



POCATELLO/CHUBBUCK SCHOOL DISTRICT 25

LEARNING TODAY FOR THE POSSIBILITIES OF TOMORROW

Administration Offices

3115 Pole Line Road

Pocatello, Idaho

REQUEST FOR PROPOSAL

Sealed Request for Proposals will be received by the Pocatello/Chubbuck School District No. 25 Business Office, Bannock County, Idaho at 3115 Pole Line Road, Pocatello, Idaho, 83201 until **9:00 AM on September 13, 2023** for the following:

Custodial Services at Various District Locations

A **mandatory** on-site meeting and walk-thru to review the estimated 664,331 square footage project will be held at the District Maintenance Shop, 185 E. Maple, Pocatello, Idaho on **September 6, 2023 at 9:00 AM.**

Specifications and additional details, (including bid forms), may be secured at 3115 Pole Line Road, Pocatello, Idaho, 83201 and on the School District website at: <https://www.sd25.us>

All bids must be on the forms furnished, all blank spaces filled in, and signed with the name and address of the Bidder. No unqualified bids will be read.

The Board of Trustees reserves the right to reject any or all bids or to waive any informalities, or to accept the bid or bids deemed best for Pocatello/Chubbuck School District No. 25, Bannock County, Pocatello, Idaho.

RFP WITH CONDITIONS WILL NOT BE ACCEPTED

BID OPENING

September 13, 2023

9:00 A.M.

SCOPE OF WORK:

Contractor will perform custodial services, according to the terms of this Agreement, and in conformity with the Custodial Service Standards (CSS), a copy and incorporated herein, upon and within the premises of the buildings as listed on Exhibit A and by this reference incorporated herein. All work shall be performed by Contractor in a workmanlike manner to the highest industry standards to the satisfaction of the District. The Contractor agrees it will monitor and maintain quality control as outlined in the Scope of Services in Exhibit A. Except as otherwise provided hereafter, Respondent shall be required to provide its own equipment and supplies necessary to do its work.

The objective is for the bidder to submit sufficient information to allow the District to select the bidder to provide the services and to enter into a contract for a 3-year period, with the possibility for up to two (2) potential one-year renewals after the initial 3-year term, subject to annual appropriation.

Examination of Site: The School District has seven (7) different school sites with approximately 664,331 square footage.

A **mandatory** on-site meeting and walk-thru to review the estimated 664,331 square footage project will be held at the District Maintenance Shop, 185 E. Maple, Pocatello, Idaho on **September 6, 2023 at 9:00 AM.**

The purpose of the pre-bid conferences is to:

1. Carefully examine the specifications.
2. Visit the worksite.
3. Be fully informed of existing conditions and limitations.
4. Include in the bid sums sufficient to cover all items required by the contract, which shall rely entirely upon your own examinations in making this proposal.
5. Verify square footage at work sites prior to bidding. Vendor is responsible for obtaining the correct measurement sizes for all materials.

Refer all questions to Ms. Cindy McMichael, Custodial Supervisor at (208) 233-2604 or mcmichci@sd25.us or Mr. Alan Spidell, School Plant Coordinator, at (208)233-2604. Contact with other district staff, Board of Trustees, or Administration, will be by written permission only.

EVIDENCE OF QUALIFICATIONS:

Upon request of District, a bidder whose bid is under consideration for award of the contract shall submit, promptly, satisfactory evidence of his financial resources, his experiences, and the organization and equipment he has available for performance of the contract.

Additionally, bidders must have record of at least (5) years of successful performance at sites that are similar in size and complexity to Pocatello/Chubbuck School District No. 25.

All equipment and supplies provided and all work performed shall comply with the and be done in accordance with all applicable federal, state, and local laws, codes and regulations, including, but not limited to, OSHA.

Bidders must hold all licenses, accreditations and/or certifications required to ensure compliance with local, state and federal requirements.

In addition, the bidder will agree to the following:

1. **Criminal Records Check and Drug Testing of Contractor's Employees.** The District has a practice, that in part is driven by state law, (Idaho Code 33-130 and regulations promulgated thereunder), to conduct a criminal history check ("Investigation") before hiring any new employee.
2. **Appearance of Contractor's Employees.** Contractor's work force shall be neat and clean in appearance and shall wear the uniform as supplied by Contractor. District has the discretion to determine whether Contractor's employees meet the appearance standards set herein.
3. **ACBM Awareness Training.** Contractor shall provide ACBM awareness training for Contractor personnel in compliance with the Asbestos Hazard Response Act 40 CFR Part 763. 92(a).
4. **No Subcontracting Services.** No portion of contracted work shall be subcontracted under this Agreement without District's prior written consent.

INTERPRETATIONS:

Should a bidder find discrepancies in, or omissions from the RFP, or be in doubt as to their meaning, he should at once notify the Owner, who will send written instructions or addenda to all bidders.

The owner will not be responsible for oral interpretations. Questions received less than 48 hours before time for bid opening cannot be answered; all addenda issued during the time of bidding will be incorporated in the contract.

Prices must remain firm as quoted by bidder and will not be withdrawn for a period of 90 days following the due date for proposal responses.

OBJECTIONS:

Written objections to specifications or bid procedures must be received by the clerk, secretary, or other authorized official of the District at least one (1) business day before the date and time upon which bids are scheduled to be received, per Idaho Code Section 68-2806(c).

REJECTION OF BIDS:

The Board of Trustees shall have the right to reject or not accept any and/or all bids when: (1) it is in the best interest of the District; (2) the bid does not meet the minimum bid specifications; or (3) the bid is not the lowest responsible bidder, or (4) the item offered deviates to a major degree from the bid specifications, as determined by the Administrator (minor deviations, as determined by the Administrator, may be accepted as substantially meeting the bid requirements of the District). Deviations will be considered major when such deviations appear to frustrate the competitive bidding process.

The Board of Trustees may reject all bids with or without cause. The Board of Trustees may waive any immaterial deviation in a bid.

EMPLOYMENT OF RESIDENTS OF IDAHO:

In compliance with Idaho Laws, Section 44-1001 and 44-1002 Idaho Code, the contractor "... must employ ninety-five percent (95%) bona fide Idaho residents as employees on any such contracts except where under such contracts fifty (50) or less persons are employed the contractor may employ ten percent (10%) nonresidents, provided however, in all cases such employers must give preference to the employment of bona fide Idaho residents in the performance of such work."

INSURANCE:

All contractors who provide goods or services to the District are required to provide the District with certificates of insurance for General Liability, Auto Liability, Workers Compensation, and Professional Liability if applicable.

The General Liability and/or Professional Liability certificate must name the District as an additional insured under the contractor's policy.

Certificates are to be provided to the District prior to any work commencing on District property. This would include the placement of any equipment or materials at the work site.

Minimum Insurance Limits

General Liability \$1,000,000 per occurrence
 \$1,000,000 products and completed operations
 \$1,000,000 annual aggregate

Auto Liability \$1,000,000 per occurrence

Workers Compensation Statutory

Professional Liability \$1,000,000 per occurrence
 \$1,000,000 annual aggregate

OWNER/CONTRACTOR AGREEMENT:

The Agreement for the work will be written on a District provided Form of Agreement between Owner and Contractor where the basis of payment is a stipulated sum.

LAWS AND ORDINANCES:

The contractor hereby binds himself to protect and save harmless the owner from all damages arising from the violation of any and all Federal, State, County, City, and all other laws, rules, regulations, in the performance of the terms of the contract.

HOLD HARMLESS AGREEMENTS:

The District expects your work to conform to professional standards. The contractor is expected to hold the District harmless for all damages or claims arising out of the work performed by the contractor. The District will not agree to hold the contractor harmless for damages or claims.

EQUIPMENT:

The contractor shall provide all labor, materials, tools, and equipment, etc. necessary for the complete and substantial execution of everything described in the specifications.

STORAGE OF MATERIALS:

The contractor shall make arrangement and coordinate with the Maintenance Department for delivery and storing of materials. Any damages of life or property caused by storage of materials on the above-indicated place shall be paid for by the contractor, who shall hold the owner harmless for any damages concerning the same.

SUPERVISION:

The supervision of this work will be done by Pocatello/Chubbuck School District No. 25 Maintenance Department.

INSPECTION OF WORK:

The representative of the owner shall at all times have access to the work wherever it is in preparation or progress and the contractor shall provide facilities for such access and for inspection.

CLEAN UP:

The contractor shall at all times keep the premises free from accumulations of waste material or rubbish caused by his employees or work, and at the completion of the work, the employee shall remove all rubbish from and about the building and all tools and surplus materials and shall leave his work clean.

SECURITY

When the contractor's employees are in a school building after hours and no District custodian is present, the contractor shall be responsible for the security of the building in which its employees are present. In particular, the contractor shall ensure that all exterior doors and interior doors are secure. The contractor will be responsible for false alarm charges caused by workers.

Employees of the contractor shall not be assisted nor accompanied by any individual that is not an employee of the contractor, while performing duties related to the contract.

CHANGES IN THE WORK:

All change orders shall be submitted in written form, for District approval, before any additional work is performed.

The owner, without invalidating the contract, may order extra work or make changes by altering, adding to, or deducting from the work; the contract sum being adjusted accordingly. All such work shall be executed under the conditions of the original contract, except that any claim for extension of the time caused thereby shall be adjusted at the time of ordering such change.

PAYMENTS:

Application for payment dated on or before the 25th of the month, shall be paid by the 15th of the following month. Application for payment dated after the 25th of the month, shall be paid within 30 days. The monthly total should be the total contract price for the period divided by the number of months in the contract period.

BID EVALUATION CRITERIA:

Contractor selection on this project will be evaluated based on the following selection criteria:

1. Price
2. Contractor reputation for quality of work with current customers or past performance with District 25 (please list all jobs/contracts greater than \$10,000 performed in the past two years if contractor has not performed one for the District in past 5 years)
3. Vendor ability to best match the listed criteria as specified
4. Key personnel
5. Additional resources and services, if applicable

COST PROPOSAL:

A financial proposal focuses on maximum value, innovation and cost effective implementation. Cost total not-to-exceed fixed fee for labor, equipment, time, materials and other items necessary to meet the requirements of the Scope of Services and deliverables, including the requirements of the Agreement. The fee should include all costs of performing the services (including without limitation, mileage, travel, equipment, supplies, permits, licenses, overhead, profit, insurance, etc.) Although the District does not anticipate compensating bidder for any additional items of expenses, any such additional amounts to be charged to the District must be identified in the cost proposal.

TERMS OF THE AGREEMENT

Any Contract Agreement developed as a result of this RFP will commence and take effect on a date mutually agreed upon by the successful bidder and the District and will be set forth in the Agreement. The contract shall begin on October 1, 2023 and end June 30, 2024. The contract may provide for automatic renewal unless positive action is taken by the District to terminate such contract.

Accordingly, proposal should be for the proposed period October 1, 2023 until June 30, 2024; July 1, 2024 until June 30, 2025; and July 1, 2025 thru June 30, 2026. During this multi-year agreement, the contract will renew automatically at the end of each contract year if the Board does not notify the vendor in writing of its non-renewal within sixty (60) days of contract end date.

Contractor shall perform all custodial services as agreed to under this contract and as stated in the CSS from the hours of 4:00 p.m. to 12:00 a.m., Monday through Friday during the school calendar and daytime hours to be determined by District during off school calendar times for summer cleaning.

Contractor will be responsible for the opening, set up, cleaning and closing/securing the buildings that are without a District custodian present.

Contractor must maintain a presence in the buildings during events/rentals that are without a District custodian present.

Either party shall have the privilege, with or without cause, to terminate this Agreement at any time upon sixty (60) days written notice to the other party as hereinafter specified.

IDAHO EMPLOYER ALCOHOL AND DRUG-FREE WORKPLACE ACT

Include with your bid sheet a contractor's affidavit pursuant to Idaho Code, Section 72-1717.

No contract employee, employee or visitor shall be permitted under any circumstances to use tobacco products or vaping products in or on the grounds of any District owned facility.

BIDDER CERTIFICATION FORM: All bidders must complete and submit the Bidder Certification Form included with this bid request.



POCATELLO/CHUBBUCK SCHOOL DISTRICT 25
LEARNING TODAY FOR THE POSSIBILITIES OF TOMORROW

2023 CUSTODIAL SERVICES

Board of Trustees
Pocatello/Chubbuck School District No. 25
3115 Pole Line Road
Pocatello, ID 83201

Date: _____

Company Name

We, the undersigned agrees, if this bid is accepted, to enter into an agreement with Owner to perform and furnish the labor, materials, and equipment to complete all services called for by these specifications in accordance with the terms and conditions of the contract documents.

We further acknowledge Addendum(s) Received. No. _____, dated _____.

Term	Contract Price
October 1, 2023 thru June 30, 2024	
July 1, 2024 thru June 30, 2025	
July1, 2025 thru June 30, 2026	

The School Board of Trustees reserves the right to reject any or all bids, likewise, to reject any item or items in any such bid and the right to waive any technicality.

Respectfully submitted,

- Attached, if applicable, is a listing of subcontractors names and addresses for this project.
- Attached is our Affidavit of Alcohol and Drug-Free Worksite, as pursuant to Idaho Code 72-1717.
- Attached is Bidder Certification Form.

Company Name

Authorized Signature / Date

Address

Printed Authorized Signature

City, State, Zip

Title

Phone / Fax Number

Email (if applicable)



CONTRACTOR'S AFFIDAVIT
CONCERNING ALCOHOL AND DRUG-FREE WORKPLACE

STATE OF _____

COUNTY OF _____

Pursuant to the Idaho Code, Section 72-1717, I, the undersigned, being duly sworn, depose and certify that named contractor is in compliance with the provisions of Idaho Code section 72-1717; that named contractor provides a drug-free workplace program that complies with the provisions of Idaho Code, title 72, chapter 17 and will maintain such program throughout the life of a state construction contract and that named contractor shall subcontract work only to subcontractors meeting the requirements of Idaho Code, section 72-1717(1)(a).

Company Name

Authorized Signature / Date

Subscribed and sworn to before me this _____ day of _____, 2023.

Commission expires:

NOTARY PUBLIC, residing at



BIDDER CERTIFICATION FORM

- 1. Debarment and Suspension - In submitting this bid proposal, we hereby certify that we have not been suspended or in any way excluded from Federal procurement actions by any Federal Agency. We fully understand that if information contrary to this certification subsequently becomes available, such evidence may be grounds for non-award or nullification of a bid contract.
2. Anti-Collusion - In submitting this bid proposal, we hereby certify this proposal was developed and prepared without any collusion with any competing bidder or District employee. The content of this proposal has not been disclosed to any competing or potentially competing bidder prior to the proposal due date and time. Furthermore, no action to persuade any person, partnership or corporation to submit or withhold a bid has been made.
3. Anti-Lobbying - In submitting this bid proposal, we hereby certify that to the best of our knowledge and belief, no appropriated Federal funds have been paid or will be paid by or on behalf of person associated with this proposal to any person for influencing or attempting to influence and officer or employee of any agency, a member of Congress, an office or employee of Congress or an employee of a member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.
4. National Sexual Offender Registry - In submitting this bid proposal, you certify to the District that your company will prohibit any persons in your employ who are registered or required to register under the Idaho Sex Offender Registration Act from participation in company business with the District if such participation would require them to be present on school property. You certify further that you have cross checked such employees against the National Sex Offender Registry found at the following web link: http://www.nsopr.gov/

Signed: _____ Date: _____

Name & Title: _____

Company: _____ Phone: _____

Address: _____

City/State/Zip: _____

EXHIBIT A

CUSTODIAL SERVICE STANDARDS

Pocatello/Chubbuck School District No. 25 states the service standards to include, but not be limited to, the following services:

1. CAPITAL EQUIPMENT

Contractor shall own, operate, insure, maintain, and provide all items of capital equipment necessary to perform the services identified herein.

This shall include, but not limited to, all scrubbers, shampooers, polishers, etc. Capital items shall generally be defined as those having multi-year life, separate identification, and which are non-consumable.

2. CONSUMABLE SUPPLIES

Contractor will be responsible for on-site storage and distribution of all consumable items of a chemical and cleaning nature to be used by Contractor's employees, which shall include, but not be limited to, cleaning compounds, washing and waxing materials, brushes, rags, mops, brooms, etc. Contractor shall supply all such items normally supplied in the custodial contracting trade. SDS sheets for contractor's chemicals will be kept on site in each building, and updated accordingly.

District will be responsible for storage and distribution of consumable items which are intended for use by the student and employees of the district, and shall include, but not be limited to, paper products, soaps and detergents, trash facilities, light globes, etc.

3. INSPECTIONS

Periodically and routinely the Contractor and Owner's representative shall inspect the work in accordance with Contractor's quality assurance program. Any deficiencies noticed at this point shall be upgraded by the Contractor to the satisfaction of the District as outlined in paragraphs 12 and 13 of the agreement.

4. MAINTENANCE NEEDS

The Contractor's supervisor will inform the District maintenance foreman as to the location(s) where maintenance repairs are needed. Owner will provide the necessary forms for said repair notice.

5. AREAS OF DISTRICT AND CONTRACTOR RESPONSIBILITY

Exhibit B identifies areas of responsibility for the District and the Contractor (highlighted in yellow).

Additions and/or deletions to areas of responsibility will be addressed by addendum signed by both parties.

SCOPE OF SERVICES

Contractor will provide a cleaning schedule to be approved by the District for Summer, Winter, and Spring Breaks. Services include cleaning of schools Monday through Friday, excluding federal holidays, during the school year regardless of student attendance.

PROCEDURAL STANDARDS

1. RESTROOM CLEANING

DAILY: Clean both sides of the door including push plates, ventilator grills, and kick plates with cleaner/disinfectant solution. Dry all metal surfaces after wet cleaning to prevent water spotting. Empty all waste receptacles. Wipe out the receptacles if necessary with a cloth dampened with cleaner/disinfectant solution. Replace all plastic liners. Replenish paper and soap supplies in restrooms from District's supplies. Remove trash and soil from floor by sweeping. Clean mirrors with glass cleaner.

Clean basins, shelves, chrome hardware, partitions, and wall areas around the basins using cleaner/disinfectant solution. Use a clean dry cloth to wipe all polished metal surfaces dry to prevent water spotting.

Clean the insides of commode and urinal bowls with a bowl mop and cleaner/disinfectant solution. Use a percolator brush to clean water supply spouts and strainer type drains.

Use the cleaner/disinfectant solution to clean the outside of the commode or urinal and wall behind commodes and urinals. In a similar manner, clean the partitions between the commodes and urinals.

Use a clean dry cloth to wipe all polished metal surfaces dry to prevent water spotting.

Wet mop the restroom floor with cleaner/disinfectant solution and rinse the floor with clear water to prevent detergent from accumulating.

Replace any burned out lights which are at the height of 15 feet or less. For burned out lights over 15 feet or other maintenance problems (i.e., tiles coming loose, weakening fixtures), report them to Contractor's supervisor.

Remove paper, gum, or any other debris from wall, floor or ceiling surfaces.

WEEKLY: Use acid bowl cleaner and a bowl mop to descale commode and urinal bowls.

Completely wet all surfaces and fixtures with cleaner/disinfectant solution. Wipe all surfaces dry as needed.

Remove dust accumulation from overhead exhaust and ventilation grills as needed.

Extended breaks (Christmas, Spring, Summer): Deep clean all restrooms.

2. ADMINISTRATIVE SUITES AND OFFICES

DAILY: Empty all waste receptacles and pencil sharpeners. Wipe out the receptacles if necessary with a cloth dampened with cleaner/disinfectant solution. Replace all plastic liners.

Spot-clean all glass in doors and partitions as needed.

Dust mop uncarpeted floor surfaces. Pick up accumulated soil with a counter brush and dust pan. In heavily used areas where tracking is a problem, completely damp mop uncarpeted floors.

The traffic patterns on carpeted floors in offices should be vacuumed daily. While vacuuming, note the requirements for spot removal and remove as many spots as possible from the carpeting.

Arrange any furniture, which may have been moved out of place due to cleaning or for any other reason.

Replace any burned out lights which are at the height of 15 feet or less. For burned out lights over 15 feet or other maintenance problems (i.e., frayed carpet, broken windows), report them to Contractor's Supervisor.

WEEKLY: Completely damp mop all uncarpeted floor surfaces with a neutral detergent solution.

Dust furniture, desks, sills, shelves, ledges, air conditioning vents, etc. Do not disturb any papers lying on the desks or reading tables.

Completely vacuum all carpeted floors. This includes areas under and around furniture and along the edges of the walls.

Dust vertical surfaces only as they tend to accumulate dust.

SEMI-ANNUALLY: Buff or refinish, as needed, resilient tile floors. Clean, by extraction, all carpeted areas.

ANNUALLY: Clean interior/exterior windows. Clean heat and air conditioning vents.

Clean blinds and window treatments (in place).

3. CLEANING OF LOUNGES AND EMPLOYEE BREAK ROOM

DAILY: Empty all waste receptacles. Wipe out the receptacles if necessary with a cloth dampened with cleaner/disinfectant solution. Replace all plastic liners.

Spot clean walls, doors, plastic, and Formica tables and furniture, etc. Dust mop, damp mop resilient tile floors.

Replace any burned out lights which are at the height of 15 feet or less. For burned out lights over 15 feet, or other maintenance problems, report them to Contractor's Supervisor.

Replenish paper and soap supplies in the sink area from District's supplies.

Clean basins, shelves, chrome hardware, partitions, and wall areas around the basins using cleaner/disinfectant solution. Use a clean, dry cloth to wipe all polished metal surfaces dry to prevent water spotting.

Completely vacuum/dust mop and mop all floors.

WEEKLY: Dust furniture, sills, ledges, air conditioning vents, etc. Completely vacuum carpeted areas.

SEMI-ANNUALLY: Buff or refinish resilient tile floors, as needed, during Winter and Summer Breaks.

Clean, by extraction, all carpeted areas.

ANNUALLY: Strip and refinish resilient tile floors as needed annually.

4. STAIRS AND LANDINGS CLEANING

DAILY: Collect all litter and trash from the stairwell and sweep stairs and landings. Remove gum or other resistant materials.

Wipe all hand rails.

Spot clean walls and both sides of door with a detergent solution. Clean soil and scuff marks on risers and baseboards. Damp mop the stairs and landings as needed.

Replace any burned out lights which are at the height of 15 feet or less. For burned out lights over 15 feet, or other maintenance problems, report them to Contractor's Supervisor.

WEEKLY: Wipe or clean ledges, dados, etc.

Dust flat surfaces, remove cobwebs and wash inside windows.

5. ENTRANCE LOBBY AND CORRIDOR CLEANING

DAILY: Vacuum inside and outside entrance mats and clean floor beneath. Clean entrances and lobby windows.

Empty all waste receptacles. Wipe out the receptacles if necessary with a cloth dampened with cleaner/disinfectant solution. Replace all plastic liners.

Spot clean walls, doors, ledges, and furniture with neutral cleaner. Clean with cleaner/disinfectant all drinking fountains.

Dust mop floors. Damp mop (auto scrub) floors with a neutral cleaner to remove obvious soil and spills. Remove heel marks.

Replace any burned out lights which are at the height of 15 feet or less. For burned out lights over 15 feet, or other maintenance problems, report them to Contractor's Supervisor.

WEEKLY: Dust vertical furniture surfaces and wall vents. Dust horizontal surfaces, such as windowsills, ledges and furniture tops.

MONTHLY: Clean overhead exhaust and ventilation grills as needed. Clean blinds and window treatments (in place).

SEMI-ANNUALLY: During Winter Break, scrub resilient tile, and buff or refinish as needed with at least two (2) coats of finish.

Clean, by extraction, all carpeted areas.

ANNUALLY: During Summer Break, strip resilient tile and refinish with at least three (3) coats of finish.

Clean overhead light fixtures.

Wash all hard surfaces (walls, lockers and classroom doors, vents, and grills).

6. ELEVATOR CLEANING

DAILY: Spot clean elevator walls and elevator doors. Spot clean daily to remove marks and smudges, vacuum all carpet.

WEEKLY: Damp mop uncarpeted floors with a neutral detergent cleaner.

7. CUSTODIAL CLOSETS AND EQUIPMENT

DAILY: Clean all housekeeping equipment and store properly. Empty all waste receptacles. Wipe out the receptacles if necessary with a cloth dampened with a cleaner/disinfectant solution. Replace all plastic liners.

Spot-clean doors, walls, and shelves with neutral detergent solution and a cloth. Clean custodial sink and wall adjacent to sink.

Arrange supplies on shelves in an orderly manner. Check supplies and notify Contractor's supervisor of needs.

Dust mop or sweep open floor area. Damp mop when necessary.

Replace any burned out lights which are at the height of 15 feet or less. For burned out lights over 15 feet, or other maintenance problems, report them to Contractor's Supervisor.

Do not leave soiled rags and dust mop heads in the closet. Place in a plastic bag and give to Contractor's Supervisor for exchange when above items are delivered.

8. MEDIA CENTER, CATALOG ROOMS, WORK ROOMS, AND BOOK PROCESSING

DAILY: Empty all waste receptacles. Wipe out the receptacles if necessary with a cloth dampened with cleaner/disinfectant solution. Replace all plastic liners.

Dust cleaned areas of furniture tops, counter tops, vacant shelves, sills, and ledges. Spot clean glass in doors, partitions and displays.

Dust mop non-carpeted floors. Using a mop and detergent solution, spot mop all non-carpeted floors to remove heavy soil as necessary.

Vacuum clean traffic areas of carpeted floors. Check for spot cleaning.

Replace any burned out lights which are at the height of 15 feet or less. For burned out lights over 15 feet, or other maintenance problems, report them to Contractor's Supervisor.

Replenish paper and soap supplies in the sink area from District's supplies.

Clean basins, shelves, chrome hardware, partitions, and wall areas around the basins using cleaner/disinfectant solution. Use a clean, dry cloth to wipe all polished metal surfaces dry to prevent water spotting.

WEEKLY: Dust vertical surfaces of carrels, partitions, furniture and stack shelving. Vacuum clean the entire carpeted area.

Spot clean carpet.

Wet mop all non-carpeted floors. Wash interior windows.

MONTHLY: Shampoo/extract traffic lanes as needed.

SEMI-ANNUALLY: Shampoo/extract entire carpet during Winter and Summer Breaks.

9. GYMNASIUMS

DAILY: Remove trash and debris from floor area and bleachers. Clean glass and doors.

Dust mop to remove loose soil and dust from bleachers and floor.

Damp mop bleachers.

Remove heel marks, gum and tape, etc.

Remove soil from walls and doors.

Remove soil by wet mopping or auto scrubbing entire floor. Station "Wet Floor" signs until dry, if building is in use.

Set up equipment for City of Pocatello Parks & Recreation rental agreements on an as needed basis.

WEEKLY: Clean and remove trash, gum, etc. under bleachers.

10. CLASSROOM AND SEMINAR ROOMS

DAILY: Empty all waste receptacles and pencil sharpeners.

Wipe out the receptacles if necessary with a cloth dampened with cleaner/disinfectant solution. Replace all plastic liners.

Spot clean walls, doors and furniture as needed. Dust mop hard surface floor.

Remove spills and stains from hard surface floors. Completely vacuum all accessible areas of carpeted

floors.

Replace any burned out lights which are at the height of 15 feet or less. For burned out lights over 15 feet, or other maintenance problems, report them to Contractor's Supervisor.

Replenish paper and soap supplies in the sink area from District's supplies.

Clean basins, shelves, chrome hardware, partitions, and wall areas around the basins using cleaner/disinfectant solution. Use a clean, dry cloth to wipe all polished metal surfaces dry to prevent water spotting.

WEEKLY: Carefully clean and damp wipe and chalk trays beneath the chalkboard, and clean erasers.

Dust horizontal surfaces such as window ledges, sills, displays, furniture tops (excluding student desks), and cleared work surfaces.

Dry clean chalk and white boards on Fridays unless marked "Save".

SEMI-WEEKLY: Completely mop all hard surface floors. During inclement weather conditions, mop daily.

MONTHLY: Clean blinds and window treatment (in place) as needed. High clean to remove cob webs and dust from corners and ledges, etc. as needed.

11. ART ROOM

DAILY: Empty all waste receptacles and pencil sharpeners.

Wipe out the receptacles if necessary with a cloth dampened with cleaner/disinfectant solution. Replace all plastic liners.

Spot clean glass in doors and partition. Spot clean doors and walls.

Clean sinks, counter tops, and adjoining cabinets.

Sweep accessible areas. Wet mop to pick up spills or heavy soil.

Replace any burned out lights which are at the height of 15 feet or less. For burned out lights over 15 feet, or other maintenance problems, report them to Contractor's Supervisor.

Replenish paper and soap supplies in the sink area from District's supplies.

MONTHLY: Dust vertical surfaces of furniture, cabinets, etc.

12. COMMONS AREA

DAILY: Sweep (dust mop) floors; spot mop as needed at Century High School. Sweep (dust mop) floors; auto scrub at Highland High School.

Empty all waste receptacles and pencil sharpeners.

Wipe out the receptacles if necessary with a cloth dampened with cleaner/disinfectant solution. Replace all plastic liners.

Replace any burned out lights which are at the height of 15 feet or less. For burned out lights over 15 feet, or other maintenance problems, report them to Contractor's Supervisor.

FRIDAYS (at Century High School): District personnel will stack chairs and move tables to the courtyard side of the Commons area. Contractor is responsible for sweeping and auto scrubbing the entire Commons area, and putting all tables and chairs correctly in their original positions.

MONTHLY: Clean interior windows.

SEMI-ANNUALLY: Buff or refinish floors as needed.

13. SHOWER AND LOCKER ROOM

DAILY: Spot clean walls and doors using cleaner/disinfectant. Wipe benches with cleaner/disinfectant.

Mop floor using cleaner/disinfectant; rinse completely.

Clean all bright metal with cleaner/disinfectant; polish to a bright shine.

Replace any burned out lights which are at the height of 15 feet or less. For burned out lights over 15 feet, or other maintenance problems, report them to Contractor's Supervisor.

WEEKLY: Use wire brush to remove any foreign objects from drains. Pour small amount of disinfectant into drains.

Remove hard water buildup on shower walls and floors with acid based cleaner, and rinse walls and floors.

BI-WEEKLY: Use appropriate cleaning agent to remove scum from walls and floors.

14. WRESTLING/WEIGHT ROOMS

DAILY: Vacuum floor mats and mop with disinfectant. Spot wipe wall mats, walls, doors with disinfectant to remove unwanted materials. Dust mop flat surfaces with disinfectant and wet mop all hard floor surfaces.

Vacuum carpeted areas and entry mats. Wash windows and door glass.

Replace any burned out lights which are at the height of 15 feet or less. For burned out lights over 15 feet, or other maintenance problems, report them to Contractor's Supervisor.

Empty all waste receptacles. Wipe out receptacles if necessary with a cloth dampened with cleaner/disinfectant solution. Replace all plastic liners.

15. OUTSIDE ORGANIZATION RENTALS OF BUILDINGS

Cleanup will follow the "DAILY" procedures as listed above and inclusive of normal school activities.

16. WINTER & SPRING BREAKS

WINTER BREAK: Clean carpets throughout as needed, using the extraction method. Scrub all resilient and hard floor surfaces. Apply two (2) uniform coats of floor finish in hallways and corridors as need, or buff.

SPRING BREAK: Clean or spot clean carpets using the shampoo and extraction method as needed.

17. SUMMER BREAK

ANNUALLY: Completely strip all resilient (hard) floor surfaces in hallways and corridors. Apply three (3) uniform coats of floor finish.

Completely strip all resilient (hard) floor surfaces in classrooms and instructional areas every other year. Apply three (3) uniform coats of floor finish. On alternate years, scrub and apply two (2) uniform coats of floor finish.

Clean carpets throughout entire facility, using the extraction method. Thoroughly clean furniture throughout building (remove gum, smudges, etc.).

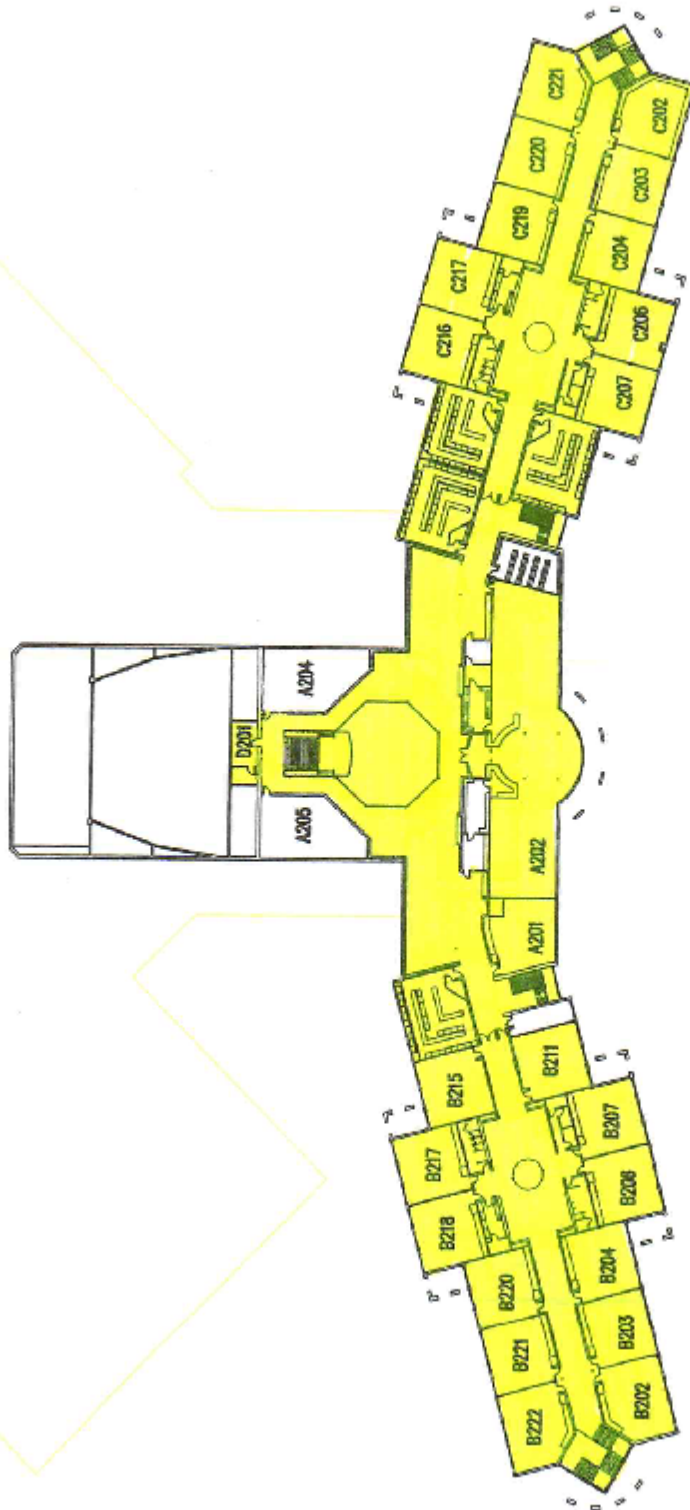
Wash all hard surfaces including walls and hard surfaces, removing smudges, dirt, etc. Clean light fixtures and overhead areas under 15 feet.

Thoroughly clean furniture throughout the building (remove gum, smudges, tape, etc.).

CONTRACTED CUSTODIAL CLEANING AREAS IN SCHOOLS

Approximate Base Square Footage per Building:

Pocatello High School	140,974
Highland High School	127,200
Century High School	127,904
Alameda Middle School	58,187
Franklin Middle School	68,175
Hawthorne Middle School	70,784
Irving Middle School	<u>71,107</u>
TOTAL APPROXIMATE BASE SQUARE FOOTAGE (As of 08/09/2023)	664,331



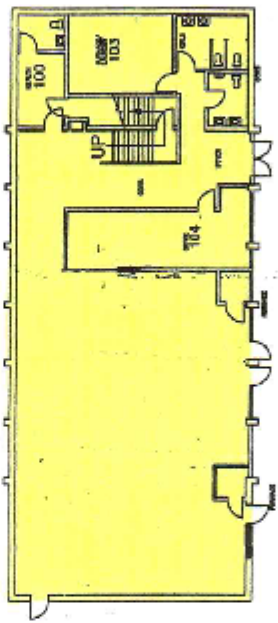
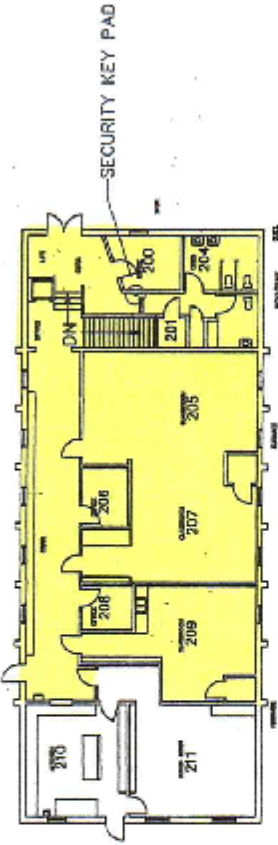
UPPER FLOOR PLAN



CENTURY HIGH SCHOOL
SCHOOL DISTRICT 25

LEGEND	

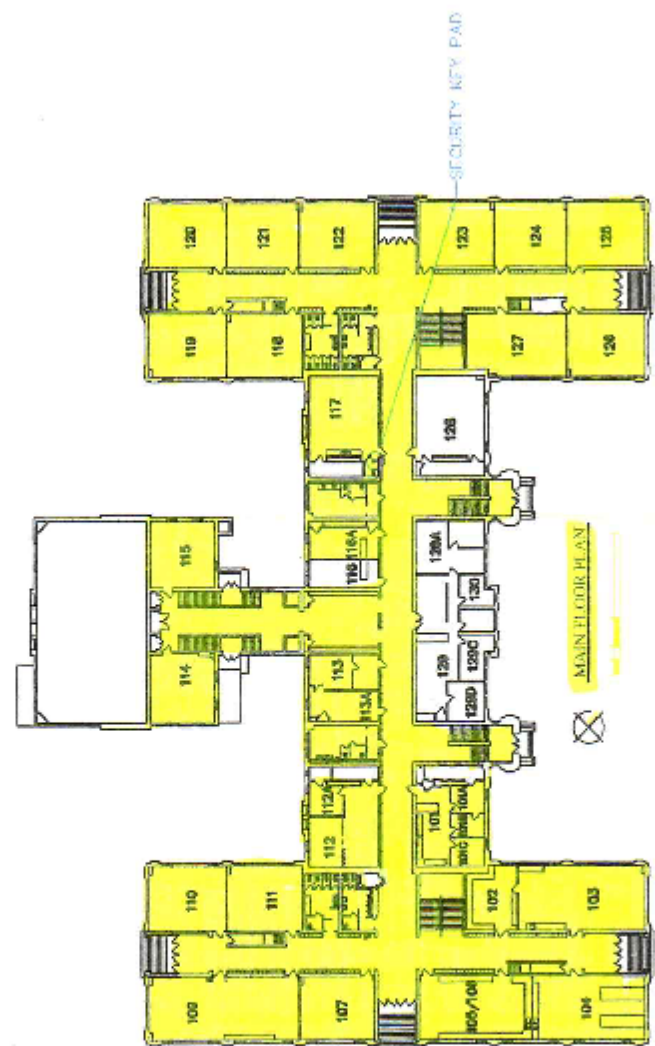
GATE WAY / HHS
SCHOOL DISTRICT 25



LEGEND	
CLASSROOM	100 INCL
STREET FRONT NUMBER	100
ROOM, ROOM NUMBER	100
DOOR / WALL / FLOOR	100

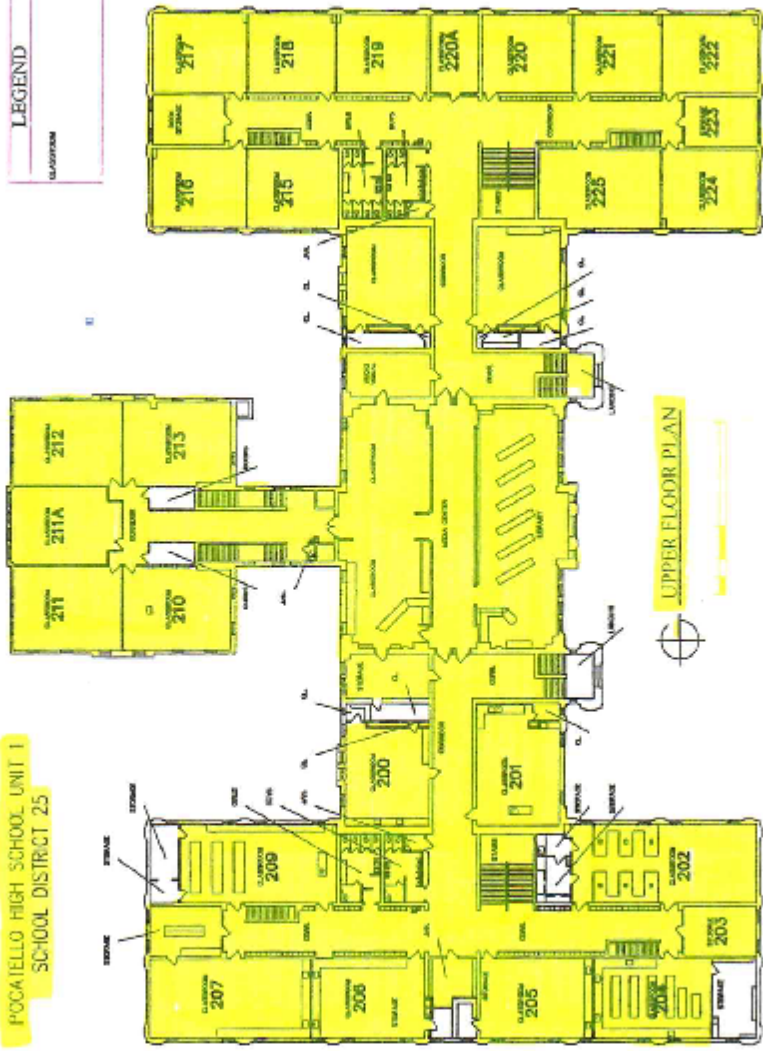
EMERGENCY SHUTOFFS	CITY ALARM ROOM/LEVEREND
•	•

Pocahontas High School



**POCAHELLO HIGH SCHOOL UNIT 1
SCHOOL DISTRICT 25**

LEGEND	
	CLASSROOM





EMERGENCY SHUT OFFS	CCTV / ALARM ROOM / LEGEND

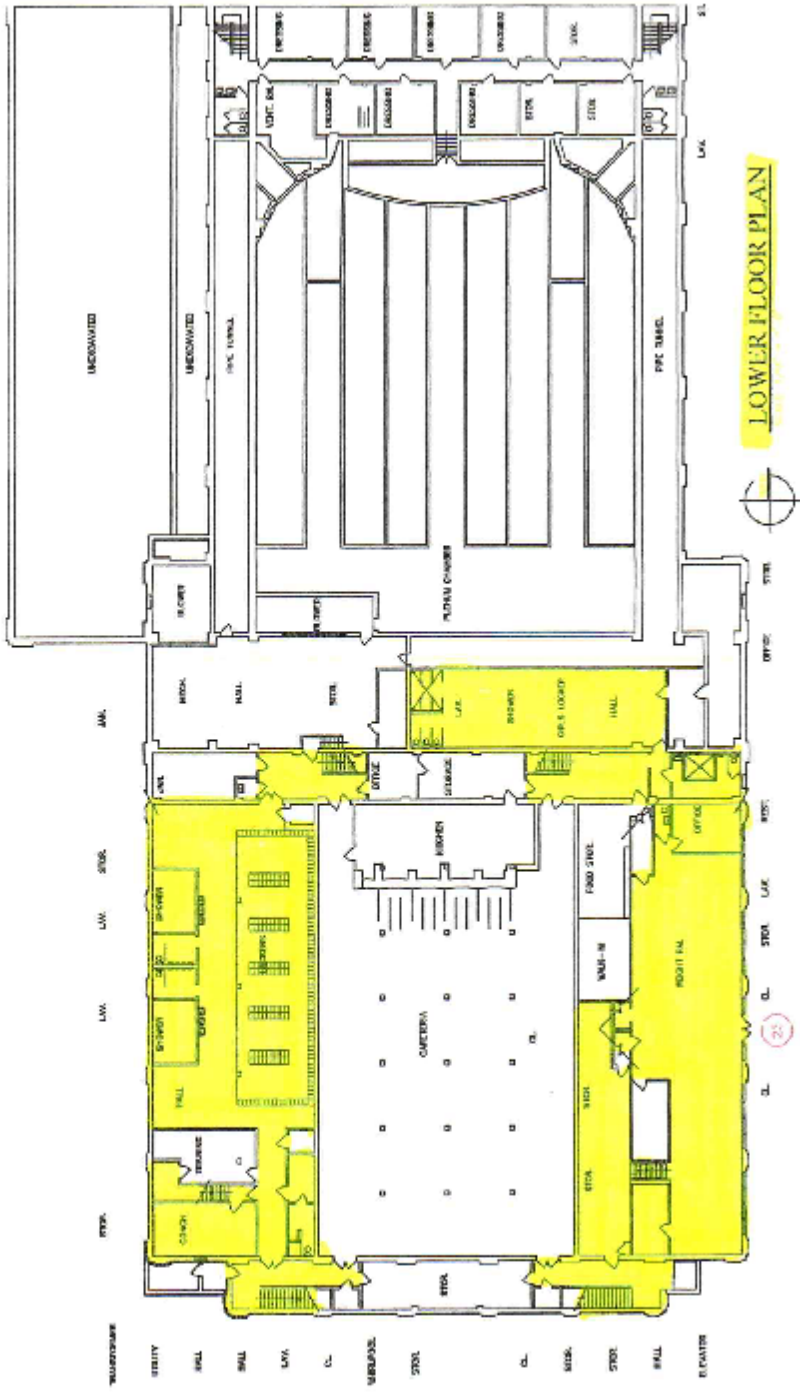
**POCATELLO HIGH SCHOOL UNIT 1
SCHOOL DISTRICT 25**



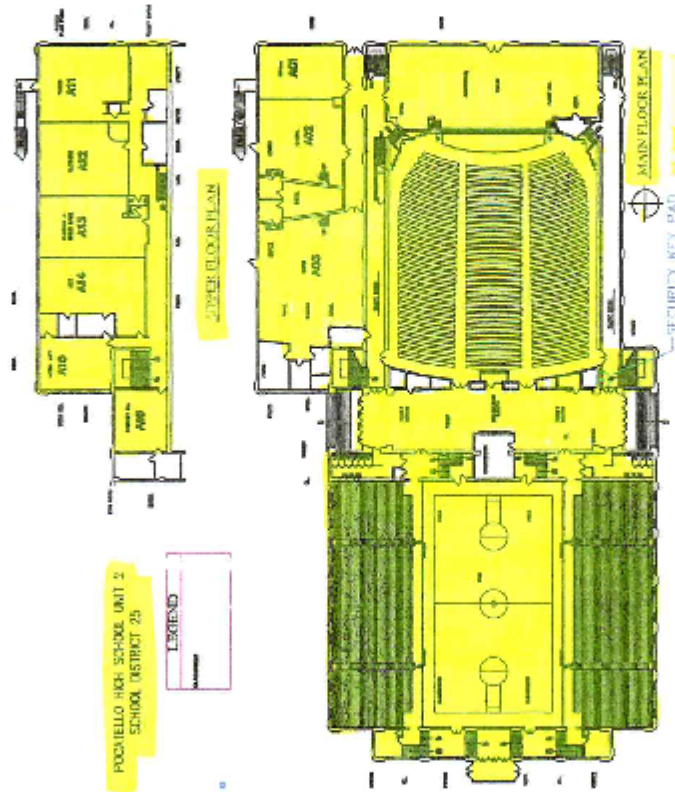
LOWER FLOOR PLAN

LEGEND	
	CLASSROOM
	3009 2

**POCATELLO HIGH SCHOOL UNIT 2
SCHOOL DISTRICT 25**



LOWER FLOOR PLAN

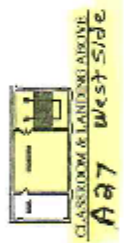


POOHELLO HIGH SCHOOL UNIT 2
SCHOOL DISTRICT 25

LEGEND



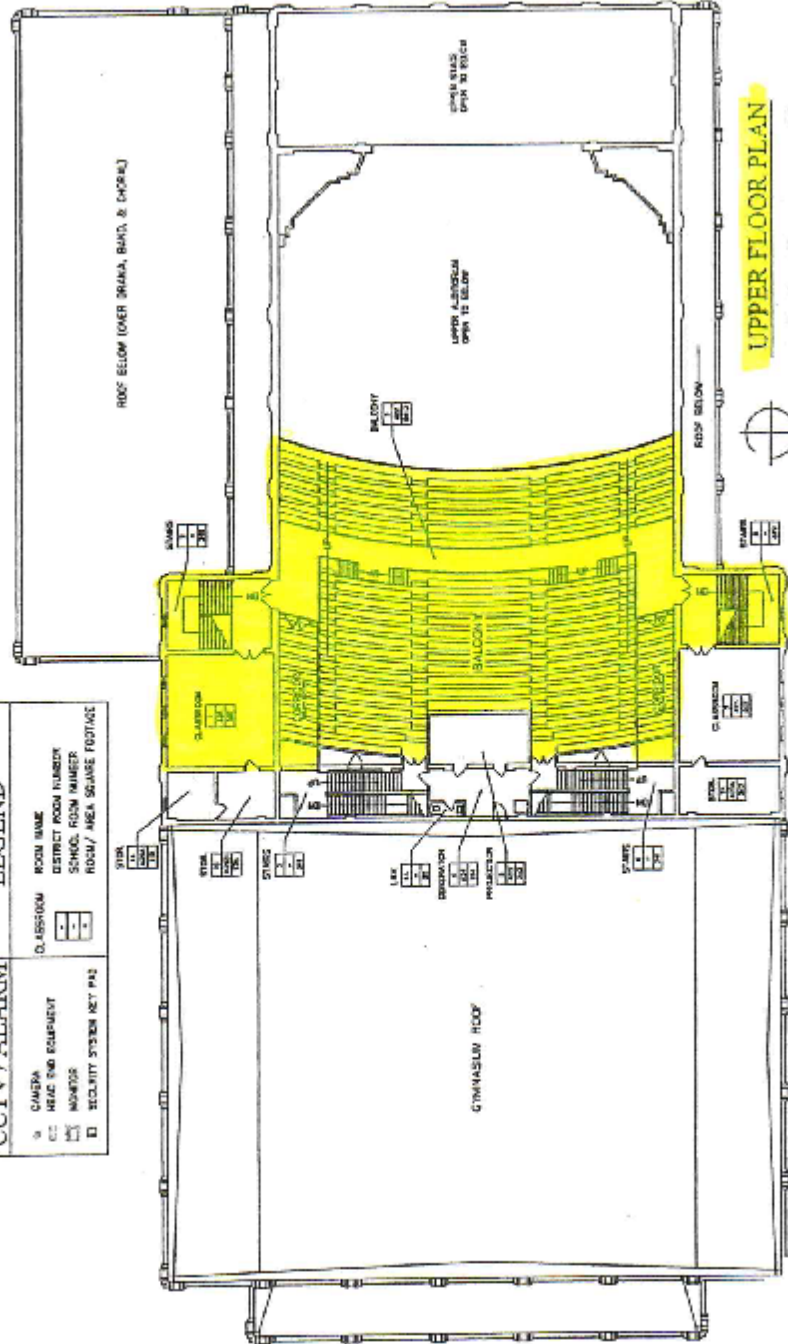
UPPER MEZZANINE LEVEL



CLASSROOM A27 WEST SIDE

POCATELLO HIGH SCHOOL UNIT 2
SCHOOL DISTRICT 25

CCTV / ALARM		LEGEND	
○	CAMERA	CLASSROOM	ROOM NAME
□	BEAC TAG EQUIPMENT	□	DISTRICT ROOM NUMBER
■	NUMBER	□	SCHOOL ROOM NUMBER
■	SECURITY SYSTEM NET #12	□	ROOM / AREA SQUARE FOOTAGE

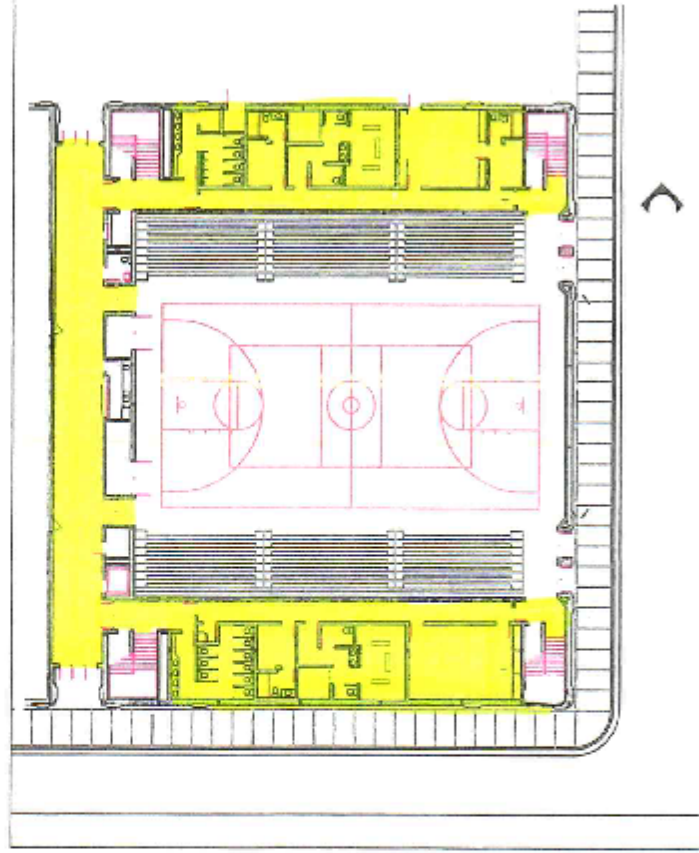


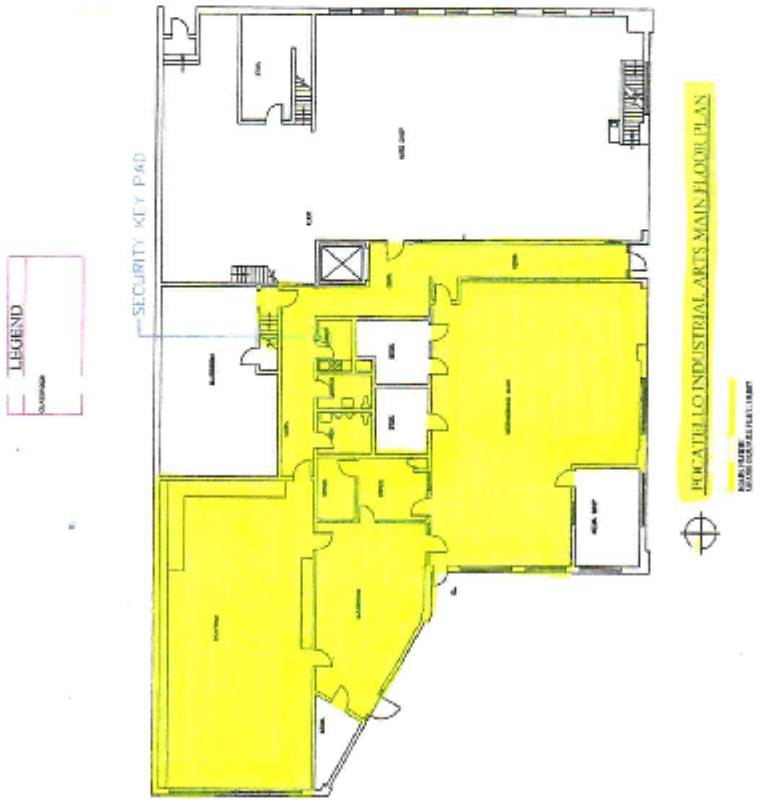
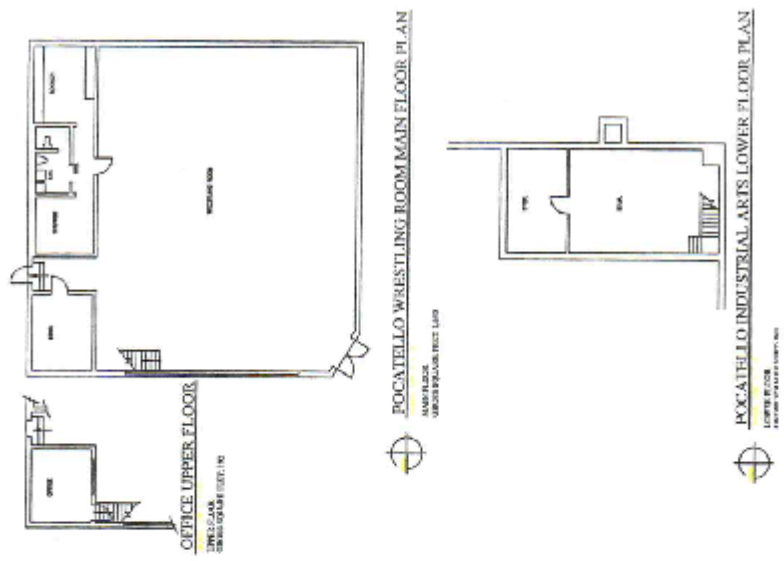
UPPER FLOOR PLAN

0 5' 10' 20' 50'

UPPER FLOOR
GROSS SQUARE FEET: 19,008

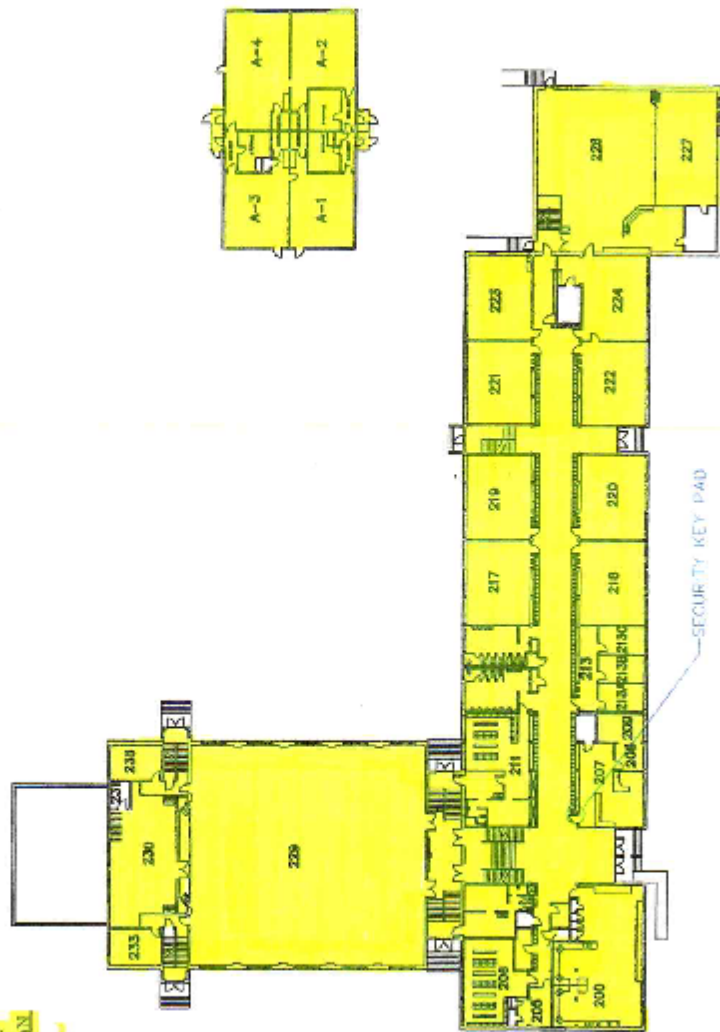
LEGEND
PHS Unit #3
Main Floor Plan
CLASSROOM







ALAMEDA CENTER
SCHOOL DISTRICT 25
MAIN FLOOR PLAN



ALAMEDA CENTER
SCHOOL DISTRICT 25

UPPER FLOOR PLAN



Alameda
MESA MIDDLE SCHOOL
SCHOOL DISTRICT 25

LOWER FLOOR PLAN

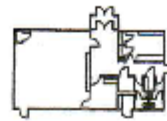
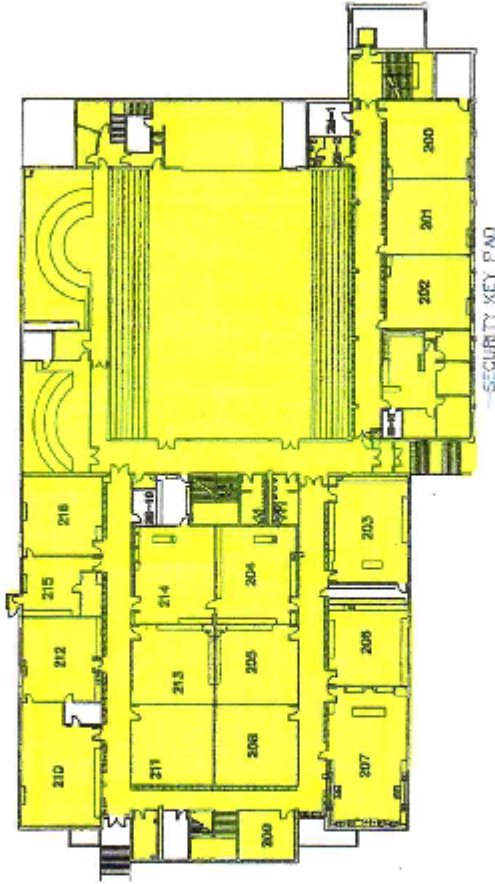


LEGEND

MAIN FLOOR PLAN



FRANKLIN MIDDLE SC-ROOM
SCHOOL DISTRICT 25

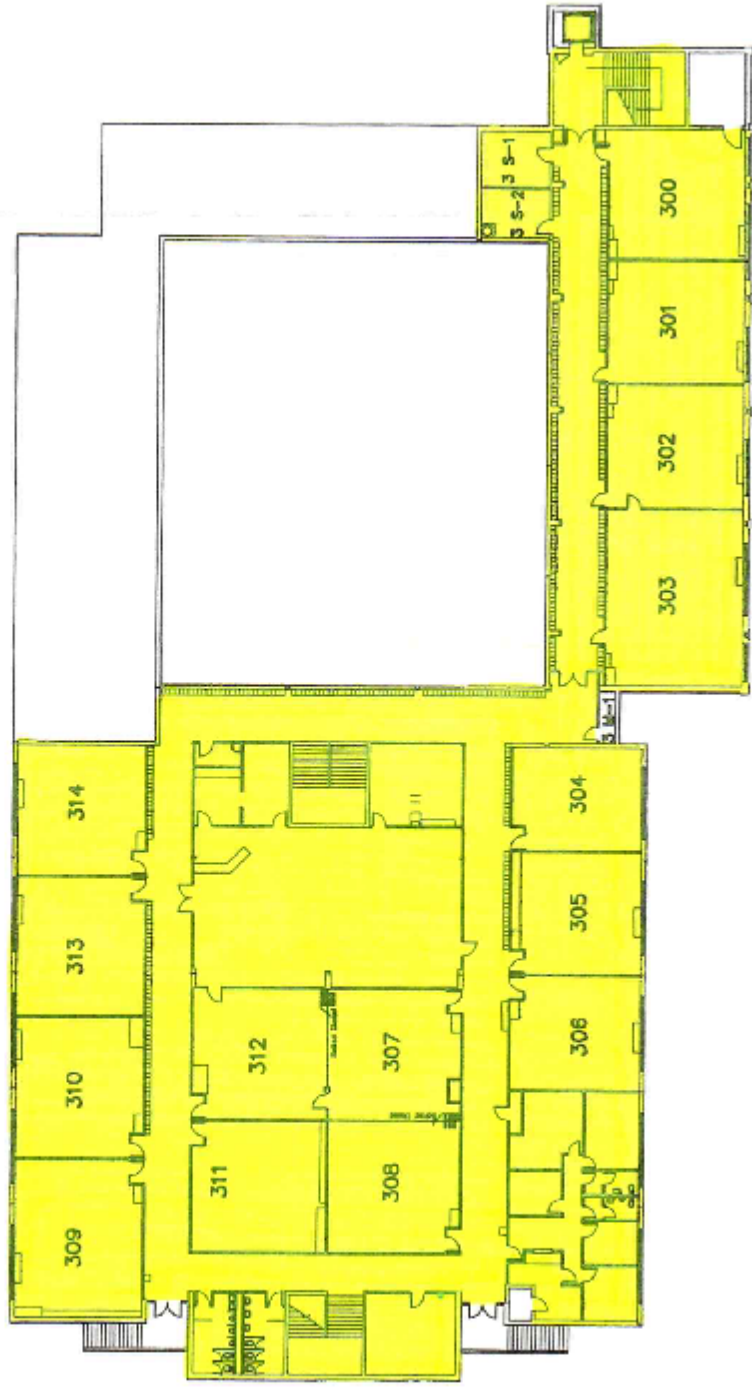


LEGEND

UPPER FLOOR PLAN

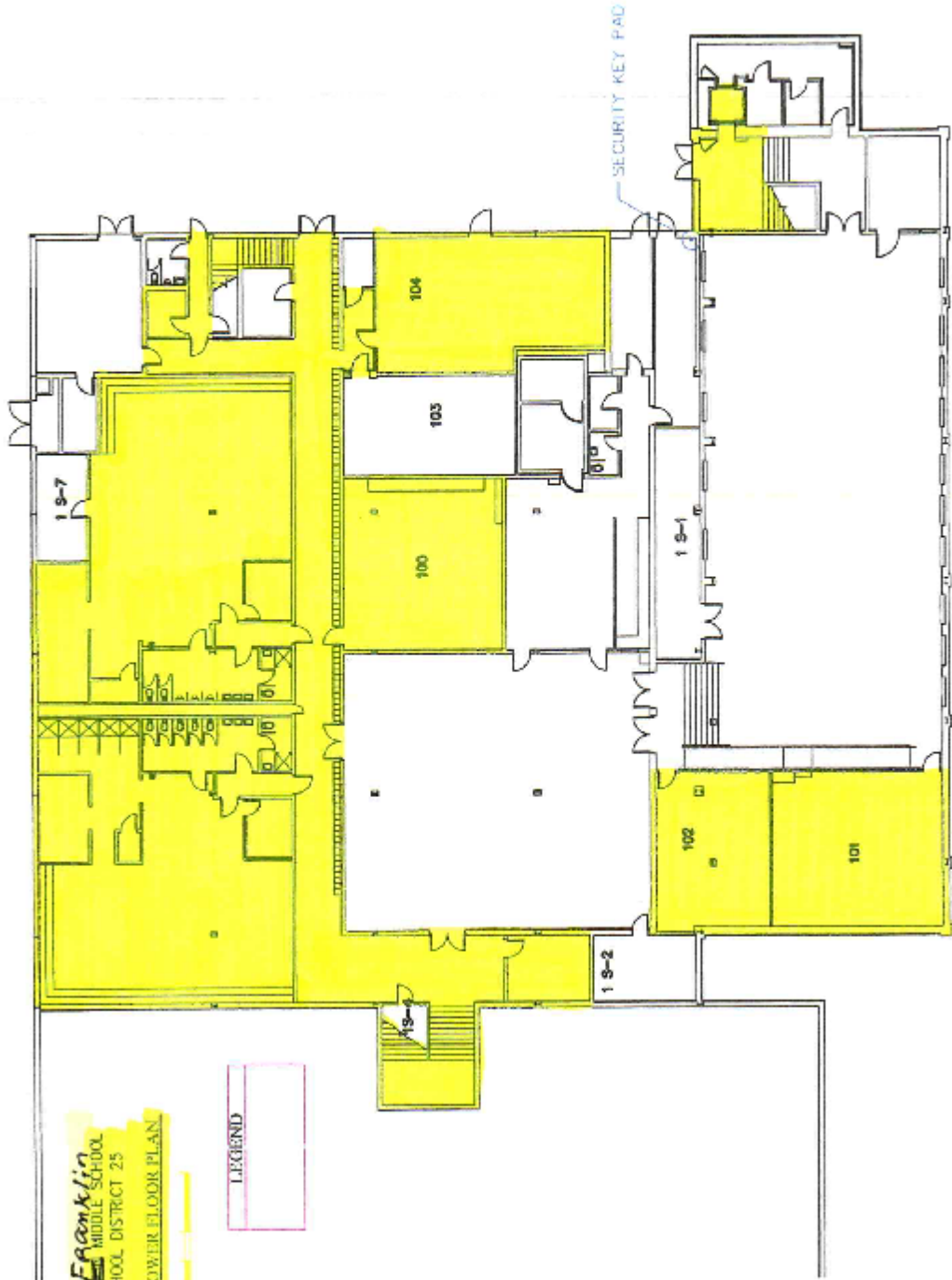


FRANKLIN MIDDLE SCHOOL
SCHOOL DISTRICT 25

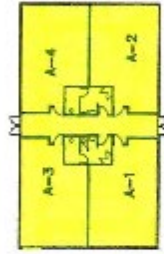


Franklin
MIDDLE SCHOOL
SCHOOL DISTRICT 25
LOWER FLOOR PLAN

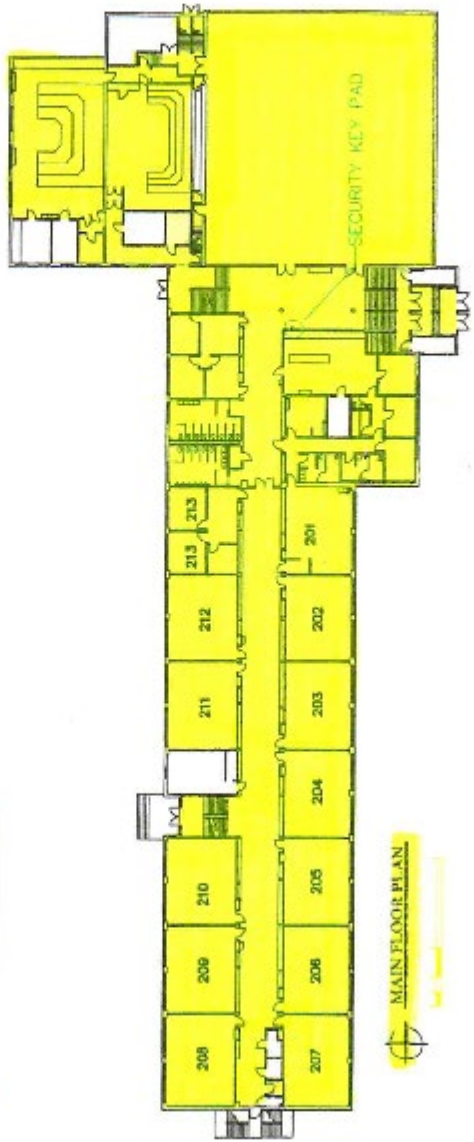
LEGEND



SECURITY KEY PAD



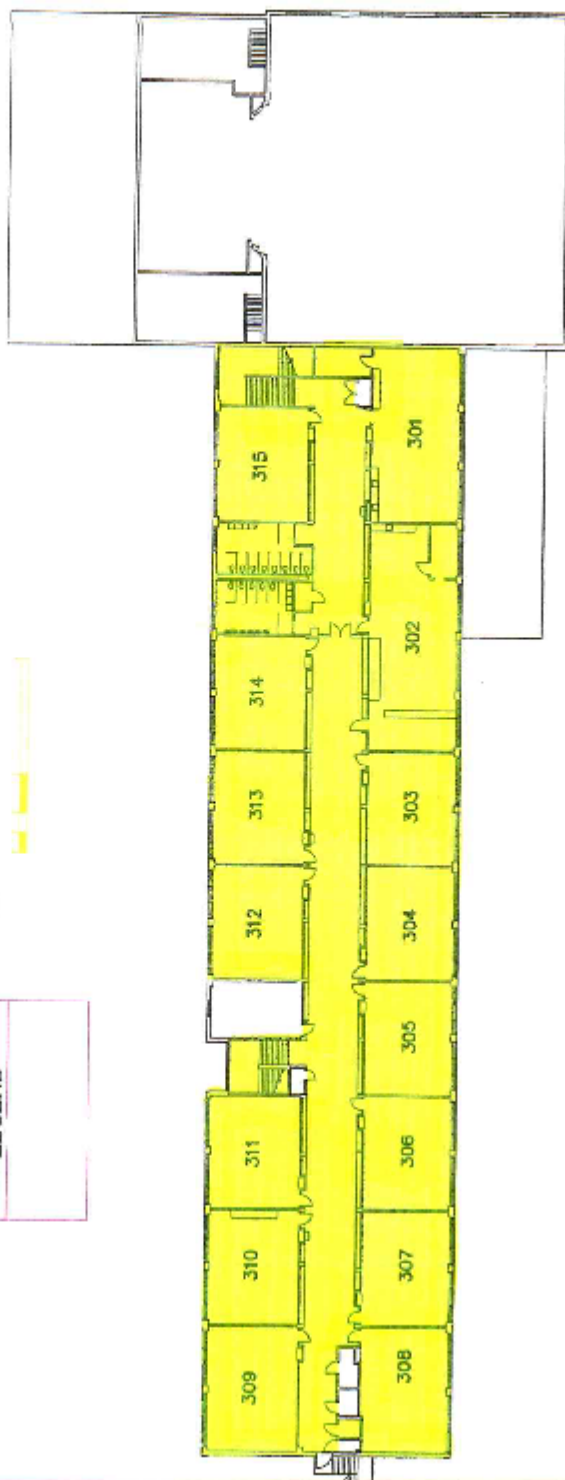
HAWTHORNE MIDDLE SCHOOL
SCHOOL DISTRICT 25



HAWTHORNE MIDDLE SCHOOL
SCHOOL DISTRICT 25

LEGEND

UPPER FLOOR PLAN





**BRANG MIDDLE SCHOOL
SCHOOL DISTRICT 25**

