

**Davie County Schools  
Davie County High School**

Request for Proposal # 0180

For: Custodial Services

Date Issued: 6/5/2024

Due Date: June 20, 2024, 2:00 P.M. E.S.T.

# REQUEST FOR PROPOSAL

Davie County Schools is accepting proposals for: **Custodial Services**

Proposals will be accepted by Davie County Schools until June 20, 2024.

Proposals should be sealed and marked on the outside of the box or envelope as follows:

<b>"SEALED PROPOSAL – Custodial Services RFP #0180"</b> <b>Offeror's name and complete address.</b>
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Proposals may be hand delivered or mailed to:

**Address:** 121 South Davie Drive, Mocksville NC 27028

Attention: Jeremy Whitaker, Clay Harris

Davie County Schools is an Equal Opportunity Employer and does not discriminate based upon race, creed, national origin, or gender.

**REQUEST FOR PROPOSALS**

**ISSUE DATE: 6/5/2024**

**RFP # 180**

**ISSUING AGENCY:**

**UTILIZING AGENCY –**

Davie County Schools

Davie County Schools

**PERIOD OF CONTRACT:** First contract period shall begin July 1, 2024, ending June 30, 2025 with Davie County Schools having the option of extension annually thereafter for up to two (2) additional years. Davie County Schools may elect to extend for additional years with Board of Education approval.

**Sealed Proposals will be received until June, 20, 2024 at 2:00 p.m. E.S.T.**

Customer located at Davie County High School 180 War Eagle Drive, Mocksville, NC 27028 for the goods and services described herein.

**LATE PROPOSALS WILL NOT BE ACCEPTED, NO EXCEPTIONS.**

**INQUIRIES:** All inquiries for information are due June 18, 2024, and should be directed in writing via e-mail to:

Jeremy Whitaker whitakerjr@davie.k12.nc.us

In compliance with this Request for Proposal and to all the terms and conditions imposed herein, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal.

**Name and Address of Firm:**

<p>Name: _____</p> <p>Address: _____</p> <p>_____</p> <p>Email: _____</p> <p>Phone Number: _____</p>	<p><b>OFFEROR'S TYPE OF ENTITY:</b> (Check one)</p> <p><input type="checkbox"/> Sole Proprietorship</p> <p><input type="checkbox"/> Corporate entity Federal ID # _____</p> <p><input type="checkbox"/> Minority Vendor Minority Vendor State/ # _____</p> <p><input type="checkbox"/> Other -----</p>
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<p>Offeror must submit a signed copy of this form with offer. By submitting a bid or proposal, Offeror agrees to be bound by the terms of the solicitation.</p> <p>Offeror agrees to hold offer open for a minimum of one hundred twenty (120) calendar days after the opening date.</p>	<p>Date: _____</p> <p>By: _____</p> <p style="text-align: center;">Signature (Ink Only)</p> <p>Title: _____</p>
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**I. PURPOSE OF REQUEST FOR PROPOSAL**

The purpose of this Request for Proposal is to solicit proposals from qualified Proposers for Custodial Services for Davie County Schools and its designated facilities.

**II. NATURE OF PROPOSAL**

Each interested Proposer shall be responsible for the review of information contained herein, and for other information as requested, including site visitation as required, and other efforts as necessary for the submission of a comprehensive proposal which will represent the Proposer's best offer as a supplier of Custodial Services for Davie County Schools and its facilities.

Each proposal shall be complete, and it shall be outlined and identified by sections of this request to facilitate ease of evaluation and to prevent unnecessary searching and reorganization of materials for evaluation purposes by designated evaluators. In the preparation of each proposal, attention should be given to the criteria referenced herein, which will be utilized for evaluation and award determination purposes.

Proposals will be scored by evaluators assigned by Davie County Schools proposal committee. (See Section 5.C.)

**III. PROGRAM REQUIREMENTS**

**A. General**

The Contractor shall furnish all management, supervision, cleaning personnel, equipment, tools, and other materials as required for Custodial Services.

**B. Level of Cleanliness**

It will be the responsibility of the Proposer to provide custodial services for the individual locations in keeping with high standards for an educational institution from the perspective of sanitation, public relations, and protection of the physical facility. Therefore, the intent of this request is to approach this matter from a level of cleanliness, health, and safety concept. A detailed cleaning schedule is included in **Attachment D**.

**IV. SCOPE OF PROGRAM**

**A. GENERAL**

In general, the overall requirement is to provide complete custodial services as required for Davie County High School. A list of facilities, including square footage, shall be found in **Attachment C**.

**B. SPACE**

Through information provided, actual measurements, use of existing drawings and/or other means, it shall be the responsibility of the Proposer to verify measurements as deemed applicable for the submission of a proposal.

**V. SPECIAL REQUIREMENTS FOR THE SUBMISSION OF A PROPOSAL**

**A. Qualifications**

Each Proposer shall submit evidence of qualifications which would influence the ability to satisfactorily perform the custodial services as defined in this Request for Proposal.

1. Proposer must have a minimum of three (3) years custodial services management experience with school systems.
2. Proposer must currently have at least two (2) contracts similar in scope and scale as outlined in this Request for Proposal. School system contracts are preferred.
3. Proposer must demonstrate ability to manage large custodial operations with verified management expertise. School system references are preferred.

4. Pre-Proposal meeting and tour of facilities will be available by request on 6/14/2024, 9:00 A.M. at Davie County High School 180 War Eagle Drive, Mocksville NC 27028  
Tours will follow the meeting.

**B. Copies of Proposal**

Each submission shall include one (1) original proposal and four (4) complete copies. Proposals shall be submitted in a sealed envelope or box, with Offeror's name, RFP number, and project name clearly indicated.

**Failure to comply shall result in rejection of Offeror's proposal.**

**C. Format of Proposal**

Each proposal shall be formatted identically to the outline of this request. The intent is to facilitate efficient and effective evaluation without unnecessary delay.

Therefore, each proposal should include information and materials that are clearly marked and separately segregated as required for easy, efficient location and identification of the section to which it pertains. The required format, evaluation method is outlined below.

	<u>PROPOSAL CRITERIA FORMAT</u>	<u>POINTS</u>
I.	Executive Summary	10
II.	Company Profile and Qualifications	25
	a. Background	
	b. Experience	
	c. References	
	d. Key Personnel	
	e. Financial Stability	
III.	Management Systems	20
	a. Transition	
	b. Human Resources	
	c. Training Programs	
	d. Quality Control	
IV.	Project Organization and Project Staffing	20
	a. Proposed Organization Chart	
	b. Proposed Staffing Recommendations	
V.	Standard Cleaning Procedures	5
VI.	Proposed List of Supplies and Equipment List	5
VII.	Pricing and Terms	___ 15 ___
	<b>Total Points Available</b>	100

**Final Score** = Average Point Score (all evaluator scores / total number evaluators)

**The top scoring proposals could determine Proposer interviews with the Proposer leadership.**

**D. Award/Acceptance/Rejection of Proposal**

1. Award
  - a. The contract will be awarded to the responsive, most qualified Proposer whose offer, conforming to the conditions and requirements of this request for proposal, and interview performance, result in the best, more advantageous solution for Davie County Schools.
  - b. Davie County Schools reserves the right to reject any or all offers and to waive informalities and minor irregularities in proposals received.
  - c. This request for proposal does not commit Davie County Schools to contract for any requirements for this solicitation.
  - d. A written award or contract furnished to the successful Proposer, within the time for acceptance specified in the offer, shall be deemed to result in a binding contract without further action by either party.

**E. Unit and Total Cost**

Proposal shall include monthly, annual total cost figures by unit, and a total annual cost.

**F. Noncompliance of the Contract**

Upon noncompliance of the contract by the Contractor for completeness and thoroughness in the duties as judged solely and reasonably by the Customer, the Customer shall inform the Contractor by providing thirty (30) days written notice. If such service deficiencies are not corrected within that time (the "Cure Period"), the Contractor shall be given sixty (60) day notice of cancellation. Should the Contractor cure deficiencies within the cancellation period, notice of cancellation is rescinded.

**VI. CONTRACT**

**A. Award**

It is the full intent, assuming that satisfactory proposals are received, to award a contract. If an award is made, it will be for an initial stated period beginning July 1, 2024 through June 30, 2025 with provisions for two (2) one-year extensions. Final approval for any extensions shall be made by Davie County Schools. The cost per month may be increased. The Contract Price shall be modified to reflect an increase to 2% or the applicable Consumer Price Index (CPI) rate for the preceding twelve months, whichever is greater.

**B. Termination/Cancellation**

The Contract shall automatically renew on a yearly basis unless either party provides written notice at least thirty (30) days prior to the end of fiscal school year. Davie County Schools reserves the right to cancel the contract upon thirty (30) days written notice for non-performance within the terms and conditions of this request for proposal or conditions beyond control, i.e. inadequate funding. A thirty (30) day "cure period" shall be utilized to allow Contractor to resolve the deficiency.

**C. Payments**

Payment for services received will be made by Customer monthly. After approval, the invoice will be forwarded by Customer for payment. Payment shall be made by the 15<sup>th</sup> of each month in which services are provided.

**D. Insurance**

The Offeror shall purchase and maintain in force the following kinds of insurance for operations under the contract as specified. Insurance certificates in the amounts shown

and under the conditions noted shall be provided to the Customer before the commencement of any work:

1. Commercial/Comprehensive General Liability
  - a. \$1,000,000 Bodily Injury Per Person
  - b. \$1,000,000 Bodily Injury Aggregate Limit
  - c. \$ 500,000 Property Damage Per Occurrence
  - d. \$1,000,000 Property Damage Aggregate Limit
2. Comprehensive Automobile Liability
  - a. \$1,000,000 Property Damage Per Occurrence
3. Workmen's Compensation and Employers' Liability
  - a. \$ 500,000 Bodily Injury Per Person
4. Umbrella or Excess of Loss Coverage
  - a. \$10,000,000 Per Occurrence
5. The Offeror will provide an insurance certificate with 21 days after acceptance of contract.
6. Davie County Schools must have 10 days written notice of cancellation or change in insurance coverage and provide its approval.
7. Davie County Schools shall be named as an additional insured by endorsement on the Offeror's policy as to the subject contract.

E. Addenda

Any "Addenda" or Instruction to Proposers issued by Davie County Schools prior to the time for receiving proposals shall be included in the proposal, and, shall become a part thereof. All Addenda shall be posted within two (2) days from proposal due date/time.

**VII. RESPONSIBILITIES OF CONTRACTOR:**

A. Personnel

All matters pertaining to the recruitment, screening, hiring, and retention shall be the exclusive responsibility of the Contractor. These matters shall be done in full compliance with existing statutes and regulations pertaining to affirmative action, non-discrimination, wage and hour, and any other stipulations germane to prudent personnel management.

Only those personnel who have been properly trained shall be assigned duties under this contract. All personnel shall be dressed in a manner authorized by the Contractor. The personnel shall be neat and clean in appearance. Name tags are required and shall be furnished by the Contractor. No employee with a police record, other than minor traffic violations, may be assigned duties under this contract. Contractor shall be responsible for the submission of a police clearance record and required background check before any employee begins work.

Contractor will not pay less than the required minimum wage rate.

Contractor will pay all taxes pertaining to its employees as required by law. Any employee whose work habits and/or conduct is deemed objectionable shall be removed from the work force upon request of the authorized Davie County Schools representative.

Contractor will provide a weekly inspections report to the Davie County Schools representative.

Contractor will provide a quarterly labor hour report to compare with agreed signed staffing contract hours. With a 5% leeway plus or minus at the of each month based on the school calendar. The unused hours can be used at the discretion of Davie County Schools special events and special projects. If the hours are not used they will be credited to Davie County Schools. Excess overtime hours may be billed at the end of the quarterly billing cycle.

B. Day Porters

There will be a minimum of one (2) Full time Day Porter in each school - job description is attached (**Attachment A**)

C. Safety

The Contractor shall be responsible for the training as necessary in the application of chemicals and the use of equipment to facilitate safe conditions for the employees and the Customer's students, staff, and faculty.

D. Security

The Contractor shall be responsible for training employees in security requirements of Davie County Schools and shall be responsible for the enforcement of the same.

Additionally, each employee shall be informed of the following:

1. The Contractor shall be responsible for safeguarding against loss, theft, or damage of all Customer property, materials, equipment, and accessories which might be exposed to the Contractor's personnel.
2. Guns, knives, or other dangerous weapons shall not be allowed on campus.
3. Alcohol and drugs are prohibited on campus.
4. Tobacco use of any type (smoking/chewing/vaping/etc.) is prohibited on campus.
5. Keys, which may be distributed at the beginning of each work period, shall be returned to the appropriate supervisor at the end of each work period. Keys which will be required by the Contractor and employees will be approved by the Customer and will be controlled by a person to be named after award of contract. In any event, the Contractor shall be fully responsible for the security and appropriate use of the keys which may be issued. Additionally, the Contractor shall be fully responsible for the replacement of any keys that are lost and any additional cost resulting due to loss of keys.
6. Contractor's personnel shall not allow any unauthorized persons in Customer facilities. Exceptions require Customer written approval.
7. When it is determined that a building has been left unsecured due to negligence on the part of the Contractor, there will be a charge-back of \$20.00 per hour, time determination being from when our on-call person leaves home until they return home from securing the building.

E. Supervision

All supervision as required for the execution of those contractual responsibilities assumed by the Contractor shall be done by the Contractor or designated representative.

F. Damage

The Contractor shall be responsible for the repair and replacement to the satisfaction of the Customer representative for any damage to the facility caused by any employee of the Contractor.

G. Equipment, Supplies and Materials

The procurement and maintenance of all equipment required for the successful execution of this contractual obligation shall be the Contractor's responsibility. The Customer will



provide locked storage spaces, but not be responsible for losses which may be incurred due to the theft and/or vandalism. All equipment shall be maintained properly, and in clean condition. The Contractor shall be responsible for the acquisition of equipment necessary to fulfill all specifications stated herein. A listing of all equipment which will be used by the successful Contractor must be submitted for approval prior to initial service under the contract. Changes may be made only after being duly authorized. All equipment must meet or exceed OSHA requirements and commonly recognized safety requirements. Material Safety Data Sheets will be maintained on each job site for all chemicals used in the cleaning processes, with copies given to Customer personnel and updated regularly.

The Contractor must furnish all needed safety equipment and protective devices necessary for the safety of all building occupants and property of the Customer.

All required equipment will be sourced locally by the Contractor if the local supplier can provide the same quality and price available to the Contractor through other sources.

H. Training

Contractor must have a training program specifically designed for school technicians, including training to meet all Local, State, and Federal guidelines.

I. Emergencies

All emergency conditions shall be promptly reported to the Customer authorized representative.

J. Contractor's Representative

A representative of the Contractor shall be appointed within 24 hours after receipt of the contract, and this person shall be available as deemed necessary by the representative for purposes of reporting problems, requesting schedule changes, etc. This individual shall be someone other than the job supervisor and they shall be the sole contact person for routine matters.

K. Scheduling Custodial Staff

All custodial staffing shall be done with minimal disruption to normal facility functions and approved by the Customer Representative.

L. Program Responsibility

The Contractor shall assume full responsibility for the custodial services program as agreed to in the award notification.

M. Specialties

The Contractor shall be responsible for clean up after all school activities, i.e. football and basketball games, PTA meetings. Contractor shall not be responsible for community functions, banquets, or other rentals of school facilities. Contractor shall be available for emergency services. Emergency work will be determined and authorized by the Customer. Emergency work will be considered an extra billing and will be added to invoice.

N. Additional Portables

If a need arises to add additional portables during the school year, the Contractor will be required to maintain additional square footage at the average square foot rate.

**VIII. RESPONSIBILITIES OF Davie County Public Schools**

- A. Utilities - All necessary utilities will be furnished by the Customer.
- B. Storage - The Customer shall provide storage for the Contractor's equipment and supplies, and materials normally required for the types of services provided under this contract.
- C. Trash Disposal - The Customer shall furnish in a reasonably convenient location a container for use by the Contractor in the removal of wastepaper, trash, debris, etc.
- D. Keys - Keys which may be utilized for the Contractor, employees will be furnished by the Customer.

**ATTACHMENT A**  
**DAY PORTER**  
**JOB DESCRIPTION**

**IX. DAY PORTER JOB DESCRIPTION**

**GENERAL DUTIES**

JOB GOAL: To contribute to the efficient operation of the school by performing custodial duties.

PERFORMANCE RESPONSIBILITIES:

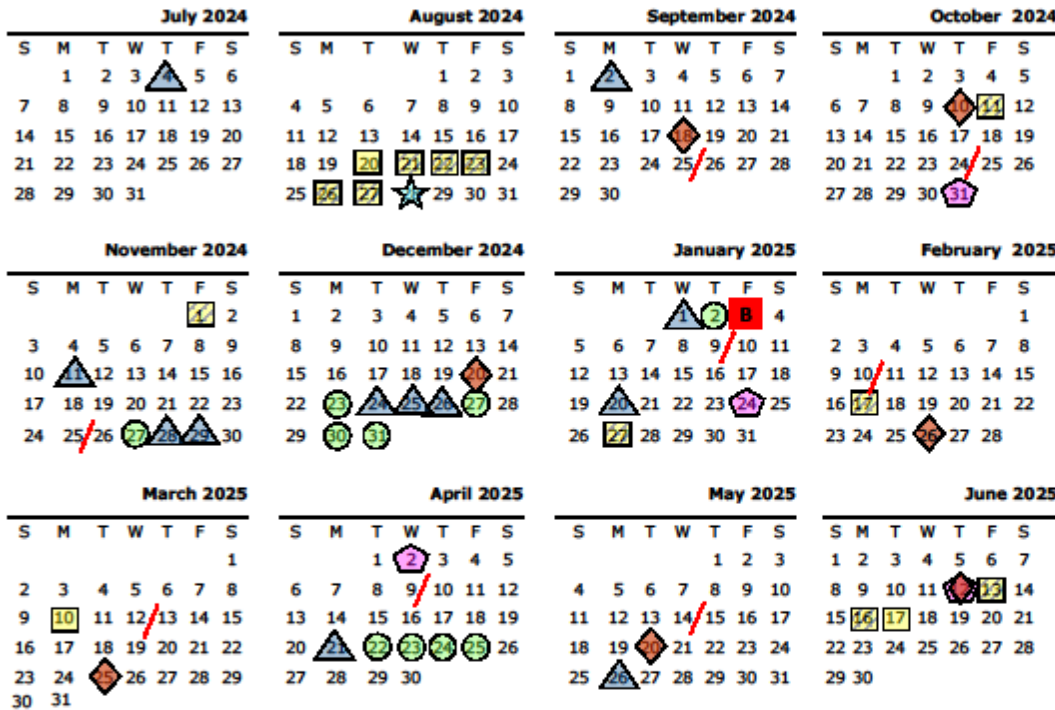
1. Open the building each morning and secure the building at the end of the day as directed by the Principal.
2. Check heat and cooling equipment.
3. Inspect the building exterior for possible unauthorized entrance and/or vandalism.
4. Dust mop halls and clean entrance mats after children are in the classroom.
5. Pick up paper and other debris from inside building, parking areas, and school grounds.
6. Sweep entranceways.
7. Make minor repairs, tighten all loose screws, and replace light bulbs as required.
8. Keep boiler room clean.
9. Clean up after sick children.
10. Assist in setting up furniture for special events.
11. Assist in receiving deliveries of storeroom materials.
12. Know where all fuse boxes, breaker boxes, and light switches are located, so circuits can be cut off immediately in the event of fires.
13. Be familiar with all the emergency fire alarms in your building.
14. Take care of emergencies and any other work as directed by the Principal.
15. Police Restrooms throughout the day.

ATTACHMENT B

CALENDAR FOR 2024-2025



# 2024-2025 School Calendar



1st Quarter = 45      2nd Quarter = 45  
3rd Quarter = 45      4th Quarter = 45

**Make-Up Days:** Administration will consider waiving the first two student days.

- Holiday
- Annual Leave
- Required Professional Day
- End of Grading Period
- First Day for Students
- Early Release
- Professional Day  
\*Optional per administrator's approval
- Break Day
- End of Month

There is no school for students on days designated as holiday, annual leave, required professional or professional days.

Approved by the Board of Education 1/11/2024

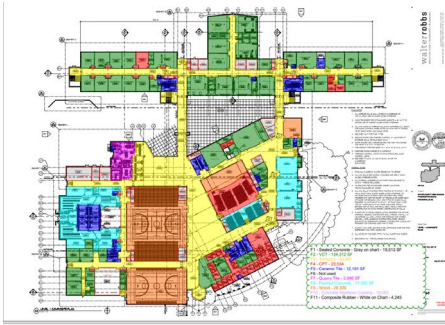
Calendar Dates

August 20	Professional Days*
August 21-23, 26-27	Required Professional Days
August 28	First Day for Students
September 2	Labor Day Holiday
September 18	Early Release
September 25	End of 1st Month
October 10	Early Release
October 11	Required Professional Day
October 24	End of 2nd Month
October 31	End of 1st Grading Period
November 1	Required Professional Day
November 11	Veterans Day Holiday
November 25	End of 3rd Month
November 27	Annual Leave Day
November 28-29	Thanksgiving Holidays
December 20	Early Release
December 23	Annual Leave Day
December 24-26	Christmas Holidays
December 27, 30-31	Annual Leave Days
January 1	New Year's Day Holiday
January 2	Annual Leave
January 3	Break Day
January 9	End of 4th Month
January 20	Dr. Martin Luther King Jr. Holiday
January 24	End of Semester
January 27	Required Professional Day
February 10	End of 5th Month
February 17	Required Professional Day
February 26	Early Release
March 10	Professional Day*
March 12	End of 6th Month
March 25	Early Release
April 2	End of 3rd Grading Period,
April 9	End of 7th Month
April 21	Easter Holiday
April 22-25	Annual Leave Day (Spring break begins)
May 14	End of 8th Month
May 20	Early Release
May 26	Memorial Day Holiday
June 12	Last Day for Students, Early Release
June 13, 16	Required Professional Days
June 17	Professional Days*

**ATTACHMENT C**

**LIST OF LOCATIONS**

Davie County High School, 180 War Eagle Drive Mocksville NC 27028  
335,000 Square Feet.



## ATTACHMENT D

### SPECIFICATIONS

#### Cleaning Schedule

##### CLASSROOMS

###### Daily

- Empty wastebaskets and replace liners as needed
- Spot Clean desktops (removal of graffiti)
- Clean and sanitize counters and sinks
- Dust mop all composition floors
- Spot mop composition floors with all-purpose cleaner
- Vacuum all carpet
- Spot clean carpet as needed
- Vacuum walk-off mats
- Secure any exterior doors and windows and turn off lights before leaving room

###### Weekly

- Low dust all horizontal surfaces to hand height (60") including desks, chairs and tables
- Sweep baseboards
- Damp clean window ledges
- Remove fingerprints from doors, frames, light switches, kick plates, handles and railings
- Spot clean all door glass
- Mop composition floors

###### Monthly

- High dust above hand height (60") horizontal surfaces, including shelves, pipes, moldings, etc.
- Dust blinds

###### Semi-Annually

- Clean entire surface of student's desks and chairs
- Clean carpet to remove all stains, spills and soiled spots

###### Annually

- Refinish all floors

##### OFFICES (ADMINISTRATION)

### **Daily (five days per week)**

- Empty wastebaskets and replace liners (as needed)
- Dust furniture, including desks, chairs, tables, lamps, etc.
- Dust interior window ledges
- Dust telephones
- Spot clean all windows and glass partitions to hand height
- Spot clean desktops
- Dust mop all composition floors (with chemically treated dust mop)
- Spot mop composition floors with all-purpose cleaners
- Vacuum carpet
- Spot clean carpet to remove all stains, spills and soiled spots
- Vacuum walk-off mats
- Remove fingerprints from doors, frames, light switches, kick plates, handles and railings

### **Weekly**

- Low dust all horizontal surfaces to hand height (70")
- Damp clean baseboards
- Damp clean window ledges

### **Monthly**

- High dust above hand height horizontal surfaces, including shelves, moldings, pipes, ducts, heating outlets, etc.
- Dust blinds

### **Annually**

- Refinish all floors

## **TEACHER WORK ROOMS**

### **Daily (five days per week)**

- Empty wastebaskets and replace liners (as needed)
- Dust furniture, including desks, chairs, tables, lamps, etc.
- Dust interior window ledges
- Dust telephones
- Spot clean all windows and glass partitions to hand height
- Damp clean counter tops
- Dust mop all composition floors
- Spot mop composition floors with all-purpose cleaners



- Vacuum carpet
- Spot clean carpet to remove all stains, spills, and soiled spots
- Vacuum walk-off mats
- Remove fingerprints from doors, frames, light switches, kick plates, handles and railings

### **Weekly**

- Low dust all horizontal surfaces to hand height (70")
- Damp clean baseboards

### **Monthly**

- High dust above hand height horizontal surfaces, including shelves, moldings, pipes, ducts, heating outlets, etc.

### **Annually**

- Clean carpet to remove all stains, spills, and soiled spots
- Refinish all floors

## **LIBRARY**

### **Daily (five days per week)**

- Empty wastebaskets and replace liners (as needed)
- Dust furniture, including desks, chairs, tables, lamps, etc.
- Dust interior window ledges
- Spot clean all window glass and glass partitions to hand height
- Spot clean desktops
- Dust mop all composition floors
- Spot mop composition floors with all-purpose cleaner
- Vacuum carpet
- Spot clean carpet to remove all stains, spills, and soiled spots
- Vacuum walk-off mats
- Remove fingerprints from doors, frames, light switches, kick plates, handles, and railings

### **Weekly**

- Replace all plastic liners in waste receptacles
- Low dust horizontal surfaces to hand height (70")
- Dust all bookshelves (books to remain in place)
- Damp clean window ledges

### **Monthly**

- High dust above hand height horizontal surfaces, including shelves, ceilings, pipes, moldings, ducts, heating outlets, etc.

### **Annually**

- Refinish all floors

### **CAFETERIA AREAS**

#### **Daily (five days per week)**

- Remove trash from cafeteria area
- Clean during lunch periods (empty trash, and clean up spills)
- Sweep and mop
- Burnish hard surface floors or as needed

#### **Semi-Annually**

- Refinish all composition floors
- High dust above hand height horizontal surfaces, including shelves, ceiling, moldings, pipes, ducts, heating outlets, etc.

### **COMMON AREAS (LOBBIES/CORRIDORS/STAIRS/ELEVATORS)**

#### **Daily (five days per week)**

- Spot clean interior glass partitions and doors
- Clean and sanitize water fountains
- Dust interior window ledges
- Dust mop composition floors
- Spot mop composition floors with all-purpose cleaner
- Vacuum carpet
- Spot clean carpet to remove all stains, spills and soiled spots
- Vacuum walk-off mats
- Clean under entrance mats daily, inside and out
- Sweep underneath stairs
- Burnish hard surface floors or as needed

#### **Weekly**

- Damp clean baseboards
- Damp clean window ledges
- Dust furniture and fixtures

## **Monthly**

- High dust above hand height horizontal surfaces, including shelves, ceilings, pipes, moldings, ducts, heating outlets, etc.
- Clean all hall walls (more often if needed)

## **Semi-Annually**

- Refinish all composition floors
- Clean carpet to remove all stains, spills, and soiled spots

## **RESTROOMS/DRESSING ROOMS**

### **Daily**

- Check restrooms throughout the school day
- Empty wastebaskets/dispensers and replace liners
- Clean, sanitize, polish vitreous fixtures including toilet bowls, urinals and hand basins
- Clean and polish chrome fittings
- Clean and sanitize toilet seats
- Clean and polish glass and mirrors
- Wash and sanitize exterior of containers
- Remove spots, stains and splashes from wall area and counter tops
- Clean metal partitions
- Sweep floors
- Mop floors with germicidal disinfectant at least daily
- Fill expendable supplies in restroom dispensers
- Wash and sanitize metal partitions
- Remove fingerprints from doors, frames, light switches, kick plates, push plates, handles, railings, etc.

### **Weekly**

- Low dust horizontal surfaces to hand height (70")
- Clean walls thoroughly with cleaning and sanitizing solution

### **Monthly**

- High dust above horizontal surfaces, including shelves, ceilings, moldings, ledges, pipes, ducts, heating outlets, etc.
- Machine scrub floors with germicidal disinfectant

## **MULTI-PURPOSE/GYMNASIUM**

### **Daily (Five days per week)**

- Empty wastebaskets
- Remove fingerprints from doors, frames, light switches, kick plates, push plates, handles, railings, etc.
- Dust mop floors and/or vacuum all carpeted areas
- Spot mop composition floors
- Spot clean carpeted areas and remove any stains, spills, or soiled spots

### **Weekly**

- Replace all plastic can liners in waste receptacles
- Low dust horizontal surfaces to hand height (70")
- Sweep baseboards
- Clean bleachers, remove all trash, sweep, and clean floor underneath

### **Monthly**

- High dust above hand height (70") all horizontal surfaces including shelves and molding

\*Note: Scrub composition floors as needed

### **Special Events During Regular Cleaning Operation Hours (Ballgames, Plays, Concerts, PTA Meetings, Board Meetings, etc.)**

- a. Check and maintain clean restrooms, halls, lobbies, etc.

## **GROUNDS MAINTENANCE IMMEDIATELY SURROUNDING THE BUILDING**

### **Daily**

- Remove trash and debris around entrances and parking lots
- Empty trash containers

## **DAY PORTER DUTIES**

- Monitor all restrooms after each class break-mop floor, spot clean sinks, vanities, counter tops, mirrors, floors, and walls, pick up paper and flush commodes and urinals, and take out trash
- Pick up trash outside of building at least one (1) time per day
- Change (Customer provided) light bulbs and tubes
- Clean and mop any accident that may occur during the day
- Respond to clean up request by Account Manager or Principal
- Clean electrical rooms and storage closets

**Management of Energy Consumption**

- Lights should only be turned on in areas where cleaning is taking place and are to be turned off immediately after cleaning each room
- Cleaning personnel are not to change or override established heating and cooling temperatures in schools

**Annually for all schools (Note: Annual services are to begin immediately following the end of each school year and be completed no later than August 15 of each year)**

- Completely strip or scrub tile and refinish composition floors applying a minimum of six (6) coats of wax on all hallways, cafeterias, and high traffic areas and a minimum of four (4) coats of wax in all classrooms
- Wash all windows and glass partitions on the inside and outside

**Notification of needed repairs**

- Cleaning personnel and/or supervisor to advise Account Manager of all needed repairs at the end of each day or sooner if appropriate

**BIDDER CERTIFICATION**

Davie County Schools requests, as a matter of policy, that any consultant or firm receiving a contract or award resulting from this Request for Sealed Proposal shall make certification as below. Receipt of such certification, under oath, shall be a prerequisite to the award of contract and payment thereof.

I (we) hereby certify that if the contract is awarded to our firm, partnership or corporation that no members of the elected governing body of \_\_\_\_\_ or member of his or her immediate family, including spouse, parents or children or any person representing or purporting to represent any member or members of the elected governing body, has received or has been promised, directly or indirectly any financial benefit, by way of fee, commission, finder's fee, political contribution or any similar form of remuneration on account of the act of awarding and/or executing this contract under a Request for Proposal.

Handwritten Signature of Authorized Principal(s):

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

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

Name of Firm/Partnership/Corporation:

\_\_\_\_\_

\_\_\_\_\_

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