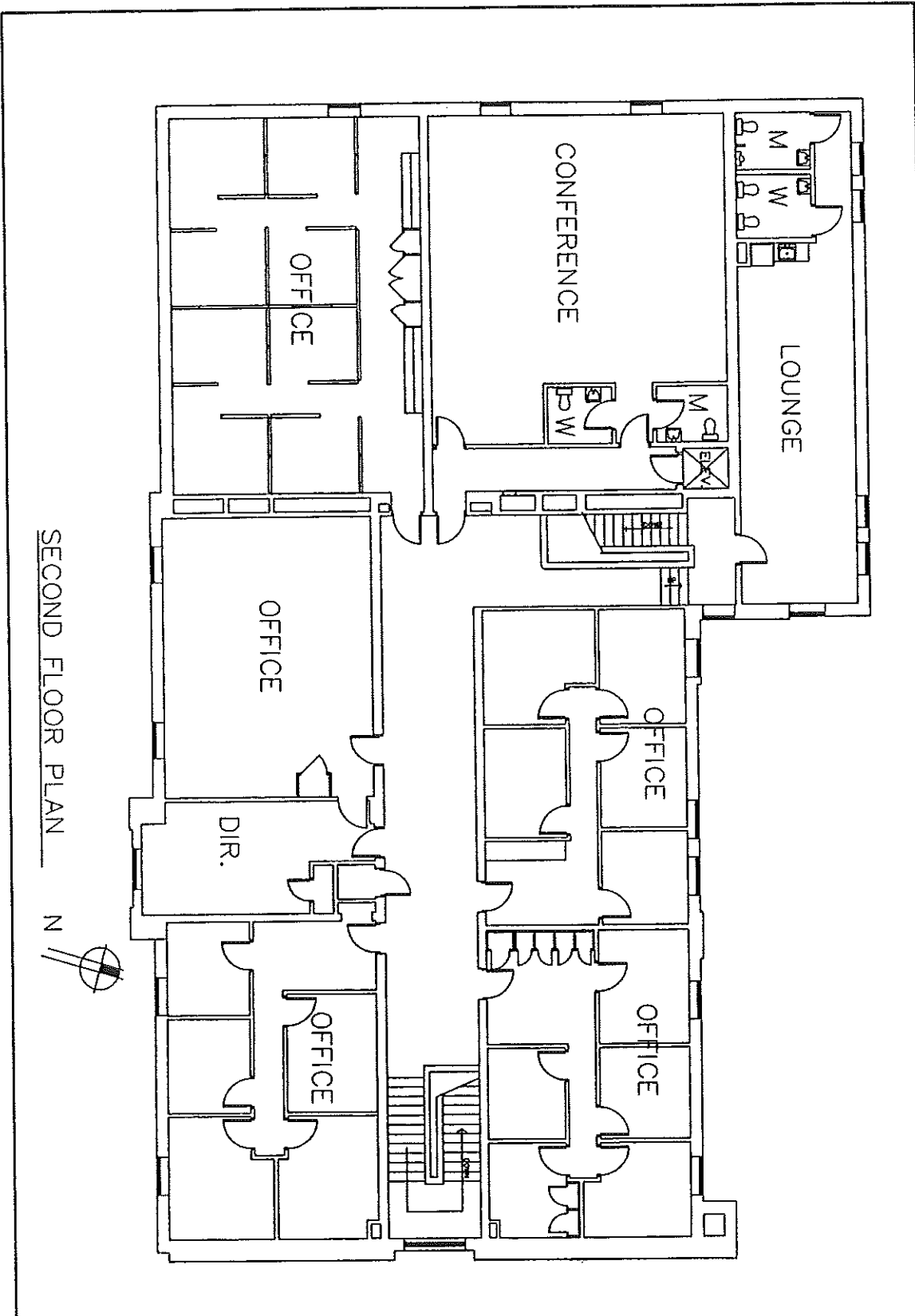
MIDLAND PUBLIC SCHOOLS  
600 E. CARPENTER ST. MIDLAND MI 48640 989-923-8001



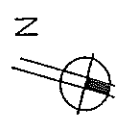
FIRST FLOOR PLAN

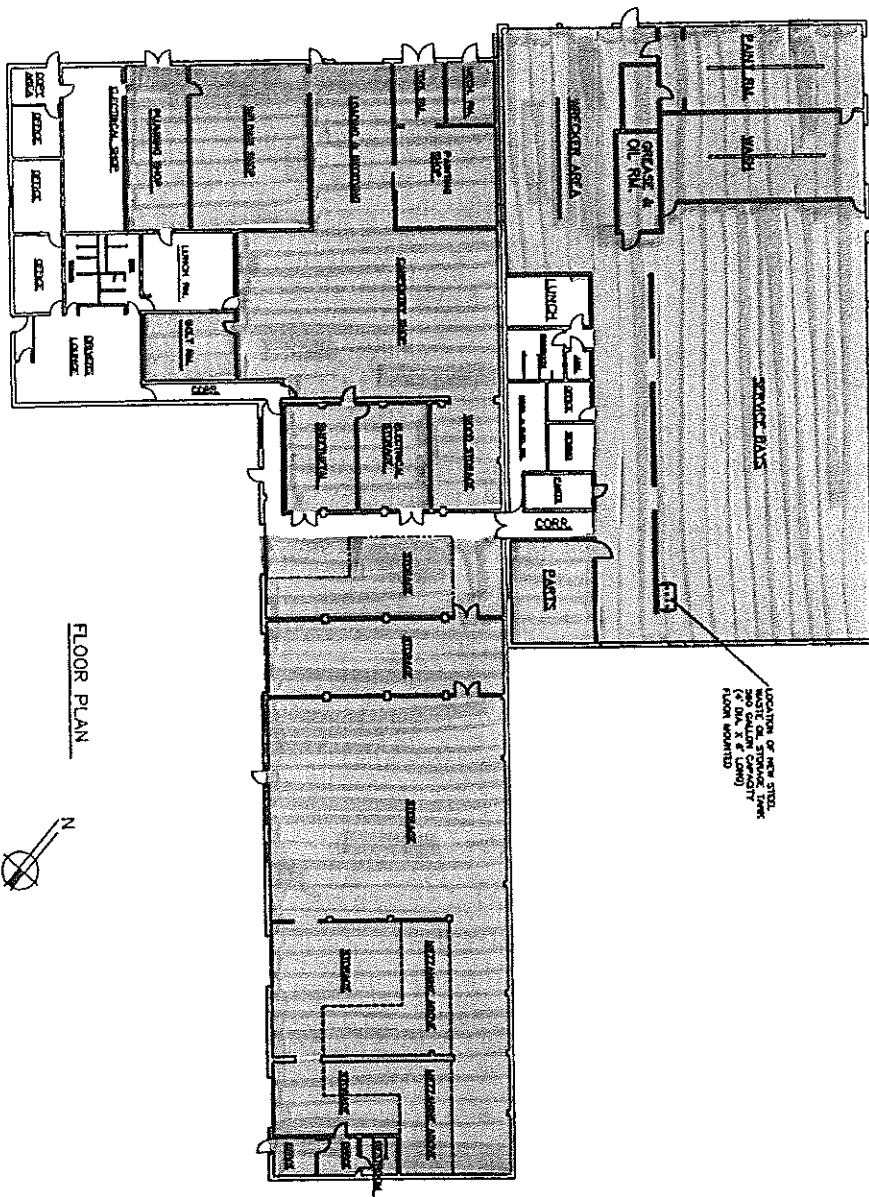


SF = 17706  
TUNNELS = 480



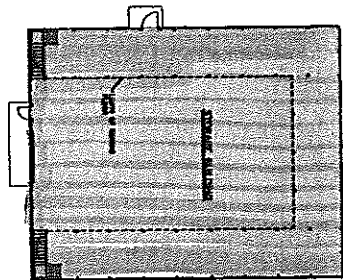
SECOND FLOOR PLAN





LOCATION OF SHOP AREA,  
OFFICE, STORAGE ROOM  
& COLD STORAGE  
(NOW ON 2ND FLOOR)

FLOOR PLAN

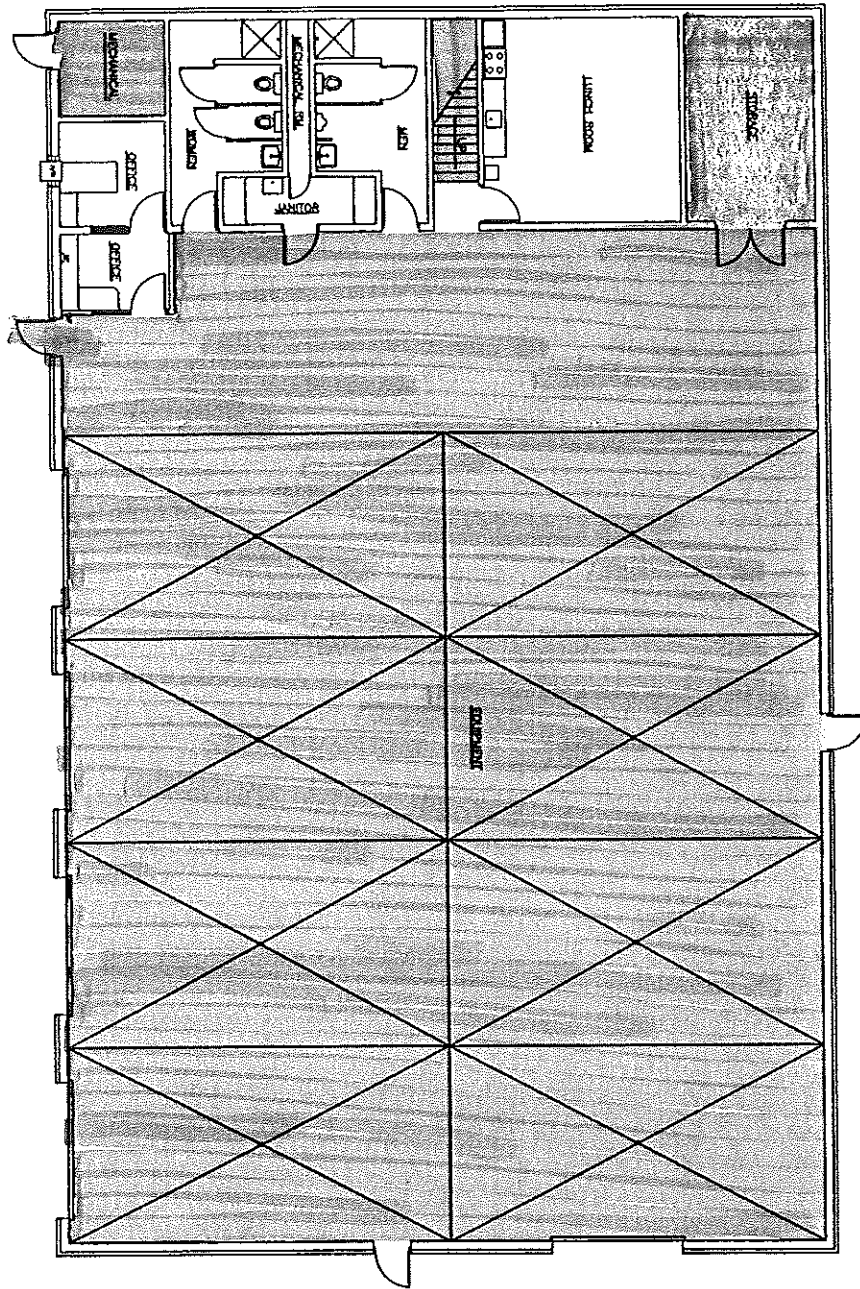


BUS GARAGE SF = 13440  
 WAREHOUSE, MAINT., TRANS.  
 OFFICE SF = 21000  
 COLD STORAGE SF = 4500

**MAINTENANCE & TRANSPORTATION**  
 BUS GARAGE & COLD STORAGE - 811 GEORGE ST.  
 FLOOR PLAN

MIDLAND PUBLIC SCHOOLS

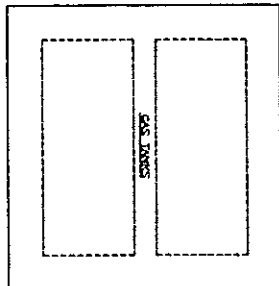
800 E. Carpenter St. Midland, Michigan 48840 (810) 923-5001



FLOOR PLAN



SF = 7700



GROUND BUILDING  
 FLOOR PLAN - 417 E. HINES ST.

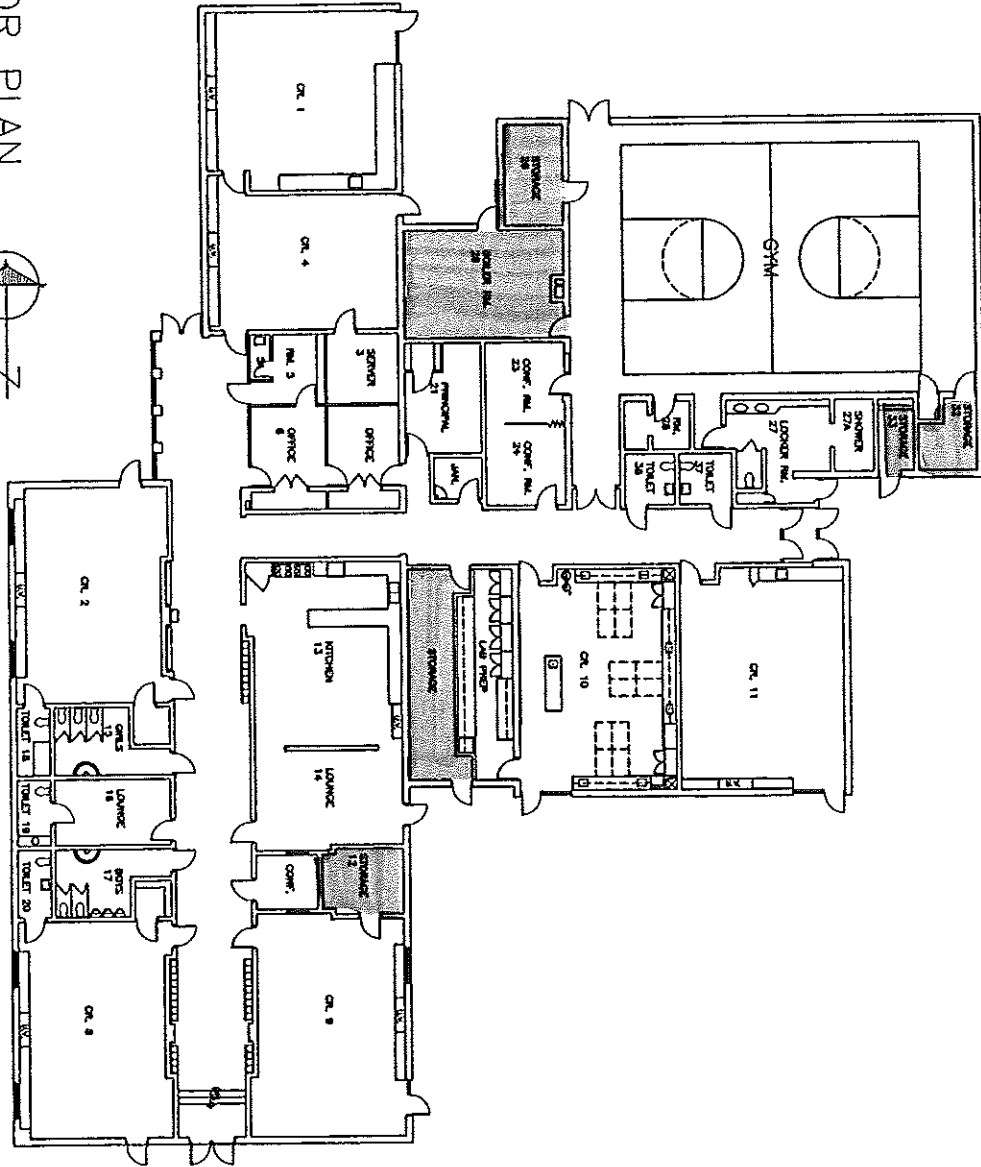
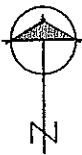
MIDLAND PUBLIC SCHOOLS  
 600 E. Carpenter St. Midland, Michigan 48840 (989) 923-5001

DATE: 12.1988

A 1



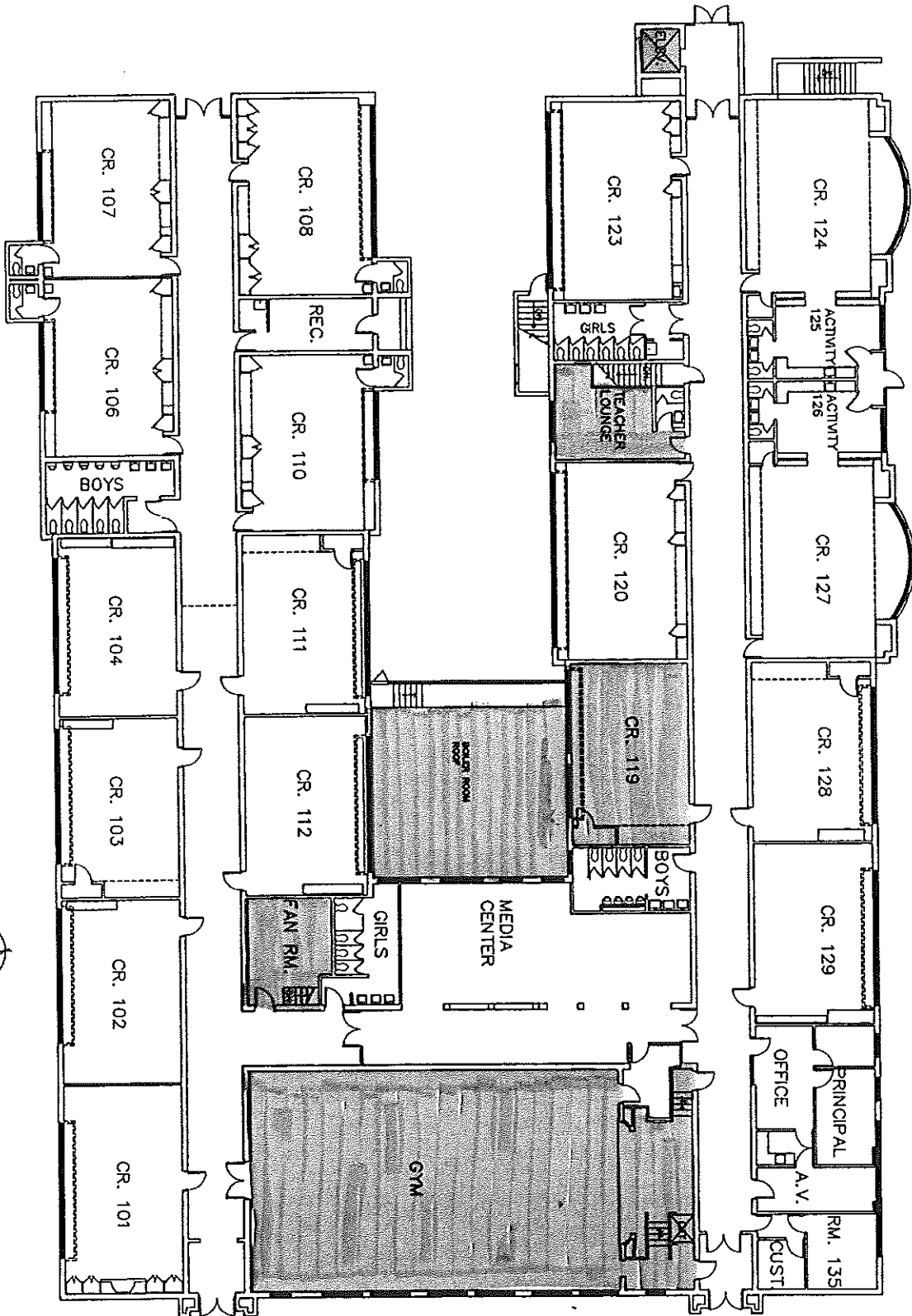
FLOOR PLAN



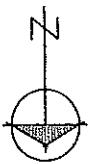
SP-1038



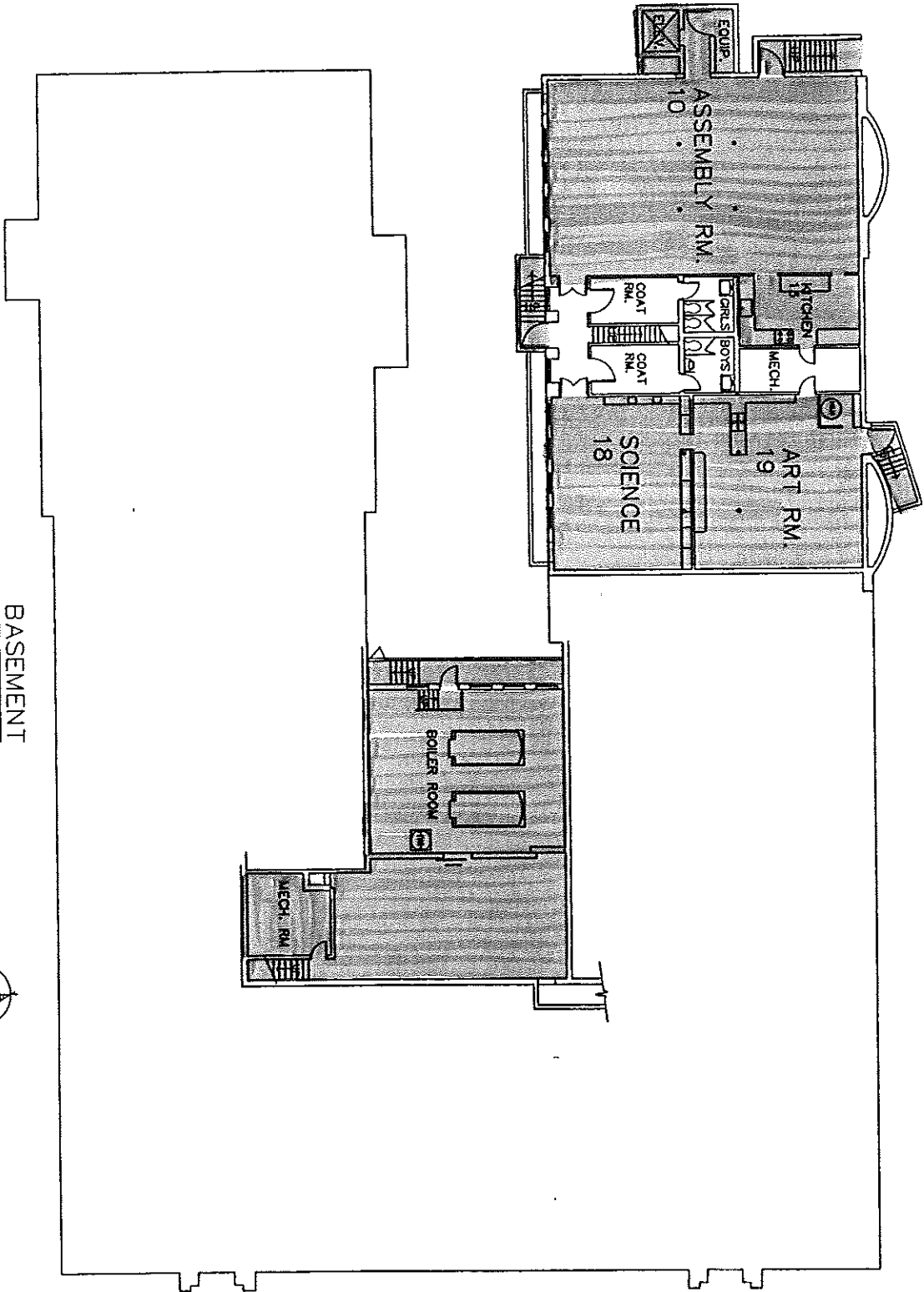




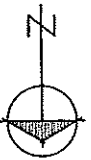
FLOOR PLAN



ST-27924  
TURNESA-900

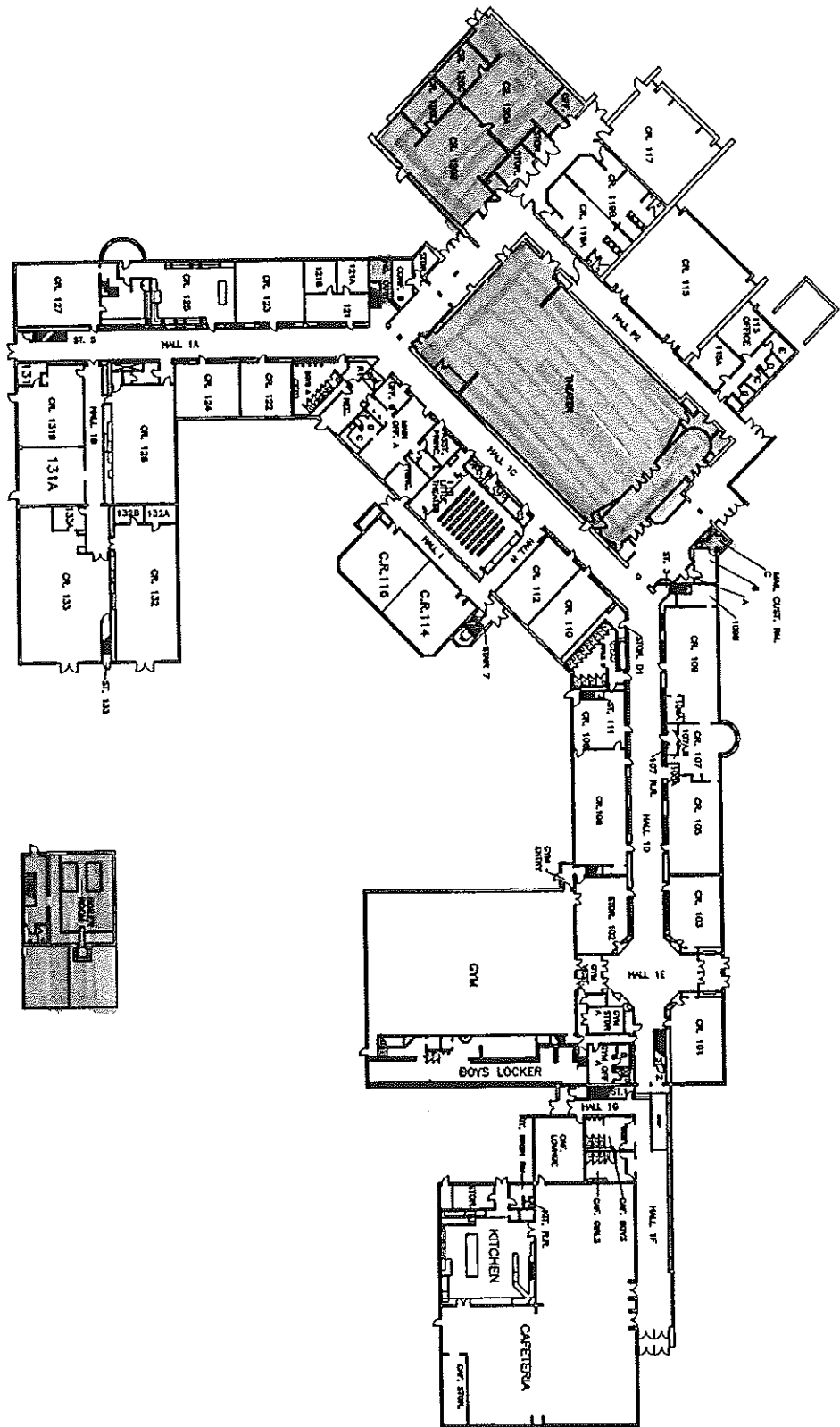


BASEMENT  
FLOOR PLAN



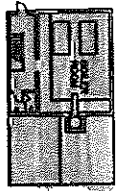
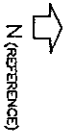
5" = 3725'  
TURNED IN 900

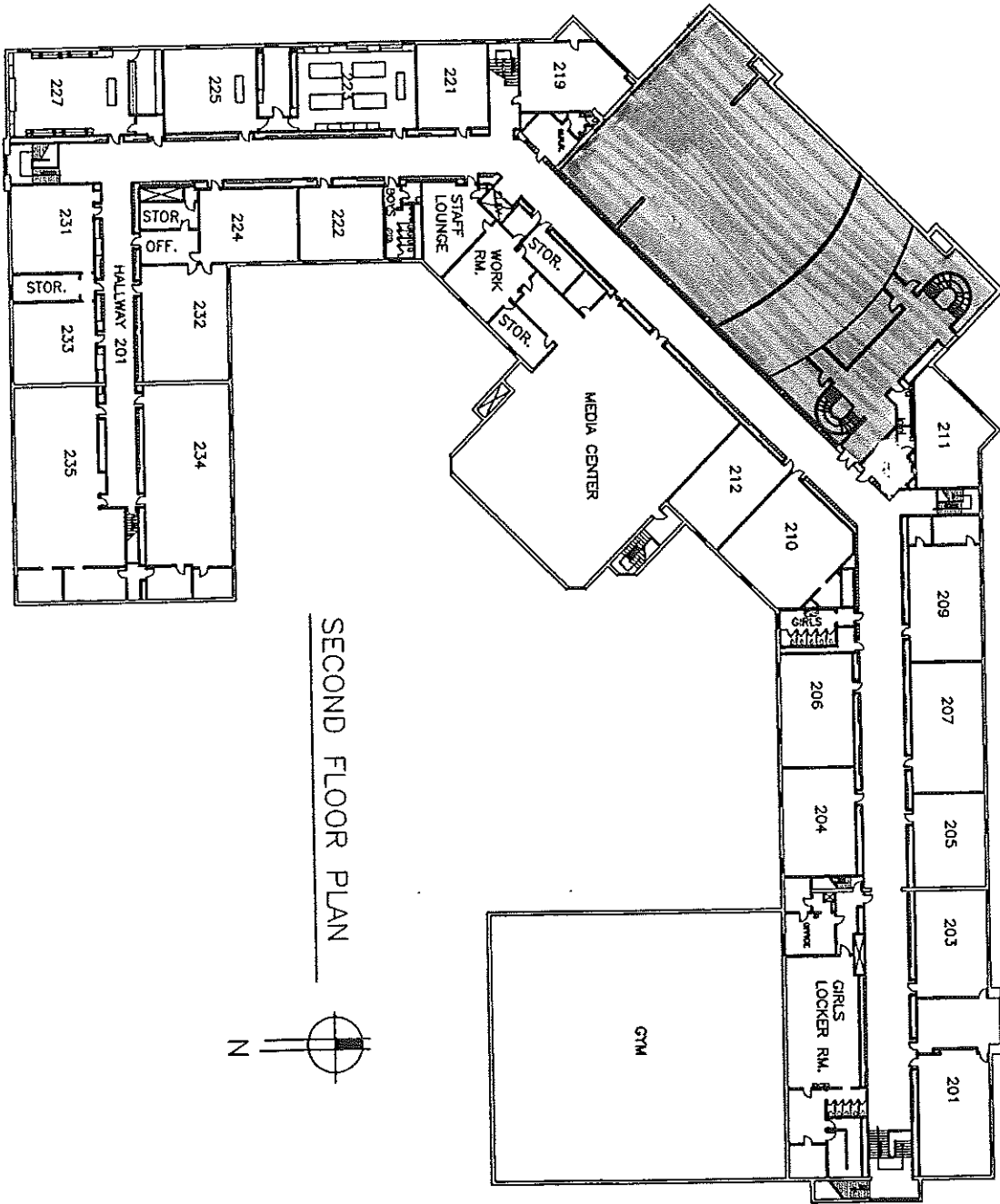




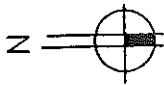
FIRST FLOOR PLAN

SF = 125135  
TUNNELS = 2800





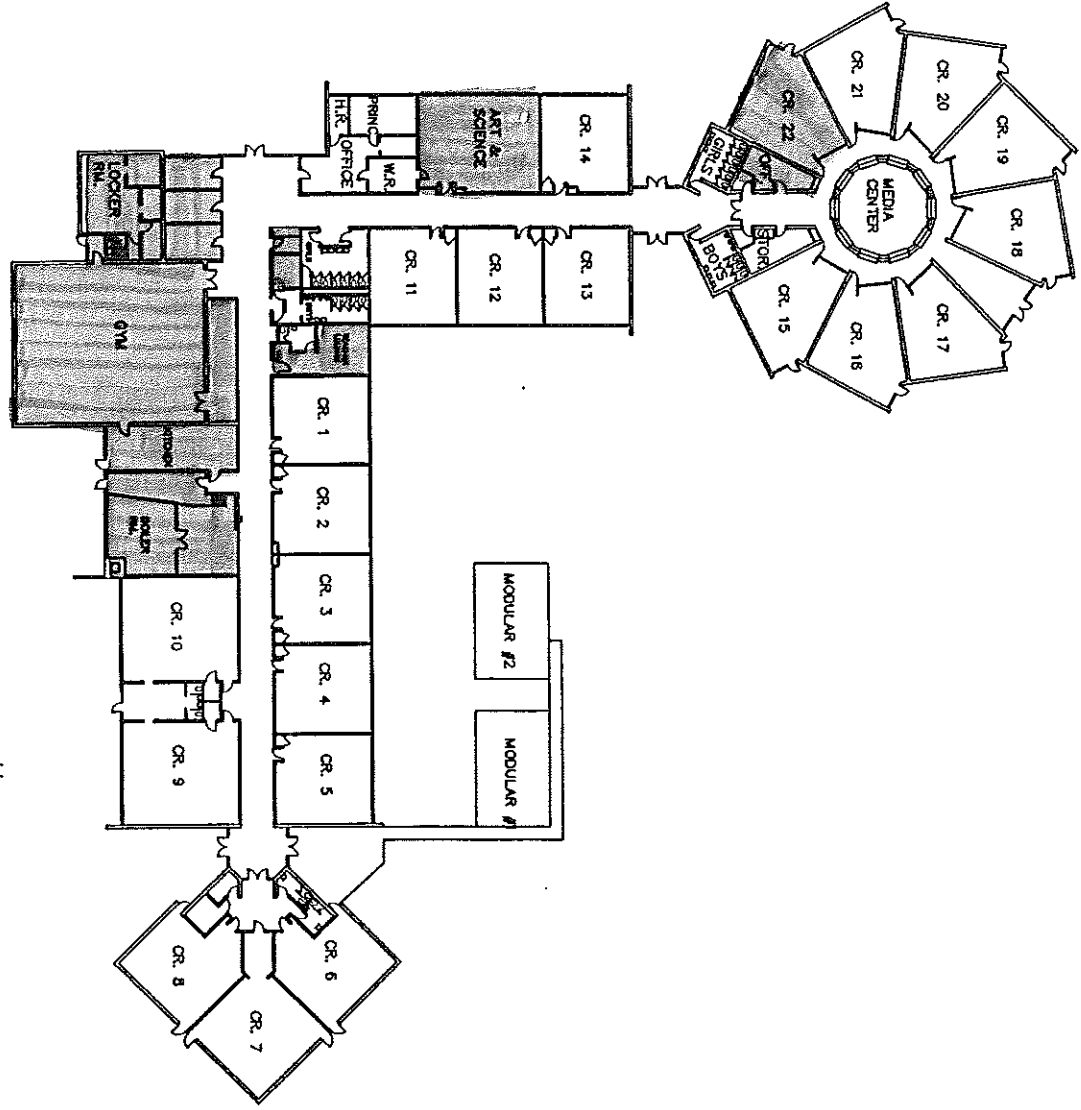
SECOND FLOOR PLAN



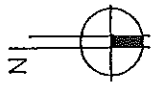
Building:	Floor Type:	Notes
Central	109 Foods Lab Tiled	
Central	117 Choir Room Tiled	
Central	121 Counseling Office Tiled & Carpet	
Central	202 Small Office Tiled	
Central	205 Computer Lab Wood Floor	
Central	3 Staff bathrooms & Boys Bathroom Tiled	
Central	Art Room Tiled	
Central	Band Practice Rooms Tiled	
Central	Band Room Side Seating and Aisle in Theatre Cement/Carpet	
Central	Band Room Tiled	
Central	Boys Locker Room & Office Area Tiled	
Central	Boys Restroom & One Staff Restrooms Tiled	
Central	Cafeteria Tiled	
Central	Halls Tiled and Terrazo/Stairs Terrazo	
Central	Classroom 219 Tiled	
Central	Classroom 101 Tiled	
Central	Classroom 103 Tiled	
Central	Classroom 104/106 Tiled One Room	
Central	Classroom 105 Tiled	
Central	Classroom 107 Carpet	
Central	Classroom 108 Tiled	
Central	Classroom 110 Tiled	
Central	Classroom 112 Tiled	
Central	Classroom 114 Tiled	
Central	Classroom 116 Tiled	
Central	Classroom 122 Tiled	
Central	Classroom 123 Tiled	
Central	Classroom 124 Tiled	
Central	Classroom 131 Tiled	
Central	Classroom 201 Tiled	
Central	Classroom 203 Tiled with Office	
Central	Classroom 204 Wood Floor	
Central	Classroom 206 Wood Floor	
Central	Classroom 207 Wood Floor	
Central	Classroom 209 Tiled	
Central	Clean Classroom 210 Plus Small Office Tiled	
Central	Classroom 211 Tiled	
Central	Classroom 221	
Central	Classroom 222 Wood Floor	
Central	Classroom 223 Plus Small Office Tiled	
Central	Classroom 224 Wood Teared & Tiled	
Central	Classroom 225 Wood Teared & Tile	
Central	Classroom 231 Tiled	
Central	Classroom 232 Tiled	
Central	Classroom 233 Tiled	
Central	Classroom 234 Tiled	
Central	Computer Lab Carpeted	
Central	Conference Office Tiled	
Central	Elevator & Receiving Room Tiled/Cement	
Central	Girls Locker Room & Office Area Tiled	
Central	Gym/Gym Storage Area Wood	







FLOOR PLAN

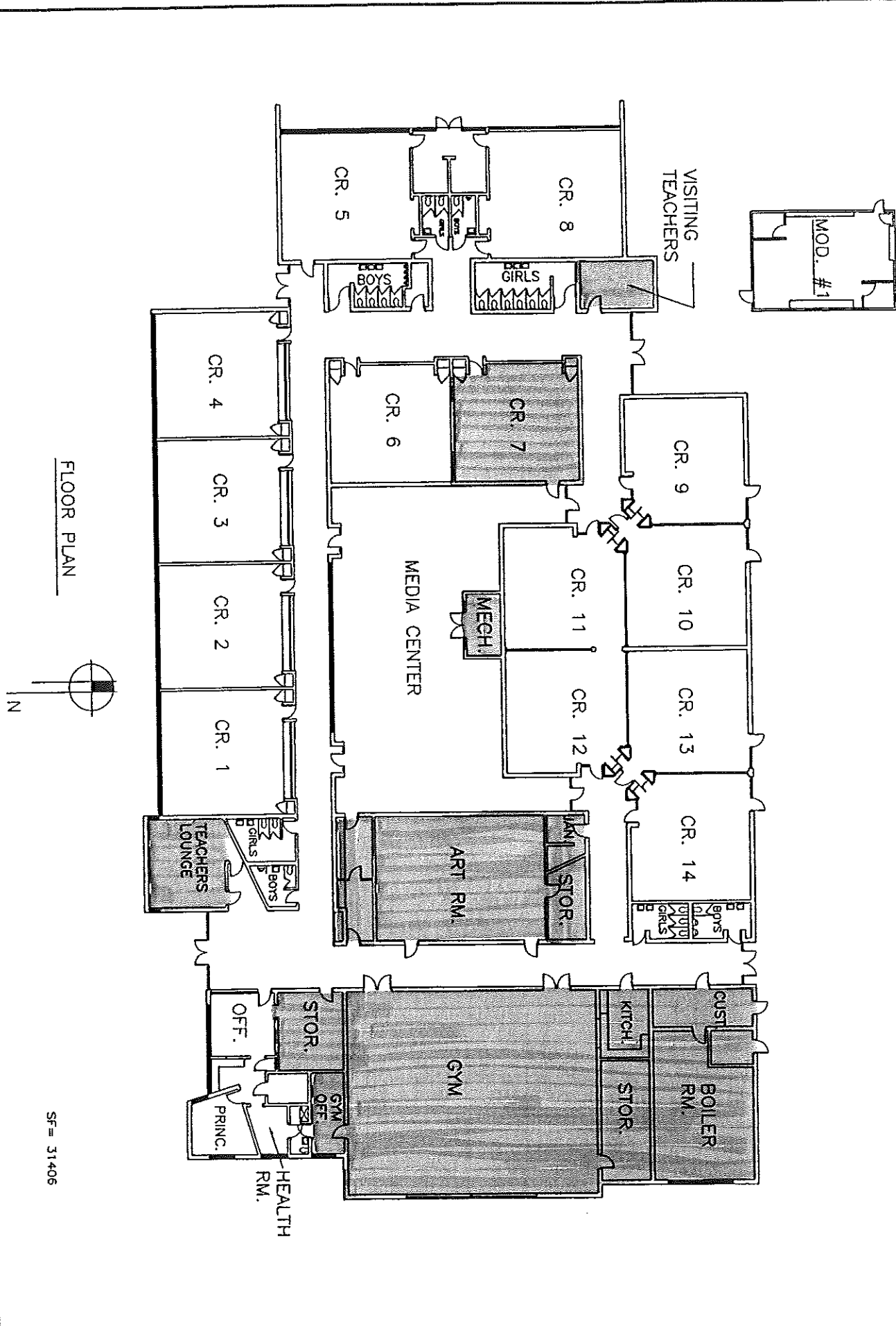


SF = 41407  
TUNNELS = 960

CHESNUT HILL ELEMENTARY  
FLOOR PLAN - 3900 CHESTNUT HILL ST.

MIDLAND PUBLIC SCHOOLS  
600 E. CARPENTER ST. MIDLAND MI 48640 969-623-5001





FLOOR PLAN

SF = 31406

