

**REQUEST FOR PROPOSALS
FOR
CUSTODIAL, GROUNDS & WAREHOUSE SERVICES**

RFP # 9822

**TROY SCHOOL DISTRICT
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I. OVERVIEW

1.1. PURPOSE

Troy School District (the “School District”) currently provides a high level of custodial, grounds and warehouse services for its Facilities through a third-party service provider to ensure that the staff, students and community users of the School District’s Facilities have a safe, healthy, functional and legally compliant environment that makes a positive contribution to the educational processes, business processes and community uses conducted within those Facilities. The purpose of this Request For Proposals For Custodial, Grounds & Warehouse Services (the “RFP”) is to solicit proposals under which a contractual relationship may be established with a qualified entity to provide the Custodial Services and/or Grounds Services and/or Warehouse Services requested herein to the School District in the most efficient and cost-effective manner possible while, at the same time, maintaining the highest level of safety and reliability. The School District may select one or more qualified entity(ies) to proceed with the negotiation process from those submitting Proposals. The process will include the review and evaluation of methods and procedures used to provide effective Custodial Services, Grounds Services and/or Warehouse Services for the School District within the scope of this RFP. Past experience will also be judged through the references of each entity. Staffing and experience with other public school district operational services must be included in the entity’s qualifications and these references will be a component of the School District’s review of each Proposal. A major portion of the negotiations will include the financial terms of the Contract.

1.2. OBJECTIVE OF RFP

The primary objective of this RFP is to offer experienced professional custodial and grounds services entities the opportunity to present a thoroughly detailed Proposal of their **expertise and approach** in providing and performing comprehensive Custodial and Grounds Services and assisting school districts of similar size and scope as the School District with its custodial and facility processes. ***It should be noted that the School District will consider, and entities may submit, Proposals to perform all of the Custodial Services, Grounds Services and Warehouse Services contemplated by this RFP, or a Proposal for only one (1) or other combination of the Services.*** The secondary objective of this RFP, subject to the terms and conditions of the Contract, is to establish a mutually beneficial relationship with a professional entity under which the Custodial and/or Grounds Services and/or Warehouse Services will be performed. Each Proposal must detail the Contractor’s services approach in order to allow the School District to properly and promptly evaluate each Proposal, and the failure to do so may cause the School District to reject said Proposal. The School District, in its sole and absolute discretion, will select the Proposal(s), if any, that it deems most qualified to serve the best interests of the School District, and may elect to move forward with all, some or none of the Services contemplated herein. The School District, in its sole and absolute discretion, reserves the right to request post-Proposal interviews from all, some or none of the entities submitting Proposals. The School District reserves the right to select different vendors to perform the different Services contemplated under this RFP.

1.3. SCHOOL DISTRICT PROFILE

The School District is located in Oakland County, Michigan. The School District has a current enrollment of approximately 12,700 students in grades K-12. The School District operates twenty-four (24) buildings, which include elementary, middle and high school, specialty school buildings, as well as four (4) educational support buildings (each a "Facility" and collectively the "Facilities"). These Facilities contain approximately 2,130,000 square feet of space which must be cleaned and maintained daily. In addition to regular weekday uses for both educational and co-curricular activities, scheduled use of the Facilities regularly occurs after school and on weekends. These additional uses are relatively common, especially at the high schools. **Please refer to the accompanying information and attachments for requisite operational information relative to the School District's Custodial, Grounds Services and Warehouse Services.**

1.4. SELECTION TIMELINE

NOTE: Throughout the remainder of this RFP, a prospective Custodial Services and/or Grounds Services and/or Warehouse Services contractor is referred to as the "Contractor."

The School District's anticipated timeline for its selection process is:

Issuance of this RFP	March 14, 2016
<u>Mandatory</u> Pre-Proposal Conference at 1140 Rankin, Troy, MI 48083.	1:30 PM – March 22, 2016
Facilities Tour	2:30 p.m. – March 22, 2016
Deadline for written Intent To Respond	5 p.m. – March 23, 2016
Deadline for written Requests For Clarifications	5 p.m. – March 24, 2016
<u>DUE DATE FOR PROPOSALS</u>	1 PM – APRIL 4, 2016
Contractor Interviews and Presentations	April 15, 2016
School District's Consideration of the Contract	May 3, 2016
Implementation of Contract	July 1, 2016

PLEASE NOTE: The School District reserves the right, in its sole and absolute discretion, to make modifications to the above selection timeline as it determines to be in its best interest.

1.5. PROPOSAL SUBMISSION DEADLINE AND REQUIREMENTS

The Due Date for receipt of Proposals is:

APRIL 4, 2016 at 1:00 p.m. local time (the "Due Date")

1.5.1. Proposal Envelope: The opaque envelope containing your Proposal must be marked in the lower left hand corner as follows:

Please Note: The Due Date is during the School District's Spring Break and thus delivery of Proposals on the Due Date should not be made prior to the morning of April 4, 2016.

SEALED PROPOSAL ENCLOSED
CUSTODIAL, GROUNDS & FACILITY MAINTENANCE SERVICES
[Contractor's Name]
[Contractor's Address]
[Contractor's Telephone Number]

The envelope must also be addressed and delivered as follows:

TROY SCHOOL DISTRICT
Attention: Robert Carson
4400 Livernois Road
Troy, Michigan 48098

- 1.5.2. Late Proposals:** Each Contractor is responsible for submission of its Proposal. Proposals or Proposal revisions received after the Due Date will not be accepted or considered. The School District is not liable for any delivery or postal delays.
- 1.5.3 Returned Proposals:** All Proposals received after the Due Date will be unopened and made available to the respective Contractor for pick-up, at their sole cost and expense, for a period of two (2) weeks following the Due Date.
- 1.5.4 Signed Original Proposal:** Each Proposal must be an original and hard copy, and signed by an authorized member of the Contractor's firm. This member should be the highest-ranking officer at the local level. NO ORAL, FAX or E-MAILED Proposals will be accepted. Each Proposal must be submitted on the Proposal Forms attached to this RFP.
- 1.5.5 Copies of Proposal:** The Contractor shall also submit with the signed original Proposal, six (6) complete copies of the signed original Proposal and one (1) copy on CD or flash drive. If there is any discrepancy between the hard copy Proposal and the electronic version, the hard copy shall control.
- 1.5.6 Opening of Proposals:** At the specified location and Due Date stated above, all submitted Proposals shall be publicly opened and dated. Any interested parties may attend. No immediate decision will be rendered.
- 1.5.7 E-Mail Clarifications:** The School District intends to communicate with Contractors via e-mail (e.g., RFP clarifications and addenda). Except for the delivery of the Proposal itself, references in this RFP to "written" form of communications include e-mail.
- 1.5.8 Intent To Respond:** Each Contractor who intends to submit a Proposal in response to this RFP shall submit an "Intent To Respond" via e-mail to rcarson@troy.k12.mi.us on or before **5 p.m., March 23, 2016** (Subject Line: Custodial, Grounds & Warehouse RFP Intent To Respond). The Intent To Respond shall include the name of the Contractor, the name of a contact person and that person's e-mail address, phone number and other general contact information. Failure to submit an Intent To Respond by the aforementioned deadline does not preclude a Contractor from submitting a Proposal; however, Contractors who do not submit an Intent To Respond by the aforementioned

deadline will not receive notifications of Requests For Clarification and Addenda and it shall be the Contractor's sole responsibility to check the School District's website for the same.

1.5.9 Additional Requests For Clarification: Prospective Contractors may request that the School District clarify information contained in this RFP. All such requests must be made in writing via e-mail. In order to increase the efficiency of the Pre-Proposal Conference and make it productive for all attendees, each Contractor may provide, via e-mail, any questions or clarifications it would like to be addressed at the Pre-Proposal Conference to the School District no later than **5 p.m., March 21, 2016**. The Pre-Proposal Conference will be used to address the questions received, as well as others that may be asked during the Pre-Proposal Conference. Following the Pre-Proposal Conference, the School District will accept, and will attempt to provide a written response to additional written Requests For Clarification within three (3) business days after the receipt of such request. The School District will not respond to any Request For Clarification received after **5 p.m. on March 24, 2016**. The response to any Request For Clarification will be posted to the School District's website and notification of such posting will be provided to all parties that filed an Intent To Respond with the School District by the deadline set in Section 1.5.8. All Requests For Clarification and inquiries must be made via e-mail and must be directed to rcarson@troy.k12.mi.us (Subject Line: Custodial, Grounds & Warehouse RFP Request For Clarification). No response will be made to any oral questions. All questions and answers will be posted on the School District's website. It is each Contractor's responsibility to check the School District's website prior to the RFP Due Date to ensure that it has received all of the information, including, but not limited to, all Addenda to this RFP.

1.5.10 Restrictions On Communication: From the issue date of this RFP until a Contractor is selected and the selection announced, a prospective Contractor shall not communicate about the subject of this RFP or a Contractor's Proposal with the School District, its Board of Education, or any individual member, administrators, faculty, staff, students, or employees, except for the Mandatory Pre-Proposal Conference/Facility Walk-through, additional Requests For Clarification in accordance with Paragraph 1.5.9 above, or as otherwise required by applicable law.

1.5.11 Addenda to the RFP: If it becomes necessary to revise any part of this RFP, notice of the revision will be e-mailed in the form of an addendum to all parties that submitted an Intent To Respond with the School District. All addenda will be issued through the School District's website and all addenda shall become a part of this RFP. Each Contractor must in its Proposal, to avoid any miscommunication, acknowledge all addenda which it has received, but the failure of a Contractor to receive, or acknowledge receipt of, any addendum shall not relieve the Contractor of the responsibility for complying with the terms thereof.

1.5.12 RFP/Proposal Information Controlling: The School District intends that all Contractors shall have equal access to information relative to this RFP, and that this RFP contains adequate information. No information communicated, either verbally or in writing, to or from a Contractor shall be effective unless confirmed by written communication contained in an addendum to this RFP, a Request For Clarification or other written response thereto, or in the Proposal.

1.5.13 Good Faith Deposit: Each Proposal must be accompanied by a bid bond or certified check in an amount of 5% of the first year's total cost of the Contract, as a guarantee of Contractor's good faith on the part of the Contractor. If a bid bond is posted by a Contractor, it shall be from a surety licensed to do business in the State of Michigan and the attorney-in-fact who executes the bid bond on behalf of the Contractor shall attach a certified, current copy of its power of attorney. In the event a certified check is submitted, it shall be made payable to "TROY SCHOOL DISTRICT." The School District shall not be liable for any interest earned thereon. The good faith deposit shall be forfeited as liquidated damages, and not as a penalty, if the Contractor withdraws its Proposal after the Due Date for submission of Proposals or, upon award of its Proposal by the School District, Contractor fails to execute the finalized Contract and provide insurance and bonds acceptable to the School District, substantially evidencing and incorporating this RFP and its Proposal and/or fails to provide the required performance bond, if required, and the required insurance certificates, within fifteen (15) days of an award of a Contract to the Contractor. Good faith deposits shall be returned to all unsuccessful Contractors within a reasonable time after the award of a Contract and execution of a Contract by the successful Contractor.

1.5.14 Finality of Decision: Any decision made by the School District, including the Contractor selection, shall be final.

1.5.15 Reservation of Rights: The School District reserves the right, in its sole and absolute discretion (for this provision and all other provisions contained in this RFP), to accept or reject, in whole or in part, any or all Proposals with or without cause. The School District further reserves the right to waive any irregularity or informality in the RFP process or any Proposal, and the right to award the Contract to other than the Contractor(s) submitting the best financial Proposal (low bidder). The School District reserves the right to request additional information from any or all Contractors. The School District reserves the right to negotiate with the Contractors concerning their Proposals. Although the School District is seeking to consolidate the contemplated Custodial and Grounds Services with one Contractor, the School District reserves the right to select, if any, one or more Contractors to perform the Custodial and/or Grounds Services on behalf of the School District. In the event a Contractor's Proposal is accepted by the School District and Contractor asserts exceptions, special considerations or conditions after acceptance, the School District, in its sole and absolute discretion, reserves the right to thereafter nullify its acceptance, to reject the Proposal and award the Contract to another Contractor.

1.5.16 Release of Claims: Each Contractor by submitting its Proposal releases the School District from any and all claims arising out of, and related to, this RFP process and selection of a Contractor.

1.5.17 Contractor Bears Proposal Costs: A recipient of this RFP is responsible for any and all costs and liabilities incurred by it or others acting on its behalf in preparing or submitting a Proposal, or otherwise responding to this RFP, or any negotiations incidental to its Proposal or this RFP.

1.5.18 Irrevocability of Proposals: All Proposals submitted shall not be withdrawn and shall be irrevocable for a minimum period of one hundred twenty (120) calendar days following the Due Date for receipt of Proposals set forth above.

1.5.19 Collusive Bidding: The Contractor certifies that their Proposal is made without any previous understanding, agreement or connection with any person, firm or corporation making a Proposal for the same Services and is in all respects fair, without outside control, collusion, fraud or otherwise illegal action.

1.6. PROPOSAL REQUIREMENTS AND FORMAT

This outlines the information that must be provided by each Contractor and the required format for its Proposal. Any Proposal not providing the required information, or not conforming to the format specified, may be disqualified on that basis. Please also refer to Section 1.5, 4.2, 5.1 and 5.2 of this RFP for additional Proposal requirements. Proposals must: (i) demonstrate an understanding of the scope of services requested under this RFP; (ii) demonstrate the ability to accomplish the Custodial Services and/or Grounds Services and/or Warehouse Services (all as defined below) set forth in this RFP and the Contract (as described below and in Section III of this RFP); and (iii) include all necessary information to enable the School District to thoroughly evaluate each Contractor's overall experience, expertise, qualifications and ability to deliver the Custodial Services and/or Grounds Services and/or Warehouse Services in accordance with the requirements and obligations of this RFP and the Contract. Each Proposal shall also include any other information or explanations that the Contractor feels is/are significant with respect to the School District making an informed decision relative to its Proposal. If the School District elects to move forward with only a portion of the Services contemplated herein, the Contract will be revised to remove all non-applicable Services.

Attached to this RFP is a form of contract under which the Custodial Services and/or Grounds Services and/or Warehouse Services (collectively the "Services") requested under this RFP shall be provided by the successful Contractor (the "Contract") (See also Section 3.1 of this RFP). The Contract contains many details relative to the Services requested by the School District, the terms and conditions under which the Services shall be provided by the Contractor, and should be reviewed carefully by each Contractor prior to submitting a Proposal. If the School District elects to move forward with only a portion of the Services contemplated herein, the Contract will be revised to remove all non-applicable Services.

Any exceptions to the terms and conditions contained in this RFP or the form of Contract attached to this RFP, or any other special considerations or conditions requested or required by the Contractor MUST be specifically enumerated by the

Contractor and be submitted as part of its Proposal, together with an explanation as to the reason such terms and conditions of the RFP or form of Contract cannot be met by, or, in the Contractor's opinion, are not applicable to, the Contractor. The Contractor shall be required and expected to meet the specifications and requirements as set forth in this RFP and the form of Contract in their entirety, except to the extent exceptions or special considerations or conditions are expressly set forth in the Contractor's Proposal and those exceptions or special considerations or conditions are expressly accepted by the School District. All Pricing factors must be clearly indicated in the manner required on the Proposal Forms provided as part of this RFP.

Each Contractor shall submit its Proposal for a three (3) year term, with the possibility of up to three (3) annual extensions as set forth in this RFP and the Contract. Each Proposal shall include a transition plan/implementation schedule. Additionally, each Proposal must include, at a minimum, the following:

- 1.6.1 A cover letter with background information regarding the Contractor, which will serve as an introduction of the Contractor, on business letterhead.
- 1.6.2 Background and qualifications of the personnel who will be involved in carrying out the Services required under this RFP and the Contract. Describe the chain of command and reporting relationships. Include a proposed organization chart to demonstrate how the Contractor personnel will carry out the required Services.
- 1.6.3 A detailed list setting forth any exceptions to this RFP and/or the Contract, or other special considerations or conditions of the Contractor, including explanations of such exceptions or the reason such terms and conditions of the RFP or form of Contract cannot be met by, or on the Contractor's opinion are not applicable to, the Contractor.
- 1.6.4 References – Each Proposal must include detailed evidence that the Contractor is currently providing services for other K-12 public school districts or educational institutions. The Contractor must provide this information, including contact names, addresses, phone numbers and type and scope of services provided. This should include school districts of similar size and scope of services as the School District.
- 1.6.5 Good Faith Deposit - A bid bond or certified check in the amount equal to 5% of the 1st year total amount of the Contract.
- 1.6.6 Evidence of the Contractor's ability to provide adequate insurance coverages as required by this RFP and the Contract to protect the interests of the Contractor and the School District. The Contractor must also provide a worker's compensation experience modification factor on a document from the Contractor's worker's compensation insurance carrier.
- 1.6.7 Documentation of sufficient financial resources and capacity to provide the Services and carry out the Contractor's requirements and obligations under this RFP and the Contract. This shall include an audited financial report for the three (3) most recent fiscal years of the Contractor. If unavailable, please clearly state

the reason for the unavailability and provide equivalent alternative financial documentation.

- 1.6.8** Demonstrate that the Contractor understands and will comply with all regulatory laws, codes, and requirements of any Local, State, and Federal law that apply to the requirements and obligations under this RFP and the Contract, including, but not limited to, the Michigan Revised School Code (MCL 380.1 *et seq.*), and any rules and regulations promulgated thereunder.
- 1.6.9** Describe any other resources to be provided by the Contractor, not listed above, which would demonstrate or enhance the Contractor's ability to carry out the Services required under this RFP and the Contract.
- 1.6.10** List all litigation or regulatory proceedings, for the past five years, within the State of Michigan, and if the Contractor also maintains service contracts that are performed outside the State of Michigan, the State(s) where the Contractor's custodial/grounds contracts are performed. These litigation and regulatory proceedings are to be limited to contract disputes and negligence actions for: (i) school districts in which the Contractor has been a party providing any type of custodial or grounds or facility services; (ii) supplies, equipment or services of the type which are the subject of the proposed Contract; (iii) non-compliance of the Contractor's reporting or documentation requirements, supplies, equipment and services or the Contractor's working conditions and employment practices with the Occupational Safety and Health Act and other applicable state and federal requirements; (iv) any suits whereby an employee of the Contractor was found to have mistreated pupils in any manner; or (v) any suit or regulatory proceeding wherein the Contractor failed to comply with applicable law. It is contemplated under this RFP that workers' compensation and unemployment proceedings are not to be deemed part of this requirement.
- 1.6.11** Fully describe, and provide evidence and scope of, Contractor's formalized in-service training and educational programs for all of its employees.
- 1.6.12** A signed letter setting forth the Contractor's agreement to be bound by the terms and conditions of this RFP and the Contract.
- 1.6.13** A completed Familial Disclosure Affidavit provided as **APPENDIX G**.
- 1.6.14** A schedule indicating the wages and benefits to be offered to employees of Contractor.
- 1.6.15** A completed Proposal Pricing Form as provided as part of this RFP.
- 1.6.16** A transition plan/implementation schedule.
- 1.6.17** A completed Iran Linked Business Affidavit provided in **APPENDIX H**.
- 1.6.18** A detailed staffing plan showing how the Contractor will staff each Facility, including the number of staff and hours of coverage per shift per Facility.

1.7. PROPOSAL EVALUATION

Each Contractor submitting a Proposal should understand that the nature of the School District's current Custodial and Grounds Services are so complex that each and every facet of the School District's operations may not be detailed in this RFP. The Contractor must document their approach for the services based on their understanding of the School District's requirements. The **mandatory** Pre-Proposal Conference will give each Contractor an opportunity to ask the necessary questions regarding this RFP, the Contract and the Services. The Proposal must be complete, clear and concise. The following non-exhaustive categories, not listed by rank, are the principal criteria by which Proposals may be evaluated:

- ◆ **Services Capability** as reviewed through Contractor's expertise and approach for performing the Services.
- ◆ **Business Stability** checked through various sources, as well as the Proposal.
- ◆ **School Facility Management Capability** as reviewed through safety records, transition plans, facility management protocol, proposed staffing plans, and by checking other sources.
- ◆ **Human Resources Management** as determined by a review of references, and by reviewing staffing capability and protocol, as well as other sources.
- ◆ **Cost** as indicated in the Proposal and through the negotiation process.

The School District will evaluate the Proposals based upon the above criteria, as well as other methods. The School District will select the Contractor(s), if any, that it deems most qualified to serve the interests of the School District to proceed to the negotiation process.

1.8. ORAL INTERVIEWS

The School District may require selected Contractors to participate in an oral interview and negotiation process to discuss their Proposal and to answer any questions the School District may have regarding the RFP and Contractor's Proposal. In that case, the School District will notify the Contractor's contact name as listed in its Proposal. In accordance with the RFP selection timeline, it is anticipated that interviews will be scheduled during **April 15, 2016**. At each of the interviews, the Contractor may be required to make a presentation to a committee or the School District, not to be more than thirty (30) minutes in length.

1.9. SCOPE OF SERVICES

Each Contractor should understand that it is the intent of this RFP that the Custodial Services and Grounds Services shall be performed year-round at all Facilities listed in this RFP and the Contract.

1.9.1 Generally, "Custodial Services" encompass and include the following:

- 1.9.1.1** All janitorial services necessary to clean and sanitize all spaces of the School District's Facilities in accordance with this RFP, the School District's requirements and industry standards.

- 1.9.1.2** Responsibility to clean, maintain, provide set ups and tear downs, and related services the Facilities and occupants of the Facilities.
- 1.9.1.3** Perform minor maintenance at each Facility, which generally includes those maintenance duties that do not require licensed or skilled tradespersons and can be completed with the use of ladders, hand tools (powered or manual)
- 1.9.1.4** Perform snow removal from, and salt/ice melt application to, the entrance areas and sidewalks adjacent to each Facility. This generally includes those duties that required powered and manual snow removal equipment.
- 1.9.1.4** The selection, evaluation, training, compensation, and retention of employees, including all labor, supervision, record keeping and management, necessary to clean and maintain the Facilities in accordance with this RFP and the Contract and applicable laws, regulations and ordinances.
- 1.9.1.5** Effective communication with the School District including, but not limited to, the School District administration and Board of Education, building administrators, teachers and students.
- 1.9.1.6** All duties and tasks set forth in the Attachments to this RFP, which are incorporated herein by reference, as well as those set forth in the Contract (as described in Section III of this RFP). These shall include both daily cleaning and summer cleaning programs.
- 1.9.1.7** Cleaning of outdoor restrooms, seating areas and athletic grounds after events, including pick-up and removal of rubbish and debris (except not at High School Facilities).
- 1.9.1.8** Cleaning of School District swimming pool and related equipment.
- 1.9.2** Generally, "Grounds Services" means all labor necessary to perform mowing, weeding and edging, minor tree trimming, snow removal and management of natural and synthetic surfaces and other specified services, including, but not limited to, the following:
 - 1.9.2.1** Responsibility to maintain, safeguard and service the grounds of all Facilities, including both lawn maintenance and athletic field maintenance of the High School and Operations Facilities. Please note, however, that the School District utilizes another contractor for major lawn maintenance at all Facilities except the High School and Operations Facilities.
 - 1.9.2.2** The removal of all snow from, and application of salt/ice melt to, all parking lots, driveways and entrances at all Facilities and all magic squares at all elementary Facilities.
 - 1.9.2.3** Perform all aspects of the Grounds Services utilizing licensed or skilled tradespersons as required by law.
 - 1.9.2.4** The selection, evaluation, training, compensation, and retention of employees, including all labor, supervision, record keeping and

management, necessary to maintain the Facilities in accordance with this RFP and the Contract.

1.9.2.5 Effective communication with the School District including, but not limited to, the School District Liaison, School District administration and building administrators.

1.9.2.6 Those duties and tasks set forth in the Attachments to this RFP which are incorporated herein by reference, as well as those set forth in the Contract (as described in Section III of this RFP).

1.9.3 Generally, "Warehouse Services" means all labor necessary to perform internal mail delivery and moving of equipment and supplies throughout the School District Facilities, including, but not limited to, the following:

1.9.3.1 Responsibility make daily intra-district deliveries.

1.9.3.2 Move equipment and supplies throughout the School District.

1.9.3.3 Maintain the School District's Warehouse.

1.9.3.4 The selection, evaluation, training, compensation, and retention of employees, including all labor, supervision, record keeping and management, necessary to maintain the Facilities in accordance with this RFP and the Contract.

1.9.3.5 Effective communication with the School District including, but not limited to, the School District Liaison, School District administration and building administrators.

1.9.3.6 Those duties and tasks set forth in the Attachments to this RFP which are incorporated herein by reference, as well as those set forth in the Contract (as described in Section III of this RFP).

In addition to these general specifications, the scope of the Custodial Services, Grounds Services and Facility Maintenance and other obligations of the Contractor are set forth in the remainder of this RFP, the Attachments to this RFP which are incorporated herein by reference, and the Contract (as described in Section III of this RFP)(collectively the "Services"). It is the intent of these specifications that the Facilities are kept neat, clean, safe and in a condition that enhances the School District's educational environment at all times. These specifications should, therefore, be referred to as a minimum guide for, rather than a limitation to, the Contractor to clean, maintain, service and safeguard the Facilities.

1.10. INDEPENDENT CONTRACTOR

It must be understood that this RFP provides for the selection of a professional company or companies to provide all or a portion of the Services for the School District on an independent contractor basis. However, as noted in the Contract, the School District may maintain a liaison to facilitate administration of the Contract and communication between the Contractor and the School District. The School District currently secures the Custodial and Facility Maintenance Services contemplated under this RFP through a

third-party contracted service provider and all personnel, staff and additional services are provided by the current service provider as part of its scope of services.

II. SCHOOL DISTRICT OPERATIONAL INFORMATION

This information is provided to assist each Contractor in evaluating the School District and submitting a Proposal, and should neither supplant the terms and conditions of the Contract (as described in Section 3.1 below) nor a careful review of the Contract by the Contractor. The following information and attachments to this RFP are a summary of the School District's current operations and scope of custodial and grounds services and are provided so that the Contractor can sufficiently and effectively evaluate the School District in submitting its Proposal. As a starting point, Contractors are to base their Proposal projections on at least providing the same type and frequency of these services and hours of Facility operation within the requirements of this RFP and the Contract. Going forward, the awarded Contractor is expected to use their expertise to further optimize the current operations and improve services, provided the level/frequency of services does not diminish. Unless specifically agreed to in writing, the successful Contractor is expected to meet or exceed all tasks outlined in Section 2.4 below.

2.1. SCHOOL DISTRICT FACILITIES INFORMATION

The School District operates twenty-four (24) Facilities. Included in APPENDICES A and B is the following information about the School District's Facilities:

- a. 2015-2016 School District Calendars.
- b. Current School District Hours of Operation for the Facilities.
- c. Summary of the Facilities, including the Square Footage and other pertinent information for each Facility.
- d. List of Facilities and their address.

NOTE: Floor Plans may be made available only at the Pre-Proposal Conference for security purposes.

2.2. FACILITY USAGE HOURS AND EVENTS

The School District's Facilities are used daily for both educational and extra-curricular activities. The Facilities are also used for various after-school and weekend activities. This is especially prevalent in the high schools. Included in APPENDIX A is the following information about the usage of School District's Facilities:

- a. Facility Usage Information.

2.3. STAFFING INFORMATION

The School District currently secures the Services contemplated under this RFP through a third-party service provider. This staffing information is provided solely for the purposes of detailing the School District's current custodial and grounds and warehouse operations in order to better demonstrate the scope, manner and frequency of the current custodial and grounds services provided to, and the expectations of, the School District. These are not requirements as to how the Contractor must operate. Included in APPENDICES B

and C is the following information about the School District's current operations and personnel:

- a. Current Custodial, Grounds and Warehouse staffing shifts of School District.
- b. School District Expectations for delivery of Services.

2.4. REQUIRED DUTIES OF CONTRACTOR

The Contractor must perform the Services in accordance with the terms and conditions of this RFP and the Contract. In addition to the specifications set forth in this RFP and in the form of Contract, the information contained in **APPENDICES B and C** includes the specific parameters for the tasks and duties currently performed by the School District and is provided to demonstrate what will be expected to be performed by the Contractor as part of the Services:

- a. Custodial Duties Detail and Frequency Schedules and Procedures.
- b. Grounds Duties Detail and Frequency Schedules.
- c. Warehouse Duties Detail and Frequency Schedules.

2.5. SCHOOL DISTRICT SUPPLIES AND EQUIPMENT INFORMATION

2.5.1. Consumable Supplies. The Contractor shall be allowed to use the existing inventory of consumable supplies and materials (*e.g.*, paper towel, toilet paper, trash liners, soap, sanitary products, tissue, air fresheners, salt/ice melt, athletic field supplies or related grounds supplies) (the "Consumable Supplies"), which will be made available to the Contractor by the School District at no additional cost solely for the purpose of performing the Services. During the first year of the Initial Term, the School District will be responsible for the procurement of any Consumable Supplies reasonably necessary for the performance of the Services. The Contractor shall advise, and timely notify, the School District of the required quantities of Consumable Supplies so that such supplies and materials are procured in a timely manner. The School District utilizes an on-line ordering system and the Contractor will be expected to work in conjunction with the School District so that all approved orders for Consumable Supplies are placed into the system. The Contractor shall be responsible to manage the inventory and shall submit to the School District a monthly report detailing all consumption of Consumable Supplies (including type and quantity of each Consumable Supply for each School District Facility). At the School District's option, the School District may elect to have the Contractor procure the necessary Consumable Supplies as part of the turn-key provision of the Services beginning in the second year of the Initial Term. If the School District so elects, upon Contractor's receipt of written approval from the School District, beginning in the second year of the Initial Term, the Contractor shall procure the necessary Consumable Supplies, in the amounts and quantities deemed appropriate by the Contractor, and reasonably consistent with amounts and quantities of prior years, to perform the Services. For "core" supplies, the Contractor may be required to only use products approved by the School District Liaison. For these "core" supplies, the Contractor may choose to use the existing supplier or utilize their own. If the

Contractor requests any product deviation from core supplies, the Contractor must prove to the School District Liaison that the alternate supply meets or exceeds the School District's "green" initiatives. Prior to any such changes in supplies, the Contractor must receive approval in advance and in writing from the School District Liaison. The Contractor will be required to keep an adequate inventory of Consumable Supplies at each Facility. Additionally, any and all procurements by the Contractor must be in compliance with all applicable laws, rules, regulations, policies and procedures, including, but not limited to, compliance with MCL 380.1274 and applicable School District policies and procedures. The parties agree to convene at least ninety (90) days prior to the end of the first year of the Initial Term to discuss the pricing for Consumable Supplies if the School District elects to have the Contractor supply the same as part of the Services. This information includes the types of "core supplies" required by the School District, and the annual usage amounts of these supplies and materials. The Contractor shall be responsible to procure any necessary fuel/oil for any grounds equipment used to perform the Services.

- 2.5.2. Cleaning Supplies.** The Contractor shall be allowed to use the existing inventory of cleaning supplies and materials (e.g., mops, buckets, brooms, brushes, dusters, pads, chemicals and solutions)(the "Cleaning Supplies"), which will be made available to the Contractor by the School District at no additional cost solely for the purpose of performing the Services. During the first year of the Initial Term, the School District will be responsible for the procurement of any Cleaning Supplies reasonably necessary for the performance of the Services. The Contractor shall advise, and timely notify, the School District of the required quantities of Cleaning Supplies so that such supplies and materials are procured in a timely manner. The School District utilizes an on-line ordering system and the Contractor will be expected to work in conjunction with the School District so that all approved orders for Cleaning Supplies are placed into the system. The Contractor shall be responsible to manage the inventory and shall submit to the School District a monthly report detailing all consumption of such Cleaning Supplies (including type and quantity of each Cleaning Supply for each School District Facility). At the School District's option, the School District may elect to have the Contractor procure the necessary Cleaning Supplies as part of the turn-key provision of the Services beginning in the second year of the Initial Term. If the School District so elects, upon Contractor's receipt of written approval from the School District, beginning in the second year of the Initial Term, the Contractor shall procure the necessary Cleaning Supplies, in the amounts and quantities deemed appropriate by the Contractor, and reasonably consistent with amounts and quantities of prior years, to perform the Services. For "core" supplies, the Contractor may be required to only use products approved by the School District Liaison. For these "core" supplies, the Contractor may choose to use the existing supplier or utilize their own. If the Contractor requests any product deviation from core supplies, the Contractor must prove to the School District Liaison that the other supply meets or exceeds the School District's

current specifications. The Contractor shall continue the School District's "green cleaning" initiatives. Prior to any such changes in supplies, the Contractor must receive approval in advance and in writing from the School District Liaison. The Contractor will be required to keep an adequate inventory of Cleaning Supplies at each Facility. Additionally, any and all procurements by the Contractor must be in compliance with all applicable laws, rules, regulations, policies and procedures, including, but not limited to, compliance with MCL 380.1274 and applicable School District policies and procedures. The parties agree to convene at least ninety (90) days prior to the end of the first year of the Initial Term to discuss the pricing for Cleaning Supplies if the School District elects to have the Contractor supply the same as part of the Services. This information includes the types of "core supplies" required by the School District, and the annual usage amounts of these supplies and materials.

- 2.5.3. Equipment:** It is the intent of this RFP that the Contractor may use the School District's inventory of equipment and small hand tools to perform the Services. Additionally, the School District maintains a computer at each Facility which is utilized for the work-order systems and communication regarding Facility reservations, for example. Title to this Equipment shall remain with the School District. The inventory of School District-owned Equipment as of the issuance of this RFP is set forth on **APPENDIX D** (the "Equipment"). All general and customary maintenance for the Equipment will be performed by the School District; however, the Contractor shall be responsible for repairing the Equipment, if it is damaged, at its sole cost and expense, utilizing qualified and authorized service personnel and manufacturer approved replacement parts. All repair and maintenance of the Equipment shall be completed in a commercially reasonable time, not to exceed seven (7) days, to ensure all Equipment is in working order and available to perform the Services. The inventory of Equipment shall be updated as of the effective date of the Contract, and annually thereafter, by the Contractor and submitted to the School District for approval. If the Contractor desires to purchase equipment and/or tools in addition to the Equipment, the Contractor may do so at its sole cost and expense. Said additional equipment and/or tools shall remain the property of the Contractor and Contractor shall maintain and repair said equipment at its sole cost and expense.

2.6. SCHOOL DISTRICT BOARD OF EDUCATION POLICIES

The School District's Board of Education has adopted various policies and procedures applicable to the usage of the School District's Facilities. The Contractor will be required to abide by and comply with all applicable School District Board of Education policies and procedures, which can be found on the School District's website: www.troy.k12.mi.us.

III. CONTRACTUAL OBLIGATIONS

3.1. FORM OF CONTRACT

- 3.1.1. Form of Contract:** This is a Request For Proposals only. Proposals will be treated as offers to enter into the Contract (as defined above) with the School

District. The School District and successful Contractor shall memorialize their contractual relationship and obligations using the form of Contract attached hereto as **APPENDIX E**. The Contract contains many details relative to the Services required under this RFP, as well as the terms and conditions under which the Services shall be provided by the successful Contractor. The Contract should be reviewed carefully by each Contractor prior to submitting a Proposal. Any exceptions to the terms and conditions contained in the Contract, or any other special considerations or conditions requested or required by the Contractor relative to this RFP or the form of Contract shall be expressly/specifically enumerated by the Contractor and be submitted as part of its Proposal, together with an explanation as to the reason such terms and conditions cannot be met by, or, in the Contractor's opinion are not applicable to, the Contractor, provided however, that exceptions or special conditions of the Contractor will not be binding upon the School District unless those exceptions or special conditions are expressly accepted by the School District, and incorporated into the final Contract. Following the selection of the successful Contractor by the School District, the Contract will be finalized by the parties. The final Contract shall be subject to the review and approval by the School District's legal counsel. The below sections contain information relative to selected provisions of the Contract and/or the expectations of the School District relative to the provision of the Services. This information is provided to assist the Contractor in evaluating the School District and submitting a Proposal, and should neither supplant the terms and conditions of the Contract nor a careful review of the Contract by the Contractor.

(NOTE: To the extent Capitalized terms are used throughout this RFP, those terms shall have the same meaning as defined in the Contract.)

3.2. CONTRACT CHARACTERISTICS

3.2.1. Contract Start-Up, Term and Termination: The Contract shall commence as of July 1, 2016, and the initial term of the Contract shall be for three (3) years, ending June 30, 2019 (the "Initial Term"). The School District shall have the option, in its sole and absolute discretion, to renew the Contract by up to three (3) additional years on a year-to-year basis, subject to the written approval of the School District (each a "Renewal Term" and collectively the "Renewal Terms"). The Contract may be terminated in accordance with the terms contained therein.

3.2.2. Performance Bond and Insurance Certificates: Within fifteen (15) days after receiving formal notification that the Contractor was awarded the Contract, the Contractor shall furnish the following to the School District:

3.2.2.1. Performance Bond: If required by the School District, a Performance Bond in the full amount of the first year's total cost of the Contract, by a qualified surety naming the School District as an Obligee, to ensure faithful performance of all provisions of the Contract. The Surety Company shall be licensed/authorized to do business in the State of Michigan and must be approved by the School District. All sureties providing bonds must be listed in the

Department of Treasury's Circular 570, entitled "Companies Holding Certificates of Authority as Acceptable Sureties on Federal Bonds and as Acceptable Reinsuring Companies" with the bond amounts less than or equal to the underwriting limitation indicated in the Circular, and/or must have an A.M. Best rating of A - or better. The Performance Bond shall be duly executed by the Contractor, as principal, and by a surety that is licensed in the State of Michigan. If, at any time, after acceptance of the Contractor's bond, the surety fails to meet the criteria stated in this Paragraph, the Contractor must, as a precondition to continuing any Services and receiving further payments, replace the bonds with bonds from a surety that meets the stated criteria. New Performance Bonds must be submitted annually to the School District unless the School District, in writing to the Contractor, opts to waive this requirement. The Contractor shall indicate in their Proposal the annual charge which the School District would be required to pay if the School District chooses, in its sole discretion, to require a Performance Bond. The decision to require the Performance Bond rests in the sole discretion of the School District.

3.2.2.2. Insurance Certificates: An Insurance Certificate evidencing all insurance coverage required by the Contract.

3.2.2.3. Failure to Furnish Bonds and Insurance: If the Contractor refuses or fails to submit the Performance Bond, if required, and/or Insurance Certificates within the fifteen (15) day period, the School District will consider the Contractor to have abandoned all rights and interests in the Contract award. Consequently, the Bid Bond may be declared forfeited to the School District as liquidated damages, and the services may be awarded to another Contractor who submitted a Proposal in response to this RFP.

3.2.3. Services: The Contractor shall perform all of the Services awarded by the School District in accordance with the terms and conditions of this RFP and Contract. Additionally, the Contractor, by submitting a Proposal, expressly acknowledges that it is the intent of these RFP specifications and the Contract that the Facilities are kept neat, clean, safe and in a condition that enhances the School District's educational environment at all times. These RFP and Contract specifications should, therefore, be referred to as a minimum guide for, rather than a limitation to, the Contractor to clean and maintain the Facilities.

3.2.4. Personnel/Staffing Levels: Throughout the Initial Term, and any Renewal Term(s) which is/are exercised, the Contractor shall provide all personnel (including management, supervision, related administrative personnel and custodial and grounds personnel) necessary for the provision of the Custodial Services and Grounds Services under the Contract. The Contractor shall also recruit, background check (as required under the Contract), employ, train,

compensate, and supervise all personnel (including any substitute personnel) necessary for the Contract.

Although the School District is looking to maintain a similar level of staffing/coverage in the Facilities, the personnel information provided by the School District is for the purposes of detailing the School District's **current** operations and scope of services the School District currently provides. These are not requirements as to how the Contractor must operate. However, if any Contractor believes that the Services required under this RFP and the Contract will require more, or less, Contractor employee FTEs or coverage, the Contractor may submit an alternate pricing with the corresponding price and FTE difference. Regardless of the minimum specified hours, it is the Contractor's responsibility to maintain the standard of cleanliness and its operational function specified in this RFP and the Contract and to provide a sufficient number of employees to ensure that the requirements of this RFP and the Contract are met and that each Facility is effectively cleaned and maintained and operational on a daily basis in a manner satisfactory to the School District, and that all Facilities are cleaned, open and operational during all hours of operation for the Facilities.

Contractors shall familiarize themselves with the extent of the School District's activities (both daily and weekend usage) and make preparations to provide staffing necessary to cover these events. It is the expectation of the School District that all activities within the Facilities during the normal coverage hours are covered under the contract price without additional charge. Weekend coverage for non-School District sponsored events, or additional coverage, if requested by the School District, will be covered at an hourly rate.

- 3.2.5. **Fingerprinting and Background Checks:** The Contractor and all of its employees and agents providing Services for the School District shall meet the requirements of the School Safety Initiative Legislation, being MCL 380.1230, 380.1230a, 380.1230c, 380.1230d and 380.1230g, in accordance with the terms and conditions set forth in the Contract.
- 3.2.6. **Hold Harmless/Indemnification:** The Contractor shall indemnify, defend and hold the School District harmless pursuant to the terms and conditions of the Contract.
- 3.2.7. **Compliance with Laws:** The Contractor shall comply with any and all federal, state, or local laws, rules, ordinances, policies and regulations, including any licensing and permitting requirements, applicable to providing the Services anticipated in this RFP and the Contract, including, but not limited to, commercial driver's license, chauffeur's license, drivers licenses, etc. The Contractor, including all employees and agents shall perform all Services in accordance with all State licensing laws including: the Electrical Administrative Act, PA 217 of 1956, as amended; the Forbes Mechanical Contractors Act, PA 192 of 1984, as amended; the State Plumbing Act, PA 733 of 2002; the Boiler Act, PA 290 of 1965, as amended; and the Elevator Safety Act, PA 227 of 1967. The Contractor, including its employees and agents, shall be responsible for knowing the School District's policies and procedures concerning appropriate behavior of persons in

its Facilities and, on its properties, including for example, the prohibitions of sexual harassment and smoking, and shall comply with all such policies and procedures. The School District shall use its best efforts, as reasonably requested by the Contractor, to assist the Contractor to comply with any and all applicable federal, state or local laws, rules and regulations. The Contractor by providing its Proposal to the School District represents and warrants that it shall at all times be in compliance with any and all applicable federal and state laws, rules, ordinances, policies and regulations and licensing and permitting requirement applicable to providing the Services anticipated in this RFP and the Contract. The Contractor shall in the performance of such Services pursuant to this RFP, its Proposal and the Contract, fully comply with any and all applicable federal, state, or local laws, rules and regulations, and shall indemnify, defend and hold the School District harmless from any liability from its failure to so comply. Additionally, all Custodial Services and Grounds Services must be in compliance with OSHA/MIOSHA, and the Right-to-Know laws. The Contractor shall be responsible and liable for the safety, injury and health of its personnel/employees while its personnel/employees are performing the Services for the School District.

IV. PRICING QUOTES

4.1. COST INDEXING

The Contractor's fee for all Services described in this RFP **MUST** be fixed for the Initial Term (years one (1), two (2) and three (3)) of the Contract. Moreover, the Contractor, by submitting its Proposal, agrees to convene at least twice annually with representatives of the School District, for the purpose of evaluating the efficiency of the performance of the Contract, so that further efficiencies may be uncovered and implemented into the Contract. As part of this process, and by submitting their Proposal, the Contractor agrees to pass along any savings to the School District.

4.2. PRICING

4.2.1. Custodial Services Pricing: The School District is seeking Proposals that include the costs and pricing quotes for all Custodial Services. This pricing shall be fixed for all three (3) years of the Initial Term. This pricing shall also include the number of total man hours, as well as the total number of Full Time Equivalent ("FTE") personnel, included under the quoted pricing.

4.2.2. Grounds Services Pricing: The School District is seeking Proposals that include the costs and pricing quotes for all Grounds Services. This pricing shall be fixed for all three (3) years of the Initial Term. This pricing shall also include the total number of Full Time Equivalent ("FTE") personnel that will be included under the quoted pricing.

4.2.3. Warehouse Services Pricing: The School District is seeking Proposals that include the costs and pricing quotes for all Warehouse Services. This pricing shall be fixed for all three (3) years of the Initial Term. This pricing shall also include the total number of Full Time Equivalent ("FTE") personnel that will be included under the quoted pricing.

- 4.2.4. Pricing for Modification of Space:** The School District is seeking pricing on a “cost per square foot” basis to be used to develop the increase or decrease in Contractor’s pricing under the Contract if a modification to the Facilities is implemented. This cost per square foot pricing should include all costs for management, labor (including wages and benefits), etc.
- 4.2.5. FTE Pricing:** Proposals should also include the amount the pricing would be increased/decreased if the School District requested the addition/removal of ½ of an FTE, and 1 FTE, for each type of service.
- 4.2.6. Hourly Pricing:** The School District is also seeking the per/hour charge for any services requested by the School District, but outside of the scope of the Services. This shall include the straight hourly pricing, holiday, weekend and emergency pricing.
- 4.2.7. Supplies Alternate:** The School District is seeking the additional cost/charge to the School District if the School District were to elect to have the Contractor supply all necessary Consumable Supplies and Cleaning Supplies starting at the commencement of the second year of the Initial Term of the Contract.
- 4.2.8. Performance Bond:** The School District is seeking the cost to supply a performance bond for the first year labor costs of the Contract.
- 4.2.9. Cost Increases:** The School District has the option, in its sole and absolute discretion, to extend the Contract on an annual basis for up to three (3) additional Renewal Terms. The Contractor shall provide its proposed pricing schedule for the upcoming Renewal Term at least 120 days prior to the end of the Initial Term, or respective Renewal Term. Notwithstanding the foregoing, compensation for any Renewal Term of the Contract shall be adjusted by the percentage increase or decrease, if any, between the index number, as established by the Consumer Price Index. All Items, for the Detroit Metropolitan Area, published by the United States Department of Labor, Bureau of Labor Statistics. Any such increase, however, shall not exceed two percent (2%) in any Renewal Term or extension of said Contract.

V. PROPOSAL

5.1. PROPOSAL FORMS

Each Contractor shall submit its Proposal using the Proposal Pricing Form attached hereto as **APPENDIX F**, along with any other information required by this RFP or deem necessary and appropriate by the Contractor for evaluation of its Proposal.

5.2. PROPOSAL CHECKLIST

In addition to the Proposal Pricing Form and any information required under Section 1.6 above, please attach copies of the following documents to your Proposal:

- 5.2.1.** Letter of Introduction of Contractor and Contractor’s Background and Qualifications.

- 5.2.2. A detailed list setting forth any exceptions to the RFP and/or Contract, or other special considerations or conditions of the Contractor, including explanations of such exceptions or the reason such terms and conditions of the RFP or form of Contract cannot be met by, or are not applicable to, the Contractor.
- 5.2.3. List of K-12 school districts currently being serviced by Contractor.
- 5.2.4. List of Contractor's References.
- 5.2.5. Contractor's Verification of addenda to the RFP, if any.
- 5.2.6. Contractor's Audited Financial Reports for most recent three (3) years.
- 5.2.7. Contractor's In-Service training and Staff Educational Programs.
- 5.2.8. Contractor's Bid Bond.
- 5.2.9. Contractor's Insurance Certificate(s) and worker's compensation experience modification factor on a document from the Contractor's worker's compensation insurance carrier.
- 5.2.10. Contractor's List of any and all Litigation or Regulatory Proceedings.
- 5.2.11. Transition Plan/Implementation Schedule.
- 5.2.12. Familial Disclosure Affidavit.
- 5.2.13. Iran Linked Business Affidavit.
- 5.2.14. Detailed staffing plan for each Facility showing the number of staff and hours of coverage per shift per Facility proposed by the Contractor.

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TROY SCHOOL DISTRICT
REQUEST FOR PROPOSALS
FOR
CUSTODIAL, GROUNDS & WAREHOUSE SERVICES
INDEX OF APPENDICES

The following attachments set forth the School District's background and operational information and are provided to assist Contractors in understanding the School District's current operations, as well as provide examples of the procedures the School District has in place to assist Contractors in formulating their Proposal in response to the above-referenced RFP.

Appendix A – School District Facilities Information

- Sec 1 – 2015-2016 School District Calendars
- Sec 2 – Current School District Facilities Locations
- Sec 3 – Facility and Site Data and Information
- Sec 4 – Sample Facility Usage Information

Appendix B – Custodial & Grounds Duties/Frequencies

- Sec 1 – Custodial Tasks & Duties Frequency Schedules
- Sec 2 – Grounds Tasks & Duties Frequency Schedules
- Sec 3 – Warehouse Tasks & Duties Frequency Schedules
- Sec 4 – Break Cleaning Procedures
- Sec 5 – Gym Floor Refinishing Detail

Appendix C – Current Staffing Detail and Expectations

- Sec 1 – Custodial Staffing & Shift Detail
- Sec 2 – Custodial Services Expectations
- Sec 3 – Grounds and Warehouse Staffing and Expectations

Appendix D – Equipment

- Sec 1 – Current Equipment Inventory
- Sec 2 – Custodial Supplies Information

Appendix E – Form of Contract

Appendix F – Proposal Pricing Form

Appendix G – Familial Disclosure Affidavit

Appendix H – Iran Linked Business Affidavit

TROY SCHOOL DISTRICT
REQUEST FOR PROPOSALS
FOR
CUSTODIAL, GROUNDS & WAREHOUSE SERVICES

ATTACHMENT A

TROY SCHOOL DISTRICT
REQUEST FOR PROPOSALS
FOR
CUSTODIAL AND GROUNDS SERVICES

ATTACHMENT A-1

Troy School District 2015/2016 Calendar

SEPTEMBER

Tuesday	1	Professional Development; No School for Students
Wednesday	2	Teacher Workday K-5; Professional Development 6-12; No School for Students
Thursday	3	Teacher Workday 6-12; Professional Development K-5; No School for Students
Tuesday	8	K-12 Students – AM only; PM Teacher Workday
Wednesday	9	K-12 Students/ Teachers Full Day

OCTOBER

Thursday	22	K-8 Students Full Day; 9-12 Students AM only High School Conferences – Afternoon and Evening
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NOVEMBER

Thursday	5	K-12 Students AM Only; PM Teacher Workday
Friday	6	K-12 Students AM Only; PM Teacher Workday; End of First Marking Period
Wednesday	18	K-5 Students AM only; 6-12 Students Full Day Elementary – Afternoon and Evening Conferences Middle School – Evening Conferences
Thursday	19	K-8 Students AM only; 9-12 Students Full Day Elementary –Afternoon and Evening Conferences Middle School – Afternoon and Evening Conferences
Wednesday	25	K-12 Students – No School; Teachers Compensatory Time for Fall/Spring Conferences
Thursday	26	Thanksgiving Recess – No School
Monday	30	School Resumes – Full Day

DECEMBER

Friday	18	Last Full Day before Winter Recess for K-12 Students/Teachers
Monday	21	Winter Recess Begins

JANUARY

Monday	4	K-12 Students/Teachers – School Resumes Full Day
Monday	18	Martin Luther King Day – K-12 Students/Teachers – No School
Tuesday	19	K-8 Students – Full Day; 9-12 Students AM only (HS exams); 9-12 PM Teacher Workday
Wednesday	20	K-8 Students – Full Day; 9-12 Students AM only (HS exams); 9-12 PM Teacher Workday
Thursday	21	K-12 Students AM only (secondary exams); 6-12 PM Teacher Workday K-5 PM Management Day; End of First Semester
Friday	22	K-12 Students AM only; PM Teacher Workday; Second Semester Begins

FEBRUARY

Monday	15	Mid-Winter Recess
Tuesday	16	School Resumes – Full Day

MARCH

Wednesday	9	K-12 Students Full Day; 1-5 Spring Conferences – Evening
Thursday	10	K-12 Students Full Day; K-12 Spring Conferences – Evening
Friday	25	K-12 Students/Teachers – No School
Thursday	31	K-12 Students AM Only; PM Teacher Workday; End of Third Marking Period

APRIL

Friday	1	No School for Students; K-5 AM Teacher Workday; K-5 PM PD 6-12 AM PD; 6-12 PM Teacher Workday
Monday	4	K-12 Students/Teachers – No School; Spring Recess Begins
Monday	11	K-12 Students/Teachers – School Resumes Full Day

MAY

Monday	30	Memorial Day – No School
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JUNE

Wednesday	15	K-12 Students AM only (HS exams); 6-12 PM Teacher Workday; K-5 PM Management Day
Thursday	16	K-12 Students – AM only (HS exams); PM Teacher Workday
Friday	17	K-12 Students – AM only (HS exams); 9-12 PM Teacher Workday; PM Elementary and Middle School Comp Time for Spring Conferences

MARKING PERIOD END DATES:

First Marking Period.....	November 6, 2015.....	9 weeks
Second Marking Period.....	January 21, 2016.....	9 weeks
Third Marking Period.....	March 31, 2016.....	10 weeks
Fourth Marking Period.....	June 17, 2016.....	10 weeks

PROGRESS REPORT DUE DATES:

First Marking Period.....	Monday, October 12, 2015
Second Marking Period.....	Monday, December 14, 2015
Third Marking Period.....	Monday, February 29, 2016
Fourth Marking Period.....	Monday, May 16, 2016

UPDATED

June 5, 2015

TROY SCHOOL DISTRICT
REQUEST FOR PROPOSALS
FOR
CUSTODIAL AND GROUNDS SERVICES

ATTACHMENT A-2

Troy School District

Building List

Administrative Building 4400 Livernois Troy, Michigan 48098 Business Number: 248 823-4000	Service Center 4420 Livernois Troy, Michigan 48098 Business Number: 248 823-5090
Barnard Elementary 3601 Forge Drive Troy, Michigan 48083 Business Number: 248 823-4300	Bemis Elementary 3571 Northfield Parkway Troy, Michigan 48084 Business Number: 248 823-4100
Costello Elementary 1333 Hamman Troy, Michigan 48085 Business Number: 248 823-3700	Hamilton Elementary 5625 Northfield Parkway Troy, Michigan 48098 Business Number: 248 823-4400
Hill Elementary 4600 Forsyth Troy, Michigan 48085 Business Number: 248 823-3500	Leonard Elementary 4401 Tallman Troy, Michigan 48085 Business Number: 248 823-3300
Martell Elementary 5666 Livernois Troy, Michigan 48098 Business Number: 248 823-3800	Morse Elementary 475 Cherry Troy, Michigan 48083 Business Number: 248 823-3200
Schroeder Elementary 3541 Jack Drive Troy, Michigan 48084 Business Number: 248 823-3600	Troy Union Elementary 1340 E. Square Lake Troy, Michigan 48085 Business Number: 248 823-3100
Wass Elementary 2340 Willard Troy, Michigan 48085 Business Number: 248 823-3900	Wattles Elementary 3555 Ellenboro Troy, Michigan Business Number: 248 823-3400

Baker Middle School 1359 Torpey Troy, Michigan 48083 Business Number: 248 823-4600	Boulan Park Middle School 3570 Northfield Parkway Troy, Michigan 48084 Business Number: 248 823-4900
Larson Middle School 2222 E. Long Lake Road Troy, Michigan 48085 Business Number: 248 823-4800	Smith Middle School 5835 Donaldson Troy, Michigan 48085 Business Number: 248 823-4700
Athens High School 4333 John R Troy, Michigan 48085 Business Number: 248 823-2900	Troy High School 4777 Northfield Troy, Michigan 48098 Business Number: 248 823-2700
Niles Center 201 W. Square Lake Road Troy, Michigan 48098 Business Number: 248 823-5100	International Academy East 1291 Torpey Troy, Michigan Business Number: 248 823-8300
Transportation Building 120 Hart Troy, Michigan 48098 Business Number: 248 823-4054	Buildings & Grounds 1140 Rankin Troy, Michigan 48083 Business Number: 248 823-4050

TROY SCHOOL DISTRICT
REQUEST FOR PROPOSALS
FOR
CUSTODIAL AND GROUNDS SERVICES

ATTACHMENT A-3

Troy School District

General Information

Building	Site Acreage	Square Footage	Opened	Building Additions Year (s)
Barnard	18	64,192	1978	2007
Bemis	15.2	64,192	1978	2007
Costello	23	52,055	1972	2007
Hamilton	15	64,192	1983	2007
Hill	12.9	54,336	1967	71 - 93 - 2006
Leonard	16.1	59,220	1959	68 - 94 - 2006
Martell	14.2	52,799	1972	92 - 2007
Morse	9.8	54,636	1956	62 - 68 - 94 - 2006
Schroeder	10	61,896	1970	93 - 2006
Troy Union	21.8	66,929	1925	53 - 70 - 90 - 2006
Wass	21.4	64,192	1978	2007
Wattles	19	59,150	1967	78 - 2007
Baker	40	128,098	2006	
Boulan Park	16	116,351	1971	2015
Larson	32	116,351	1971	2015
Smith	20.1	100,734	1967	73 - 82 - 89 - 2007
Athens	50	398,426	1974	93 - 99 - 2006
Niles	13.6	39,600	1923	56 - 65 - 76 - 91 - 2000
THS	72	354,210	1992	2005 - 2015
IA East/Grow	Same as Baker	81,311	1952	55 - 67 - 70 - 78 - 80
Board Office	15.5	12,000	1973	1988
Services Building	Same as Board	29,143	2000	
Transportation	3.9	11,328	1964	2007
Rankin	1.5	24,696	Unknown	

TROY SCHOOL DISTRICT
REQUEST FOR PROPOSALS
FOR
CUSTODIAL AND GROUNDS SERVICES

ATTACHMENT A-4

Calendar Month

Troy School District

Events for 3/1/2016 - 3/31/2016, Location equals Troy Union Elementary School

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		<div>[1]</div> <div>AA Care Co 6:45AM-8:45AM</div> <div>AA Pal Preschool 8:30AM-12:30PM</div> <div>AA Care Co 3:15PM-6:15PM</div> <div>AA TCE - Young Rembrandts 3:30PM-4:30PM</div> <div>AA TCE - Floor Hockey 3:30PM-4:30PM</div> <div>CC Troy Union GS Meeting 3:30PM-5:30PM</div> <div>CC GS Troop meeting 3:30PM-5:30PM</div> <div>AA pack meeting 6:30PM-8:00PM</div>	<div>[2]</div> <div>AA Care Co 6:45AM-8:45AM</div> <div>AA Pal Preschool 8:30AM-4:30PM</div> <div>AA Care Co 3:15PM-6:15PM</div> <div>AA TCE - Cheer Pom 3:30PM-4:30PM</div> <div>AA TCE - MadScience 3:30PM-4:30PM</div> <div>AA Fall 2016 Preschool Open House 6:00PM-8:00PM</div> <div>AA TCE - Lacrosse Conditioning 6:30PM-8:30PM</div>	<div>[3]</div> <div>AA Care Co 6:45AM-8:45AM</div> <div>AA Pal Preschool 8:30AM-12:30PM</div> <div>AA Care Co 3:15PM-6:15PM</div> <div>AA TCE - Drama 3:30PM-4:30PM</div> <div>AA Art Room Teacher work 3:30PM-6:30PM</div> <div>AA Webelos I den meeting 6:30PM-8:00PM</div> <div>AA Troy Recreation 6:30PM-8:00PM</div>	<div>[4]</div> <div>AA Care Co 6:45AM-8:45AM</div> <div>AA Pal Preschool 8:30AM-4:30PM</div> <div>AA Care Co 3:15PM-6:15PM</div>	<div>[5]</div>
<div>[6]</div>	<div>[7]</div> <div>AA Care Co 6:45AM-8:45AM</div> <div>AA Pal Preschool 8:30AM-4:30PM</div> <div>AA Care Co 3:15PM-6:15PM</div> <div>AA TCE - Golf 3:30PM-4:30PM</div> <div>CC TCE - Chess 3:30PM-4:30PM</div> <div>AA TCE - Lacrosse Conditioning 6:30PM-8:30PM</div>	<div>[8]</div> <div>AA Care Co 6:45AM-8:45AM</div> <div>AA Pal Preschool 8:30AM-12:30PM</div> <div>AA Care Co 3:15PM-6:15PM</div> <div>CC GS Troop meeting 3:30PM-5:30PM</div> <div>AA Troy Union GS Meeting 3:30PM-5:30PM</div> <div>AA PTO Meeting 6:15PM-8:45PM</div> <div>AA TU Den 4 meeting 6:30PM-7:30PM</div> <div>AA Den 1 meeting 6:30PM-8:00PM</div> <div>AA Bear den meeting 7:00PM-8:30PM</div> <div>AR</div>	<div>[9]</div> <div>AA Care Co 6:45AM-8:45AM</div> <div>AA Pal Preschool 8:30AM-4:30PM</div> <div>AA Care Co 3:15PM-6:15PM</div> <div>AA TCE - Cheer Pom 3:30PM-4:30PM</div> <div>CC Spring Conferences 5:00PM-9:00PM</div> <div>AA Spring Conferences 5:00PM-9:00PM</div> <div>AA TCE - Lacrosse Conditioning 6:30PM-8:30PM</div>	<div>[10]</div> <div>AA Care Co 6:45AM-8:45AM</div> <div>AA Pal Preschool 8:30AM-12:30PM</div> <div>AA Care Co 3:15PM-6:15PM</div> <div>AA 2nd grade Brownies Meeting 3:30PM-5:30PM</div> <div>AA Art Room Teacher work 3:30PM-6:30PM</div> <div>AA Spring Conferences 5:00PM-9:00PM</div> <div>CC Spring Conferences 5:00PM-9:00PM</div> <div>AA Troy Recreation 6:30PM-8:00PM</div>	<div>[11]</div> <div>AA Care Co 6:45AM-8:45AM</div> <div>AA Pal Preschool 8:30AM-4:30PM</div> <div>AA Care Co 3:15PM-6:15PM</div>	<div>[12]</div>

[13]	[14] AA Care Co 6:45AM-8:45AM AA Pal Preschool 8:30AM-4:30PM AA Care Co 3:15PM-6:15PM CC TCE - Chess 3:30PM-4:30PM AA 5th Grade Camp Meeting and Growing Up 6:00PM-8:30PM AA TCE - Lacrosse Conditioning 6:30PM-8:30PM	[15] AA Care Co 6:45AM-8:45AM AA Pal Preschool 8:30AM-12:30PM AA Care Co 3:15PM-6:15PM CC Troy Union GS Meeting 3:30PM-5:30PM CC GS Troop meeting 3:30PM-5:30PM AA leader meeting 7:00PM-8:30PM	[16] AA Care Co 6:45AM-8:45AM AA Pal Preschool 8:30AM-4:30PM AA Care Co 3:15PM-6:15PM AI TCE - Cheer Pom 3:30PM-4:45PM AA TCE - Lacrosse Conditioning 6:30PM-8:30PM AA 1st & 3rd grade music performance 6:30PM-8:30PM	[17] AA Care Co 6:45AM-8:45AM AA Pal Preschool 8:30AM-12:30PM AA Care Co 3:15PM-6:15PM AA TCE - Drama 3:30PM-4:30PM AA Art Room Teacher work 3:30PM-6:30PM	[18] AA Care Co 6:45AM-8:45AM AA Pal Preschool 8:30AM-4:30PM AA Care Co 3:15PM-6:15PM	[19]
[20]	[21] AA Care Co 6:45AM-8:45AM AA Pal Preschool 8:30AM-4:30PM AA Care Co 3:15PM-6:15PM AA TCE - Lacrosse Conditioning 6:30PM-8:30PM	[22] AA Care Co 6:45AM-8:45AM AA Pal Preschool 8:30AM-12:30PM AA Care Co 3:15PM-6:15PM CC GS Troop meeting 3:30PM-5:30PM AA Troy Union GS Meeting 3:30PM-5:30PM AA Kindergarten Round Up 6:00PM-8:30PM AA Webelos I den meeting 6:30PM-8:00PM AA pack 1707 leader meeting 7:00PM-8:30PM	[23] AA Care Co 6:45AM-8:45AM AA Pal Preschool 8:30AM-4:30PM AA Care Co 3:15PM-6:15PM AA 1st & 3rd grade music performance 6:30PM-8:30PM AA TCE - Lacrosse Conditioning 6:30PM-8:30PM	[24] AA Care Co 6:45AM-8:45AM AA Pal Preschool 8:30AM-12:30PM AA Care Co 3:15PM-6:15PM AA Art Room Teacher work 3:30PM-6:30PM	[25] AA Care Co 6:45AM-8:45AM AA Pal Preschool 8:30AM-4:30PM AA Care Co 3:15PM-6:15PM	[26]
[27]	[28] AA Care Co 6:45AM-8:45AM AA Pal Preschool 8:30AM-4:30PM AA Care Co 3:15PM-6:15PM AA TCE - Lacrosse Conditioning 6:30PM-8:30PM	[29] AA Care Co 6:45AM-8:45AM AA Pal Preschool 8:30AM-12:30PM AA Care Co 3:15PM-6:15PM CC Troy Union GS Meeting 3:30PM-5:30PM CC GS Troop meeting 3:30PM-5:30PM AA Bear den meeting 7:00PM-8:30PM	[30] AA Care Co 6:45AM-8:45AM AA Pal Preschool 8:30AM-4:30PM AA Care Co 3:15PM-6:15PM AA TCE - Lacrosse Conditioning 6:30PM-8:30PM	[31] AA Care Co 6:45AM-8:45AM AA Pal Preschool 8:30AM-12:30PM AA Care Co 3:15PM-6:15PM AA Art Room Teacher work 3:30PM-6:30PM		

<input type="checkbox"/> AA	Approved/active events	<input type="checkbox"/> AP	Approved/pending events
<input type="checkbox"/> AR	Approved/active events recently changed	<input type="checkbox"/> RR	Requested, but not approved events
<input type="checkbox"/> AI	Approved/inactive events	<input type="checkbox"/> ->	Events that span more than one day.
<input type="checkbox"/> CC	Canceled events	<input type="checkbox"/> SC	Charge back
<input type="checkbox"/> SI	Invoiced events	<input type="checkbox"/> F	Paid In Full
<input checked="" type="checkbox"/> X	Insurance has expired		

Calendar Month

Troy School District

Events for 3/1/2016 - 3/31/2016, Location equals Troy High School

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		[1] [AA] Girls soccer practice 6:30AM-7:00AM	[2] [AA] Girls soccer practice 6:30AM-7:00AM	[3] [AA] Girls soccer practice 6:30AM-7:00AM	[4] [AA] Girls soccer practice 6:30AM-7:00AM	[5] [AA] Boys Swim 6:30AM-10:30AM
		[RR] Track Meeting 2:00PM-3:30PM	[AA] Staff Meeting 2:15PM-3:30PM	[AA] Graduation Announcements Distribution 10:15AM-12:15PM	[AA] Makeup Staff Meetings 6:45AM-7:15AM	[AA] Robotics Driver Practice 7:00AM-10:00AM
		[AA] Academic Support 2:00PM-3:30PM	[AA] Open Gym 2:15PM-4:30PM	[AA] Academic Support 2:00PM-3:30PM	[CC] Project LEAD meetings 6:45AM-7:30AM	[AA] Musical Performances 7:00AM-10:00PM
		[AA] Building Leadership Meeting (BLT) 2:15PM-3:30PM	[AA] MS Wrestling 2:30PM-4:30PM	[AA] Girls Soccer Pre- Season Workouts 2:30PM-4:00PM	[AA] Musical Performances 7:00AM-10:00PM	[AA] Saturday School 8:00AM-11:00AM
		[AA] MS Wrestling 2:30PM-4:30PM	[AA] THS Boys and Girls Basketball 2:30PM-9:00PM	[AA] Courtesy Driving 2:30PM-4:30PM	[AA] Remo Round Table 10:30AM-12:00PM	[AA] Troy Recreation 8:00AM-4:00PM
		[AA] Courtesy Driving 2:30PM-4:30PM	[AA] Boys swim Practice 3:30PM-6:30PM	[AA] MS Wrestling 2:30PM-4:30PM	[AA] MSA meeting 2:30PM-3:15PM	[AA] DECA 8:30AM-12:30PM
		[AA] THS Boys and Girls Basketball 2:30PM-9:00PM	[AA] Cheer Practice 5:00PM-7:00PM	[AA] THS Boys and Girls Basketball 2:30PM-9:00PM	[AA] MS Wrestling 2:30PM-4:30PM	[AA] TCE - Tai Chi 10:00AM-12:00PM
		[AA] THS Boys basketball concessions 2:30PM-10:00PM	[AA] Varsity Synchro 5:00PM-8:00PM	[AA] Boys swim Practice 3:30PM-5:30PM	[AA] THS Boys and Girls Basketball 2:30PM-9:00PM	[AA] Varsity Synchro 10:30AM-1:00PM
		[AA] IASA rehearsal/meeting 3:00PM-4:30PM	[AA] Robotics Team General Meeting 6:00PM-9:00PM	[AA] Cheer Practice 5:00PM-7:00PM	[AA] Boys swim Practice 3:30PM-5:30PM	[RR] Varsity Synchro Team Lunch 12:30PM-2:00PM
		[AA] JV Cheer 3:00PM-5:00PM	[AA] Girls Lax Conditioning/4 man workouts 7:00PM-9:00PM	[AA] Varsity Synchro 5:00PM-10:00PM	[AA] Varsity Synchro 5:00PM-8:00PM	[AA] TCE - SAT Prep Course 12:30PM-3:30PM
		[AA] Boys swim Practice 3:30PM-5:30PM	[AA] Boys Swim Group two 7:30PM-9:00PM	[AA] Softball 4 man workouts 7:00PM-9:00PM	[AA] Cheer Practice JV & Varsity 5:00PM-9:00PM	[AA] TCE - Swim Lessons 1:30PM-6:45PM
		[AA] Cheer Practice 5:00PM-7:00PM		[AA] Boys Swim Group two 7:30PM-9:00PM	[AA] TCE - SAT Prep Course 6:00PM-9:00PM	[AA] Daddy Daughter Dance 5:00PM-8:30PM
		[AA] Varsity Synchro 5:00PM-8:00PM			[AA] Boys Swim Group two 7:30PM-9:00PM	
		[AA] Softball 4 man workouts 7:00PM-9:00PM			[AA] Science Olympiad 9:30PM-10:00PM	
		[AA] Boys Swim Group two 7:30PM-9:00PM				
		[AA] Science Olympiad 9:30PM-10:00PM				

<p>[6] AA Musical Performances 11:00AM-6:00PM</p>	<p>[7] AA Musical In School Show & Set Strike 6:00AM-9:00PM</p> <p>AA MS Wrestling 2:30PM-4:30PM</p> <p>AA THS Boys and Girls Basketball 2:30PM-9:00PM</p> <p>AA Cheer Tumbling/Practice 3:00PM-8:00PM</p> <p>AA Varsity Synchro 5:00PM-8:00PM</p> <p>AA Baseball Workouts 5:00PM-9:00PM</p> <p>AA OATH meeting 6:30PM-8:30PM</p> <p>AA Boys Swim Group two 7:30PM-9:00PM</p>	<p>[8] AA Musical Set Strike 7:00AM-6:00PM</p> <p>AA Girls Soccer Pre- Season Workouts 2:30PM-4:00PM</p> <p>AA Courtesy Driving 2:30PM-4:30PM</p> <p>AA MS Wrestling 2:30PM-4:30PM</p> <p>AA THS Boys and Girls Basketball 2:30PM-9:00PM</p> <p>AA Spring Coaches Meeting 5:00PM-6:30PM</p> <p>AA Varsity Synchro 5:00PM-8:00PM</p> <p>AA Boys Swim Group two 7:30PM-9:00PM</p> <p>AA Science Olympiad 9:30PM-10:00PM</p>	<p>[9] AA MS Wrestling 2:30PM-4:30PM</p> <p>AA THS Boys and Girls Basketball 2:30PM-9:00PM</p> <p>AA Varsity Synchro 5:00PM-8:00PM</p> <p>AA Robotics Team General Meeting 6:00PM-9:00PM</p> <p>AA Girls Lax Conditioning/4 man workouts 7:00PM-9:00PM</p> <p>AA Boys Swim Group two 7:30PM-9:00PM</p>	<p>[10] AA Spring Conference 11:00AM-10:00PM</p> <p>AA MS Wrestling 2:30PM-4:30PM</p> <p>AA Courtesy Driving 2:30PM-4:30PM</p> <p>AA Varsity Synchro 5:00PM-8:00PM</p> <p>AA Boys Swim Group two 7:30PM-9:00PM</p>	<p>[11] AA Project LEAD meetings 6:45AM-7:30AM</p> <p>AA AP Stats Guest Lecture 7:00AM-2:15PM</p> <p>AA MSBOA Band Festival 7:00AM-10:00PM</p> <p>AA Remo Round Table 10:30AM-12:00PM</p> <p>AA Varsity Synchro 2:15PM-10:00PM</p> <p>AA MSA meeting 2:30PM-3:15PM</p> <p>AA MS Wrestling 2:30PM-4:30PM</p> <p>AA THS Boys and Girls Basketball 2:30PM-9:00PM</p> <p>AA Boys Swim Group two 7:30PM-9:00PM</p> <p>AA Science Olympiad 9:30PM-10:00PM</p>	<p>[12] AA Boys Swim 6:30AM-10:30AM</p> <p>AA Robotics Driver Practice 7:00AM-10:00AM</p> <p>AA MSBOA Band Festival 7:00AM-10:00PM</p> <p>AA Saturday School 8:00AM-11:00AM</p> <p>AA Troy Recreation 8:00AM-4:00PM</p> <p>AA TCE - Tai Chi 10:00AM-12:00PM</p> <p>AA TCE - SAT Prep Course 12:30PM-3:30PM</p> <p>AA TCE - Swim Lessons 1:30PM-6:45PM</p>
<p>[13]</p>	<p>[14] AI NHS Blood Drive 6:00AM-2:45PM</p> <p>AA Courtesy Driving 2:30PM-4:30PM</p> <p>AA Courtesy Driving 2:30PM-4:30PM</p> <p>AA MS Wrestling 2:30PM-4:30PM</p> <p>RR Spring Sports 2:30PM-9:30PM</p> <p>AA Spring Sports Warm Up 2:30PM-9:30PM</p> <p>AA TC Band MS Auditions 2:30PM-10:00PM</p> <p>AA TCE - Courtesy Driving 6:30PM-8:30PM</p> <p>AA THS Booster Club Meeting 7:00PM-9:30PM</p> <p>AA Boys Swim Group two 7:30PM-9:00PM</p>	<p>[15] AA Student Book Group 2:00PM-3:00PM</p> <p>AA Academic Support 2:00PM-3:30PM</p> <p>AA Courtesy Driving 2:30PM-4:30PM</p> <p>AA Courtesy Driving 2:30PM-4:30PM</p> <p>AA Spring Sports Warm Up 2:30PM-9:30PM</p> <p>RR Spring Sports 2:30PM-9:30PM</p> <p>AA TC Band MS Auditions 2:30PM-10:00PM</p> <p>AA TCE - Courtesy Driving 6:30PM-8:30PM</p>	<p>[16] AA Teacher Book Group 2:15PM-3:15PM</p> <p>AA Courtesy Driving 2:30PM-4:30PM</p> <p>AA Courtesy Driving 2:30PM-4:30PM</p> <p>RR Spring Sports 2:30PM-9:30PM</p> <p>AA Spring Sports Warm Up 2:30PM-9:30PM</p> <p>AA Robotics Team General Meeting 6:00PM-9:00PM</p> <p>AA TCE - Courtesy Driving 6:30PM-8:30PM</p>	<p>[17] AA Academic Support 2:00PM-3:30PM</p> <p>AA Courtesy Driving 2:30PM-4:30PM</p> <p>AA Courtesy Driving 2:30PM-4:30PM</p> <p>RR Spring Sports 2:30PM-9:30PM</p> <p>AA Spring Sports Warm Up 2:30PM-9:30PM</p> <p>AA Football Clinic 6:00PM-10:00PM</p> <p>AA TCE - Courtesy Driving 6:30PM-8:30PM</p>	<p>[18] AA Project LEAD meetings 6:45AM-7:30AM</p> <p>AA Remo Round Table 10:30AM-12:00PM</p> <p>AA MSA meeting 2:30PM-3:15PM</p> <p>AA Student Book Group 2:30PM-3:30PM</p> <p>RR Japanese Club 2:30PM-5:30PM</p> <p>AA Spring Sports Warm Up 2:30PM-9:30PM</p> <p>RR Spring Sports 2:30PM-9:30PM</p>	<p>[19] AA Saturday School 8:00AM-11:00AM</p> <p>AA Troy Recreation 8:00AM-4:00PM</p> <p>AA TCE - Tai Chi 10:00AM-12:00PM</p> <p>AA TCE - Synchronized Swimming 10:00AM-1:00PM</p> <p>AA TCE - SAT Prep Course 12:30PM-3:30PM</p> <p>AA TCE - Swim Lessons 1:30PM-6:45PM</p> <p>AA Football meeting 4:00PM-5:00PM</p> <p>AA Football meeting 5:00PM-6:00PM</p>

<p>[20]</p> <p><input checked="" type="checkbox"/> Softball practice 5:00PM - 8:00PM</p>	<p>[21]</p> <p><input checked="" type="checkbox"/> Courtesy Driving 2:30PM-4:30PM</p> <p><input checked="" type="checkbox"/> Courtesy Driving 2:30PM-4:30PM</p> <p><input checked="" type="checkbox"/> Spring Sports 2:30PM-9:30PM</p> <p><input checked="" type="checkbox"/> girls soccer parent meeting 5:00PM-7:00PM</p> <p><input checked="" type="checkbox"/> TCE - Courtesy Driving 6:30PM-8:30PM</p> <p><input checked="" type="checkbox"/> All Night Party Committee meetings 6:45PM-9:15PM</p> <p><input checked="" type="checkbox"/> Lacrosse Player/Parent Information Meeting 7:30PM-9:00PM</p>	<p>[22]</p> <p><input checked="" type="checkbox"/> Academic Support 2:00PM-3:30PM</p> <p><input checked="" type="checkbox"/> Courtesy Driving 2:30PM-4:30PM</p> <p><input checked="" type="checkbox"/> Courtesy Driving 2:30PM-4:30PM</p> <p><input checked="" type="checkbox"/> Spring Sports 2:30PM-9:30PM</p> <p><input checked="" type="checkbox"/> THS Band Booster Meetings 5:00PM-10:00PM</p> <p><input checked="" type="checkbox"/> TCE - Courtesy Driving 6:30PM-8:30PM</p>	<p>[23]</p> <p><input checked="" type="checkbox"/> Staff Meeting 2:15PM-3:30PM</p> <p><input checked="" type="checkbox"/> Courtesy Driving 2:30PM-4:30PM</p> <p><input checked="" type="checkbox"/> Courtesy Driving 2:30PM-4:30PM</p> <p><input checked="" type="checkbox"/> Spring Sports 2:30PM-9:30PM</p> <p><input checked="" type="checkbox"/> Robotics Team General Meeting 6:00PM-9:00PM</p> <p><input checked="" type="checkbox"/> TCE - Courtesy Driving 6:30PM-8:30PM</p>	<p>[24]</p> <p><input checked="" type="checkbox"/> Makeup Staff Meetings 6:45AM-7:15AM</p> <p><input checked="" type="checkbox"/> Academic Support 2:00PM-3:30PM</p> <p><input checked="" type="checkbox"/> Courtesy Driving 2:30PM-4:30PM</p> <p><input checked="" type="checkbox"/> Spring Sports 2:30PM-9:30PM</p> <p><input checked="" type="checkbox"/> IASA rehearsal/meeting 5:30PM-7:30PM</p> <p><input checked="" type="checkbox"/> Mr. Troy High event 6:00PM-9:30PM</p>	<p>[25]</p> <p><input checked="" type="checkbox"/> Project LEAD meetings 6:45AM-7:30AM</p> <p><input checked="" type="checkbox"/> MSA meeting 2:30PM-3:15PM</p>	<p>[26]</p> <p><input checked="" type="checkbox"/> Robotics Driver Practice 7:00AM-10:00AM</p> <p><input checked="" type="checkbox"/> Saturday School 8:00AM-11:00AM</p> <p><input checked="" type="checkbox"/> Girls Water Polo tournament 9:00AM-5:00PM</p>
<p>[27]</p> <p><input checked="" type="checkbox"/> Softball practice 5:00PM - 8:00PM</p>	<p>[28]</p> <p><input checked="" type="checkbox"/> Courtesy Driving 2:30PM-4:30PM</p> <p><input checked="" type="checkbox"/> Courtesy Driving 2:30PM-4:30PM</p> <p><input checked="" type="checkbox"/> Spring Sports 2:30PM-9:30PM</p> <p><input checked="" type="checkbox"/> IASA rehearsal/meeting 5:30PM-7:30PM</p> <p><input checked="" type="checkbox"/> TCE - Courtesy Driving 6:30PM-8:30PM</p>	<p>[29]</p> <p><input checked="" type="checkbox"/> Spring Sports 2:30PM-9:30PM</p> <p><input checked="" type="checkbox"/> Baseball First Pitch Dinner 4:00PM-9:00PM</p> <p><input checked="" type="checkbox"/> TCE - Courtesy Driving 6:30PM-8:30PM</p>	<p>[30]</p> <p><input checked="" type="checkbox"/> Courtesy Driving 2:30PM-4:30PM</p> <p><input checked="" type="checkbox"/> Spring Sports 2:30PM-9:30PM</p> <p><input checked="" type="checkbox"/> Softball Team Night 4:00PM-10:00PM</p> <p><input checked="" type="checkbox"/> IASA Show 4:00PM-10:00PM</p> <p><input checked="" type="checkbox"/> Robotics Team General Meeting 6:00PM-9:00PM</p>	<p>[31]</p> <p><input checked="" type="checkbox"/> IASA rehearsal 11:00AM-10:00PM</p> <p><input checked="" type="checkbox"/> Spring Sports 2:30PM-9:30PM</p>		

<input checked="" type="checkbox"/> Approved/active events	<input checked="" type="checkbox"/> Approved/pending events
<input checked="" type="checkbox"/> Approved/active events recently changed	<input checked="" type="checkbox"/> Requested, but not approved events
<input checked="" type="checkbox"/> Approved/inactive events	<input checked="" type="checkbox"/> Events that span more than one day.
<input checked="" type="checkbox"/> Canceled events	<input checked="" type="checkbox"/> Charge back
<input checked="" type="checkbox"/> Invoiced events	<input checked="" type="checkbox"/> Paid In Full
<input checked="" type="checkbox"/> Insurance has expired	

Calendar Month

Troy School District

Events for 3/1/2016 - 3/31/2016, Location equals Smith Middle School

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		<div>[1]</div> <div>AA Smith Athletics GVB Practices 3:00PM-5:00PM</div> <div>AA BSA Troop 1707 6:30PM-9:00PM</div> <div>AA Troy Recreation 7:00PM-9:00PM</div>	<div>[2]</div> <div>AA Smith Athletics GVB Practices 3:00PM-5:00PM</div> <div>AA Troy Recreation 7:00PM-9:00PM</div>	<div>[3]</div> <div>AA Smith Athletics GVB Practices 3:00PM-5:00PM</div> <div>AA Eve Training 5:30PM-8:30PM</div> <div>AA Smith Science Olympiad 7:00PM-9:00PM</div> <div>AA Smith Basketball Practices (TF) 8:30PM-10:30PM</div>	<div>[4]</div> <div>AA Smith Athletics GVB Practices 3:00PM-5:00PM</div> <div>AA Smith Science Olympiad 7:00PM-9:00PM</div>	<div>[5]</div>
<div>[6]</div>	<div>[7]</div> <div>AA Smith Athletics GVB Practices 3:00PM-5:00PM</div> <div>AA Troy Recreation 6:30PM-8:30PM</div>	<div>[8]</div> <div>AA Smith Athletics GVB Practices 3:00PM-5:00PM</div> <div>AA TEA Meeting 4:30PM-7:30PM</div> <div>AA BSA Troop 1707 6:30PM-9:00PM</div> <div>AA Troy Recreation 7:00PM-9:00PM</div>	<div>[9]</div> <div>AA Smith Athletics GVB Practices 3:00PM-5:00PM</div> <div>AA Troy Recreation 7:00PM-9:00PM</div>	<div>[10]</div> <div>AA Smith Athletics GVB Practices 3:00PM-5:00PM</div> <div>AA SMS Parent/Teacher Conferences 2015-2016 5:30PM-8:30PM</div> <div>CC Smith Science Olympiad 7:00PM-9:00PM</div> <div>CC Smith Basketball Practices (TF) 8:30PM-10:30PM</div>	<div>[11]</div> <div>AA Smith Athletics GVB Practices 3:00PM-5:00PM</div> <div>AA Smith Science Olympiad 7:00PM-9:00PM</div>	<div>[12]</div>
<div>[13]</div>	<div>[14]</div> <div>AA Smith Athletics GVB Practices 3:00PM-5:00PM</div> <div>AA GS Troop Meeting 5:30PM-9:00PM</div> <div>AA Troy Recreation 6:30PM-8:30PM</div>	<div>[15]</div> <div>AA Smith Athletics GVB Practices 3:00PM-5:00PM</div> <div>AA BSA Troop 1707 6:30PM-9:00PM</div> <div>AA Troy Recreation 7:00PM-9:00PM</div>	<div>[16]</div> <div>AA Smith Athletics GVB Practices 3:00PM-5:00PM</div> <div>AA Troy Recreation 7:00PM-9:00PM</div>	<div>[17]</div> <div>AA Smith Athletics GVB Practices 3:00PM-5:00PM</div> <div>AA Eve Training 5:30PM-8:30PM</div> <div>AA Smith Science Olympiad 7:00PM-9:00PM</div> <div>AA Smith Basketball Practices (TF) 8:30PM-10:30PM</div>	<div>[18]</div> <div>AA Smith Athletics GVB Practices 3:00PM-5:00PM</div> <div>AA Smith Science Olympiad 7:00PM-9:00PM</div>	<div>[19]</div>
<div>[20]</div>	<div>[21]</div> <div>AA Smith Athletics GVB Practices 3:00PM-5:00PM</div>	<div>[22]</div> <div>AA Smith Athletics GVB Practices 3:00PM-5:00PM</div> <div>AA Smith Instrumental and Vocal Sixth Grade Showcase 7:00PM-8:00PM</div>	<div>[23]</div> <div>AA Smith Athletics GVB Practices 3:00PM-5:00PM</div> <div>AA Smith Girls Volleyball Final Game 5:00PM-7:45PM</div>	<div>[24]</div> <div>AA Smith Athletics GVB Practices 3:00PM-5:00PM</div> <div>AA Eve Training 5:30PM-8:30PM</div> <div>AA Smith Science Olympiad 7:00PM-9:00PM</div> <div>AA Smith Basketball Practices (TF) 8:30PM-10:30PM</div>	<div>[25]</div> <div>AA Smith Athletics GVB Practices 3:00PM-5:00PM</div> <div>AA Smith Science Olympiad 7:00PM-9:00PM</div>	<div>[26]</div>
<div>[27]</div>	<div>[28]</div>	<div>[29]</div> <div>AA BSA Troop 1707 6:30PM-9:00PM</div>	<div>[30]</div>	<div>[31]</div> <div>AA Smith Science Olympiad 7:00PM-9:00PM</div> <div>AA Smith Basketball Practices (TF) 8:30PM-10:30PM</div>		

<input type="checkbox"/> AA	Approved/active events	<input type="checkbox"/> AP	Approved/pending events
<input type="checkbox"/> AR	Approved/active events recently changed	<input type="checkbox"/> RR	Requested, but not approved events
<input type="checkbox"/> AI	Approved/inactive events	<input type="checkbox"/> -->	Events that span more than one day.
<input type="checkbox"/> CC	Canceled events	<input type="checkbox"/> \$C	Charge back
<input type="checkbox"/> \$I	Invoiced events	<input type="checkbox"/> F	Paid In Full
<input type="checkbox"/> X	Insurance has expired		

TROY SCHOOL DISTRICT
REQUEST FOR PROPOSALS
FOR
CUSTODIAL AND GROUNDS SERVICES

ATTACHMENT B

TROY SCHOOL DISTRICT
REQUEST FOR PROPOSALS
FOR
CUSTODIAL AND GROUNDS SERVICES

ATTACHMENT B-1

I. Entries - Common Areas - Hallways

Task	As Needed	Daily	Weekly	Monthly	Annually	Upon Request
Snow Removal & Salting -- At all designated areas	Seasonal -- as needed					
Dusting -- Remove from all areas	X					
Vertical & Horizontal Surfaces -- Spot Clean and Disinfect	X					
Doors, Walls, and Jams -- Clean (Dust, Dirt, and Mark Free)	X					
Hard Surface Flooring (including stairs) -- Sweep, Dust Mop, Vacuum, Auto Scrubber		X				
Hard Surface Flooring -- Damp Mop	X					
Waste Receptacles -- Clean outsides and interior		X				
Waste Receptacles -- Empty Trash and (Replenish Liners as needed)		X				
Interior Glass/Door Glass -- Clean (Hand and Finger Print Free)			X			
Carpet and Mats -- Vacuum (extract as needed)		X				
Furniture Upkeep - All furniture in designated areas		X				
Drinking Fountains -- Clean, Sanitize, and Polish		X				
Refrigerators and Vending Machines -- Clean Exterior	X					

II. Cafeteria - Kitchen - Multi-Purpose - Lounge Areas

Task	As Needed	Daily	Weekly	Monthly	Annually	Upon Request
Dusting -- Remove from all areas	X					
Waste Receptacles -- Clean outsides and interior		X				
Vertical & Horizontal Surfaces -- Spot Clean and Disinfect	X					
Doors, Walls, and Jams -- Clean (Dust, Dirt, and Mark Free)	X					
Hard Surface Flooring -- Sweep or Dust Mop or Vacuum		X				
Hard Surface Flooring -- Damp Mop and/or Operate Auto Scrubber		X				
Waste Receptacles -- Empty Trash and Replenish Liners		X				
Tables and Chairs -- Set up and Take down for various food activities		X				
Furniture Upkeep - All furniture in designated areas		X				
Counters -- Clean and Disinfect		X				
Drinking Fountains -- Clean, Sanitize, and Polish		X				
Stage Areas -- Swept or Dust Mop or Vacuum and Damp Mop		X				
Refrigerators and Vending Machines -- Clean Exterior			X			

This list is not intended to be all inclusive but rather to provide the general guidelines that outline the work expected in these areas for the services.

III. Restrooms

Task	As Needed	Daily	Weekly	Monthly	Annually	Upon Request
Dusting -- Remove from all areas	X					
Doors, Walls, and Jams -- Clean (Dust, Dirt, and Mark Free)	X					
Paper Product Dispensers -- Inspect, Replenish as needed		X				
Hand Soap Dispensers -- Inspect, Replenish as needed		X				
Waste Receptacles -- Empty Trash (including personal hygiene dispensers) and Replenish Liners		X				
Floors -- Sweep		X				
Toilets, Basins and Urinals -- Clean and Disinfect		X				
Chrome work -- Clean, Disinfect, and Polish		X				
Personal Hygiene Dispensers -- Spot Clean and Disinfect		X				
Partition Sides -- Clean and Disinfect		X				
Sinks and Counters -- Clean and Disinfect		X				
Mirrors -- Clean		X				
Stainless Steel -- Clean and Polish (Dispensers, Trash, etc)		X				
Floors -- Damp Mop As Needed		X				
Drinking Fountains -- Clean, Sanitize, and Polish		X				

IV. Other

Task	As Needed	Daily	Weekly	Monthly	Annually	Upon Request
General Maintenance -- Repair items as needed / requested; furniture, plumbing, electrical	X					
Misc. Tasks -- Assist School Administration Staff as necessary (event set up and take downs and clean up; perform in-school deliveries (paper and supplies); put away shipments and deliveries; move furniture, etc)						X
Maintenance / Utility / Storage Areas -- Neat, Clean, and Organized		X				
Alarms -- Activate / Deactivate when needed		X				

This list is not intended to be all inclusive but rather to provide the general guidelines that outline the work expected in these areas for the services.

Lights -- Shut Off & Turn On as Required		X				
Security - Close all windows & doors along with perimeter building inspection		X				
Observed Irregularities: Unlocked Doors, Defective Plumbing, Burned Out Lights, Etc. -- Report		X				
Exterior Window Cleaning - All exterior windows shall be cleaned annually and on an as needed basis by Day Custodian.	X				X	
General Grounds - Policing of site, debris/litter removal, bush trimming as directed and courtyard upkeep if applicable			X			
Playgrounds - Weekly Inspections & safety surfacing raking			X			

This list is not intended to be all inclusive but rather to provide the general guidelines that outline the work expected in these areas for the services.

I. Entries - Common Areas

Task	Snow season – as needed				Annually	Upon Request
	As Needed	Daily	Weekly	Monthly		
Snow Removal & Salting - At all designated areas						
Dusting – Remove from all areas, low & high (within reach from floor)		X				
Touch Points – Clean and Disinfect (light switches, door handles/push bars/plates, etc)		X				
Vertical & Horizontal Surfaces – Spot Clean and Disinfect		X				
Doors, Walls, and Jams – Clean (Dust, Dirt, and Mark Free)		X				
Waste Receptacles – Empty Trash, Replenish Liners		X				
Waste Receptacles – Clean outsides and interior	X					
Furniture Upkeep - All furniture in designated areas		X				
Door Glass – Clean (Hand and Finger Print Free)		X				
Carpet and Matting – Complete Vacuum (extract as needed)		X				
Wet Mopping and Scrubbing - All hard flooring surfaces		X				
Interior Partition and Sidelight Glass – Clean		X				
Carpet – Remove Carpet Spots		X				
Base - All vinyl, ceramic, and glazed block.	X					
Interior Window Cleaning - All interior windows shall be cleaned weekly.			X			

This list is not intended to be all inclusive but rather to provide the general guidelines that outline the work expected in these areas for the services.

II. Cafeteria/Kitchen - Multi-Purpose - Lounge Areas

Task	As Needed					Daily	Weekly	Monthly	Annually	Upon Request
Dusting – Remove from all areas						X				
Touch Points – Clean and Disinfect (light switches, door handles/push bars/plates, etc)						X				
Vertical & Horizontal Surfaces -- Spot Clean and Disinfect (cabinet and file fronts)						X				
Doors, Walls, and Jams – Clean (Dust, Dirt, and Mark Free)						X				
Waste Receptacles – Empty Trash and Replenish Liners						X				
Waste Receptacles – Clean outsides and interior				X						
Furniture Upkeep - All furniture in designated areas						X				
Sinks – Clean and Disinfect						X				
Counters – Clean and Disinfect						X				
Hard Surface Flooring – Sweep or Dust Mop or Vacuum & Auto Scrubber						X				
Hard Surface Flooring – Damp Mop						X				
Kitchen – Remove Trash; Sweep and Damp Mop and/or Operate Auto Scrubber on floor						X				
Microwaves – Clean Interior and Exterior (lounge only)						X				
Refrigerators and Vending Machines – Clean Exterior						X				
Drinking Fountains – Clean, Sanitize, and Polish						X				

This list is not intended to be all inclusive but rather to provide the general guidelines that outline the work expected in these areas for the services.

Dusting -- High Horizontal Surfaces Above 6'						X			
Dusting -- Low Horizontal Surfaces Below 6'						X			
Electronic Devices - Dust						X			
Base - All vinyl, ceramic, and glazed block.					X				
Interior Window Cleaning - All interior windows shall be cleaned weekly.						X			

This list is not intended to be all inclusive but rather to provide the general guidelines that outline the work expected in these areas for the services.

III. Restrooms - Locker Rooms

Task	As Needed	Daily	Weekly	Monthly	Annually	Upon Request
Dusting – Remove from all areas			X			
Paper Product Dispensers -- Inspect, Replenish as needed		X				
Hand Soap Dispensers – Inspect, Replenish as needed		X				
Waste Receptacles – Empty Trash (including personal hygiene dispensers)		X				
Touch Points – Clean and Disinfect (light switches, door handles/push bars/plates, etc)		X				
Vertical & Horizontal Surfaces – Spot Clean and Disinfect		X				
Doors, Walls, and Jams – Clean (Dust, Dirt, and Mark Free)		X				
Floors – Sweep		X				
Toilets, Basins and Urinals – Clean and Disinfect		X				
Pipes and Flush Meters – Clean and Disinfect		X				
Chrome work – Clean, Disinfect, and Polish		X				
Personal Hygiene Dispensers – Clean and Disinfect		X				
Partition Sides – Clean and Disinfect		X				
Sinks and Counters – Clean and Disinfect		X				
Mirrors – Clean		X				
Stainless Steel – Clean and Polish (Dispensers, Trash, etc)		X				
Showers – Clean and Disinfect towers, floors		X				
Benches – Clean and Disinfect		X				

This list is not intended to be all inclusive but rather to provide the general guidelines that outline the work expected in these areas for the services.

Drinking Fountains -- Clean, Sanitize, and Polish										
Floors -- Damp Mop										
Base - All vinyl, ceramic, and glazed block.										
Interior Window Cleaning - All interior windows shall be cleaned weekly.										

This list is not intended to be all inclusive but rather to provide the general guidelines that outline the work expected in these areas for the services.

V. Classrooms - Office Spaces

Task	As Needed	Daily	Weekly	Monthly	Annually	Upon Request
Dusting -- Remove from all areas			X			
Carpet Spots -- Remove Carpet Spots	X					
Vertical & Horizontal Surfaces -- Spot Clean and Disinfect		X				
Touch Points -- Clean and Disinfect (light switches, door handles/push bars/plates, etc)		X				
Doors, Walls, and Jams -- Clean (Dust, Dirt, and Mark Free)		X				
Door Glass -- Clean (hand and finger print free)		X				
Waste Receptacles -- Empty Trash / Recycle and Replenish Liners		X				
Waste Receptacles -- Clean outsides and interior		X				
Hard Surface Flooring -- Complete Damp Mop		X				
Interior Partition and Sidelight Glass -- (the inner classroom / office windows) -- Clean (hand and finger print free)		X				
Conference and Work Tables -- Clean and Disinfect		X				
Carpet -- Vacuum Edge-to-Edge		X				
Hard Surface Flooring -- Sweep or Dust Mop or Vacuum		X				
Hard Surface Flooring -- Spot Mop		X				
Tables and Chairs -- Clean			X			
Desk Tops and Credenzas --Complete Dusting and Cleaning			X			
Windows Sills and Ledges -- Dust			X			
Telephones -- Clean and Sanitize	X					
White Boards -- Clean, including trays			X			
Fabric Items (Chairs, Partitions, Flipper Doors, etc) -- Vacuum			X			
Window Treatments -- Dust			X			
Electronic Devices - Dust			X			
Base - All vinyl, ceramic, and glazed block.	X					
Interior Window Cleaning - All interior windows shall be cleaned weekly.			X			

This list is not intended to be all inclusive but rather to provide the general guidelines that outline the work expected in these areas for the services.

IV. Other

Task	As Needed	Daily	Weekly	Monthly	Annually	Upon Request
Light Maintenance – Repair items as needed / requested	X					
Misc. Tasks – Assist School Administration Staff as necessary (event set up and take downs and clean up; perform in-school deliveries (paper and supplies); put away shipments and deliveries; move furniture, etc)						X
Maintenance / Utility / Storage Areas – Neat, Clean, and Organized		X				
Alarms – Activate / Deactivate when needed		X				
Lights – Shut Off & Turn On as Required		X				
Security - Close all windows & doors along with perimeter building inspection		X				
Observed Irregularities: Unlocked Doors, Defective Plumbing, Burned Out Lights, Etc. – Report		X				
Exterior Window Cleaning - All exterior windows shall be cleaned annually and on an as needed basis by Day Custodian.	X				X	

This list is not intended to be all inclusive but rather to provide the general guidelines that outline the work expected in these areas for the services.

TROY SCHOOL DISTRICT
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ATTACHMENT B-2

Grounds Tasks & Frequencies

Task	As Needed	Daily	Weekly	Monthly	Annually	Upon Request
Mowing, Trimming - Performed weekly throughout mowing season. Mowing & Trimming should be performed at the same time. <u>Troy High, Athens High & Rankin Sites Only</u>			X			
Layout & Lining of Athletic Fields on Natural Turf - Performed weekly throughout the sports season.			X			
Synthetic Turf Lining & Maintenance - Performed Semi-Annually on both High School Stadiums					X	
Ball Diamond Maintenance - Performed daily during the spring sports season and weekly during the rest of the season. Grooming, Lining & Maintenance of Wear Areas on Diamond		X				
Athletic Event Management - Set Up, Tear Down and Field Prep for Athletic Events.	X					
Irrigation Systems Maintenance - Start Up, Adjust/Manage Watering Times, System Repairs & Winterization.					X	
Miscellaneous Delivery & Moves - Athletic and General District Support throughout the year	X					
Site Maintenance - Fencing, Trees, Parking Lots, Playgrounds, Stadiums, Bleachers/Benches, Signs, etc...	X					
Equipment Maintenance - Oil Changes, tune-ups, seasonal service, upkeep.	X					
Snow Remoal & Salting - Parking Lots & Sidewalks as designated.	X					
Turf Maintenance - Aeration, Top Dressing, Overseeding, Fertilization						X

TROY SCHOOL DISTRICT
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ATTACHMENT B-3

Warehouse Tasks & Frequencies

Task	Daily	Weekly	Monthly
Internal Mail Deliveries - Monday, Tuesday, Wednesday & Friday. Pick up and drop of internal mail district-wide.	x		
Warehouse Deliveries (Small) - Performed during the internal maill deliveries	x		
Warehouse Deliveries (Large) - Performed on Thursdays		x	
District Moves & Special Orders		x	
Warehouse Facility Maintenance - General upkeep of warehouse area, rotating of stock, recycling of paper, etc....			x

TROY SCHOOL DISTRICT
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ATTACHMENT B-4

Break Work - Day/Afternoon Shifts

Task	As Needed					Daily			Weekly			Monthly			Annually			Upon Request		
Hard Surface Floors – Stripping and Waxing – 1/3 to be stripped every year, all VCT & Terrazzo to be waxed annually (Entries, Hallways, Classrooms, etc...)																	X			
Carpet Spot Cleaning and Extracting - All Carpeted Areas																	X			
Hard Tile/Scrubbed & Cleaned (Pressure Washer or Sani-Steam - All horizontal and vertical surfaces (Restrooms, locker rooms, pool decks, etc..)																	X			
Vertical & Horizontal Surfaces – Thoroughly Cleaned & Scrubbed																	X			
Synthetic Flooring - Cleaned & Scrubbed																	X			
Bases/Scrubbed & Cleaned - All vinyl, ceramic, and glazed block.																	X			
Clean Windows – Interior and Exterior																	X			
Thorough, Detail Cleaning – Classrooms, Offices, Media Centers, Conference Rooms (all educational spaces)																	X			
Lighting - Cleaning, Bulb Changes, Light Maintenance																	X			
Lockers – Hallways and Locker Rooms (clean inside and out)																	X			
Gym Floors/Stages (wood)- Screen, Tack & Refinish - per district schedule																	X			
Gym Floors (synthetic) - all synthetic surfaces to be thoroughly cleaned & scrubbed																	X			
Gym Dusting - all gyms to be blown down from top to bottom																	X			
Grease & Clay Traps - Cleaned annually																	X			
Building Maintenance & HVAC Systems - Filter Changes, Cleaning & Light Maintenance																	X			
Moves & Furniture Installation - As directed																	X			
Playgrounds - Asssit with safety surfacing management																	X			

This list is not intended to be all inclusive but rather to provide the general guidelines that outline the work expected in these areas for the services.

TROY SCHOOL DISTRICT
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ATTACHMENT B-5

Gymnasium Floor Refinishing

Location	Year Installed	Dimension L x W	Square Footage	Ceiling Height	Last Recoat	Quantity of Finish	Recoat Schedule	Notes:
Athens Main	1975		12318	35'	2015	25 gallons	Spring 2016	KSS 1907 Used Spring 2015
Athens Auxiliary	1999		16458	36'	2015	45 gallons	Summer 2016	KSS Icon Epoxy
Troy Main	1992		17,696	36'	2015	43 gallons	Summer 2016	
Troy Auxiliary	1992		9,701	35'	2015	15 gallons	Spring 2016	
I.A.E.	1954		5015	24'	2009	13 gallons	Winter 2017	
I.A.E. Stage			860				As Needed	
Baker	2007				2015		Summer 2016	
Boulton	1998		9,127	26'	2014	16 gallons	Winter 2017	
Larson	1975		9,127	26'	2010	25 gallons	Winter 2017	
Smith	1967		5,798	24'	2015	15 gallons	Spring 2017	Sanded down & Repaint 2015
Smith Stage			885			4 gallons	As Needed	
Barnard	1997		2,461	19'				Synthetic
Barnard Stage			1,263				Annual	Rubberized- Synthta/seal
Bemis	1997		2,488	19'				Synthetic
Bemis Stage			1,245				Annual	Rubberized- Synthta/seal
Costello	1972		3,001	19'	2011	8 gallons	Winter 2018	
Hamilton	1997		2,470	19'				Synthetic
Hamilton Stage			1,245				Annual	Rubberized- Synthta/seal
Hill	1967		2,414	18'	2012	7 gallons	Summer 2017	
Leonard	1960-67		2,391	17'				Synthetic
Martell	1972		2,600	19'	2011	8 gallons	Winter 2018	
Morse	1994		2,622	20'	2012	6 gallons	Summer 2017	KSS Icon Epoxy
Schroeder	1993		2,622	20'	2015	7 gallons	Summer 2018	
Troy Union	1995		2,644	20'	2011	7-8 gallons	Spring 2016	
Wass	1997		2,490	19'				Synthetic
Wass Stage			1,245				Annual	Rubberized- Synthta/seal
Wattles Café	1967,77		2,438	18'	2009	5 gallons	Summer 2015	
Wattles Gym	1967,77		2,877	19'			Annual	
Wattles Stage			1,634				Annual	Rubberized- Synthta/seal
Niles			2,162	19'			Annual	Linoleum- Vectra

Note: **Wood Floor**

1. High Schools and Middle Schools done annually. Elementary Schools every 3 years.
2. All facilities should follow a regular burnishing schedule of 6 months

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ATTACHMENT C

TROY SCHOOL DISTRICT
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ATTACHMENT C-1

FTE Staffing Chart- Custodial Operations

Athens High <u>Day Lead</u> 6:00am- 2:30pm 1 FTE Custodian 10:30am- 7:00pm <u>Night Lead</u> 2:30pm- 11:00pm *5 FTE Custodian – 3:00-11:30 3 FTE Custodian - 6:00pm- 2:30am	Management Staff Contract Manager- 1 FTE Day Supervisor/Trainer/Support- 2 FTE Night Zone Supervisor- 3 FTE Project/ Floor Tech. – 3 FTE	Troy High <u>Day Lead</u> 6:00am – 2:30pm 1 FTE Custodian 10:30am- 7:00pm <u>Night Lead</u> 2:30pm- 11:00pm *5 FTE Custodian 3:00pm- 11:30pm 3 FTE Custodian 6:00pm- 2:30am	
Baker Middle <u>Day Lead</u> 6:00am- 2:30pm 1 FTE Cust. 6:30am – 3:00pm <u>Night Lead</u> 3:00pm – 11:30pm 1 FTE Cust. 3:00pm – 11:30pm	Boulan Park Middle <u>Day Lead</u> 6:00am- 2:30pm 1 FTE Cust. 6:30am – 3:00pm <u>Night Lead</u> 3:00pm – 11:30pm 1 FTE Cust. 3:00pm – 11:30pm	Larson Middle <u>Day Lead</u> 6:00am- 2:30pm 1 FTE Cust. 6:30am – 3:00pm <u>Night Lead</u> 3:00pm – 11:30pm 1 FTE Cust. 3:00pm – 11:30pm	Smith Middle <u>Day Lead</u> 6:00am- 2:30pm 1 FTE Cust. 6:30am – 3:00pm <u>Night Lead</u> 3:00pm – 11:30pm 1 FTE Cust. 3:00pm – 11:30pm
Barnard Elementary <u>Day Lead</u> 6:30am- 3:00pm 1 FTE Cust. 3:00pm- 11:30pm .5 SPLIT Cust 3:00pm- 11:30pm	Bemis Elementary <u>Day Lead</u> 6:30am- 3:00pm 1 FTE Cust. 3:00pm- 11:30pm .5 SPLIT Cust 3:00pm- 11:30pm	Costello Elementary <u>Day Lead</u> 6:30am- 3:00pm 1 FTE Cust. 3:00pm- 11:30pm .5 SPLIT Cust 3:00pm-11:30pm	Hamilton Elementary <u>Day Lead</u> 6:30am- 3:00pm 1 FTE Cust. 3:00pm- 11:30pm .5 SPLIT Cust 3:00pm- 11:30pm
Hill Elementary <u>Day Lead</u> 6:30am- 3:00pm 1 FTE Cust. 3:00pm- 11:30pm .5 SPLIT Cust 3:00pm- 11:30pm	Leonard Elementary <u>Day Lead</u> 6:30am- 3:00pm 1 FTE Cust. 3:00pm- 11:30pm .5 SPLIT Cust 3:00pm- 11:30pm	Martell Elementary <u>Day Lead</u> 6:30am- 3:00pm 1 FTE Cust. 3:00pm- 11:30pm .5 SPLIT Cust 3:00pm-11:30pm	Morse Elementary <u>Day Lead</u> 6:30am- 3:00pm 1 FTE Cust. 3:00pm- 11:30pm .5 SPLIT Cust.3:00pm- 11:30pm
Schroeder Elementary <u>Day Lead</u> 6:30am- 3:00pm 1 FTE Cust. 3:00pm- 11:30pm *1- .5 Cust 6:00pm- 10:00pm	Troy Union Elementary <u>Day Lead</u> 6:30am- 3:00pm 1 FTE Cust. 3:00pm- 11:30pm *1 -.5 Cust 6:00pm- 10:00pm	Wass Elementary <u>Day Lead</u> 6:30am- 3:00pm 1 FTE Cust. 3:00pm- 11:30pm .5 SPLIT Cust 3:00pm-11:30pm	Wattles Elementary <u>Day Lead</u> 6:30am- 3:00pm 1 FTE Cust. 3:00pm- 11:30pm .5 SPLIT Cust 3:00pm- 11:30pm
International Academy <u>Day Lead</u> 6:30am-3:00pm <u>Night Lead</u> 3:00pm- 11:30pm 1 FTE 3:00pm- 11:30pm	Central / Service / Transportation / Rankin Day Lead 6:00am- 2:30pm 1 FTE 2:30pm- 11:00:pm .5 SPLIT 2:30pm- 11:00pm (Niles Split)		Niles Center <u>Day Lead</u> 6:30am -3:00pm 1 FTE 3:00pm- 11:30pm .5 FTE 3:00pm- 11:30pm

Total FTE Summary - 85 Employees

*Custodial coverage at Troy High and Athens is from 6am to 2:30am Monday through Friday, with one (1) FTE shift on Saturday from 7am to 3:30pm.
* Troy Union and Schroeder Elementary both utilize one 4-hour shift that provides coverage from 6 pm to 10 pm Monday through Friday.

TROY SCHOOL DISTRICT
REQUEST FOR PROPOSALS
FOR
CUSTODIAL AND GROUNDS SERVICES

ATTACHMENT C-2

General Expectations for Custodial & Grounds Services

1. Contract Manager

- a. Supervise the day to day operations of all personnel assigned to Troy School District's custodial services.
- b. Highly professional, motivated and have excellent communication skills. These traits should be expected from all personnel assigned to Troy School District.
- c. Provide support for all emergencies that require custodial staff as provided in General Duty Task Chart.
- d. Address facility user requests, and handle discrepancies as they arise.
- e. Perform monthly evaluations at each Facility, along with meeting with all building administrators on a monthly basis.
- f. Schedule personnel for all tasks and assignments, weekend activities, and all other duties outlined in RFP and the Contract.

2. Day Supervisor/ Trainer/ Night Zone Supervisors

- a. Responsible for training Contractor custodial personnel, evaluate their performance and completing monthly inspections of the facilities.
- b. Provide support for all emergencies that require custodial services as outlined in the General Duty Task Chart.
- c. CPO Certification required on both day and afternoon shifts.

3. Project/ Floor Tech

- a. Responsible for the upkeep and maintenance of terrazzo, VCT, and synthetic flooring systems as part of the overall flooring maintenance program.
- b. Responsible for regular scheduled deep cleanings of all restrooms as instructed by the district.
- c. Provide assistance in any project or need as requested by Troy School District.

4. Custodial Personnel

- a. All Custodial personnel should have knowledge of all aspects of housekeeping methods, cleaning equipment and materials.
- b. The custodial personnel assigned to each facility should be self-motivated, professional and courteous to the students, staff and community.
- c. Custodial Day shift personnel at the elementary level will be responsible for work orders and communications with the building administrator. At all secondary buildings both the lead Day and Night personnel will need to support this role.
- d. All custodians are required to maintain a high level of service and meet all expectations of Troy School Districts standards.
- e. All Custodial Services must complete all tasks outlined in the General Duty Task Chart.
- f. The contractor will be responsible for having sub custodians available to ensure all custodial assignments at the schools and support buildings are covered scheduled absences (vacation days, personal time off, extended sick leave, etc).

- g. Contractor personnel will need to provide support for special events, emergency services as requested by Troy School District. Contractor must provide support personnel in addition to required sub custodians.

This document is only intended to provide a summary of the expectations that Troy School District has regarding the various anticipated personnel categories who will be performing services.

TROY SCHOOL DISTRICT
REQUEST FOR PROPOSALS
FOR
CUSTODIAL AND GROUNDS SERVICES

ATTACHMENT C-3

Troy School District Grounds & Warehouse Positions

Current Grounds Personnel

Grounds Supervisor - 1 FTE (6:00am - 2:30pm)
Grounds Crew - 3 FTE (6:00am - 2:30pm)
Grounds Crew - Seasonal 2 FTE (6:00am - 2:30pm) April 1 - October 31

Current Warehouse Personnel

Warehouse/Mail - 1 FTE (7:00am - 3:30pm)

Current Tasks and Duties Information

1. Grounds Supervisor

- a. Supervise the day to day operations of the grounds department and personnel assigned to the Troy School District contract.
- b. Responsible for training personnel, evaluating their performance and performing weekly inspections of the high school operations.
- c. Provide support for all emergencies that require grounds personnel services.
- d. Handle work orders, material purchases authorized by the School District's Director of Facility Operations, and all other duties outlined in the **Grounds General Duties & Maintenance Program**.

2. Grounds Crew

- a. The grounds crew is responsible for maintaining the natural and artificial turf at both high schools, in addition to the upkeep and marking of all sport fields, as assigned by the Grounds Supervisor, and all other duties outlined in the Grounds General Duties & Maintenance Program.
- b. These individuals will be responsible for snow removal at designated schools (parking lots, walkways, etc.) during the winter months, and will provide support at other locations within the School District if heavy equipment is required, snow removal for weekend activities or emergency situations arise.

3. Warehouse Driver

- a. This individual is responsible for picking up and delivering the internal mail from all School District Facilities, filling and delivering warehouse orders, transporting boxes and furniture as assigned.
- b. Monday, Tuesday, Wednesday and Fridays are pickup/delivery days for internal mail and small warehouse orders. Thursday is normally for large warehouse orders, special pickups and deliveries. During break periods, the schedule and duties will be modified to meet School District needs.
- c. The warehouse driver is also responsible for receiving/unloading bulk deliveries, UPS and Fed-Ex shipments and maintaining the warehouse facility (general cleaning, organization and equipment upkeep).
- d. This position does not handle any currency as part of their responsibilities.

This list is not intended to be all inclusive but rather to provide the general guidelines that outline the work expected in these areas for the services.

TROY SCHOOL DISTRICT
REQUEST FOR PROPOSALS
FOR
CUSTODIAL AND GROUNDS SERVICES

ATTACHMENT D

TROY SCHOOL DISTRICT
REQUEST FOR PROPOSALS
FOR
CUSTODIAL AND GROUNDS SERVICES

ATTACHMENT D-1

Barnard Elementary

Description	Brand Name	Serial Number	Model Number	TSD Number
1260 Carpet Extractor	Tennant	100055-10292783	1000552	57043
2 Wheel Hand Truck	Magliner		Type U	
20" Floor Scrubber	Clarke	6342	C20	
3090 Backpack Vacuum	Tennant	20603423	M3090270	57042
4 Wheel Flatbed Cart	Rubbermaid		4441	
4 Wheel Flatbed Cart	Rubbermaid			
4Gl. Electric Air Compressor	Campbell/Hausfield	L8/14/2001-00317	WL504310AJ	
6ft Fiberglass Ladder	Werner		F1A06	PTO
6ft. Fiberglass Step Ladder	Michigan Ladder Co.	100-AT01-D-380700	372006 TYPE1AA	
8ft Fiberglass Step Ladder	Werner			
Auto Scrubber T3-20" F.A.S.T.	Tennant	900094 10288884	9000946	57041
Canister Vacuum	Numatic	972805174	NVQ380 B	
Canister Vacuum	Tennant	10402637	3400	
Carpet Extractor	Windsor	1000024136	ADM8	
Desk Mover	Raymond Products			
Electrical Tester	Fluke	87070052	T5 600	
One Man Lift	Hijacker			
Scaffold				
Snow Blower	Honda	SZBE 1030564	HS724	50592
Wet/Dry Vacuum	Clarke	ZE2181	Summit 16	

Bemis Elementary

Description	Brand Name	Serial Number	Model Number	TSD Number
1260 Carpet Extractor	Tennant	100055 10292527	1000552	57116
2 Wheel Hand Truck	Magliner			
2 Wheel Hand Truck	Hardwheel			
20" Floor Scrubber	Clarke	AA0709	C2K20	
20" High Speed Burnisher	NSS	525234A	20C	00849
3090 Backpack Vacuum	Tennant	20603425	M30902704	57117
4 Wheel Flatbed Cart	Generic			
4 Wheel Flatbed Cart	Generic			
4ft Fiberglass Step Ladder	Michigan Ladder Co.	100-AT01-T-362850	372004 XHD	
4Gl. Electric Air Compressor	Campbell/Hausfield	L8/14/2001-00321	WL504310AJ	
6ft Fiberglass Step Ladder	Wagner			
6ft. Fiberglass Step Ladder	Michigan Ladder Co.	100-AT02-T-344508	372006 TYPE1AA	
8ft Fiberglass Ladder	Louisville			
Auto Scrubber T3-20" F.A.S.T.	Tennant	900094 10288444	9000946	57118
*Trainable Dolly System	Rubbermaid			
Canister Vacuum	Pig-NSS		M-1	
Canister Vacuum	Tennant	61078210 402618	3400	
Canister Vacuum	Tennant	00002307203	3400	
Carpet Extractor	Windsor	1000024138	ADM8	
Cherry Picker Lift	Highjacker	40121	NJ-15M	
Desk Mover w/Extension	Wesco	TSD 002	242156	
Electrical Tester	Fluke	87070053	T5 600	
Snow Blower	Honda	SZBF-1020219	HS1132TAS	57051
Snow Blower	John Deere	M0TR26A140179	TRS 26	19036
Wet/Dry Vacuum	Clarke	XG2015	Summit 16	
Wet/Dry Vacuum	Haco			

Costello Elementary

Description	Brand Name	Serial Number	Model Number	TSD Number
1260 Carpet Extractor	Tennant	100055-10292784	1000552	57045
2 Wheel Hand truck	Magliner			
2 Wheel Hand truck	Dayton		6W048	
20" Floor Burnisher	NSS	525234A	1500	
20" Floor Scrubber	Clarke	162973	C20/1260	
4 Wheel Flatbed Cart	Rubbermaid			
4 Wheel Flatbed Cart	Rubbermaid			
4Gl. Electric Air Compressor	Campbell/Hausfield	L8/14/2001-00323	WL504310AJ	
6ft. Fiberglass Step Ladder	Michigan Ladder Co.	100-AT02-T-344507	372006 TYPE1AA	
8ft Fiberglass Step Ladder	Werner			
Auto Scrubber T3-20" F.A.S.T.	Tennant	900094-10289170	9000946	57044
Bench Grinder	Ryobi	W010 5 07896	BCH615	
Canister Vacuum	Tennant	10402623	3400	
Canister Vacuum	PIG-NSS	101042B51018TTE	M-1	
Carpet Extractor	Admiral	1000024135	ADM8	18034
Desk Mover	Raymond Products			
Electrical Tester	Fluke	87070055	T5 600	
Snow Blower	Honda	1170201	HS928	60054
Snow Blower	Honda	SZBG 6075200	HS520A	
Upright Vacuum	Tennant	108265	614218(3220)	
Wet Dry Vacuum	NSS	080808A	C0H1450P	

Hamilton Elementary

Description	Brand Name	Serial Number	Model Number	TSD Number
10ft Fiberglass Ext. Ladder	National Ladder		D70120-2	
1260 Carpet Extractor	Tennant	100055-90291883	1000552	57050
2 Wheel Hand Truck	Magliner			
20" Floor Scrubber	Tennant	801 3501949	801350	50466
3090 Backpack Vacuum	Tennant	20603427	M30902704	57048
3520 15gl. Wet/Dry Vacuum	Tennant	607674-10293919	607674	57049
4 Wheel Flatbed Cart				
4 Wheel Flatbed Cart				
4ft Fiberglass Step Ladder	National Ladder		7204 TYPE1AA	
4Gl. Electric Air Compressor	Campbell/Hausfield	L7/30/2001-00358	WL504310AJ	
6ft Fiberglass Step Ladder	National Ladder		7206 TYPE 1AA	
6ft. Fiberglass Step Ladder	Michigan Ladder Co.	100-AT02-T-343589	372006 TYPE1AA	
8ft Fiberglass Step Ladder	National Ladder		7208 TYPE 1AA	
Auto Scrubber T3-20" F.A.S.T.	Tennant	900094 10290254	9000946	57047
Bench Grinder	Ryobi	W010 5 07896	BCH615	
Canister Vacuum	Numatic		NV380	
Canister Vacuum	Tennant	00001917103	3400	
Canister Vacuum	Tennant	10402625	3400	
Carpet Extractor	Windsor	1000024134	ADM8	
Desk Mover	Raymond Products			
Electrical Tester	Fluke	87070051	T5 600	
Scaffolding				
Snow Blower	Honda	SZAS-1154828	HS928	57380

Hill Elementary

Description	Brand Name	Serial Number	Model Number	TSD Number
1260 Carpet Extractor	Tennant	100055 10292772	1000552	57078
16ft. Extension Ladder	Michigan Ladder Co.	130-AT01-D-80484	387116 TYPE1AA	
2 Wheel Hand Truck	Magliner			
20" Floor Scrubber	Clarke	2000C-1001	C-2000	
20" High Speed Burnisher	Baldor-Hawk	0140014501	HP1520-2MDC	
3090 Backpack Vacuum	Tennant	20603437	M3090270	57079
4 Wheel Flatbed Cart	Rubbermaid		4441	
4G1. Electric Air Compressor	Campbell/Hausfield	L7/30/2001-00362	WL504310AJ	
6ft. Fiberglass Step Ladder	Michigan Ladder Co.	100-AT01-D-380705	372006 TYPE1AA	
8ft Fiberglass Ladder	Louisville			
8ft Fiberglass Ladder	Werner			
Auto Scrubber T3-20" F.A.S.T.	Tennant	9000946-10225546	9000946	50936
Bench Grinder	Ryobi	W010 5 07896	BCH615	
Canister Vacuum	PIG-NSS	?	M-1	
Canister Vacuum	Tennant	10402636	3400	
Canister Vacuum	Tennant	00004626202	3400	
Desk Mover	Raymond Products			
Electrical Tester	Fluke	87070056	T5 600	
Scaffold				
Snow Blower	John Deere	MOTR213183064	TRS21	
Snow Blower	Honda	SZBE 1034267	HS724	50816
Wet Dry Vacuum	Clarke	AB2077	Summit 12	
Wet Dry Vacuum	Clarke	02113A-4	Summit 16	19103

Leonard Elementary

Description	Brand Name	Serial Number	Model Number	TSD Number
1260 Carpet Extractor	Tennant	100055 10292523	1000552	57114
12ft Fiberglass Ext Ladder	National Ladder			
12ft Fiberglass Step Ladder	Werner	31751 01159	T7412	
2 Wheel Hand Truck				
20" Floor Scrubber	Tennant	8013644152	2150	
3090 Backpack Vacuum	Tennant	206034239	M30902704	57115
3560 Wet/Dry Vacuum	Tennant	607618-10138857	607618	57030
4 Wheel Platform Cart	Magliner			
4Gl. Electric Air Compressor	Campbell/Hausfield	L8/14/2001-00315	WL504310AJ	
6ft. Fiberglass Step Ladder	Michigan Ladder Co.	100-AT02-T-343587	372006 TYPE1AA	
8ft Fiberglass Step Ladder	Werner			
8ft. Fiberglass Step Ladder	Michigan Ladder Co.	100-AT01-T-367196	372008 TYPE1AA	
Auto Scrubber T3-20" F.A.S.T.	Tennant	900094 10288445	9000946	57113
Canister Vacuum	Tennant	00001925103	3400	
Canister Vacuum	Tennant	20503594	3400	
Desk Mover	Raymond Products			
Electrical Tester	Fluke	87070543	T5 600	
Snow Blower	Honda	1170205	HS928	60055
Wet/Dry Vacuum	Clarke			

Martell Elementary

Description	Brand Name	Serial Number	Model Number	TSD Number
1260 Carpet Extractor	Tennant	100055-10292525	1000552	57075
12ft Extension Ladder	Werner			
12ft Fiberglass Step Ladder	Werner			
2 Wheel Hand Truck	Magliner			
2 Wheel Hand Truck	Generic			
20" Floor Scrubber	Tornado	54808F15897	20C	
20" High Speed Burnisher	Hawk(Smith)	0140014502	HP1520-2M06	
3090 Backpack Vacuum	Tennant	20603439	M30902704	57077
4 Wheel Flatbed Cart				
4ft. Fiberglass Step Ladder	Michigan Ladder Co.	100-AT09-D-279720	372004 TYPE1AA	
4Gl. Electric Air Compressor	Campbell/Hausfield	L8/14/2001-00324	WL504310AJ	
6ft. Fiberglass Step Ladder	Michigan Ladder Co.	100-AT02-T-344516	372006 TYPE1AA	
8ft. Fiberglass Step Ladder	Werner			
Auto Scrubber T3-20" F.A.S.T.	Tennant	90000946 10289176	9000946	57076
Canister Vacuum	PIG-NSS	01042B	M-1	
Canister Vacuum	Tennant	1431102	3400	
Canister Vacuum	Tennant	900275600000603	V-5	57390
Canister Vacuum	Numatic		NV308	
Carpet Extractor	Windsor	1000024143	ADM8	19195
Desk Mover	Raymond Products			
Electrical Tester	Fluke	87070548	T5 600	
Snow Blower	Honda	SZBE1035134	HS724WA	50817
Upright Vacuum	Windsor Versamatic			
Wet/Dry Vacuum	Viper	18WD00532	18WD	
Wet/Dry Vacuum	Hoover	58900003718	58900-16 Gallon	

Morse Elementary

Description	Brand Name	Serial Number	Model Number	TSD Number
1260 Carpet Extractor	Tennant	100055-10292785	1000552	57061
2 Wheel Hand Truck				
20" Floor Scrubber	Tornado	8480BAP5581	20C	19126
20" High Speed Burnisher	Hawk	014001504	HP1520-2MDC	
3090 Backpack Vacuum	Tennant	20603428	M3090270	57059
4 Wheeled Flatbed Cart	Rubbermaid			PTO
4 Wheeled Flatbed Cart	Lockwood			PTO
4Gl. Electric Air Compressor	Campbell/Hausfield		WL504310AJ	
6ft Fiberglass Step Ladder	Werner		FS2506	
6ft. Fiberglass Step Ladder	Michigan Ladder Co.	100-AT02-T-344513	372006 TYPE1AA	
8ft Aluminum Extension ladder	Spartan			
8ft Fiberglass Step Ladder	Louisville			
8ft Fiberglass Step Ladder	Michigan Ladder Co.	100-AT07-T-399384	372008 TYPE1AA	
Auto Scrubber T3-20" F.A.S.T.	Tennant	900094 10289171	9000946	57060
Canister Vacuum	PIG-NSS	10142B5001AT5	M1	
Canister Vacuum	Tennant	1938103	3400	
Canister Vacuum	Tennant	1929103	3400	
Desk Mover	Raymond Products		2005	
Electrical Tester	Fluke	87070547	T5 600	
Snow Thrower	Honda	SZBE-1039773	HS728	57381
Vacuum-Upright	Windsor	L10008669	VSP14	
Wet-Dry Vacuum	Clarke	AB2076	Summit 12	
Wet-Dry Vacuum	NSS	49R59762	Ranger 1450P	

Schroeder Elementary

Description	Brand Name	Serial Number	Model Number	TSD Number
1260 Carpet Extractor	Tennant	100055-10243783	1000552	57062
2 Wheel Hand Truck	Magliner			
20 " Floor Scrubber	Tennant	8013644154	2150	
3090 Backpack Vacuum	Tennant	10703786	M3090270	57371
4 Wheel Flatbed Cart	Dayton		3W078B	
4 Wheel Flatbed Cart				
4G1. Portable Air Compressor	Campbell/Hausfield	L8/14/2001-00320	WL504310AJ	
4ft Fiberglass Step Ladder	Michigan Ladder Co.	100-AT07-D-414126	372004 XHD	
6ft Fiberglass Step Ladder	Michigan Ladder Co.	100-AT02-T-344506	372006 TYPE1AA	
8ft Fiberglass Step Ladder	Werner			
Auto Scrubber T3-20" F.A.S.T.	Tennant	900094-10253259	9000946	51024
Bench Grinder	Ryobi	W0106 04863	BGH615	
Canister Vacuum	PIG-NSS	101042B-5101ATG	M-1	
Canister Vacuum	Tennant	40604673	3400	
Canister Vacuum	Pacific-Steamex	11460	PAC-E-BV	
Desk Mover	Raymond Products			
Electrical Tester	Fluke	87070546	T5 600	
High Speed Burnisher	Hawk	0140014503	HP1520-2MDC	
Scaffolding				
Snow Blower	Honda	SZBE 1030562	HS724WA	50595
Snow Blower	John Deere	MOTR21A120939	TRS21	03471
Wet-Dry Vacuum	Clarke	AB2074	Summit 12	
Wet-Dry Vacuum	Clarke	TG2175	Summit 16	

Troy Union Elementary

Description	Brand Name	Serial Number	Model Number	TSD Number
1260 Carpet Extractor	Tennant	100055 10292774	1000552	57065
2 Wheel Hand Truck	Magliner			
20" Floor Scrubber	Clarke			
3090 Backpack Vacuum	Tennant	20603442	M30902704	57066
3520 15gl.Wet Dry / Vacuum	Tennant	607674-10226823	607674	50939
4 Wheel Flatbed Cart	Rubbermaid			
4ft Fiberglass Step Ladder	Werner			
4ft Fiberglass Step Ladder	Michigan Ladder Co.	100-AT09-D-279719	372004 TYPE1AA	
4Gl. Electric Air Compressor	Campbell/Hausfield	L8/14/2001-00325	WL504310AJ	
6ft Fiberglass Step Ladder	Werner		T7406	
6ft Fiberglass Step Ladder	Michigan Ladder Co.	100-AT02-T-344515	372006 TYPE1AA	
8ft. Fiberglass Step Ladder	Michigan Ladder Co.	100-AT07-T-399387	372008 TYPE1AA	
Auto Scrubber T3-20" F.A.S.T.	Tennant	10288448	9000946	57064
Bench Grinder	Ryobi		7065	
*Trainable Dolly System	Rubbermaid			
Canister Vacuum	NSS	101042B5101AMD	M-1	
Canister Vacuum	Tennant	1924103	3400	
Canister Vacuum	Tennant	9002756-00000600	9002756	57391
Custodial Cart	Continental			
Desk Mover	Raymond Products			
Electrical Tester	Fluke	87070542	T5 600	
17"Floor Scrubber	Tennant	900181-10350573	F5	57337
Snow Blower	Honda	SZBE 1033552	HS724	50792
Snow Blower	Deere	MOTR21A210292	TRS21	

Wass Elementary

Description	Brand Name	Serial Number	Model Number	TSD Number
1260 Carpet Extractor	Tennant	100055 10291655	1000552	57112
2 Wheel Hand Truck				
2 Wheel Hand Truck				
20" Floor Burnisher	Clarke	UH3710	US2000	
20" Floor Scrubber	Clarke	2066-345	C-20	
3090 Backpack Vacuum	Tennant	20603438	M30902704	57111
4 Wheel Flatbed Cart	Rubbermaid BigMac			
4 Wheel Flatbed Cart	Rubbermaid BigMac			
4ft Fiberglass Step Ladder	Michigan Ladder Co.	100-AT01-T-362851	372004 XHD	
6ft Fiberglass Step Ladder	Louisville			
6ft Fiberglass Step Ladder	Michigan Ladder Co.	100-AT02-T-344509	372006 TYPE1AA	
8ft Fiberglass Step Ladder	Louisville			
Auto Scrubber T3-20" F.A.S.T.	Tennant	900094-10246791	9000946	51023
Canister Vacuum	Tennant	00001930103	3400	
Carpet Extractor	Admiral	1000024139	AMA-8	
Chain Saw	Poulan	0312D200337-6	2055-SC	PTO
Cherry Picker Lift	Highjacker			02368
Desk Mover	Raymond Products			
Electrical Tester	Fluke	87070060	T5 600	
Scaffold				
Snow Blower	Honda	1175707	HS928WAS	60056
Wet Dry Vacuum	Clarke	AB2080	Summit 12	

Wattles Elementary

Description	Brand Name	Serial Number	Model Number	TSD Number
1260 Carpet Extractor	Tennant	100055 10292526	1000552	57101
Rotary Mower	Honda	6371267	HRS21635DA	57345
12ft Fiberglass Step Ladder	Louisville	51751 03354	6310X	
2 Wheel Hand Truck				
2 Wheel Hand Truck	Magliner		Gemini Sr.	
20" Floor Scrubber	Clarke		20C	
2370 High Speed Burnisher	Tennant	100015-1015199	1000151	50471
3090 Backpack Vacuum	Tennant	20603440	M3090270	57100
4 Wheel Flatbed Cart	Rubbermaid			
4Gl. Electric Air Compressor	Campbell/Hausfield	L8/14/2001-00816	WL504310AJ	
6ft Fiberglass Step Ladder	Louisville		FP1004	
6ft Fiberglass Step Ladder	Michigan Ladder Co.	100-AT02-T-344505	372006 TYPE1AA	
8ft Fiberglass Step Ladder	Michigan Ladder Co.	100-AT07-T-399388	372008 TYPE1AA	
Auto Scrubber T3-20" F.A.S.T.	Tennant	10288887	9000946	57099
Bench Grinder	Ryobi	W0105 08076	BGH615	
Canister Vacuum	Tennant	00001933103	3400	
Canister Vacuum	Tennant	10402626	3400	
Canister Vacuum	PIG-NSS	101042B5001ATFE	M-1	
Carpet Extractor	Windsor	1000023835	ADM8	
Desk Mover	Raymond Products			
Electrical Tester	Fluke	87070061	T5 600	
Snow Blower	Honda	SZAS 1138686	HS928WA	50655
Wet-Dry Vacuum	Clarke	AB2078	Summit 125Q	
Wet-Dry Vacuum	Clarke	TMD503836	Tailor Mate	

Baker Middle School

Description	Brand Name	Serial Number	Model Number	TSD Number
1260 Carpet Extractor	Tennant	100055 10358834	1260	57376
10ft Fiberglass Step Ladder	Michigan Ladder Co.	110-AT09-D-9859	372010 TYPE1AA	
1610 21G Ready Space Carpet	Tennant	900050-10206936	9000500	57356
2 Wheeled Hand Truck	Dayton		6W048B	
2550 Burnisher	Tennant	10354178	900353	57362
28" S8 Auto Sweep w/ Batt Pac	Tennant	260056	9001213	57375
3090 Backpack Vacuum	Tennant	10703785	M30902704	57338
3090 Backpack Vacuum	Tennant	10703794	M30902704	57339
3540 Battery Wet/Dry Vac	Tennant	10354770	607621	57364
4 Wheel Faltbed Cart	Rubbermaid		4403	
4 Wheel Faltbed Cart	Rubbermaid		4403	
4ft Fiberglass Step Ladder	Michigan Ladder Co.	100-AT09-D-279728	372004 TYPE1AA	
4Gl. Electric Air Compressor	DeWalt	0606015312	D55153	
6ft Fiberglass Step Ladder	Michigan Ladder Co.	100-AT01-D-380708	372006 TYPE1AA	
6ft Fiberglass Step Ladder	Michigan Ladder Co.	100-AT01-D-344512	372006 TYPE1AA	
750 All Surface Cleaner	Tennant	10355463	609668	57363
Auto Scrubber T3-20" F.A.S.T.	Tennant	900094-1022383	9000945	57092
Auto Scrubber T7-32" F.A.S.T.	Tennant	10353716	T-7	57373
Auto Sweeper 6100-30"RIDER	Tennant	6100-3804	M6100E	57374
Canister Vacuum	Tennant	610782-10704800	3400	57331
Canister Vacuum	Tennant	610782-10704801	3400	57332
Canister Vacuum	Tennant	610782-10704802	3400	57333
Canister Vacuum	Tennant	610782-40604679	3400	
Carpet Extractor (1180) - Heated	Tennant	607677-10356171	1180	57372
Custodial Cart (4)	Rubbermaid			
Electrical Tester	Fluke	81850320	T5 600	
17" Floor Scrub	Tennant	900181-10350365	F-5	57330
Snow Blower	Honda	HS520A	6096735	57344
Snow Blower	Honda	SFBZ-1020232	HS1132TAS	57379
Super Saddle	Genie	SS07-2850	SS	57104
Platform Lift	Genie	AWP08-60071	AWP-30s	57385

Boulan Park Middle School

Description	Brand Name	Serial Number	Model Number	TSD Number
1260 Carpet Extractor	Tennant	100055 10358836	1260	57377
17" Floor Scrubber	Hawk	0140014493	HP1517-HP	
2 Wheel Hand Truck	Magliner		Gemini Sr.	
2 Wheel Hand Truck				
20" Floor Scrubber	Clarke	XH1174	FM2000	
20" High Speed Burnisher	Hawk	0140014505	HP1520 2NDL	
2550- 20" Self Prop Burnisher	Tennant	607596 10290665	607596	57056
3090 Backpack Vacuum	Tennant	10703795	M30902704	57368
3520 15gl. Wet/Dry Vacuum	Tennant	607674 10085968	607674	50475
4 Wheel Flatbed Cart				
4ft Fiberglass Step Ladder	Michigan Ladder Co.	100-AT09-D-279723	372004 TYPE1AA	
4Gl. Electric Air Compressor	Campbell/Hausfield	L6/20/2001-02183	WL504310AJ	
6ft. Fiberglass Step Ladder	Michigan Ladder Co.	100-AT05-T-357357	372006 TYPE1AA	
6ft. Fiberglass Step Ladder	Michigan Ladder Co.	100-AT06-T-337899	372006 TYPE1AA	
750 All Surface Cleaner	Tennant	609668 10291481	609668	57057
8ft Fiberglass Step Ladder	Werner			
Auto Scrubber T3-20" STD	Tennant	10292520 DC0706	9000945	57055
Auto Scrubber T7-26" F.A.S.T.	Tennant	10292398	9000863	57053
Auto Sweeper 6100-30"RIDER	Tennant	6100-3451		57054
Canister Vacuum	Tennant	162202	3400	
Canister Vacuum	Tennant	610782-40604672	3400	
Canister Vacuum	NSS M1-PIG	1010423-5101ATTP	5101ATTP	
Canister Vacuum	Tennant	900275600000406	V-5	57388
Carpet Extractor	Windsor	96689	ADM8	
Custodial Cart	Rubbermaid			
Desk Mover	Raymond Products			
Electrical Tester	Fluke	87070064	T5 600	
Platform Lift	Genie	AWP06-52392	AWP-25S	57106
Snow Blower	Honda	SZAS 1149810	HS928	
SuperSaddle	Genie	SS07-2821	SS	57108
Wet/Dry Vacuum	Hoover	69002576		
Wet/Dry Vacuum	BP Ranger	181808A	NSS	

Larson Middle School

Description	Brand Name	Serial Number	Model Number	TSD Number
1140 Carpet Extractor	Tennant	607681 10191229	607681	50518
1260 Carpet Extractor	Tennant	1000065-10143510	1000552	50516
16" Extension Ladder				
17" Floor Scrubber	Hawk	100014492	HP1517-HD	
2 Wheel hand Truck	Magliner			
2 Wheel hand Truck	Magliner			
20" Floor Scrubber	NSS	5462012A	Maverick	
20" Floor Scrubber	Clarke	YH1172	FM2000	
2550- 20" Self Prop Burnisher	Tennant	607596 10290667	607596	57083
3090 Backpack Vacuum	Tennant	20603424	M3090270	57039
3520 15gl. Wet/Dry Vacuum	Tennant	607674-1013A639	607674	50472
4 Wheel Flat Bed Cart				
4 Wheel Flat Bed Cart				
4ft Fiberglass Step Ladder	Michigan Ladder Co.	100-AT07-D-414115	372004 XHD	
4Gl. Electric Air Compressor	Campbell/Hausfield	L8/14/2001-00322	WL504310AJ	
6ft. Fiberglass Step Ladder	Michigan Ladder Co.	100-AT02-T-344511	372006 TYPE1AA	
6ft. Fiberglass Step Ladder	Michigan Ladder Co.	100-AT01-D-380702	372006 TYPE1AA	
750 All Surface Cleaner	Tennant	609668 10291482	609668	57084
8ft Fiberglass Stap Ladder	Louisville			
8ft Fiberglass Step Ladder	Michigan Ladder Co.	100-AT07-T-399390	382008 TYPE1AA	
Auto Scrubber T3-20" STD	Tennant	10292519 DC0706	9000945	57082
Auto Scrubber T7-26" F.A.S.T.	Tennant	10292396	9000863	57081
Auto Sweeper 6100-30"RIDER	Tennant	6100-3453	M6100E	57080
Bench Grinder	Ryobi		BGH615	
Canister Vacuum	Tennant	00001939103	3400	
Canister Vacuum	Tennant	610782-10704804	3400	57335
Canister Vacuum	Tennant	1920103	3400	
Canister Vacuum	NSS	101042B	M-1	
Custodial Cart	Rubbermaid			
Desk Mover	Raymond Products			
Electrical Tester	Fluke	87070063	T5 600	
Platform Lift	Genie	AWP-55861	AWP-25S	57107
Scaffold				
Snow Blower	Honda	SZBE 1034099	HS724	50793
Snow Blower	Honda	SZBG-6054997	HS520	50653
Super Saddle	Genie	SS07-2824	SS	57109
Wet-Dry Vacuum	Clarke	XF1918	Summit 16	

Smith Middle School

Description	Brand Name	Serial Number	Model Number	TSD Number
1260 Carpet Extractor	Tennant	10292782	1000552	57036
12ft Extension Ladder	Werner	51751 01233	D 1524-2	
17" Floor Scrubber	Hawk	0140014476	HP1517-HD	
2 Wheel Hand Truck	Magliner			
2 Wheel Hand Truck	Magliner			
20" Floor Scrubber	Clarke			
2550- 20" Self Prop Burnisher	Tennant	607596 10290676	607596	57070
3090 Backpack Vacuum	Tennant	10703793	M30902704	57369
3520 15gl. Wet/Dry Vacuum	Tennant	607674-10136648	607674	50473
3540 Battery Wet/Dry Vac	Tennant	607621-10355684	607621	57367
4 Wheel Flatbed cart	Rubbermaid			
4 Wheel Flatbed cart				
4ft Fiberglass Step Ladder	Michigan Ladder Co.	100-AT07-D-414116	372004 XHD	
4Gl. Electric Air Compressor	Campbell/Hausfield	L8/14/2001-00319	WL504310AJ	
6ft. Fiberglass Step Ladder	Michigan Ladder Co.	100-AT06-T-3307905	372006 TYPE1AA	
6ft. Fiberglass Step Ladder	Michigan Ladder Co.	100-AT06-T-3307907	372006 TYPE1AA	
750 All Surface Cleaner	Tennant	609668 10291486	609668	57071
8ft Fiberglass Step Ladder	Werner			
Auto Scrubber T3-20" STD	Tennant	900094-10292122	9000945	57069
Auto Scrubber T7-32" F.A.S.T.	Tennant	10292400	9000863	57068
Auto Sweeper 6100-30"RIDER	Tennant	6100-3454	M6100E	57067
Canister Vacuum	Tennant	00001927103	3400	
Canister Vacuum	Viper	00275	MB39CV	
Canister Vacuum	Tennant	10402622		
Canister Vacuum	Tennant	900275600000405	V-5	57387
Custodial Cart	Rubbermaid			
Desk Mover	Raymond Products			
Electrical Tester	Fluke	87070185	T5 600	
Snow Blower	Honda	SZBG 6075201	HS520	
Snow Blower	Honda	1154826	HS928WAS	57058
Upright Vacuum	Windsor	M47020468	VS14	
Wet/Dry Vacuum	Clarke	AB2078	Summit 12	
Platform Lift	Genie	AWP05-56063	AWP-25S	57402

International Academy East

Description	Brand Name	Serial Number	Model Number	TSD Number
1260 Carpet Extractor	Tennant	1000552 10292776	1000552	57122
(1180) Carpet Extractor - Heated	Tennant	607678 10288737	607678	57038
12ft Wood Outdoor Ladder				
1610 21G Ready Space Carpet	Tennant	900050-10292457	9000500	57129
17" Floor Scrubber	Hawk	0140014497	HP1517-HD	
2 Wheeled Hand Truck	Magliner			
20" Floor Scrubber	NSS			17877
4 Wheel Flatbed Cart	Rubbermaid			
4 Wheel Flatbed Cart	Big Mac		4435	
4ft Fiberglass Step Ladder	Michigan Ladder Co.	100-AT01-T-372552	372004 XHD	
6ft Fiberglass Ladder	Werner		7206	
6ft Fiberglass Ladder	Louisville			
6ft Fiberglass Ladder	Michigan Ladder Co.	100-AT01-D-380703	372006 TYPE1AA	
750 All Surface Cleaner	Tennant	609668 10291487	609668	57121
8ft Fiberglass Ladder	Werner		7208	
Auto Scrubber T3-20" STD	Tennant	10292384	900945	57119
Auto Scrubber T7-26" F.A.S.T.	Tennant	10292397	9000863	57123
Auto Sweeper 6100-30"RIDER	Tennant	6100-3462	M6100E	57120
Canister Vacuum	Tennant(Larson)	00001923103	3400	
Canister Vacuum	Tennant(Costello)	30503816	3400	
Canister Vacuum	Tennant	610782-40604678	3400	
Canister Vacuum	Tennant	00001935103	3400	
Canister Vacuum	NSS	101042B5001ATE9	M-1	
Desk Mover	Raymond Products			
Electrical Tester	Fluke	87070065	T5 600	
Snow Blower	Honda	SZAS 1142004	HS928	50791
Wet-Dry Vacuum	Hoover	98800003305	Powermax3	
Wet-Dry Vacuum	Clarke	XL2050	Summit16	

Athens High School

Description	Brand Name	Serial Number	Model Number	TSD Number
JCB Telescopic Handler	LoadAll	SLP520406E1013277	520-40	57327
1140 Carpet Extractor	Tennant	607681-10131616	607681	
1260 Carpet Extractor	Tennant	1000552- 10292785	1000552	57090
1260 Carpet Extractor	Tennant	1000552-10243782	1000552	
12ft. Extension Ladder				
14" Floor Scrubber	Baldor-Hawk	F0110302125	HP1517-HD	
1530 Carpet Extractor	Tennant	614000 1036340	61400	50476
1610 Ready Space Carpet Clean	Tennant	10292857	9000500	57089
18" Floor Scrubber	Clarke			04522
2 Wheel Hand Truck	Generic			
2 Wheel Hand Truck	Magliner			
2 Wheel Hand Truck	Magliner		Gemini Sr	
2 Wheel Hand Truck	Magliner	TSD 12		
20" Floor Scrubber	NSS	596632A16842545	Mustang	
20" Floor Scrubber	Clarke			04523
20" Floor Scrubber (2150)	Tennant	801350 1950	801350	50467
2550- 20" Self Prop Burnisher	Tennant	607596 10290626	607596	57087
28" Auto Scrubber	Tennant	5680 14829	5680	50591
28" S8 Auto Sweep w/ Batt Pac	Tennant	8000054284	9001213	57085
3050 Backpack Vacuum	Tennant	607751-10257778	607751	
4 Wheel Flatbed Cart	Rubbermaid	TSD 003		
4 Wheel Flatbed Cart				
4 Wheel Flatbed Cart				
4 Wheel Flatbed Cart				
4ft Fiberglass Step Ladder	Michigan Ladder Co.	100-AT08-D-376157	372004 TYPE1AA	
4Gl. Electric Air Compressor	Campbell/Hausfield	L8/14/2001-00313	WL504310AJ	
6ft Fiberglass Ladder	Werner		6006	
6ft Fiberglass Ladder	Louisville		FS1560	
6ft Fiberglass Step Ladder	Michigan Ladder Co.	100-AT01-D-380707	372006 TYPE1AA	
6ft Fiberglass Step Ladder	Michigan Ladder Co.	100-AT02-T-344510	372006 TYPE1AA	
750 All Surface Cleaner	Tennant	609668 10291485	609668	57088
7FT Scaffolds-2				
8ft Fiberglass Ladder	Louisville			
Auto Scrubber T3-20" STD	Tennant	9000945 10224904	9000945	50819
Auto Scrubber T7-32" F.A.S.T.	Tennant	10292395	9000863	57086
Auto Sweeper 6100-30"RIDER	Tennant	6100-3452	M6100E	57091
Canister Vacuum	Tennant	00001919103	3400	
Canister Vacuum	Tennant		3400	
Canister Vacuum	Tennant	0001936103	3400	
Canister Vacuum	Tennant	0001922103	3400	
Canister Vacuum	Tennant	610782-40604677	3400	
3520 15gl. Wet/Dry Vacuum	Tennant	10293920 DC0706	607674	57031
3540 Battery Wet/Dry Vac	Tennant	10354771	607621	57365
Canister Vacuum	NSS	101042B4801SUG	M-1	
Canister Vacuum	NSS	101012B	M-1	
Canister Vacuum	NSS	1014285001ATEO	M-1	
Desk Mover	Raymond Products			
Desk Mover	Raymond Products			
4 Wheel Dolly-Red	Rubbermaid-Athens	TSD005	9T54	

EQUIPMENT INVENTORY
TROY SCHOOLS

3/1/2016

Athens High School

4 Wheel Dolly-Red	Rubbermaid-Athens	TSD004	9T54	
4 Wheel Flatbed Cart-Small	Rubbermaid-Athens	TSD008		
Electrical Tester	Fluke	87070178	T5 600	
Floor Sweeper	Eagle Power Silver	7239	TKS510ET	
Gondola Tilt Truck	Rubbermaid		1305 Standard	
Gondola Tilt Truck	Rubbermaid		1315 Standard	
Pallet Jack	Blue Giant	61103	MTS2000	
Platform Lift	Genie	AWP07-56063	AWP-36S	57102
Pool Cleaner Vacuum	Dolphin Dynamic	1002011BP04	9999393X	50815
Portable Carpet Spotter	Tennant	607715-10114593	607715	
Snow Blower	John Deere	M0826DX170805	826D	17360
Snow Blower	John Deere	M0TR21B1632748	TRS21	01869
Super Saddle	Genie	SS07-2849	SS	57105
Wet/Dry Vacuum	Viper	18WD00779	SN18WD	
Wet/Dry Vacuum	Clarke	XG201	Summit 16	

Troy High School

Description	Brand Name	Serial Number	Model Number	TSD Number
JCB Telescopic Handler	LoadAll	SLP520406E1013295	520-40	57326
1260 Carpet Extractor	Tennant	100055 10153608	1000552	
12ft Fiberglass Extension Ladder	Werner	D6324 - 2X1139	D6324 - 2	
14" Floor Scrubber	Hawk	0140014494	HP1517-HD	
1530 Carpet Extractor	Tennant	614000 10114601	614000	50477
1610 Ready Space Carpet Clean	Tennant	900050-10292455	9000500	57093
2 Wheel Hand Truck	Magliner			
2 Wheel Hand Truck	Magliner			
2 Wheel Hand Truck				
2 Wheel Hand Truck				
20" Floor Scrubber	Huntington			04803
20" Floor Scrubber	Tennant	8013644153	2150A	03419
20" Floor Scrubber	Tornado		8480	03417
20" High Speed Burnisher	General		2000 DL-1	
2550- 20" Self Prop Burnisher	Tennant	10290670	607596	57094
28" S8 Auto Sweep w/ Batt Pac	Tennant	90000 54270	9001213	57095
2ft Fiberglass Step Ladder	Werner	51751 03481	6002	
3050 Back Pac Vacuum	Tennant	607751-10257783	607751	
3520 15gl. Wet/Dry Vacuum	Tennant	607674 10136633	607674	50474
3540 Battery Wet/Dry Vac	Tennant	607621-10354268	607621	57366
4 Wheel Flatbed Cart				
4 Wheel Flatbed Cart				
4ft Fiberglass Step Ladder	Werner		5904	
4ft Fiberglass Step Ladder	Michigan Ladder Co.	100-AT09-D-279724	372004 TYPE1AA	
4Gl. Electric Air Compressor	Campbell/Hausfield	L7/30/2001-00359	WL504310AJ	
5ft Wood Ladder				
6ft Aluminum Step Ladder	Werner		356 TYPE MED.	
6ft Fiberglass Step Ladder	Werner		406 TYPE1A	
6ft Fiberglass Step Ladder	Michigan Ladder Co.	100-AT01-D-380711	372006 TYPE1AA	
6ft Fiberglass Step Ladder	Michigan Ladder Co.	100-AT01-D-380706	372006 TYPE1AA	
6ft Fiberglass Step Ladder	Michigan Ladder Co.	100-AT02-T-344514	372006 TYPE1AA	
750 All Surface Cleaner	Tennant	609668 10097977	609688	50373
8ft Fiberglass Step Ladder	Werner			
Auto Scrubber T3-20" STD	Tennant	10290345	9000945	57097
Auto Scrubber T7-32" F.A.S.T.	Tennant	10290670	9000869	57098
Auto Sweeper 6100-30" RIDER	Tennant	6100-3461	M6100E	57096
Bench Grinder	Workforce	2011200	7065	
Canister Vacuum	Tennant	10402632	3400	
Canister Vacuum	Tennant		3400	
Canister Vacuum	Tennant	00001940103	3400	
Canister Vacuum	Numatic			
Canister Vacuum	Tennant	1932103	3400	
Desk Mover	Raymond Products			
Dolphin	Dynamic Pro	103929BX16	3200	
Electrical Tester	Fluke	87070177	T5 600	
Lawn Spreader	Lesco			
Pallet Jack	Blue Giant	MTS990-61102	MTS2000	
Platform Lift	Genie	AWP07-56067	AWP-36S	57103
Portable Carpet Extractor	Tennant	607715 10114601	607715	

Troy High School

Snow Blower	John Deere	M0TR21A120751	TSR21	03470
Snow Blower	John Deere	M0826DX161463	826D	14782
Snow Blower	John Deere	M6826DX19023	826D	17481
Super Saddle	Genie	SS07-2822	SS	57110
Wet/Dry Vacuum	Clarke		16 HP	17486
Wet/Dry Vacuum	Hoover		C2079	

Niles Center

Description	Brand Name	Serial Number	Model Number	TSD Number
10ft Fiberglass Step Ladder	Werner	CV955329	T7410 TYPE1AA	
1260 Carpet Extractor	Tennant	100055-10291657	1000552	57072
2 Wheel Hand truck	Viking			
20" Floor Scrubber	Clarke			18245
3090 Backpack Vacuum	Tennant	20603430	M3090270	57074
4 Wheel Flatbed Cart-Large	Rubbermaid			TSD 14
6ft Fiberglass Step Ladder	Michigan Ladder Co.	1-AT01-D-380709	372006 TYPE1AA	
Auto Scrubber T3-20" F.A.S.T.	Tennant	900094 10289181	9000946	57073
Canister Vacuum	Tennant	1937103	3400	
Carpet Extractor	Windsor		Spirit Dual	18248
Custodial Cart	Continental			
Desk Mover	Raymond Products			
Electrical Tester	Fluke	87070137	T5 600	
Snow Blower	Honda	SZBE 1031070	HS724WA	
Wet/Dry Vacuum	Clarke	AB2079	Summit 12	

Central Office

Description	Brand Name	Serial Number	Model Number	TSD Number
2 Wheel Hand Truck	Magliner	TSD 10		
20" High Speed Burnisher	Clarke	VH 3708	US 2000	
4 Wheel Flatbed Cart				
4ft. Fiberglass Step Ladder	Michigan Ladder Co.	100-AT07-D-414118	372004 XHD	
6ft. Fiberglass Step Ladder	Werner	51751 03282	5960	
8ft Fiberglass Step Ladder	Michigan Ladder Co.	100-AT01-T-399389	372008 TYPE1AA	
Canister Vacuum	Tennant	10402628	3400	
Upright Vacuum	Tennant	107132	3120	
Electrical Tester(shared)	Fluke	97650064	T5 600	

Services Building

Description	Brand Name	Serial Number	Model Number	TSD Number
1140 Carpet Extractor	Tennant	10131516	607681	50517
1260 Carpet Extractor	Tennant	100056 10292777	1000552	
17" Floor Scrubber	Hawk	0140014495	M-HP1517 HD	
2 Wheel Hand Truck	Magliner			
20" Floor Scrubber	Tornado	8480 5885	20-1	19132
2ft Fiberglass Step Ladder	Werner	599951	6002	
3090 Backpack Vacuum	Tennant	20603426	M3090270	
3520 15gl. Wet/Dry Vacuum	Tennant	607674-10293922	DC0706	
4 Wheel Flatbed Cart				
4ft Fiberglass Step Ladder	Michigan Ladder Co.	100-AT08-D-376154	372004 TYPE1AA	
6ft Fiberglass Step Ladder	Werner	51751 01164	T6206	
8ft. Fiberglass Step Ladder	Werner	6338251	6208	
9.6V Battery Drill	DeWalt	272128	9W952	
Canister Vacuum	Tennant	1931103	3400	
Circular Saw	DeWalt	428482	DW369	
Desk Mover	Raymond Products			
Generator	Honda	EZGF 1087065	EU 3000is	
Hammer Drill	Makita	260072F	HP1621F	
Snow Blower	Honda	SZBG 6059863	HS 520A	50654
Snow Thrower	Honda	SZBG-6093563	HS520	57052
Upright Vacuum	Tennant	107122	3120	
Upright Vacuum	Windsor Versamatic	M10010495	VSP14	

Transportation

Description	Brand Name	Serial Number	Model Number	TSD Number
Snow Thrower	Honda	SZBG-6096751	HS520A	57382
Auto Scrubber	Clarke	VB3336	Vision 26TX	

TROY SCHOOL DISTRICT
REQUEST FOR PROPOSALS
FOR
CUSTODIAL AND GROUNDS SERVICES

ATTACHMENT D-2

Custodial Product Order Form

CHEMICALS: J-FILL PRODUCTS	Package	Quantity	GENERAL EQUIPMENT	Package	Quantity
CREW FLOOR/ SURFACE - Disenfectant	2/Case		American Flag	Each	
EXTRACTION SC - Carpet Extraction	2/Case		Antimicrobial Wet Mop- Medium	Each	
GLANCE - Glass Cleaner	2/Case		Antimicrobial Wet Mop-Large	Each	
GP FORWARD - General Purpose Cleaner	2/Case		Batteries- 9V	Each	
STRIDE- Neutral Cleaner	2/Case		Batteries- AA	Each	
SPITFIRE- Heavy Duty Spot Cleaner	Each		Batteries- AAA	Each	
GENERAL USE PRODUCTS			Batteries- C Cell	Each	
BETCO- UNTOUCHABLE- Hard Floor Finish	Each		Batteries- D Cell	Each	
CREW CLINGING BOWL- Bowl Cleaner	Each		Broom- Standard	Each	
CREW EMEREL- Crème Cleanser	Each		Broom- Lobby	Each	
CREW TILE & GROUT- Rejuvenator	Each		Dust Mop- 24"	Each	
DAWN- Dish Soap (Elementray Only)	Each		Dust Mop- 36"	Each	
DISTILLED WATER	Each		Dust Mop- 48"	Each	
DEEP GLOSS- Stainless Steel Cleaner	Each		Dust Mop- 72"	Each	
DUST MOP TREATMENT- Aresol Spray	Each		Dust Pan- Lobby	Each	
EASY PACKS- Neutralizer/ Conditioner	Each		Floor Scraper	Each	
GUM REMOVER	Each		Floor Scraper Blades- 4' Replacement	Each	
GREASE- Red Grease Tub	Each		Johnny Mop- Red	Each	
LEMON FRESH- Furniture Polish	Each		Johnny Mop- White	Each	
MISTY- Vandal/ Mark Remover	Each		Microfiber Dusting Rags	Each	
PURELL 5392- Hand Sanitizer	Each		Mouse Traps- Glue Boards	Each	
PRO STRIP- Floor Stripper	Each		Plunger	Each	
SURFACE DISENFACTANT- Aresol Spray	Each		Putty Knife	Each	
SYMMETRY- Green Foaming Hand Soap	6/Case		Razor Scraper - Hand Held	Each	
WASP FREEZE- Wasp and Bee Killer	Each		Razor Scraper Blades- 3' Replacement	Each	
WHITE WATER- Carpet Cleaner/ Spotter	Each		Scotch Brite - #4004 Magic Eraser	2/pkg	
UPSET- Vomit Absorbant	Each		Scotch Brite - #9030 White	Each	
ZOOM- Spout Oiler	Each		Scotch Brite- #86 Blue Heavy Duty	Each	
			Scotch Brite- #96 Green	Each	
SPRAY BOTTLES	Package	Quantity	Trash Grabber	Each	
CREW 42 - Bottle w/ Trigger	Each		Urinal Screens	Each	
GLANCE - Bottle w/ Trigger	Each		Wastebasket- Classroom 44 Quart	Each	
GP FORWARD - Bottle w/ Trigger	Each		Wax Bags	250/Case	
STRIDE - Bottle w/ Trigger	Each		Wool Dusters	Each	
REPLACEMENT - Spray Bottle Triggers	Each		FLOOR PADS	Package	Quantity
PUMP SPRAYER	Each		13" Black - 7200 Stripper	Case	
			13" Blue - 5300 Heavy Duty Scrub	Case	
GLOVES	Package	Quantity	13" Red - 5100 Light Scrub	Case	
Nitrile Disposable Gloves- Small	Box		14" Black - 7200 Stripper	Case	
Nitrile Disposable Gloves- Medium	Box		16" Blue - 5300 Heavy Duty Scrub	Case	
Nitrile Disposable Gloves- Large	Box		16" Red - 5100 Light Scrub	Case	
Nitrile Disposable Gloves- X-Large	Box		17" Black - 7200 Stripper	Case	
Rubber Gloves- Small	Each		17" Blue - 5300 Heavy Duty Scrub	Case	
Rubber Gloves- Medium	Each		17" Red - 5100 Light Scrub	Case	
Rubber Gloves- Large	Each		20" Black - 7200 Stripper	Case	
VACUUM BAGS	Package	Quantity	20" Blue - 7300 Heavy Duty Scrub	Case	
Tennant 3050 Vac Pack - #611780	10/pkg		20" Red - 5100 Light Scrub	Case	
Tennant 3090 Vac Pack - #993774	10/pkg		20" White - 3300 Burnish	Case	
Tennant 3400 Canister - #802224	10/pkg		20" High Productivity	Case	
Pro-Team Super Coach (round) - # 100331	Each		Doodle Bug Pad Holder	Each	
Pro-Team QuaterVac - # 100431	Each		Doodle Bug Pads - 8242 Blue	Case	
Pro-Team Super Coach Pro 10 # 107313	Each		Doodle Bug Pads - 8541 Brown	Case	
Exhaust Filter # 801647	5/pkg		Doodle Bug Pads - 8550 Hi Pro	Case	
			Doodle Bug Pads - 8440 White	Case	

TROY SCHOOL DISTRICT
REQUEST FOR PROPOSALS
FOR
CUSTODIAL AND GROUNDS SERVICES

ATTACHMENT E

IF THE SCHOOL DISTRICT ELECTS TO ONLY MOVE FORWARD WITH A PORTION OF THE SERVICES CONTEMPLATED HEREIN, THE CONTRACT WILL BE REVISED BY THE SCHOOL DISTRICT TO REMOVE NON-APPLICABLE SERVICES

CUSTODIAL, GROUNDS AND WAREHOUSE SERVICES CONTRACT

This **CUSTODIAL, GROUNDS AND WAREHOUSE SERVICES CONTRACT** (the "Contract") is entered into as of this _____ day of _____, 2016 (the "Effective Date") by and between **TROY SCHOOL DISTRICT**, a Michigan general powers school district, whose address is 4400 Livernois Road, Troy, Michigan 48098 (the "School District") and **[NAME OF CONTRACTOR]**, a _____, whose address is _____ (the "Contractor"). The School District and Contractor may each be referred to herein as a "Party" and collectively as the "Parties."

Recitals

A. The School District issued a Request For Proposals for Custodial, Grounds and Warehouse Services dated _____, 2016, as amended by the Addendum dated _____, 2016 (collectively the "RFP"), the purpose of which was to solicit proposals from qualified entities with the ability to deliver a turnkey solution to provide the cleaning, custodial grounds maintenance and warehouse services for the School District's Facilities as set forth in this Contract, as well as the provision of supplies, equipment and other services requested by the School District.

B. In response to the RFP, the Contractor submitted to the School District a Proposal dated _____, 2016 (the "Proposal") to provide all services contemplated by the RFP.

C. Pursuant to the terms of the RFP, the Contractor is required to enter into a written contract in accordance with the School District's written acceptance of its Proposal.

D. The Parties agree that certain terms, conditions and provisions of the RFP and the Proposal must be further clarified and that certain additional terms and conditions need to be expressly set forth by way of this Contract.

NOW THEREFORE, in consideration of the foregoing and the mutual covenants set forth herein, the Parties agree as follows:

I. RESTATEMENT CONSTITUTES THE CONTRACT

A. **Incorporation by Reference.** The object of this Contract is to formalize in one document the complete agreement between the Parties, and to do so by specifically incorporating by reference into this Contract, the RFP, all Addenda to the RFP, the Proposal and other related documents, and by including certain additional necessary or appropriate Contract terms, particularly where the Contract terms agreed to by the Parties during the RFP negotiation process do not correspond with the RFP and/or the Proposal.

B. **Order of Precedence.** The Contract Documents, which are all incorporated herein by reference, include the following:

1. This Contract, including all Attachments hereto;

2. The Contractor's Pricing Form(s);
3. The RFP; and
4. Contractor's Proposal.

To the extent that the terms and conditions of the Contract Documents are in conflict, the terms and conditions shall be interpreted in the above-referenced order from 1 to 4. However, the Parties also agree that where there is not a conflict between any of the terms and conditions contained in the above-referenced Contract Documents, all of the Contract Documents shall be binding upon both Parties, except to the extent the exceptions contained in the Contractor's Proposal are not expressly accepted by the School District in writing and incorporated into this Contract.

II. CONTRACT DURATION AND TERMINATION

- A. Initial Term.** The term of this Contract shall be for a period of three (3) years, commencing July 1, 2016 and ending June 30, 2019 (the "Initial Term").
- B. Renewal Term(s).** The School District shall have the option to extend this Contract by up to three (3) additional years on a year-to-year basis, subject to the written approval of the School District, in its sole and absolute discretion (each a "Renewal Term"). Nothing in this Contract requires the School District to exercise its option for a Renewal Term and Contractor has no expectation of a contract beyond the Initial Term, or a Renewal Term if any are exercised.
- C. Termination for Cause.** In the event the Contractor fails, at any time, to comply with, fully perform and strictly adhere to any covenant, condition or representation contained in this Contract and the other Contract Documents, whether it be performed by the Contractor, its agents or employees, the School District shall have the right to provide written notice to Contractor of such failure. If such failure is not cured to the School District's satisfaction within ten (10) days from the time of receipt of such notice, the School District shall have the right to terminate this Contract immediately without the requirement of a further written notice. Furthermore, in addition to the rights of the School District under Section III.D., if the School District must regularly request that the Contractor cure breaches of this Contract, such circumstances shall be grounds for termination of this Contract for cause, even if each breach on its own would not be material. Notwithstanding the foregoing, if any actions or inactions of the Contractor, its agents or employees, poses a serious or imminent i) threat to the health and safety of any person, or ii) loss to any real or tangible property of the School District, the School District may terminate this Contract immediately if such default is not cured by Contractor within twenty-four (24) hours of Contractor's receipt of written notice of such default. Furthermore, if Contractor becomes insolvent, or seeks protection of any bankruptcy court, the School District may immediately terminate this Contract.
- D. Termination for Convenience.** Notwithstanding Section II.C. above, the School District, on at least six (6) months advanced written notice to the Contractor, may terminate this Contract, or any portion thereof, for any reason, including convenience, without incurring any penalty, expense or liability to the Contractor

except the obligation to pay for Services actually performed under the Contract prior to the effective date of the termination.

- E. Effect of Termination.** If this Contract is terminated in accordance with any of the provisions contained herein, all rights of the Contractor under this Contract shall cease. Regardless of the basis for termination, the School District shall neither be liable to, nor obligated to pay, the Contractor for any incidental or consequential damages or lost profits, or costs incurred for Services not actually performed.

III. SCOPE OF SERVICES

The Contractor shall perform the Custodial Services, Grounds Services and Warehouse Services (all as defined herein and collectively referred to herein as the "Services") for those School District facilities set forth in **Attachment A** (each a "Facility" and collectively the "Facilities"). The Services provided by Contractor for the Facilities shall include the full scope and manner of Services as set forth in the RFP and this Contract, including the responsibility of the Contractor to provide all labor necessary to fully perform the Services at the Facilities.

- A. Scope of Custodial Services.** The Contractor shall manage and provide the Custodial Services as described in the RFP and this Contract for the Facilities listed in **Attachment A**. The Custodial Services include the manner, scope and frequency of duties/tasks set forth in **Attachment B** of this Contract, including those duties/tasks that may not be specifically described in this Contract, but are necessary to perform the Custodial Services (the "Custodial Services").
- B. Scope of Grounds Services.** The Contractor shall manage and provide the Grounds Services as described in the RFP and this Contract for the Facilities listed in **Attachment A**. The Grounds Services include the manner, scope and frequency of duties set forth in **Attachment C** of this Contract, including those duties/tasks that may not be specifically described in this Contract, but are necessary to perform the Grounds Services (the "Grounds Services").
- C. Scope of Warehouse Services.** The Contractor shall manage and provide the Warehouse Services as described in the RFP and this Contract for the Facilities listed in **Attachment A**. The Warehouse Services include the manner, scope and frequency of duties set forth in **Attachment D** of this Contract, including those duties/tasks that may not be specifically described in this Contract, but are necessary to perform the Warehouse Services (the "Warehouse Services").
- D. Standards of Services.** The Contractor shall perform all Services in a professional and workmanlike manner, utilizing trained and licensed (when legally required) personnel in accordance with the terms and conditions of this Contract. The Contractor shall re-perform any Services, at no additional cost or expense to the School District, that do not meet the quality standards of the School District or terms and conditions of this Contract. The Contractor expressly acknowledges that the Contractor's failure to perform the Services and maintain the quality, cleanliness and operational standards of the School District and this Contract, including Attachments hereto, shall be grounds for a deduction in the Contract Price and termination of part or all of this entire Contract by the

School District. It is expected that Contractor personnel are scheduled to ensure all Facilities are open and operational each day, and Contractor has assigned its personnel to provide adequate coverage and perform all required Services at all Facilities each day in accordance with this Contract, even if the School District has a "calamity" day.

- E. Services During Scheduled Breaks and Summer Vacation.** The performance of Services during the School District's scheduled breaks and summer vacation is required under this Contract and must be coordinated with the School District Liaison. The Contractor's schedule and duties must be developed with the goal of minimizing interference with any scheduled instructional or extra-curricular activities, or with contracted work being performed by others. The Contractor may utilize "team cleaning" only during any scheduled breaks and the summer vacation to address the School District's Facility usage and energy conservation initiatives, provided the School District Liaison is notified in advance. In any event, the Contractor shall not modify or reduce its staffing plan, scheduled coverage hours and/or levels of service unless otherwise consented to by the School District in writing.
- F. Snow Removal Services.** For those Facilities listed in Attachment A the Contractor shall be responsible for all routine snow and ice removal from, and application of salt/ice melt to, all parking lots, driveways, sidewalks adjacent to, and entrances of the Facilities and for those other areas listed/identified in Attachment C. When snow continues to fall, it is expected that Contractor personnel will re-clear the designated areas as needed to assure maximum safety for visitors/users of the Facilities. The Contractor agrees that if the weather and snow fall requires the Contractor to provide Custodial or Grounds Services (e.g., snow removal and/or salt application) prior to the Contractor's normal scheduled services times, these services are not at an additional charge to the School District. All necessary salt/ice melt will be procured in accordance with Section VI.A. of this Contract.
- G. Emergency Services.** The Contractor agrees to respond to any emergency requests made necessary by rain, plumbing failure, mechanical failures, leaks, accidents or as otherwise requested by the School District; 24 hours per day, 7 days per week, 365 days per year. Any Services of this nature must be pre-approved by the School District Liaison or other designated administrator on-call. Any additional charges for these Services shall be in accordance with the Emergency Rate set forth in Section V.B. of this Contract. The Contractor will be expected to answer any after-hours security calls and to respond to "after-hours" issues at the Facilities. The Contractor responses to "after hours" issues shall be at no charge to the School District. If such response is due to the acts or omissions of the Contractor or its employees or agents, there shall be no additional charges to the School District. Any invoice for these Services must include the Facility, date, area(s) affected, scope of work performed, hours expended by contract personnel, and name of person authorizing the work.
- H. Holiday Services.** Unless it is a School District-sponsored event, the Contractor is not required to provide Services on the holidays listed below; however,

Contractor employees and work crews must be scheduled in such a way as to ensure that all Facilities are clean and ready to open the next business day. If work is requested by the School District Liaison for a observed holiday listed below, the Contractor may charge the School District for these Services at the Holiday Rate provided in Section V.B. of this Contract. Except for those holidays listed below, the Contractor will be required to provide the Services in all School District Facilities during all break periods at no additional charge. The observed holidays are as follows:

New Year's Day	Good Friday	Memorial Day
Independence Day	Labor Day	Thanksgiving Day
Christmas Day		

- I. Weekend Services.** The Contract Price includes all Custodial Services for Monday through Saturday coverage at each High School Facility and Monday through Friday coverage at all other Facilities. In addition to the Contractor's normally scheduled coverage at each High School Facility, the Contractor will be required to provide additional coverage on Saturdays and/or Sundays, potentially on very short notice at all Facilities. The School District will endeavor to provide the Contractor with as much advanced notice as possible to ensure all activities and events are covered. Due to the fluctuating and limited usage of the Facilities on the weekends, except for Saturday coverage at the High School Facility, the Contractor: (i) agrees to use flex scheduling for Weekend Services for all School District-sponsored or community education events and provide this coverage at no additional charge; but (ii) may charge the School District for Weekend Services for non-school sponsored events at the Hourly Rate set forth in Section V.B. of this Contract if flex scheduling is not available, or additional coverage is requested by the School District.

IV. CONTRACTOR PERSONNEL

- A. Management Personnel.** The Contractor shall provide all personnel necessary for the efficient management of the Services, which shall consist, at a minimum, of one (1) full-time School District dedicated on-site manager (the "Contractor Manager"). The Contractor Manager will act as the Contractor's main point of contact and representative for Contractor's day-to-day performance of the Services, and will interact directly with School District Liaison on a daily basis regarding the performance of the Services. The Contractor shall provide the School District Liaison with a list of all Management Personnel, including the number for the Contractor-provided cellular telephone where Management Personnel may be reached at all times. The Contractor Manager will be the individual called from the School District's security phone. Once assigned to work under the Contract, the Contractor must provide written notification to the School District Liaison if the Contractor Manager is replaced or removed from working under this Contract by the Contractor. The Contractor Manager will be required to answer each call from the School District Liaison within thirty (30) minutes of the time the call is placed and failure to answer the call within said thirty (30) minutes will be considered non-compliance and will be subject to a

Deduction under Section XIII of this Contract. Furthermore, the Contractor Manager must:

1. Be authorized by the Contractor to act as the Contractor's agent in all communications with the School District Liaison.
2. Have full authority from the Contractor to schedule working hours, Facility staff assignments and cleaning/custodial, grounds and warehouse procedures.
3. Be able to inspect Facilities at times other than during normal working hours as necessary, and must respond to security calls for doors not being secured etc.

B. Service Personnel. It is the Contractor's responsibility to maintain the standard of cleanliness, appearance and operational functions of the Facilities specified in this Contract. Accordingly, it is the responsibility of the Contractor to provide sufficient personnel in the amounts set forth in Contractor's Pricing Form and Staffing Plan, including substitute employees, who are properly trained and licensed (when legally required) to ensure that the requirements and standards are met and that each Facility is effectively cleaned, maintained and operational on a daily basis in accordance with the terms and conditions of this Contract. The Contractor shall provide all employees (both regular and substitute personnel) and agents it deems necessary for the efficient provision of the Services; provided that the quantity of Contractor personnel shall at all times be, at a minimum, equal to the amount of personnel set forth in Contractor's Pricing Form, and further provided that the following coverage parameters are maintained at all times:

1. The Services shall be provided twelve (12) months each year at all Facilities.
2. Each Facility has coverage with a lead & day custodian.
3. All Contractor employees and agents are staffed so that all Facilities are staffed to perform all Services and accommodate all daily weekday and weekend coverage without delay or obstruction in accordance with the Contractor's Staffing Plan attached hereto and incorporated herein by reference as **Attachment G**, provided that, at a minimum, each Facility has coverage during the times listed in **Attachment A**, unless the Contractor receives the prior written consent of the School District Liaison.
4. All Facilities used for daily, after-school or weekend activities or events (including all curricular, extra-curricular, athletic and rental/outside activities and events) are cleaned and prepared, and activities or events are set-up and broken down, at or before the scheduled times identified by the School District.
5. All necessary efforts are made to ensure that the routine cleaning of, or performance of Services for, the Facilities do not interfere with any scheduled activity/event in a Facility.
6. All Facilities are cleaned, prepared and operational prior to the beginning of each school day.

7. All Summer Cleaning tasks/duties are performed, and during the Summer months, the Contractor agrees to modify its coverage schedules for certain Facilities in order to cooperate with the School District's energy conservation policies and practices, under which certain Facilities are open for limited hours, or closed, during portions of the Summer months.
- C. **Compensation of Contractor Personnel.** The Contractor shall be responsible for all salaries, wages, benefits (including health/medical insurance), payroll and other taxes, fees, and other charges or insurance required by any federal, state and local law, statute or regulation (including, but not limited to, unemployment taxes, Social Security contributions, worker's compensation premiums and all similar taxes and payments), attributable to each Contractor employee or agent.
- D. **Scheduling and General Coverage of Services.** The Contractor shall perform the Services set forth in the Contract Documents during the coverage hours set forth herein or as otherwise approved by the School District Liaison in writing. The Contractor shall not modify the coverage hours detailed in Section IV.B.3. for the Services without the prior written consent of the School District Liaison. The Contractor shall schedule, assign duties for, and make appropriate Facility assignments for its employees and agents to promote flexibility in the cleaning and maintenance functions and performance of the Services, and to ensure the unimpeded delivery of the instructional and extra-curricular programs and general operations of the School District. Furthermore, the Contractor's schedules and assignment of responsibilities and duties shall be structured in a manner which allows the same to be shifted (flexed) to accommodate the daily changing needs of the School District Facilities. The Contractor shall provide an organization chart showing lines of communication, as well as copies of the Facility assignments to the School District Liaison so that the School District's administration, staff and personnel may be adequately informed of the schedules and assignments for both operational and safety purposes. If any Contractor employee Facility assignments and/or duties are modified by the Contractor, the Contractor shall immediately inform the School District Liaison via electronic mail, and the Contractor shall provide copies of the updated organizational chart, work schedules, duties and/or Facility assignments to the School District Liaison within three (3) business days of such modification.
- E. **Substitute Scheduling.** It is expected that the Contractor will provide coverage to perform all Services in accordance with the terms and conditions of this Contract. Accordingly, the Contractor should maintain a pool of trained, licensed (where legally required) and qualified substitutes with the required fingerprinting and criminal background checks, available on short notice, to ensure that the Facilities are adequately staffed by Contractor in order to perform the Services without any lapses in coverage. For example, if the absence of a Contractor employee or agent renders a Facility without coverage, the Contractor must provide substitute coverage to accommodate the lapse in coverage created by such absence. The Contractor shall be responsible for all costs and expenses (including compensation) for all substitute employees or personnel required by the Contractor to perform the Services as part of the Contract Price. For safety

purposes, the Contractor is required to promptly inform the respective Facility administrator and the School District Liaison via electronic mail when there will be a change of Contractor employees due to absenteeism. If the Contractor Manager is unavailable under the Contract for any substantial period of time (*i.e.*, more than three (3) consecutive work days), the Contractor shall immediately inform the School District Liaison of the absence and how the Contractor will ensure completion of the respective duties and work.

- F. Certified Pool Operator Position.** As required by law, the Contractor must provide at least one (1) employee during each day shift at all Facilities with pools and at least one (1) employee during each evening shift at each Facility with a pool who is trained and certified as a Certified Pool Operator ("CPO") and who is capable of emergency shutdown, pool deck and locker room cleaning, water testing/balancing and record keeping for swimming pools at the Facilities. A single CPO for the second and third shifts and the weekends may be assigned, provided they are available and capable to respond to the pool in the School District for routine and emergency procedures. The Contractor agrees to follow all applicable state and county laws, rules and regulations regarding the oversight of swimming pools, including the completion of all necessary forms and providing copies of the necessary forms to the School District Liaison. The Contractor shall be responsible to provide CPO training for the individuals designated with this responsibility. Copies of the required certification shall be provided to the School District.

V. PRICING AND PAYMENT TERMS

- A. Contract Price.** The Contractor shall perform all Services for the annual sum of _____ Dollars (\$_____) (the "Contract Price") as set forth on Contractor's Pricing Form attached hereto and incorporated herein by reference as **Attachment F** (the "Pricing Form"). The Contract Price includes all costs and expenses for the Services for Monday through Saturday coverage at the High School Facility and Monday through Friday coverage at all other Facilities, and Weekend Services for School District-sponsored events. The Contract Price shall remain firm for each year of the Initial Term and shall not be increased. Additionally, the Contractor agrees to convene at least every six (6) months with representatives of the School District, for the purpose of evaluating the efficiency of the performance of this Contract, so that further efficiencies may be uncovered and implemented into the Contract. As part of this process, the Contractor agrees to pass along any savings to the School District.
- B. Additional Services.** If the Contractor is requested by the School District to perform any Emergency Services (*see* Section III.G.), Holiday Services (*see* Section III.H.), Weekend Services for non-School District sponsored events (*see* Section III.I.) or any other services which are outside the scope of the Services set forth in this Contract (collectively the "Additional Services"), the Contractor must receive prior written approval from the School District Liaison before rendering or invoicing for such Additional Services. Any Additional Services which are not specifically addressed in this Contract shall be charged at the respective rate set

forth below, or based upon a mutually negotiated price agreed upon in writing prior to the commencement of such Additional Services. If the School District requests, in writing, that the Contractor perform Additional Services, the Contractor may charge the School District at the following rates:

Custodial Services

Hourly Rate: \$ _____ Emergency Rate: \$ _____
Weekend Rate: \$ _____ Holiday Rate: \$ _____

Grounds Services

Hourly Rate: \$ _____ Emergency Rate: \$ _____
Weekend Rate: \$ _____ Holiday Rate: \$ _____

Warehouse Services

Hourly Rate: \$ _____ Emergency Rate: \$ _____
Weekend Rate: \$ _____ Holiday Rate: \$ _____

C. Invoicing. The Contractor shall invoice the School District as follows:

1. **Contract Price Invoicing.** Contractor shall invoice the School District for the Contract Price in twelve (12) equal monthly installments on a once-per-month basis for all Services rendered under the Contract and the invoice shall be itemized on a Facility-by-Facility basis. Invoices shall itemize charges for labor, equipment and supplies and any additional charges, if applicable, for each Facility. Invoices shall be submitted to _____, Troy School District, 4400 Livernois Road, Troy, Michigan 48098.
2. **Additional Services Charges.** Invoices for approved Additional Services shall include the date and times the Additional Services were completed, the name of the Facility, the type of Additional Services performed and the number of hours (or ¼ hour fraction thereof) worked. Invoices for Additional Services shall be separate from the Contract Price invoice, but shall be sent to the School District together with the Contract Price invoice. Charges for these Additional Services shall be in accordance with rates set forth above.

D. Payments. Payment of undisputed amounts in each invoice shall be made within thirty (30) days of receipt of the invoice. The School District will issue one (1) payment per month. Disputes regarding amounts contained in any invoice will be communicated to the Contractor Manager by the School District Liaison, in writing, within ten (10) days of the receipt of the disputed invoice. Payments of disputed amounts will be delayed unless Contractor is able to resolve the matter to the School District's satisfaction within ten (10) business days prior to payment due date. The School District will not be assessed any late payment penalties, fines or charges for disputed amounts not timely paid due to Contractor's failure to timely resolve the matter as set forth above.

- E. Rate Adjustment.** Adjustments to the Contract Price for the Services or rates for the Additional Services for any Renewal Term(s) will be effective July 1 of that contract year. The rates for the first Renewal Term, if exercised by the School District, shall be determined by adjusting the rates for year three of the Initial Term by the lesser of: i) the percentage increase or decrease, if any, between the index number, as established by the Consumer Price Index, All Items, for the Detroit Metropolitan Area, published by the United States Department of Labor, Bureau of Labor Statistics for the prior calendar year; or ii) three percent (3%). The rates for any subsequent Renewal Term(s) or extensions of the Contract shall be determined by the above formula. Rates may not otherwise be modified unless upon the mutual written agreement of the Parties.
- F. Rate Reductions.** If the School District reduces the level of Services by more than 5,000 square feet, the Contract Price will be reduced proportionately (on an FTE equivalent basis or other pro-rata basis mutually agreed to by both Parties in writing) to account for all aspects of the reduced level of Services. Furthermore, the School District reserves the right to reduce the frequency or scope of the Services. Such reductions shall be agreed upon by both Parties in writing.
- G. Rates for Alteration of School District's Facilities.** In accordance with Contractor's Pricing Form, the amount of \$ _____ per square foot will be utilized to develop the increase or decrease in the Contract Price to account for the modified scope of Facilities and Services required by the School District. The Parties agree to negotiate in good faith to develop a mutually agreeable increase or decrease to the Contract Price when the number of Facilities is modified.

VI. SUPPLIES AND EQUIPMENT

- A. Consumable Supplies.** The School District will be responsible for the procurement of any Consumable Supplies reasonably necessary for the performance of the Services (e.g., paper towel, toilet paper, trash liners, soap, sanitary products, tissue, air fresheners, salt/ice melt, athletic field supplies or related grounds supplies)(the "Consumable Supplies"). The Contractor shall advise, and timely notify, the School District of the required quantities of Consumable Supplies so that such supplies and materials are procured in a timely manner. The School District utilizes an on-line ordering system and the Contractor will be expected to work in conjunction with the School District so that all approved orders for Consumable Supplies are placed into the system. The Contractor shall be responsible to manage the inventory and shall submit to the School District a monthly report detailing all consumption of Consumable Supplies (including type and quantity of each Consumable Supply for each School District Facility). The Contractor will be required to only use products approved by the School District Liaison. If the Contractor requests any product deviation from School District-approved supplies, the Contractor must prove to the School District Liaison that the alternate supply meets or exceeds the School District's current specifications. The Contractor shall continue the School District's "green" initiatives. Prior to any such changes in supplies, the Contractor must receive approval in advance and in writing from the School District Liaison. The Contractor will be required to keep an adequate inventory of

Consumable Supplies at each Facility. Notwithstanding the foregoing, the Contractor shall be responsible to procure any necessary filters/oil for any mowers or snow blowers used to perform the Services.

- B. Cleaning Supplies.** The School District will be responsible for the procurement of any Cleaning Supplies reasonably necessary for the performance of the Services (e.g., mops, buckets, brooms, brushes, dusters, pads, chemicals and solutions)(the "Cleaning Supplies"). The Contractor shall advise, and timely notify, the School District of the required quantities of Cleaning Supplies so that such supplies and materials are procured in a timely manner. The School District utilizes an on-line ordering system and the Contractor will be expected to work in conjunction with the School District so that all approved orders for Cleaning Supplies are placed into the system. The Contractor shall be responsible to manage the inventory and shall submit to the School District a monthly report detailing all consumption of Cleaning Supplies (including type and quantity of each Cleaning Supply for each School District Facility). The Contractor will be required to only use products approved by the School District Liaison. If the Contractor requests any product deviation from School District-approved supplies, the Contractor must prove to the School District Liaison that the alternate supply meets or exceeds the School District's current specifications. The Contractor shall continue the School District's "green" initiatives. Prior to any such changes in supplies, the Contractor must receive approval in advance and in writing from the School District Liaison. The Contractor will be required to keep an adequate inventory of Cleaning Supplies at each Facility.
- C. Warehouse Vehicle.** The Contractor may utilize the School District's van currently designated for this function (the "Van") to perform the Warehouse Services, provided however, the School District shall be responsible for all fuel to operate the Van. Title to the Van shall remain with the School District. The Contractor shall only use the Van and School District provided fuel to provide the Warehouse Services for the School District. The Contractor will be required to repair or replace the Van due to damage, loss or theft by Contractor employees or by misuse, at Contractor's sole cost and expense. The Contractor shall also be responsible for all routine preventative and necessary corrective maintenance and repair necessary to maintain the Van in a safe operating conditions per the manufacturer's specifications, at its sole cost and expense. The maintenance records for the Van shall be updated annually by the Contractor and submitted to the School District Liaison for review and approval. The Contractor shall be liable of any misuse or injury caused by the operation of the Van. Once the Van exceeds its useful life, the Contractor is responsible to secure the necessary replacement van to perform these Warehouse Services at its sole cost and expense. However, if the Contractor desires to purchase a new vehicle and/or equipment prior to such time, the Contractor may do so at its sole cost and expense. The Contractor shall notify the School District Liaison before replacement of the Van. Said additional vehicles and/or equipment purchased by the Contractor shall remain the property of the Contractor and the Contractor shall maintain and repair said equipment at its sole cost and expense.

- D. Equipment.** It is the intent of this RFP that the Contractor may use the School District's inventory of equipment and small hand tools to perform the Services. Additionally, the School District maintains a computer at each Facility which is utilized for the work-order systems and communication regarding Facility reservations, for example. The inventory of School District-owned Equipment as of the issuance of this RFP is set forth on ATTACHMENT E (the "Equipment"). All general and customary maintenance for the Equipment will be performed by the School District. Title to the Equipment, including additional Equipment secured by the School District shall remain with the School District. Additionally, the Contractor shall be responsible for repairing or replacing any piece(s) of Equipment, if it is damaged or improperly used by the Contractor or its employees or agents, at the Contractor's sole cost and expense, either by reimbursing the School District for all costs and expenses, or utilizing qualified and authorized service personnel and manufacturer approved replacement parts at the School District's discretion. The inventory of Equipment shall be updated as of the effective date of the Contract, and annually thereafter, by the Contractor and submitted to the School District for approval. If the Contractor desires to purchase equipment and/or tools in addition to the Equipment, the Contractor may do so at its sole cost and expense. Said additional equipment and/or tools shall remain the property of the Contractor and Contractor shall maintain and repair said equipment at its sole cost and expense.

VII. COMPLIANCE WITH LAWS AND SCHOOL DISTRICT POLICIES

- A. Compliance with Laws.** While performing the Services or while in or on the Facilities, the Contractor and its employees and agents shall comply with all applicable federal, state and local laws, rules, regulations and ordinances, including all licensing and permitting requirements applicable to providing the Services required under this Contract, including, but not limited to, pesticide applicator license, pool operator's license, chauffeur's license, drivers' licenses and boiler operator licenses, etc. The Contractor, including all employees and agents, shall perform all Services in accordance with all applicable State and local licensing laws including, but not limited to: the Electrical Administrative Act, PA 217 of 1956, as amended; the Forbes Mechanical Contractors Act, PA 192 of 1984, as amended; the State Plumbing Act, PA 733 of 2002; the Boiler Act, PA 290 of 1965, as amended; and the Elevator Safety Act, PA 227 of 1967. The School District shall use its best efforts, as reasonably requested by the Contractor, to assist the Contractor to comply with any and all applicable federal, state or local laws, rules, regulations and ordinances. The Contractor represents and warrants to the School District that it shall at all times be in compliance with any and all applicable federal, state and local laws, rules, ordinances, policies and regulations and licensing and permitting requirements, applicable to providing the Services. The Contractor shall indemnify, defend and hold the School District harmless from any liability arising from Contractor's failure to so comply.
- B. Compliance with School District Policies.** While performing the Services or while in or on the Facilities, the Contractor, its employees and agents shall be responsible for knowing and shall be subject to, and adhere to, all the rules,

regulations, policies and procedures of the School District. These include, but are not limited to, all policies concerning the use of the Facilities and appropriate behavior of persons in the Facilities, such as the prohibitions of sexual harassment or the use or possession of tobacco or alcohol.

- C. Fingerprinting and Criminal Background Checks.** The Contractor acknowledges and agrees that in accordance with Michigan Public Act 84 of 2006, as amended, the Contractor shall be required to have all on-site personnel such as managers, clerical staff, custodial/cleaning staff (including substitutes), grounds and snow removal personnel, as well as any and all of its agents, employees or representatives who will regularly and continuously be on any School District premises to carry out the Services contemplated by the Contract Documents, fingerprinted and subjected to criminal history and background checks through the Michigan State Police and Federal Bureau of Investigation, as detailed in Public Act 84 of 2006, as amended, prior to commencing any work under this Contract. These criminal background checks must be completed through the School District by having all applicable Contractor personnel present themselves, or any of its agents, employees or representatives, for proper fingerprinting and criminal backgrounds checks, as directed by the School District, or if permitted by law, having said Contractor personnel provide written notification to the School District that said individual has previously completed fingerprinting and a criminal history and background check as a Contractor employee or agent in connection with contracting or working for another Michigan school district, intermediate school district, public school academy or nonpublic school (each an "Agency") and indicating that the individual consents to the sharing or transferring of the appropriate fingerprinting and criminal history background report from the other Agency. If such transfer is not permissible under applicable law, the Contractor acknowledges and agrees that the Contractor personnel will be required to undergo the full fingerprinting and background check process. If Contractor wishes to receive a copy of any report that may be provided to the Contractor under applicable law, it shall have the Contractor employee provide written consent to the School District acknowledging its consent to provide Contractor with a copy of the report at the time fingerprinting and background checks are initiated. Additionally, unless notified it is not subject to Michigan Public Act 84 of 2006, as amended, the Contractor represents and warrants to the School District that it will at all times during the Initial Term or any Renewal Term of this Contract be in compliance with the provisions of Michigan Public Act 84 of 2006, as amended, including, but not limited to, requiring all its personnel to report to the School District within three (3) business days of when any of its agents, employees or representatives who will regularly and continuously be on the School District's premises to carry out the Services contemplated by the Contract Documents, is/are charged with a crime listed in Section 1535a(1) or 1539b(1) of the Revised School Code, being MCL 380.1535a(1) and 380.1539b(1), or a substantially similar law, and to immediately report to the School District if that person is subsequently convicted, plead guilty or plead no contest to that crime. The Contractor shall indemnify, defend and hold the School District, its employees, Board of Education, and each member thereof,

agents and consultants, harmless from and against any and all claims, counter-claims, suits, debts, demands, actions, judgments, liens, liabilities, costs, expenses, including actual attorneys' fees and actual expert witness fees, arising out of or in connection with any violation of, or the Contractor's (or its employees' or agents') failure to comply with, the requirements of Michigan Public Act 84 of 2006, as amended, or this paragraph. The Contractor shall be responsible for all costs and expenses associated with the above-required fingerprinting and background checks. The Contractor shall supply all necessary data and information, as requested by the School District, to enable the School District to properly submit Contractor and its employees and agents for inclusion in the State of Michigan Department of Education's list of "registered educational personnel." The Contractor acknowledges and agrees that all background checks must be completed through the School District and the School District will not accept any background checks conducted through the Contractor.

- D. OSHA Compliance.** All Services to be furnished by the Contractor and the Contractor's working conditions and employment practices shall comply with all applicable state and federal requirements, including, but not limited to, the Federal and State Occupational Safety and Health Acts. If the School District or Contractor are fined for any such violations, the Contractor shall be liable for all costs and expenses associated with responding to, or paying, any such non-compliance issues or fines.
- E. Nondiscrimination in Employment.** The Contractor shall comply with all Federal and State laws pertaining to Equal Employment Opportunity and Affirmative Action requirements and all subsequent amendments thereto and applicable orders.

VIII. INSURANCE, INDEMNIFICATION AND DAMAGE TO PROPERTY

- A. Insurance Requirements.** The Contractor shall maintain the following insurance in force at all times during the Initial Term, and any Renewal Term(s), of the Contract, with an "A" rated Best insurance carrier acceptable to the School District. The Contractor shall not commence any Services under the Contract until the Contractor has obtained all insurances stated in these requirements, all insurances have been reviewed and approved by the School District and the Certificates of Insurance have been provided to the School District. All policies must be endorsed to require the insurance carrier to notify the School District and the Contractor at least thirty (30) days prior to the expiration, termination or material change of such insurance coverage. The School District shall be named as additional insured for the minimum limits listed below and these coverages and limits are to be considered minimum requirements under this Contract and shall in no way limit the liability or obligations of the Contractor under any other provision of this Contract.

Policy Type

Minimum Limits

Workers' Compensation

Statutory

Commercial General Liability*

Bodily Injury	\$1,000,000 each person \$1,000,000 each occurrence
Property Damage	\$1,000,000 each occurrence
Products – Comp/Op Agg.	\$1,000,000 each occurrence
Commercial Automobile Liability	
Bodily Injury	\$1,000,000 each person \$1,000,000 each occurrence
Property Damage	\$1,000,000 each occurrence
Excess Umbrella Liability	\$5,000,000 each occurrence
Employer's Liability	\$1,000,000 each occurrence

*Note: Commercial General Liability to include: "Contractual Obligations" coverage and Negligent Hiring coverage.

The Contractor shall not commence any Services under this Contract until it has secure the aforementioned insurance coverages and provided the School District with the appropriate certificates of insurance evidencing the same.

- B. General Indemnification.** Contractor shall indemnify, defend and hold harmless the School District, its Board of Education, its Board Members, in their official and individual capacities, its administrators, employees, agents, contractors, successors and assignees, from and against any and all claims, counter claims, suits, debts, demands, actions, judgments, liens, costs, expenses, damages, and liabilities, including actual attorney's fees and actual expert witness fees arising out of or in connection with Contractor's performance of the Services pursuant to this Contract and/or from Contractor's violation of any of the terms of the Contract, including, but not limited to: (i) the negligent acts or willful misconduct of the Contractor, its officers, directors, employees, successors, assignees, contractors, subcontractors and agents; (ii) any breach of the terms of this Contract by the Contractor, its officers, directors, employees, successors, assignees, contractors, subcontractors and agents; (iii) any violation or breach of any applicable Federal, State or local law, rule, regulation, ordinance, policy and/or licensing and permitting requirements applicable to providing the Services; or (iv) any breach of any representation or warranty by the Contractor, its officers, directors, employees, successors, assignees, contractors and agents under this Contract. The Contractor shall notify the School District by certified mail, return receipt requested, immediately upon actual knowledge of any claim, suit, action, or proceeding for which the School District may be entitled to indemnification under this Contract. This paragraph shall survive the expiration or earlier termination of this Contract.

- C. Environmental Indemnification.** Throughout the Initial Term, or any Renewal Term of this Contract, Contractor shall not permit itself or any third party to use, generate, handle, store or dispose of any Hazardous Substances in, on, under, upon or affecting any School District property in violation of any applicable law or regulation. Without limiting any other provisions of the RFP, this Contract or the other Contract Documents, Contractor shall indemnify, defend and hold

harmless the School District, its Board of Education, its Board Members in their official and individual capacities, administrators, employees, agents, contractors, successors and assignees, from and against all liabilities, claims, losses, costs and expenses (specifically including, without limitation, attorneys', engineers', consultants' and experts' fees, costs and expenses) arising from (i) any breach of any representation or warranty made in this paragraph and/or (ii) environmental conditions or noncompliance with any applicable law or regulation that result, in the case of Contractor, from operations or the Services in or about any School District property by Contractor or its agents or employees. As used herein, the term "Hazardous Substances" shall mean (i) any hazardous or regulated substance as defined by all federal, state and local environmental laws, including, but not limited to, Federal Water Pollution Control Act (33 U.S.C. §§ 1251 et seq.) ("Clean Water Act"), the Resource Conservation & Recovery Act (42 U.S.C. §§ 6901 et seq.) ("RCRA"), Safe Drinking Water Act (42 U.S.C. §§ 300f-j-26), Toxic Substances Control Act (15 U.S.C. §§ 2601 et seq.), Clean Air Act (42 U.S.C. §§ 7401 et seq.), the Comprehensive Environmental Response, Compensation and Liability Act (42 U.S.C. §§ 9601 et seq.) ("CERCLA"), the Emergency Planning and Community Right to Know Act, 42 U.S.C. §§ 11001 et seq. ("EPCRA"), the Michigan Natural Resources and Environmental Protection Act (MCL § 324.101 et seq.) the administrative rules and regulations promulgated under such statutes, or any other similar federal, state or local law or administrative rule or regulation of similar effect, each as amended and as in effect and as adopted as of the date of execution of this Contract. (ii) any other pollutant, contaminant, hazardous substance, solid waste, hazardous material, radioactive substance, toxic substance, noxious substance, hazardous waste, particulate matter, airborne or otherwise, chemical waste, medical waste, crude oil or any fraction thereof, radioactive waste, petroleum or petroleum-derived substance or waste, asbestos, PCBs, radon gas, all forms of natural gas, or any hazardous or toxic constituent of any of the foregoing, whether such substance is in liquid, solid or gaseous form, or (iii) any such substance the release, discharge or spill of which requires activity to achieve compliance with applicable law. This paragraph shall survive the expiration or earlier termination of this Contract.

- D. Repairs to Property Damage.** Damage to any School District Facilities or properties caused by the Contractor, its agents or employees shall be repaired so that Facilities or properties are in as good condition as before entering into the Contract. All repairs shall be accomplished at no cost to the School District.

IX. FACILITIES ISSUES

- A. Facility Security.** Exterior doors and gates are to be unlocked and locked at the times specified by the School District Liaison. Contractor is responsible, to the extent set forth in this paragraph, for the security of each Facility during the cleaning and maintenance operations. Contractor shall secure each Facility at the end of each shift and set the alarm (secure all doors, turn off all but designated lights, turn off ceiling fans, and close all windows, secure equipment rooms and storage buildings). Office, classroom, storage buildings and other doors are to be unlocked or opened only during the time that cleaning is actually being done or

those are in use by Contractor and all are to be re-locked as soon as the Services have been completed. For the safety of students and the public at large, storage buildings, maintenance equipment rooms and custodial closet doors are to be kept shut and locked when not in use. The School District shall provide Contractor with alarm codes for each Facility. A set of security codes for all Facilities shall be issued to the Contractor Manager. Alarm codes must not be traded between or shared among Contractor employees and agents. Previously assigned alarm codes must not be forwarded by Contractor to new employees. Notification to the School District Liaison shall be immediate with the reassignment or termination of any individual who has been assigned an alarm code. The Contractor shall respond to any night calls.

B. Keys and Key Fobs/Cards. Keys and key fobs/cards to the Facilities will be supplied by the School District to the Contractor Manager. All keys will be issued to, and must be signed out by, the Contractor's Manager. The School District will provide the Contractor Manager with appropriate keys for all Facilities. At no time shall Contractor or its employees or agents make copies of any keys or key fobs/cards issued by the School District; if additional keys or key fobs/cards are needed, the Contractor Manager must submit a request to the School District Liaison. There will be a \$50.00 charge for the replacement of any lost or stolen key or key fob/card and a \$25.00 charge to re-issue entrance keys to a new Contractor Manager. The School District reserves the right to inventory the keys and key fobs/cards issued to Contractor at any time. All lost keys assigned to Contractor or to any of Contractor's employees or agents, (whether interior or exterior keys), must be reported, via the School District's lost key report form, to the School District Liaison within 24 hours of discovery of the loss. If the School District must re-key any locks due to Contractor's breach of this provision, the cost will be deducted from the monthly payment. Contractor is prohibited from lending School District keys or key fobs/cards to anyone. Contractor and its employees and agents are also prohibited from leaving key rings/fobs in janitor closets or from lying on carts or equipment, or otherwise out of their possession. Each instance of School District-observed noncompliance will result in non-compliance deduction of \$50. All keys assigned to Contractor Manager and/or Contractor employees or agents shall be returned to the School District Liaison when his/her services in the assigned Facility end. All keys shall be returned to the School District Liaison at the expiration or earlier termination of this Contract. Keys and key fobs/cards shall not be traded between Contractor employees or agents, nor forwarded to new employees; instead, the keys must be returned to the School District Liaison to be re-issued to the Contractor.

C. Quality Control Inspections. The Contractor Manager, the School District Liaison and other personnel as deemed appropriate by the School District Liaison will perform periodic full building inspections of each Facility to: (1) ensure tasks are completed according to the cleaning frequency requirements, maintenance and repair requirements and all grounds are appropriately groomed and maintained, (2) ensure that the quality of the Services are satisfactory, and (3) to ensure Contractor's compliance with other terms of this Contract. These inspections will be conducted at least once per quarter in each Facility, however,

the School District's Superintendent, the School District Liaison and/or the respective Facility administrator may also periodically inspect the Facilities, which deficiencies and all unsatisfactory performance will be reported to the Contractor Manager by the School District Liaison. In addition, an inspection of all Facilities will be conducted prior to each school year. An inspection may also be conducted in conjunction with the School District's insurance carrier during the term of this Contract. These requirements are not intended to limit Contractor's responsibility to inspect or control its own work, nor does it limit the School District's right to inspect any Facility at any time. The Contractor Manager will use the required inspection forms or pre-printed forms provided to Contractor by the School District or forms mutually agreed upon between the School District and Contractor. Upon completion of each inspection, Contractor will provide a copy of the inspection form to the School District Liaison present during the inspection before leaving the Facility. Contractor will be granted a reasonable time to correct the deficiencies. Where it is necessary, in the School District Liaison's opinion, to correct unsatisfactory performance to conduct activities and events in a clean and safe environment, the School District shall give written notice to Contractor and Contractor shall have two (2) days to correct any unsatisfactory performance, and if not corrected by Contractor, all reasonable costs incurred by the School District to correct the deficiencies will be deducted from the monthly Contract Price invoice payment to Contractor. All inspections forms must be approved by the School District.

- D. **Manufacturer's Recommendations.** Contractor shall ensure that all applicable supplies, materials and equipment manufacturers' recommendations on cleaning and maintenance are followed. Some examples include wood floor care in gyms, new furniture cleaning, pool equipment and equipment maintenance, etc.
- E. **Energy Conservation.** Every effort shall be made to conserve energy whenever possible as Contractor is performing the Services. Only areas in use shall have lights on and doors and windows shall remain closed whenever the heating or cooling systems are operating. The Contractor shall not adjust or otherwise modify any School District energy/utility systems and shall ensure its employees and agents comply with the School District energy policies or directives.
- F. **Hazardous Substances – Pesticide Application.** The School District, pursuant to the Natural Resources and Environmental Protection Act, Michigan Public Act 451 of 1994, is subject to strict regulations relative to the application of any pesticides, herbicides or fertilizers on School District property, and persons are prohibited from doing so unless there is strict compliance with certain provisions of the PA 451 of 1994, as amended. The Contractor shall not spray, permit the spraying of, or use any pesticides, herbicides or fertilizers in, on or around School District property without the prior written consent of the School District Liaison.
- G. **School Closings.** Contractor is required to work on all "calamity days" and certain activities and events may still take place (*e.g.*, athletic events). In addition to snow removal around Facility entrances, Contractor must perform those other tasks as are necessary to ensure each Facility is cleaned and prepared for the events and activities taking place and for next school day.

- H. Renovations to Facilities.** During times of any construction, the School District Liaison may request Contractor to re-assign the work normally performed in the areas affected by such construction/renovation.
- I. Asbestos/Lead.** Like many older schools, the School District's Facilities include some asbestos containing building materials. Some of the most common locations include old floor tile, old HVAC pipe wrap, some old ceiling tile, and some old glue holding chalkboards to classroom walls. Each Facility has, and the School District Liaison has, a copy of the School District's asbestos management plan for each school. These are available for public inspection. All of the Contractor's employees assigned to the School District should familiarize themselves with the various sources of asbestos in the Facilities to which they are assigned. Some of the asbestos management restrictions are as follows:
1. Do not remove or otherwise disturb asbestos wrapped pipes
 2. Do not grind or remove asbestos containing floor tile.
 3. Do not disturb asbestos containing ceiling tile.
 4. Do not remove chalkboards without the School District's Designee's pre-approval, for some of these have asbestos glue.
 5. Do not disturb any other asbestos.

X. RECORD KEEPING AND SAFETY ISSUES

- A. Material Safety Data Sheets.** In accordance with applicable laws, before bringing any new chemicals onto a Facility, the Contractor must provide one copy of the Safety Data Sheets ("SDS") to the School District Liaison. The Contractor must maintain a complete and up-to-date inventory of SDS for all chemicals used in each Facility. This inventory must be stored in two duplicate notebooks labeled "SDS," one stored in the principal's office and one stored in the appropriate custodial or maintenance office area(s). In addition, a master SDS notebook with a section for each Facility in the School District must be provided to and kept current for the School District's Operations Department office. The SDS notebook must also include Michigan's Right-To-Know procedures.
- B. Injuries to Contractor Personnel.** The Contractor shall be responsible and liable for the safety, injury and health of its personnel while its employees and agents are performing the Services for the School District.
- C. Procedures.** The Contractor should maintain, in each Facility, a Procedures Manual specific for that Facility which may include the following:
1. Emergency and safety procedures.
 2. Contractor's standard policies and procedures.
 3. List of Contractor personnel assigned to the Facility.
- D. Other Record Keeping.** The Contractor shall report, in writing, any damage that occurs as a result of one or more of the Contractor's employees or agents. The Contractor shall inform the applicable Facility Administrator and the School District Liaison of any vandalism, evidence of attempts to force entry, and all other damages to persons or property at any Facility. The Contractor's employees and agents shall report, in writing, any items that require maintenance or repair

that are discovered during the Initial Term or any Renewal Term(s) of the Contract.

E. Contractor Personnel Expectations. All of Contractor's employees and agents are to present themselves in an appropriate manner and attire consistent with the terms and conditions of this Contract. The Contractor must have safety procedures in place for its employees and agents while performing the Services. For example, it is anticipated that such procedures would address the following:

1. Prohibit custodial closets, mechanical rooms or maintenance facilities to stand open and unattended.
2. Prohibit Contractor employees or agents from congregating or having food/drink in unauthorized areas.
3. Prohibit Contractor employees or agents from copying, distributing or loaning any key or key fob/card to School District Facilities.
4. Prohibit Contractor employees or agents from disturbing papers on desks, opening drawers or cabinets, using telephones or computers or tampering with personal property owned by the School District or its employees, students or occupants.
5. Prohibit custodial products and/or equipment/supplies to remain unattended.
6. Prohibit leaving custodial carts unattended in corridors for more than a few minutes (for safety, security, and aesthetic reasons).
7. Prohibit leaving any vehicle or machine/equipment unattended that is not properly disabled/secured.
8. Prohibit leaving lights on or doors open in unattended sections.
9. Prohibit the playing of radios, or other similar devices, at a volume that is audible in other areas of a Facility.
10. Prohibit the use any School District or Contractor equipment that is not required to perform duties or Services.
11. Prohibit the transport of any School District-owned equipment or supplies to another School District Facility without the prior express written permission of the School District Liaison.
12. Prohibit visitors, spouses or children of the Contractor's employees or agents in any Facilities during working hours unless they are bona fide employees of the Contractor, they receive prior approval from the School District Liaison or are bona fide students of the School District.

F. Uniforms and ID Badges. For safety reasons, at all times while performing the Services, all Contractor employees and agents are required to wear attire/uniforms that are agreed upon by Contractor and School District in writing. Uniforms shall be provided by Contractor or its employees or agents at no cost to the School District. Furthermore, at all times while on or in the Facilities to perform the Services, all Contractor employees shall wear a School District-issued identification badge for security purposes. All identification badges must include a picture and name of the individual, be worn above the waist, and be clearly visible at all times for safety purposes.

- G. Training Requirements.** All Contractor employees and agents performing any Services shall be properly trained in the duties and functions they are performing to ensure they are performed in accordance with the terms and conditions of this Contract and with all applicable laws. The Contractor shall also provide orientation/training on all School District protocol, policies and procedures. The Contractor must show proof that it has provided blood-borne pathogen training and sexual harassment prevention training to its employees and agents as required by applicable codes and laws.
- H. Communication.** Effective communication between the Contractor and the School District is necessary for effective delivery of the Services across all Facilities. Accordingly, it will be necessary for the Contractor Manager to maintain regular and open communication with the School District Liaison, School District administration, as well as the respective Facility administrators. Furthermore, it is expected that at times, it may be necessary for respective Facility administrators to communicate emergency work orders/tasks to other Contractor employees or agents in order to maintain safety and operational functions of the Facility. The School District will require a cell phone system, a radio system, or other acceptable communication system to be in place to contact personnel at all School District Facilities. For example, the Contractor may provide one cell phone for each Facility that is rotated between shifts that that any necessary communications may be easily facilitated.
1. **Emergency Contacts.** The Contractor will be responsible to provide the School District Liaison with an emergency contact person and cellular telephone number for each Facility.
 2. **Communication Logs.** A daily log shall be maintained at each Facility office where authorized staff may enter suggestions or complaints on areas of Services. The Contractor will write the corrective action taken and sign the log book daily. If approved by the School District Liaison in writing, the Contractor's employees may use e-mail or other electronic system to fulfill this requirement.

XI. RELATIONSHIP OF THE PARTIES

- A. Independent Contractor.** It is expressly agreed between Contractor and the School District that Contractor will act as an independent contractor in the performance of all Services under the Contract and under no circumstances shall any of the employees of one Party be deemed the employees of the other Party for any purpose. Accordingly, Contractor shall meet all of its obligations and responsibilities for payment of all taxes including Federal, State and Local taxes arising out of Contractor's Services in accordance with the Contract, including by way of illustration but not limitation, Federal and State income tax, FICA, FUTA, Social Security tax, Unemployment Insurance taxes, Workers' Compensation Insurance and any other taxes or business license fees as required and Contractor will indemnify, defend and hold the School District harmless for the payment of such sums, interest, penalties, or cost of collection of same, including reasonable attorney fees. The Contract shall not be construed as authority for either Party to

act for the other Party in any agency or other capacity or to make commitments of any kind for the account of, or on behalf of, the other Party, except to the extent, and for the purposes, expressly provided for and set forth herein, and no partnership or joint venture is created hereby. Nothing in this Contract shall be construed to interfere with or otherwise affect the rendering of Services by Contractor in accordance with its independent and professional judgment. The Contract shall be subject to Contractor's performance of the Services substantially in accordance with generally accepted practices and principals. No tenure or other rights/benefits typically arising out of an employee-employer relationship shall arise out of this Contract on behalf of Contractor, its employees or agents.

XII. SCHOOL DISTRICT LIAISON AND NOTICES

- A. School District Liaison.** For purposes of this Contract, the School District Liaison shall be the _____; provided, however, the School District may at any time designate another individual to serve in this capacity upon written notice to the Contractor Manager.
- B. Notices.** Unless otherwise provided in this Contract, all notices, requests, demands and other communications shall be in writing and are effective three (3) days after deposit in the U.S. mail, certified and postage paid, or upon receipt if personally delivered or sent by next-business-day delivery via a nationally recognized overnight courier to the addresses set forth below. The School District or the Contractor may from time to time designate any other address for this purpose by providing written notice to the other Party.
1. **To the School District.** All required notices to the School District shall be delivered to the Superintendent, Troy School District, 4400 Livernois Road, Troy, Michigan 48098, with a copy to Jeremy S. Motz, Esq., Clark Hill PLC, 151 S. Old Woodward Avenue, Birmingham, Michigan 48009.
 2. **To the Contractor.** All required notices to the Contractor shall be delivered to: _____,
with copy to: _____.

XIII. DEDUCTIONS AND INCENTIVES

- A. Temporary Closures.** If one or more Facilities are closed for more than three (3) consecutive days for "calamities," Facility renovations, and/or a problem with a Facility, the School District Liaison may request that Services be temporarily suspended in the applicable Facility(s). If this occurs, the School District's invoice for that month will be reduced by 1/20th for each day of work that Services are cancelled in the applicable Facility. If any such service reductions can be reasonably anticipated by the School District, the School District Liaison will provide as much lead time to the Contractor Manager as possible.
- B. Performance Incentives.** The following financial non-compliance assessments shall be applied, and will be deducted from the next Contract Price invoice. The School District Liaison has the authority to waive up to \$1000 per contract year.
1. **Building Alarm Code Replacements.** There will be a \$50 charge for the replacement or sharing of building alarm codes.

2. **Excessive Turnover.** Past experience has demonstrated that excessive turnover in the Contractor Manager or custodian positions per Facility causes additional and significant burdens upon the School District and to off-set these burdens, the Contractor may be assessed a \$250 assessment per instance. This assessment will be waived during the first ninety (90) days of the Initial Term.
3. **Uniforms/ID Badges.** If a Contractor employee or agent is observed at a Facility without wearing the proper ID badge or uniform, the Contractor may be charged a \$25 assessment on the next Contract Price invoice.
4. **Fines for OSH/MIOSHA Violations.** If the School District is assessed any fines for OSHA/MIOSHA violations arising out of these Services and attributable to the Contractor, the Contractor shall reimburse the School District for these fines by commensurately reducing the charges on the next Contract Price invoice.
5. **Improperly Securing Buildings.** If the Contractor fails to properly secure any Facility, a non-compliance assessment of \$500 per incident may be deducted for the next Contract Price invoice to pay the local police department for their charge to respond to calls. Additionally, the Contractor shall be responsible for any and all damage or loss to School District Facilities or equipment arising from the failure to properly secure all Facilities in accordance with this Contract.
6. **No Answer of Calls/Pages.** Calls placed by the School District's Superintendent, the School District Liaison, or the Facility administrator to the Contractor Manager that are not answered or returned within 30 minutes after the call is placed will be assessed a \$25 assessment per incident. In the event of an emergency, any subsequent damage incurred to School District Facilities as a result of the failure of Contractor to supply adequate personnel to control such damage will be reimbursed by the Contractor. The deduction will be made on the next Contract Price invoice.
7. **Non-Compliant Contractor Personnel.** If a Contractor employee or agent is observed working in a School District Facility and in not in compliance with the terms and conditions of this Contract (for example, does not have proper fingerprinting and criminal background checks completed), the Contractor will be charged a \$50 assessment which will be made on the next Contract Price invoice. The non-compliance Contractor employee or agent shall immediately vacate the School District's property.
8. **Non-Inspection.** Failure to complete any required inspections and failure to re-schedule and complete the inspection within three business days will result in the issuance of compliance assessment of \$100 per instance and will be deducted on the next Contract Price invoice.
9. **Unfilled Shifts.** Whenever any Contractor employees or agents are absent from part or all of their Contractor assigned shift at a Facility and the

Contractor does not provide coverage for the Facility, the Contractor must deduct \$300 per instance from the next Contract Price invoice. These assessments are intended to reflect the Contractor's savings by not providing the Services required and to provide an "assured staffing" incentive. Any portion of an eight (8) hour shift not covered by a Contractor substitute will be assessed a pro-rated assessment based upon \$300 per eight (8) hour shift.

10. **Non-Performance of Services.** Whenever any Contractor employees or agents do not perform the required services, such as not cleaning designated areas or not maintaining grounds areas properly, the School District may deduct \$150 per instance or non-performed task from the next Contract Price invoice.
11. **Operating a Vehicle Without Licensure.** If a Contractor employee or agent is observed operating a vehicle without the proper licensure, the Contractor will be charged a \$200 assessment which will be made on the next Contract Price invoice.
12. **Damage to School District Facilities and/or Equipment/Property.** If the acts or omissions of a Contractor employee or agent causes damage to any School District property or equipment, the Contractor shall be responsible for the full cost to repair or replace such property or equipment to a condition as good or better than prior to such damage.

XIV. MISCELLANEOUS

- A. **Governing Law.** The Contract shall be governed by and construed in accordance with the laws of the State of Michigan. The parties hereby agree to the exclusive jurisdiction and venue of courts sitting in Oakland County, Michigan.
- B. **Taxes.** Contractor is responsible for sales taxes and any other applicable taxes related to the Services provided under the Contract.
- C. **No Assignment or Sub-Contracting.** This Contract shall not be assigned, transferred, or subcontracted, in whole or in part, by the Contractor without the prior written consent of the School District.
- D. **No Waiver.** No waiver of any term or condition of this Contract shall be valid or binding on either Party unless the same shall have been mutually assented to in writing by both Parties. The failure of either Party to enforce at any time any of the provisions of this Contract, or the failure to require at any time performance by the other Party of any of the provisions of this Contract, shall in no way be construed to be a present or future waiver of such provisions, nor in any way affect the validity of either Party to enforce each and every such provision thereafter.
- E. **Severability.** In the event any provision(s) of this Contract shall be illegal or invalid for any reason, said provision(s) shall be deemed to be fully severable without affecting the remaining provisions of this Contract and this Contract shall be construed and enforced as if said illegal or invalid provision(s) had never been inserted herein.

- F. Counterparts.** This Contract may be executed in two or more counterparts, each of which shall be deemed an original and all of which together shall constitute one instrument.
- G. Entire Agreement.** This instrument contains the entire Contract entered into between the Parties hereto, its terms may not be modified except in writing signed by the Contractor and the School District. This Contract supersedes and takes the place of all prior contracts, and/or understandings, whether written or oral between the School District and the Contractor.
- H. Non-Appropriation of Funds.** The School District represents (1) that it has adequate funds to meet its obligations under this Contract during the 2016-2017 fiscal year, (2) that it intends to maintain this Contract from the full period set forth herein and has no reason to believe that it will not have sufficient funds to enable it to make all payments due hereunder during such period, and (3) that it will use its best effort to obtain the appropriations and that the availability of funds is contingent upon varied sources. If the School District determines, in its sole and absolute discretion, that it lacks adequate funds to pay part or all of the payments for the Services described in this Contract, the School District's obligation under this Contract will terminate as of the date that the funding expires without further obligation to the Contractor.
- I. Force Majeure.** In the event Contractor is unable to provide Services herein specified because of any act of God (excluding inclement weather), civil disturbance, fire, flood, riot, war, picketing, strike, lockout, labor dispute, oil or fuel shortage or embargo, governmental action or any condition or cause beyond the Contractor's control, the School District shall excuse the Contractor from performance under this Contract. A change in market condition does not constitute force majeure. The School District shall have the right to take over the Services if the Contractor is prevented from operating for the reasons described above, and may provide such Services with school employees or other persons, as the School District may deem appropriate until Contractor is able to resume its regular operations and the School District shall receive a credit from Contractor for the days the Contractor failed to provide such Services on a pro-rata basis. Notwithstanding the foregoing, in the event of a strike, the Contractor shall procure replacement personnel necessary to perform the Services. If the Contractor does not procure such replacement personnel, the School District may procure the same and deduct the associated costs and expenses from any amounts owed to the Contractor, or terminate the Contract.
- J. Insolvency.** In the event that Contractor becomes insolvent or seeks the protection of the U.S. Bankruptcy Court, then the School District, at its option, may immediately terminate this Contract.
- K. Advertising.** The Contractor shall not use this Contract as part of any commercial advertising without the prior written consent of the School District.

WHEREAS, the Parties have executed this Custodial, Grounds and Warehouse Services Contract as of the Effective Date.

TROY SCHOOL DISTRICT

[CONTRACTOR]

By: _____

Its: _____

Date: _____

By: _____

Its: _____

Date: _____

Troy

ATTACHMENT A

List of School District Facilities

Facilities subject to the Services:

1. Administration Building
2. Troy High School
3. Troy Athens High School
4. International Academy - East
5. Baker Middle School
6. Boulan Park Middle School
7. Larson Middle School
8. Smith Middle School
9. Barnard Elementary School
10. Bemis Farms Elementary School
11. Costello Elementary School
12. Hamilton Elementary School
13. Hill Elementary School
14. Leonard Elementary School
15. Martell Elementary School
16. Morse Elementary School
17. Schroeder Elementary School
18. Troy Union Elementary School
19. Wass Elementary School
20. Wattles Elementary School
21. Troy Community High School (Niles Center)
22. Transportation Building
23. Building and Grounds Facility
24. Service Center

ATTACHMENT B

Custodial Services

In addition to this Attachment B, the scope and frequency of cleaning and minor maintenance and grounds duties and tasks expected of the Contractor for the Custodial Services is set forth in Attachments A through C of the RFP. These attachments are not intended to specify the manner in which the tasks must be performed, but rather to demonstrate the minimum expectations of the School District so that the Facilities are cleaned and maintained as necessary for the School District's educational mission, operations and expectations. In addition to these expectations, the Contractor shall perform the following duties as part of the Custodial Services:

1. Contractor must perform all inspections of the School District's playground equipment once per week. Contractor shall complete the required inspection form and provide a copy to the School District Liaison no later than the following business day; provided however, that any deficiencies or problems must be immediately communicated to the School District Liaison.
2. *See also Attachment B-1.*

Additionally, the Custodial Services shall include snow removal from, and application of salt/ice melt to, the following areas all walks, stairs, pathways and areas adjacent to each Facility and the application of salt to those areas, as shown on the maps included in the RFP.

ATTACHMENT C

Grounds Services

The scope and frequency of grounds maintenance duties and tasks expected of the Contractor for the Grounds Services is set forth in Attachments A through C of the RFP, as well as in this Attachment C. These attachments are not intended to specify the manner in which the tasks must be performed, but rather to demonstrate the minimum expectations of the School District so that the Facilities are maintained as necessary for the School District's educational mission, operations and expectations. In addition to these expectations, the Contractor shall perform the following duties as part of the Grounds Services:

1. Responsibility to maintain, safeguard and service the Facilities and occupants of the Facilities.
2. Perform all aspects of the Grounds Services utilizing licensed or skilled tradespersons as required by law, and operate all Equipment in accordance with all applicable laws, as well as in a manner with promotes safety.
3. All litter such as paper, cans, bottles, etc. must be picked up and disposed of prior to mowing. All trash containers shall be emptied regularly and disposed of legally or deposited in the School District's dumpster at the Facility.
4. All leaves are to be cleaned out of landscape beds and from lawn areas at least once between April 1 and April 30, and once again between October 15 and November 15. A final clean up shall take place in mid-late November after a majority of leaves have fallen from the trees.
5. All high school, middle school, and elementary athletic fields are equipped with automatic irrigation systems and some Facilities, including specialty sites and elementary Facilities, have additional irrigation systems around "curb appeal areas." The Contractor shall monitor sprinkler times and is responsible to coordinate mowing schedules. The Contractor is responsible to notify the School District of any sprinkler malfunction or maintenance problem.
6. Applying approved athletic field paint to line ball fields, natural turf fields and synthetic turf fields (however only line synthetic turf fields for designated events) as necessary in accordance with the School District's athletic schedule.
7. Spreading mulch one time per year in designated areas as requested by the School District.
8. Weed flower beds as necessary to maintain weed free environment and apply a pre-emergent weed killer in flowers beds in Spring.
9. Mowing of natural turf athletic fields as necessary to provide proper turf height for all athletic events. Contractor shall utilize "mulching" mowers so that grass clippings are not deposited or left of fields in clumps. If clumps of clippings occur, the Contractor shall remove or alleviate said clumps.
10. Maintenance of artificial turf fields as requested by School District.
11. Cleaning all stadiums promptly after all homes games/contests. This is especially important when rentals of the same are scheduled.

12. The Contractor will be responsible for clearing snow and ice at designated School District Facilities. The Contractor shall be responsible for **specified** areas, as well as those areas shaded on the diagrams attached to the RFP. The Contractor shall be responsible for application of salt/ice melt to the walks, stairs, pathways and areas adjacent to the Facilities, as well as the parking lots. Additionally, the Contractor shall be responsible for removing snow and applying salt/ice melt to paved areas and sidewalks/walkways around all athletic fields as requested by the School District.
13. Snow removal must be available 24 hours a day, 7 days a week.
14. Snow removal shall occur when two (2) inches or more of snow/sleet etc. accumulates on the ground surfaces, including parking lots, driveways, etc. Snow removal shall occur as to maintain all surfaces, including parking lots, driveways, etc., in a "slip free" condition, clear of snow and ice at all times.
15. The School District will provide necessary salt/ice melt for application at School District Facilities. The Contractor shall spread salt/ice melt only at spread rates approved by the School District. The Contractor shall provide a monthly detailed accounting of the quantity of salt, location of use and time of application, to avoid excessive use of product. Contractor shall not use School District-provided salt for any purpose other than application at School District Facilities.
16. General Maintenance of underground sprinkler systems.
17. *See also **Attachment C-1**.*

ATTACHMENT D

Warehouse Services

The scope and frequency of grounds maintenance duties and tasks expected of the Contractor for the Warehouse Services is set forth in Attachments A through C of the RFP, as well as in this Attachment D. These attachments are not intended to specify the manner in which the tasks must be performed, but rather to demonstrate the minimum expectations of the School District so that the Facilities are maintained as necessary for the School District's educational mission, operations and expectations. In addition to these expectations, the Contractor shall perform the following duties as part of the Warehouse Services:

1. *See also Attachment D-1.*

ATTACHMENT E
Equipment Inventory
ATTACHED

ATTACHMENT F
Contractor's Pricing Form
ATTACHED

ATTACHMENT G
Contractor's Staffing Plan
ATTACHED

TROY SCHOOL DISTRICT

REQUEST FOR PROPOSALS
FOR
CUSTODIAL AND GROUNDS SERVICES

ATTACHMENT F

TROY SCHOOL DISTRICT
REQUEST FOR PROPOSALS
FOR
CUSTODIAL, GROUNDS & WAREHOUSE SERVICES

<u>Contractor Information</u>	
<u>Contractor Name:</u>	
<u>Business Address:</u>	
<u>Contact Person:</u>	<u>Telephone:</u>
<u>E-Mail:</u>	<u>Fax:</u>

A. CUSTODIAL SERVICES PRICING

This pricing is to reflect an award by the School District of **ALL** Custodial Services contemplated in the RFP for **ALL** Facilities. *The Custodial Services Proposal pricing shall be based the Custodial Services frequencies and duties in the RFP. The Custodial Services Proposal pricing shall also be based upon the School District securing all Consumable Supplies and Cleaning Supplies in accordance with the terms and conditions of the RFP and Contract, and the Contractor being permitted to utilize existing School District Equipment and the Contractor repairing and replacing the Equipment, in accordance with the terms and conditions of the RFP and the Contract.* Accordingly, the Custodial Services Proposal pricing must be inclusive of all costs and expenses of Contractor for all personnel and additional equipment necessary to perform the Custodial Services, and are to be expressed as not-to-exceed amounts and all amounts are to include wages (both daily and substitute personnel), benefits (both health and other benefits offered or required), overhead and profit to perform all Custodial Services. These prices are to include Custodial Services coverage Monday through Saturday at the High School Facilities and Monday through Friday at all other Facilities provided that all School District-sponsored events Monday through Sunday at the Facilities are including in the pricing, in accordance with the terms and conditions of the RFP and the Contract.

<u>CUSTODIAL SERVICES</u>				
<u>Pricing Parameter</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>3 Year Total</u>
Custodial Services				
Custodial Services – Total Man Hours - Management				
Custodial Services – Total Man Hours - Labor				N/A
Custodial Services – Total FTEs – Management				N/A
Custodial Services – Total FTEs - Labor				N/A

PROPOSAL PRICING FORM

TROY SCHOOL DISTRICT

B. GROUNDS SERVICES PRICING

This pricing is to reflect an award by the School District of **ALL** Grounds Services contemplated in the RFP for **ALL** Facilities. *The Grounds Services Proposal pricing shall be based the Grounds Services frequencies and duties in the RFP. The Grounds Services Proposal pricing shall also be based upon the School District securing all salt/ice melt accordance with the terms and conditions of the RFP and Contract, and the Contractor being permitted to utilize existing School District Equipment and the Contractor repairing and replacing the Equipment, in accordance with the terms and conditions of the RFP and the Contract.* Accordingly, the Grounds Services Proposal pricing must be inclusive of all costs and expenses of Contractor for all personnel and additional equipment necessary to perform the Grounds Services, and are to be expressed as not-to-exceed amounts and all amounts are to include wages (both daily and substitute personnel), benefits (both health and other benefits offered or required), overhead and profit to perform all Grounds Services. These prices are to include Grounds Services coverage Monday through Sunday at no additional charge.

<u>GROUNDS SERVICES</u>				
<u>Pricing Parameter</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>3 Year Total</u>
Grounds Services				
Grounds Services – Total Man Hours - Management				
Grounds Services – Total Man Hours - Labor				N/A
Grounds Services – Total FTEs – Management				N/A
Grounds Services – Total FTEs - Labor				N/A

C. WAREHOUSE SERVICES PRICING

This pricing is to reflect an award by the School District of **ALL** Warehouse Services contemplated in the RFP. *The Grounds Services Proposal pricing shall be based the Warehouse Services duties in the RFP.* Accordingly, the Warehouse Services Proposal pricing must be inclusive of all costs and expenses of Contractor for all personnel and additional equipment necessary to perform the Warehouse Services, and are to be expressed as not-to-exceed amounts and all amounts are to include wages (both daily and substitute personnel), benefits (both health and other benefits offered or required), overhead and profit to perform all Warehouse Services.

<u>WAREHOUSE SERVICES</u>				
<u>Pricing Parameter</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>3 Year Total</u>
Warehouse Services				
Warehouse Services – Total Man Hours - Management				
Warehouse Services – Total Man Hours - Labor				N/A
Warehouse Services – Total FTEs – Management				N/A
Warehouse Services – Total FTEs - Labor				N/A

PROPOSAL PRICING FORM

TROY SCHOOL DISTRICT

D. ADDITIONAL PRICING – Applicable under Proposal Pricing

<u>PRICING INCREASE/DECREASE FOR PERMANENT ADDITION/REMOVAL OF PORTION OF THE SERVICES</u>		
<u>Pricing Parameter</u>	<u>½ FTE</u>	<u>1 FTE</u>
Lead Custodian		
Day Custodian		
Night Custodian		
Grounds Personnel		
Warehouse Personnel		

<u>CUSTODIAL & WAREHOUSE SERVICES HOURLY PRICING – For Additional Services Requested under Contract</u>			
<u>Pricing Parameter</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
Hourly Rate			
Weekend Rate			
Holiday Rate			
Emergency Rate			

<u>GROUNDS SERVICES HOURLY PRICING – For Additional Services Requested under Contract</u>			
<u>Pricing Parameter</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
Hourly Rate			
Weekend Rate			
Holiday Rate			
Emergency Rate			

<u>MISCELLANEOUS PRICING ITEMS</u>			
<u>Pricing Parameter</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>
Price Per Square Foot if Scope of Custodial Services Reduced			
Cleaning & Consumable Supplies Alternate	N/A		
Performance Bond			

PROPOSAL PRICING FORM

TROY SCHOOL DISTRICT

E. WAGES AND BENEFITS OFFERED BY CONTRACTOR

As set forth in the RFP, the Contractor's rates and pricing shall include the wages and benefits offered to its employees, including health benefits and/or other benefits offered to Contractor's employees. The Contractor shall include in its Proposal the wages and benefits that will be offered to its employees who perform the Services.

F. ACKNOWLEDGEMENT OF ADDENDA TO THE RFP

The Contractor acknowledges the following addenda that were issued to the RFP:

<u>Addendum Number</u>	<u>Date</u>
1	_____
2	_____
3	_____

G. ACKNOWLEDGMENT OF TERMS & AUTHORIZATION

The undersigned Contractor acknowledges and agrees that the School District reserves, in its sole and absolute discretion, the right: (i) to accept or reject, in whole or in part, any and all Proposals received in response to this RFP; (ii) to waive informalities and irregularities in the RFP process; (iii) to award the Contract to other than the Contractor with the lowest financial Proposal; and (iv) to award the Contract to one (1) or more Contractors. If awarded the services, the Contractor agrees to enter into the form of Contract with the School District, and to furnish the services in strict accordance with, this RFP and the Contract. By submitting a Proposal, the Contractor certifies that its Proposal, as submitted, complies with all terms and conditions as set forth in this RFP, unless specifically enumerated as an exception as part of its Proposal.

Contractor Name: _____

Authorized Individual Name: _____

Position/Title: _____

Signature: _____

Date: _____

TROY SCHOOL DISTRICT
REQUEST FOR PROPOSALS
FOR
CUSTODIAL AND GROUNDS SERVICES

ATTACHMENT G

Familial Disclosure Affidavit

The undersigned, the owner or authorized officer of the undersigned contractor (the “Contractor”), pursuant to the familial disclosure requirement provided in the Troy School District’s (the “School District”) Request for Proposals for Custodial, Grounds & Warehouse Services, hereby represents and warrants that, except as provided below, no familial relationships exist between the owner or any employee of the Contractor, and any member of the Board of Education of the School District or the Superintendent of the School District. A list of the School District’s Board of Education Members and its Superintendent may be found at www.troy.k12.mi.us.

List any Familial Relationships:

CONTRACTOR:

Name of Contractor

Authorized Signature:

Printed: _____

Its: _____

STATE OF _____)
COUNTY OF _____)ss.

This instrument was acknowledged before me on the _____ day of _____, 2016, by

100

, Notary Public

County, _____

My Commission Expires: _____

Acting in the County of : _____

TROY SCHOOL DISTRICT
REQUEST FOR PROPOSALS
FOR
CUSTODIAL AND GROUNDS SERVICES

ATTACHMENT H

Michigan Public Act No. 517 of 2012

The undersigned, the owner or authorized officer of the below-named contractor (the “Contractor”), pursuant to the compliance certification requirement provided in the Troy School District’s (the “School District”) Request For Proposals For Custodial, Grounds & Warehouse Services (the “RFP”), hereby certifies, represents and warrants that the Contractor (including its officers, directors and employees) is not an “Iran linked business” within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the “Act”), and that in the event Contractor is awarded a contract as a result of the aforementioned RFP, the Contractor will not become an “Iran linked business” at any time during the course of performing any services under the contract.

The Contractor further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 or 2 times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of the School District's investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a request for proposal for three (3) years from the date the it is determined that the person has submitted the false certification.

CONTRACTOR:

Name of Contractor

By: _____

Its: _____

Date: _____

STATE OF _____)
)ss.
COUNTY OF _____)

This instrument was acknowledged before me on the _____ day of _____, 2016,
by _____.

, Notary Public

County, _____

My Commission Expires: _____

Acting in the County of : _____

TSD Custodial Services RFP - Bid #9822

Vendors Questions Received - as of 3/24/16 - 5:00 p.m.

1. Is contractor to provide any vehicles as part of proposal
 - a. The RFP does **NOT** require any vehicles be provided, however the Troy School District will not have any vehicles available for Contractor use regarding the Custodial Operations.
2. Can completed bids be submitted prior to school break on Thursday March 31, 2016 before 10:30AM?
 - a. Yes
3. Performance bond has a "May be" required stipulation. Are there any exceptions to the Bid Bond being required at time of bid?
 - a. Performance Bond may be required so all bidders are to include the Performance Bond cost in the Pricing Proposal Form. There are no exceptions to the Bid Bond being required at time of bid.
4. Section 2.5.1 states that Consumable and Custodial supplies may be supplied by Contractor after the first year, depending on School District's desire. Is there an option to remain status quo and allow School District to continue that process? Can it be changed to Mutually Agreed Upon?
 - a. Yes, Yes
5. Section III, Subsection G. Emergency Services. Please define "After Hours" issues.
 - a. After Hours issues are defined as Emergencies; which could be related to Security, Utilities/Power Outages System Failures (plumbing, HVAC) where the Contractor Manager is needed to report and review action needed as part of the Troy School District Operations Team (there would be no charge to the district for this). If hourly staff is needed to support any such emergency those labor hours would be billable at the appropriate rate.
6. If it is determined that the cause of the "After Hours" event is not by a member of my staff, would the Contractor still be able to bill School District accordingly?
 - a. The Contract Manager Response would be at no charge to the district. Hourly Staff (if required) would be billable to the school district at the appropriate rate.
7. Will Troy School District still supplement those former District employees with Health Care and Salary contributions? And if so, to what levels?
 - a. The Troy School District currently provides an enhanced wage/benefit package to former Troy School District Employees. The District intends to continue with this practice and will negotiate this item with the selected bidder at the appropriate time. Not included as part of this RFP.

8. Section 1.9.1.3 Please clarify Maintenance jobs that fall under the scope mentioned in the contract for Head custodians. List of potential jobs would suffice.
 - a. Samples of Light Maintenance we expect custodial staff to perform; Toilet Flush Valve Repair/Replacement, Toilet Service (plunging & snaking with hand snake), Sink Faucet Repairs, Sink Service (plunging, wet vac, hand snake), Air Filter Changes (unit ventilators, roof top units, air handlers, ceiling units), light bulb replacement, ceiling tile replacement, mounting/installation of (tack strips, tack boards, pencil sharpeners), door inspections, door hardware maintenance/identifying loose items and tightening (handles, door closers, hinges), Touch Up Painting, Cove Base Installation/Repairs, Door Threshold Replacement/Repairs. This list is meant to be representative of Light Maintenance Work Tasks and not all inclusive.
9. Who will serve as District liaison?
 - a. Rob Carson
10. What is the Warehouse Driver's specific chain of command?
 - a. Work is scheduled; changes adjustments will be worked through the Contract Manager.
11. Section IV: Contractor Personnel Is it understood the 30-minute return telephone call or contact is a 2-way street? If fines could be levied on Contractors end, I assume the same standard of punctuality will be followed on the District's end.
 - a. Yes
12. Please clarify exactly what you are looking for in terms of the FTE you have listed under Grounds category? I thought I understood it to be that the FTE and Seasonal FTE are to do ALL of the Ground services. All of the mowing, stripping sport fields, fertilizing...etc. In addition, this staff would also be in charge of ALL of the snow plowing, salting...etc using your Districts equipment. However, Rob, you mentioned using a 3rd party for the large mowing, or something to that effect. Do you also use a Landscaping service for the Districts larger needs and supplement with having a small staff on hand for the tasks listed in the RFP?
 - a. The Troy School District has a contract with a Seasonal Lawncare Company to perform mowing, trimming & edging at all school properties except for (Troy High School Athletic Fields & Athens High School General Turf & Athletic Fields). The Grounds staff as required in this RFP is to provide the Grounds Tasks as identified in Attachment B-2. The intent for this staff is to perform these types of tasks as part of their daily schedule consisting of 40 hours per week. This expectation is based on past years ability to complete these tasks with the same staffing levels. It is not meant to be all inclusive throughout the entire district.
13. Will vehicles be supplied by district who will maintain insure and provide gas?
 - a. All vehicles and equipment supplied by the Troy School District (this includes Custodial, Grounds & Warehouse Services) WILL be insured (as applicable) by the Troy School District and the fuel for all said items WILL also be supplied by Troy School District.

14. Where is the point of demarcation for custodians. Examples would be helpful. i.e. Head Custodian changes filters, adjust belts, cleans and verifies operation of fan coil unit. If a motor needs to be replaced in FCU or UV who would do work??
- a. **Light Maintenance Only (see answer to Question 8 above).**
15. Who calibrates thermostat if pneumatics
- a. **Troy School District Maintenance Staff maintains and repairs Pneumatic Thermostats.**
16. Who maintains circulating pumps
- a. **Troy School District Maintenance Staff maintains and repairs Circulation Pumps.**
17. What level does Head Custodians deal with Boilers, is it checking daily operation and filling out log, adjusting and turning on boilers where necessary, check water treatment, blowing down boilers where necessary? Who opens and cleans boiler for inspection?
- a. **Day Custodians will be responsible for verifying boilers are in operation and reporting any trouble alarms/signals via email or work orders.**
- b. **Logs, Adjustments, Maintenance, Water Treatment & Cleaning of Boilers are all handled by Troy School District Maintenance Staff.**
18. Roof exhaust fans? Who maintains?
- a. **Troy School District Maintenance Staff maintains roof exhaust fans**
19. Assume all HVAC equipment containing refrigerant are handled by skilled trades
- a. **Yes, Correct**
20. Is there a limit on size of air handlers that Head Custodians perform maintenance on vs. skilled trades?
- a. **Custodians are only required to replace filters on air handlers; there is no size limit on air handlers for filter replacement by custodians.**
21. They mention replacing ballasts, always felt that someone needed an electrical license to supervise people doing this.
- a. **Ballast Repair/Replacement will be handled by Troy School District Maintenance staff.**
22. Can quantities of consumable products used in the last year be provided?

Product	Total Cases	Qty/Case
C-Fold Towels	52	12/250
Roll Towels	1540	12
Small Toilet Tissue	27	96
Jumbo Toilet Tissue	1061	12
Liners - Large	939	10-250
Liners - Small	95	150
Hand Soap	300	6
Hand Sanitizer	75	2

a.

23. The custodial job matrix shows, all interior windows are listed to be cleaned weekly. Are we safe to assume this means spot clean as needed and full clean yearly?
- a. Yes
24. Courtyard maintenance is located under the custodial job matrix. No lawn mowing equipment is listed under the equipment lists for the schools. Is the intention that the contractor will provide lawn mowers for these areas or will grounds equipment be utilized?
- a. Lawn Maintenance Equipment WILL be provided by Troy School District for any custodial staff required to maintain courtyards.
25. The job frequency matrix shows contractor is to spot clean and disinfect vertical surfaces daily in classrooms? During the walkthrough it was noted that this really is to mean weekly. Can we have confirmation that desktops/tables are to be completely cleaned and sanitized weekly?
- a. Vertical & Horizontal Surfaces should be spot cleaned daily as needed, Desktops should be cleaned and disinfected weekly.
26. Currently vacuuming is performed daily in traffic & soiled areas and edge to edge vacuuming is performed weekly. Is the intention that we perform edge to edge vacuuming daily as shown in the custodial job matrix?
- a. Yes, it is expected to perform edge to edge vacuuming on a daily basis.
27. Page 14 2.5.1 (lasts sentence) states that the contractor shall be responsible to procure any necessary fuel/oil for any grounds equipment. Is this referring to all grounds services or just the courtyard work and snow blowing?
- a. Troy School District WILL supply all fuel/oil for all grounds equipment both Custodial & Grounds Service Related.
28. Can we have confirmation that if district owned equipment is worn out beyond repair it will be replaced by the district?
- a. Yes, if district owned equipment is worn out beyond repair it WILL be replaced by Troy School District.
29. Page 4 E. of the contract states that the contractor is not to reduce staffing during breaks or summer vacation. Can we have confirmation that there are to be no staff reductions during break periods?
- a. Yes, there are to be no staff reductions during break periods.
30. Under the custodial job matrix it shows General Maintenance to be performed as needed: Furniture, plumbing, electrical. Can we get a more complete list of maintenance items we are to perform? Is the contractor required to replace ballasts and oil/grease HVAC equipment?
- a. See answer to Question 8

31. The staffing plan we are asked to match for the base bid does not list out individuals who would be performing facility maintenance. Is the intention that the staff shown on the staffing chart will perform these tasks?
- a. Facility Maintenance Tasks are typically performed by the Day Custodian, however that does not prevent any other Custodial Staff from performing these tasks when time/schedule permits.
32. The Middle School buildings have 2 FTEs on the day staff where the High Schools have 1 FTE with a split shift FTE coming in at 10:30AM. Is it felt this gives enough staffing for snow removal or is the intention that additional staffing comes in to assist?
- a. The Troy School District will have a Maintenance Position at each high school that will support the snow removal operations; therefore YES we feel the 1FTE at each high school will be able to perform the required snow removal responsibilities.
33. Page 15 2.5.3 of the RFP states "All equipment maintenance will be performed by the district." The grounds job matrix states that the contractor is to perform oil changes, tune-ups, seasonal services and upkeep. Is the intention that the contractor will perform basic maintenance like oil changes and the district will cover larger repairs like a transmission going out?
- a. YES
34. Can we have confirmation that if more grounds equipment is required the district will procure this equipment? Example: Equipment for winterizing irrigation.
- a. YES
35. It was stated on the walkthrough that for grounds we are to bid the listed staffing levels at 40 hours/wk and any hours above that should be billed separately. Can we have confirmation on this?
- a. YES
36. Are we correct that the grounds crew will be covering the cleaning of seating areas and athletic grounds after events?
- a. The grounds crew or custodial staffing will be responsible to clean the seating areas and athletic grounds after events. If it is a school athletic event it will non billable and if it is a community activity or rental it will be billable.
37. The RFP asks for a pre-determined number of grounds personnel working 40 hours per week. The RFP also lists out the tasks that are required to be performed. If the grounds crew is working diligently and using overtime, and they are unable to keep up on the required tasks laid out in the RFP, is the intent that there is an understanding the contractor bid the required staffing? Is the intention that the district will work through such scenarios with the contractor based on the staffing available and the most important tasks to be completed?
- a. The Grounds Staff Tasks are subject to weather and schedule changes therefore the Staffing Level as required in this RFP is based on past experience & expertise. Therefore it is requested in this RFP to provide costing for the identified Grounds Staffing Levels at 40 hours a week.

38. The current grounds staffing is 7 FTEs. The requested staffing in the RFP is 4 FTEs. Is snow removal to be a combined effort between the contractor and the district or is the intention that the contractor performs all snow removal with the 4 FTEs?
- a. The District has a plan for District-Wide Snow Removal that is larger than what is requested in this RFP. The 4 Grounds FTE will NOT be responsible for the snow removal of the entire Troy School District.
39. Can we have confirmation that the district will cover the cost of all grounds supplies, provision of equipment, and large repairs? Will the district be covering the cost of grounds fuel and supplies needed for minor maintenance repairs (oil, filters, blades, etc.)?
- a. YES, The Troy School District WILL supply all grounds supplies, equipment, fuels and associated items needed for equipment maintenance and minor repairs.
 - b. The Contractor will be responsible for any and all damages due to neglect or misuse.
40. Attachment C #14 states that snow removal is to occur when 2" or more of snow accumulates. It also states that all lots and drives are to be kept in a "slip free" condition clear of snow and ice at all times. Lots and drives "slip free" and clear of ice and snow at all times does not coincide with snow removal when there is 2" or more of snow accumulated? Can clarification be given on this as to the district's intention?
- a. I cannot find this specific reference in Attachment C, however for clarification purposes. The Troy School District threshold for snow removal is 2". Snowfall of 2" or greater require snow removal and 2" or less require salting. The Director of Operations will make the determinations regarding snow removal and salting applications and it is the intent for the Grounds and Custodial staff to respond accordingly in support of providing safe sites for school operations.
41. Page 11 C. of the contract. Can you confirm the contractor is to provide all fuel for the warehouse delivery cube truck?
- a. The Troy School District WILL supply all fuel for the Warehouse Delivery Cube Truck.
42. Page 11 C. of the contract. Can you confirm that the contractor is to make all repairs to this vehicle? If so, is the intention that the cube truck be kept to a standard that meets MDOT or any guidelines of vehicles that fall under municipality use?
- a. The Troy School District will cover all costs to maintain and make necessary repairs to the Warehouse Cube Truck.
43. Page 11 C. of the contract. Can you confirm that the contractor is to replace the cube truck if it has reached its useful life and requires replacement?
- a. The Troy School District will replace the Warehouse Delivery Cube Truck if it has reached its useful life and requires replacement.

44. For Grounds to move mowers and any snow removal equipment from building to building will the contractor be responsible to provide the truck(s) and trailer(s) for this?
- a. The Troy School District WILL provide trucks and trailers as necessary to move mowers and snow removal equipment from building to building within the district.
45. If contractor wishes to supplement or recommend any equipment there is no place on the pricing sheet or in the proposal response forms to put that do you want to us to create a line for that?
- a. Please submit any items not requested on the Pricing Proposal Form as a Voluntary Alternate and on a separate Proposal Form of your desire.
46. You may want to put the pricing pages in a word document for vendors who do not have the capability of opening it up (not an issue for us, but I did hear a vendor ask how to get into the pricing form).
- a. The Pricing Proposal Forms have been modified with inserted text boxes for pricing costs.

***Custodial Staff is responsible for all light bulb replacements; there are 7 lifts in the district for use (1 at each High and Middle Schools, 1 travelling lift for Elementary Schools. The Contractor will be required for providing the necessary training and certification for appropriate/required staff to use Troy School District vertical lift machines.**

***Troy School District is in the 3rd year of a 9 year Bond Project - there will be construction work in our schools and the cleaning program will adjust accordingly to support these projects.**

TROY SCHOOL DISTRICT
REQUEST FOR PROPOSALS
FOR
CUSTODIAL, GROUNDS & WAREHOUSE SERVICES

<u>Contractor Information</u>			
<u>Contractor Name:</u>			
<u>Business Address:</u>			
<u>Contact Person:</u>		<u>Telephone:</u>	
<u>E-Mail:</u>		<u>Fax:</u>	

A. CUSTODIAL SERVICES PRICING

This pricing is to reflect an award by the School District of **ALL** Custodial Services contemplated in the RFP for **ALL** Facilities. *The Custodial Services Proposal pricing shall be based the Custodial Services frequencies and duties in the RFP. The Custodial Services Proposal pricing shall also be based upon the School District securing all Consumable Supplies and Cleaning Supplies in accordance with the terms and conditions of the RFP and Contract, and the Contractor being permitted to utilize existing School District Equipment and the Contractor repairing and replacing the Equipment, in accordance with the terms and conditions of the RFP and the Contract.* Accordingly, the Custodial Services Proposal pricing must be inclusive of all costs and expenses of Contractor for all personnel and additional equipment necessary to perform the Custodial Services, and are to be expressed as not-to-exceed amounts and all amounts are to include wages (both daily and substitute personnel), benefits (both health and other benefits offered or required), overhead and profit to perform all Custodial Services. These prices are to include Custodial Services coverage Monday through Saturday at the High School Facilities and Monday through Friday at all other Facilities provided that all School District-sponsored events Monday through Sunday at the Facilities are including in the pricing, in accordance with the terms and conditions of the RFP and the Contract.

<u>CUSTODIAL SERVICES</u>				
<u>Pricing Parameter</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>3 Year Total</u>
Custodial Services				
Custodial Services – Total Man Hours - Management				
Custodial Services – Total Man Hours - Labor				N/A
Custodial Services – Total FTEs – Management				N/A
Custodial Services – Total FTEs - Labor				N/A

PROPOSAL PRICING FORM

TROY SCHOOL DISTRICT

B. GROUNDS SERVICES PRICING

This pricing is to reflect an award by the School District of **ALL** Grounds Services contemplated in the RFP for **ALL** Facilities. *The Grounds Services Proposal pricing shall be based the Grounds Services frequencies and duties in the RFP. The Grounds Services Proposal pricing shall also be based upon the School District securing all salt/ice melt accordance with the terms and conditions of the RFP and Contract, and the Contractor being permitted to utilize existing School District Equipment and the Contractor repairing and replacing the Equipment, in accordance with the terms and conditions of the RFP and the Contract.* Accordingly, the Grounds Services Proposal pricing must be inclusive of all costs and expenses of Contractor for all personnel and additional equipment necessary to perform the Grounds Services, and are to be expressed as not-to-exceed amounts and all amounts are to include wages (both daily and substitute personnel), benefits (both health and other benefits offered or required), overhead and profit to perform all Grounds Services. These prices are to include Grounds Services coverage Monday through Sunday at no additional charge.

GROUNDS SERVICES				
Pricing Parameter	2016-2017	2017-2018	2018-2019	3 Year Total
Grounds Services				
Grounds Services – Total Man Hours - Management				
Grounds Services – Total Man Hours - Labor				N/A
Grounds Services – Total FTEs – Management				N/A
Grounds Services – Total FTEs - Labor				N/A

C. WAREHOUSE SERVICES PRICING

This pricing is to reflect an award by the School District of **ALL** Warehouse Services contemplated in the RFP. *The Grounds Services Proposal pricing shall be based the Warehouse Services duties in the RFP.* Accordingly, the Warehouse Services Proposal pricing must be inclusive of all costs and expenses of Contractor for all personnel and additional equipment necessary to perform the Warehouse Services, and are to be expressed as not-to-exceed amounts and all amounts are to include wages (both daily and substitute personnel), benefits (both health and other benefits offered or required), overhead and profit to perform all Warehouse Services.

WAREHOUSE SERVICES				
Pricing Parameter	2016-2017	2017-2018	2018-2019	3 Year Total
Warehouse Services				
Warehouse Services – Total Man Hours - Management				
Warehouse Services – Total Man Hours - Labor				N/A
Warehouse Services – Total FTEs – Management				N/A
Warehouse Services – Total FTEs - Labor				N/A

PROPOSAL PRICING FORM

TROY SCHOOL DISTRICT

D. ADDITIONAL PRICING – Applicable under Proposal Pricing

<u>PRICING INCREASE/DECREASE FOR PERMANENT ADDITION/REMOVAL OF PORTION OF THE SERVICES</u>		
<u>Pricing Parameter</u>	<u>½ FTE</u>	<u>1 FTE</u>
Lead Custodian	<input type="text"/>	<input type="text"/>
Day Custodian	<input type="text"/>	<input type="text"/>
Night Custodian	<input type="text"/>	<input type="text"/>
Grounds Personnel	<input type="text"/>	<input type="text"/>
Warehouse Personnel	<input type="text"/>	<input type="text"/>

<u>CUSTODIAL & WAREHOUSE SERVICES HOURLY PRICING – For Additional Services Requested under Contract</u>			
<u>Pricing Parameter</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
Hourly Rate	<input type="text"/>	<input type="text"/>	<input type="text"/>
Weekend Rate	<input type="text"/>	<input type="text"/>	<input type="text"/>
Holiday Rate	<input type="text"/>	<input type="text"/>	<input type="text"/>
Emergency Rate	<input type="text"/>	<input type="text"/>	<input type="text"/>

<u>GROUNDS SERVICES HOURLY PRICING – For Additional Services Requested under Contract</u>			
<u>Pricing Parameter</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
Hourly Rate	<input type="text"/>	<input type="text"/>	<input type="text"/>
Weekend Rate	<input type="text"/>	<input type="text"/>	<input type="text"/>
Holiday Rate	<input type="text"/>	<input type="text"/>	<input type="text"/>
Emergency Rate	<input type="text"/>	<input type="text"/>	<input type="text"/>

<u>MISCELLANEOUS PRICING ITEMS</u>			
<u>Pricing Parameter</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>
Price Per Square Foot if Scope of Custodial Services Reduced	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cleaning Supplies Alternate	N/A	<input type="text"/>	<input type="text"/>
Consumable Supplies Alternate	N/A	<input type="text"/>	<input type="text"/>
Performance Bond	<input type="text"/>	<input type="text"/>	<input type="text"/>

PROPOSAL PRICING FORM

TROY SCHOOL DISTRICT

E. WAGES AND BENEFITS OFFERED BY CONTRACTOR

As set forth in the RFP, the Contractor's rates and pricing shall include the wages and benefits offered to its employees, including health benefits and/or other benefits offered to Contractor's employees. The Contractor shall include in its Proposal the wages and benefits that will be offered to its employees who perform the Services.

F. ACKNOWLEDGEMENT OF ADDENDA TO THE RFP

The Contractor acknowledges the following addenda that were issued to the RFP:

<u>Addendum Number</u>	<u>Date</u>
1	<input type="text"/>
2	<input type="text"/>
3	<input type="text"/>

G. ACKNOWLEDGMENT OF TERMS & AUTHORIZATION

The undersigned Contractor acknowledges and agrees that the School District reserves, in its sole and absolute discretion, the right: (i) to accept or reject, in whole or in part, any and all Proposals received in response to this RFP; (ii) to waive informalities and irregularities in the RFP process; (iii) to award the Contract to other than the Contractor with the lowest financial Proposal; and (iv) to award the Contract to one (1) or more Contractors. If awarded the services, the Contractor agrees to enter into the form of Contract with the School District, and to furnish the services in strict accordance with, this RFP and the Contract. By submitting a Proposal, the Contractor certifies that its Proposal, as submitted, complies with all terms and conditions as set forth in this RFP, unless specifically enumerated as an exception as part of its Proposal.

Contractor Name:

Authorized Individual Name:

Position/Title:

Signature:

Date:

TSD Custodial Services RFP - Bid #9822

Addendum # 3

Clarification

Addendum #1 , Question 3

Question

3. Performance bond has a “May be” required stipulation. Are there any exceptions to the Bid Bond being required at time of bid?

Answer

- a. Performance Bond may be required so all bidders are to include the Performance Bond cost in the Pricing Proposal Form. There are no exceptions to the Bid Bond being required at time of bid.*

Clarification to Answer

Pursuant to the RFP as issued by the School District, each Contractor is required to include a 5% Bid Bond as part of its proposal. If Contractor desires to submit a proposal with a different amount of a Bid Bond or not include a Bid Bond in its proposal, the Contractor may elect to take exception to the Bid Bond requirement, or any other requirement of the RFP but the Contractor must clearly state such exception, and the basis therefore, in its Proposal so that the School District may understand the exception.

**RFP 9822 Custodial, Grounds & Warehouse Services
Tabulation**

Vendor		Custodial Services						Grounds Services				Warehouse Services				
		2016-17	FTE's	2017-18	FTE's	2018-19	FTE's	3 Year Total	2016-17	2017-18	2018-19	3 Year Total	2016-17	2017-18	2018-19	3 Year Total
* a)	ABM Building Services, LLC	\$3,424,500.00	80.7	\$3,424,500.00	80.7	\$3,486,200.00	80.7	\$10,335,200.00	\$223,234.00	\$223,234.00	\$227,000.00	\$673,468.00	\$45,000.00	\$45,000.00	\$46,200.00	\$136,200.00
	Auxilio, Inc	\$2,928,105.00	76.5	\$2,928,105.00	76.5	\$2,928,105.00	76.5	\$8,784,315.00	\$137,850.00	\$137,850.00	\$137,850.00	\$413,550.00	\$86,575.00	\$86,575.00	\$86,575.00	\$259,725.00
	Clean-Ed, LLC <i>Proposal #1</i>	\$2,985,000.00	79.0	\$2,985,000.00	79.0	\$2,985,000.00	79.0	\$8,955,000.00	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	DM Burr Group	\$2,771,195.46	78.5	\$2,771,195.46	78.5	\$2,771,195.46	78.5	\$8,313,586.38	\$255,434.21	\$255,434.21	\$255,434.21	\$766,302.63	\$39,751.53	\$39,751.53	\$39,751.33	\$119,254.39
	Enviro-Clean Services, Inc.	\$2,848,988.00	79.75	\$2,848,988.00	79.75	\$2,848,988.00	79.75	\$8,546,963.00	\$286,893.00	\$286,893.00	\$286,893.00	\$860,679.00	\$46,012.00	\$46,012.00	\$46,012.00	\$138,036.00
	GCA Services Group	\$3,029,749.00	76.0	\$3,029,749.00	76.0	\$3,029,749.00	76.0	\$9,089,247.00	\$286,149.00	\$286,149.00	\$286,149.00	\$858,447.00	\$41,927.00	\$41,927.00	\$41,927.00	\$125,781.00
Alternates																
* a)	Clean-Ed, LLC <i>Proposal #2</i>	\$3,055,000.00	84.0	\$3,055,000.00	84.0	\$3,055,000.00	84.0	\$9,165,000.00	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
* b)	DM Burr Group	\$2,931,917.24	88.5	\$2,931,917.24	88.5	\$2,931,917.24	88.5	\$8,795,751.72	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A