

REQUEST FOR PROPOSALS - #05-2425
FOR CUSTODIAL, MAINTENANCE, GROUNDS AND MANAGEMENT
SERVICES

January 15, 2025

NOTICE is hereby given that the Lakewood Board of Education is accepting sealed Proposals in accordance with N.J.S.A.18A:18A-4.1, *et seq.*, for a Custodial, Maintenance, Grounds and Management Services contract until **10:00 a.m. on February 7, 2025**. Proposals shall be submitted on the required forms, in a sealed container labeled **Custodial, Maintenance, Grounds and Management Services Contract** and delivered to the Office of the Business Administrator as provided below:

Lakewood Board of Education
Attn: Mr. Kevin Campbell, Business Administrator
200 Ramsey Ave
Lakewood, NJ 08701

The Board assumes no responsibility for proposals that are improperly mailed or misdirected.

All interested Proposers are encouraged to attend the pre-proposal conference and tour to be held on January 22, 2025 at 9:00 a.m. at the Administration Building, 200 Ramsey Ave, Lakewood NJ 08701. Attendance is strongly recommended. No other walk-through will be permitted. Please note Proposers are restricted to no more than two persons attending. Attendance is not mandatory, but is strongly recommended. Failure to attend does not relieve the Proposer of any obligations or requirements. Prior to and after the pre-proposal conference, no oral interpretation will be made to any company regarding the meaning of the specifications. A tour of buildings will be offered immediately following the conclusion of the pre-proposal conference

Upon release of this Request for Proposals (RFP), all Proposer communications concerning this information request must be directed in writing no later than 3:00 p.m. on January 24, 2025 to the Business Administrator, who is the only authorized contact person for the RFP. Any contact with anyone other than with the Business Administrator or lobbying regarding this RFP with any elected, appointed official or employee of the school district can and shall result in disqualification. Any oral communications shall be considered unofficial and non-binding on the District. To request a copy of the RFP please contact:

Name: Ms. Diane Piasentini, Purchasing Manager
Address: 200 Ramsey Ave
Lakewood, NJ 08701
Telephone: (732) 364-2400 x7019
E-mail: dpiasentini@lakewoodpiners.org

All interested Proposers must use and complete all forms and must comply with every requirement contained in the RFP.

Pursuant to N.J.S.A. 52:32-44 the District recommends all proposals be accompanied by a New Jersey Business Registration Certificate issued by the New Jersey Department of Treasury, Division of Revenue and Enterprise Services. The Proposer must submit its Business Registration Certificate no later than prior to the time of the award.

No proposal may be withdrawn for a period of sixty (60) days after the date set for the opening thereof. The contract will be awarded to the Proposer whose proposal is determined to be the most advantageous to the District, price and other factors considered. The contract will be awarded in accordance with the Competitive Contracting provisions of the Public School Contracts Law, N.J.S.A. 18A:18A-1 *et seq.* The Lakewood Board of Education reserves the right to waive any minor defects and/or immaterial deviations from the requirements herein as well as the right to reject all Proposals in accordance with the Public School Contracts Law N.J.S.A 18A:18A-22. All interested Proposers are required to comply with the requirements of N.J.S.A. 10:2-1 *et seq.*, "The Law Against Discrimination" and Affirmative Action, N.J.S.A. 10:5-31 *et seq.* and N.J.A.C. 17:27-1 *et seq.* No vendor who is listed on the State Treasurer's or the Federal Government's List of Debarred, Suspended or Disqualified Vendors shall be eligible to submit a proposal.

By Order of the Lakewood Board of Education,
Ocean County, New Jersey
Mr. Kevin Campbell, Business Administrator

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Section 1 - General Instructions to The Proposer

These documents constitute a request for receipt of sealed proposals from qualified facilities management companies (hereafter-named Proposer or Contractor) to provide the Lakewood School District (hereafter-named District) with custodial, maintenance, grounds and management services with the intent of designing and implementing an improved custodial, maintenance, grounds, operation for the District. Note: At times in this RFP the District is referred to as “Board,” “Board of Education,” “Lakewood Board of Education,” and “Lakewood School District.” These all represent the same entity

- A. Purpose:** The purpose and intent of this Request for Proposal (hereafter-named RFP) is to solicit sealed proposals from qualified firms, pursuant to Paragraph S that provide custodial, maintenance, grounds and management services.
- B. Procurement Method:** Pursuant to 18A:18A-4.1K the Lakewood Board of Education has received permission from the Division of Local Government Services to utilize Competitive Contracting instead of competitive bidding for the management and staffing for the District’s Custodial, Maintenance, Grounds Services Department. Accordingly, this procurement process is NOT a bid, but is an RFP. As such the District will award the contract to the Proposer whose proposal is determined to be the most advantageous to the District, price and other factors considered in accordance with the evaluation criteria described herein. The Board reserves the right to waive minor immaterial informalities in a proposal in accordance with applicable laws. However, proposals that contain one or more material defects shall be disqualified and given no further consideration. It is the intention of the Board to award the successful Proposer five-year contract, subject to the provisions as set forth in Exhibit 8, the contract.
- C. Background:** Lakewood School District is a K-12 public school district with 7 schools, over 4,202 students and 935 employees. Total square footage is approximately 796,358 square feet and the total site acreage is 195.55 acres. The Contractor will provide custodial, maintenance, grounds and management staff. The District is retaining its Facilities Manager, one (1 FTE) NJ licensed electrician, one (1 FTE) NJ licensed Plumber and One (1 FTEs) NJ licensed HVAC. The District outsourced its custodial, maintenance and grounds operations, several years ago and has procured those services with predecessor agreements to this process.
- D. Statement of Needs:** The successful Proposer shall furnish all necessary resources, including but not limited to management and hourly personnel, training programs, support, equipment, materials, and services to provide and implement a program to maintain/improve efficiency and effectiveness of the Custodial, Maintenance, Grounds Department.
- E. Goals:** The services performed by the successful Proposer shall be designed to attain the following goals established by the District:
1. Enhance the appearance of all buildings. The overall goal is to develop a program that will create and maintain a clean and safe environment for students and employees in order to effectively support education.
 2. Provide, implement and maintain a suitable level of staffing for custodial, maintenance and grounds operations.
 3. Enhance staff development through a program of motivation, in-service education and training.
 4. Provide the District with the best qualified custodial, maintenance, grounds and management staff, as deemed by the District.
 5. Recruit and maintain a highly qualified and stable workforce by paying competitive wage rates and benefit packages for all full-time employees.
 6. Provide the District with a qualified on-site management team.
 7. Implement systems to improve productivity and encourage an employee philosophy of excellence, teamwork, and personal growth for the Contractor’s custodial, maintenance and grounds staff.
 8. Improve custodial, maintenance and grounds performance through the utilization of planning, training, management systems, task schedules, management technologies and processes.
 9. Manage custodial, maintenance and grounds services, as defined in the Scope of Work, in a cost-effective manner.
 10. Implement a computerized custodial quality assurance program, systems, processes, and programs for the responsible operation of the custodial program and to maintain and preserve the desired level of service.

11. Utilize the District's computerized maintenance work order program for the responsible operation of the custodial, maintenance and grounds program in order to meet the new state accountability regulations.
12. Maintain positive customer service relations with staff, students and public.

F. Timeline of Events:

Event	Date
Release RFP	January 15, 2025
Pre-Proposal Meeting & Tour of the Schools	January 22, 2025 at 9:00 a.m.
Final Proposer Questions and or Exceptions Due	January 24, 2025 by 3:00 p.m.
Final Answer to Proposer Questions	January 28, 2025
Proposal Responses Due/ Proposal Opening	February 7, 2025 by 10:00 a.m.
Possible Interview of Proposer's Proposed Management Team	To Be Determined
School Board Awards Contract	March Board Meeting
Proposer Employee Archivable Background Clearances & Black Seal Licenses Due	June 15, 2025 at 10:00 a.m.
Proposer Starts Services	July 1, 2025

G. Acceptance of Proposals and Validity Period: The District reserves the right to reject all proposals under this RFP process in its discretion, including but not limited to the extent permitted pursuant to (N.J.S.A. 18A:18A-22 et seq.), to waive any minor immaterial informality and to award the contract to the company whose proposal is determined to be the most advantageous to the District, price and other factors considered. Submission of a Proposal shall signify the Proposer's agreement that its proposal and all contents thereof are valid for sixty (60) days following the submission deadline unless otherwise agreed to in writing by both parties. The proposal response and this RFP shall become part of the contract between the District and the successful Proposer. Conditional or alternate Proposals shall not be accepted. Any conditions must be submitted, in writing on Attachment Form B Requests for Clarifications/Exceptions, during the Questions period pursuant to Paragraph K, below.

H. Submission of Proposals: Proposal modifications or corrections thereof received after the closing date for the receipt of proposals will not be considered. The District is not liable for any errors or misinterpretations made by the Proposer in responding to this RFP. The Proposer shall be solely responsible for delivery of the proposals as specified in the RFP. The Board bears no responsibility for proposals that are improperly mailed, misdirected or problems associated with third party carriers.

1. **Proposal Submission:** All proposals, including all forms, shall be submitted with one (1) complete original proposal, five (5) copies in a sealed container along with one (1) electronic copy in PDF format to be submitted on two (2) USB drive/s. Proposals are to be labeled RFP #05-2425 for Custodial, Maintenance, Grounds and Management Services. The Proposer must include all the required proposal forms from Section 4 of this RFP (Proposal Forms A through Q), proposal guarantees and financial statements. Proposal Forms A through C must be submitted as both a hard copy and electronically (on a USB drive as an Excel file only). The files on the USB drive/s must contain the Proposers' proposals and all required forms. Any tampering of any proposal form/s (both hard copy or electronic) may, result in disqualification of the Proposer in accordance with applicable law. All proposals submitted in response to this RFP must be submitted at the sole expense of the Proposer. The Proposer shall pay all costs associated with the preparation of this proposal and any necessary visits to the buildings or otherwise become fully familiar with the buildings.
2. **Scope of Proposal and Proposal:** Proposer certifies that it has carefully examined and understands the general conditions, the instructions, the specifications, the schedules and addenda, if any, that are prepared under the direction of the Board of Education are made part of this proposal. The Proposer, if successful, shall furnish and deliver the goods and services at the times specified and at the prices proposed.
3. **Obligation of Proposer:** At the time of the opening of proposals, each Proposer shall be presumed to have inspected or otherwise become fully familiar with the sites and locations in which the work is to be performed, and to have read, and to be thoroughly familiar with the contract documents (including Addenda, if any). The failure or neglect of the Proposer to inspect any site, receive or examine any form, instrument or document shall in no way relieve any Proposer from any obligation in respect to its proposal. Failure of the Proposer to receive any properly issued addenda in accordance with N.J.S.A. 18A:18A-4.4 shall not relieve the Proposer from any obligation under its proposal as submitted. In addition, a failure on the part of any Proposer to acknowledge receipt of addenda may result in disqualification of the proposal. Addenda so issued shall become part of the Contract documents. The Proposer is advised that terms and conditions set forth herein shall be rigidly enforced.

4. **Examination of Proposal Specification:** The Proposer shall examine the contents of the proposal specifications and other documents that may be issued by the Board in conjunction with this proposal. The Proposer shall assure itself that all pages of the specifications and other referenced documents are included in the documents obtained for RFP purposes. If any part of the specifications and other documents are incomplete, the Proposer shall notify the District in writing, in order to obtain any missing pages or other documents. The lack of such written notification by the Proposer shall be construed as evidence that the specifications and other documents supplied for proposing purposes are full and complete and as a waiver of any subsequent claim to the contrary.
5. **Alternate Proposals:** Alternate proposals shall not be considered. An alternate is considered to be a proposal that does not comply with the minimum provisions of this RFP and the scope of work and service to be provided.
6. **Proposal Response Format:** Proposal responses should be prepared simply and completely, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content. Because of the complexity of the services and to allow the District to easily reference specific information, the Proposer shall use Proposal Form D - Proposal Requirements and should use the below listed format in its proposal response. The Proposer shall number all pages of its proposal response. Failure to use the following format will be one of the factors considered by the Board in its evaluation and award of proposals and will result in a greatly reduced evaluation score.
 - **Section 1- Required Documents, Contractor Charges and Financials:** All the required proposal forms, proposal guarantee, financial statements, required certifications, management candidates' resumes and qualifications as well as detail of all charges and any other pertinent financial information.
 - **Section 2 - Executive Summary Section:** Provide an overview as to how and why your company is responsive to this RFP and why award to your company would be most advantageous to the District.
 - **Section 3 - Company Details and References:** Provide and describe any pertinent information concerning your company and how it meets the rudiments as detailed in Paragraph S located on page 5, Proposer Qualifications and Performance Investigations.
 - **Section 4 – Staffing, Wages and Benefits:** Provide the following information that meets the requirements contained in this RFP.
 - a. Detail the number of employees (hourly, clerical and management that your company is recommending including, wages for each position, staffing by building, shift, days worked and position.
 - b. Provide an organization chart detailing building, position titles, shift and days worked. Also, detail benefits provided including percent of employee contribution, level of benefits offered (PPO, HMO, life insurance, paid time off, tuition reimbursement, dental, etc.)
 - c. Describe how you will recruit and hire the staff you provide and the timeframe in which it will be accomplished.
 - **Section 5- Program Elements:** Detail your company's management resources, technical support systems, procedures, human resources, custodial, maintenance and grounds programs, training programs, safety programs, quality assurance systems, computerized quality assurance system, etc., that meets the requirements contained in this RFP.
 - **Section 6– Start Up/Transition Plan:** Submit a detailed plan by which your company shall transition from the present operation to your operations pursuant to Paragraph R-Start Up/Transition Plan.
- I. **Pre-Proposal Conference and Tour:** All interested Proposers should attend the non-mandatory pre-proposal conference and tour to be held on **January 22, 2025 at 9:00 a.m.** at the Business Office, 200 Ramsey Ave, Lakewood NJ 08701. No other walk-through will be permitted. Please note proposers are restricted to no more than two persons attending. Attendance is not mandatory, but is strongly recommended. Failure to attend does not relieve the Proposer of any obligations or requirements. Prior to and after the pre-proposal conference, no oral interpretation will be made to any company regarding the meaning of the specifications. A tour of buildings will be offered immediately following the conclusion of the pre-proposal conference.
- J. **Oral Presentation:** The District may request all or some of the Proposers give an oral presentation to the Evaluation Committee or in public at a Board of Education meeting. These oral presentations are allowed pursuant to NJAC 5:34-4.3(d)(3) and will be restricted as such and are optional at the District's choice. The presentations are not to be used to change or enhance the proposal, change the terms and conditions of the contract or enter into any negotiations with regard to the RFP or the contract.

K. Inquiries, Questions, RFP Interpretation, and Exceptions: Any question, explanation or exception to this RFP desired by the Proposer must be requested of the District in writing before or on January 24, 2025, to the, Purchasing Manager, Diane Piasentini, and emailed to dpiasentini@lakewoodpiners.org with a copy to Bill Gerichter at, bgerichter@edvocate.org. If an explanation is necessary, a reply will be made in the form of addenda, a copy of which will be forwarded to each Proposer that has received a set of the RFP documents. Answers requiring an addendum will be sent by certified mail and/or sent by verified facsimile transmission or by email that provides certification of delivery to the sender to each Proposer and will be on file in the Office of the Business Administrator and will be advertised no later than seven (7) business days prior to the date of proposal opening. The Proposer must notify the District of its name, address, telephone, email address, and facsimile numbers in order to receive any addenda. Interpretation of the wording of this document will be the responsibility of the District and its interpretation shall be final and binding. All answers will come from the Business Administrator. The District will not give verbal answers to inquiries regarding the scope of work and services, or verbal instructions prior to the award of the contract. A verbal statement regarding same by any person shall be non-binding. The District is not liable for any increased costs resulting from the Proposer accepting verbal direction.

The Proposer is expected to examine the specifications and related RFP documents with care and observe all its requirements. Ambiguities, errors or omissions noted by the Proposer should be promptly reported in writing to the Business Administrator and its consultant Bill Gerichter at Edvocate, no less than eight (8) business days prior to the date established for the submission of the proposals. Challenges filed after that time shall be considered void and having no impact on the contracting unit or the award of a contract. In the event the Proposer fails to notify the District of such ambiguities, errors or omissions, the Proposer shall be bound by the requirements of the specifications and the Proposer's submitted proposal subject to the provisions of Paragraph G, page 2 above.

If the amount shown in words and its equivalent in figures do not agree, the written words shall be binding. Ditto marks are not considered writing or printing and shall not be used. In the event that there is a discrepancy between the unit prices and the extended totals, the unit prices shall prevail. In the event there is an error of the summation of the extended totals, the computation by the District of the extended totals shall govern.

Unless a Proposer submits a list of exceptions to this RFP or any addendums issued during the question period, it shall be assumed there are no exceptions taken to this RFP by the Proposer. Any exceptions made by any Proposer must be clearly labeled on Attachment Form B- Requests for Clarifications/Exceptions Form and be received on or before January 24, 2025, without waiver of the District's rights per Paragraph G, page 2, above.

L. Open Competition: The District welcomes and encourages free and open competition. Whenever possible, scope of work, services, and proposal terms and conditions are designed to accomplish this objective, consistent with the necessity to satisfy the District's needs and the accomplishment of a sound operational and economical operation. The signature on this proposal guarantees that the prices quoted have been established without collusion with other Proposers and without effort to preclude the District from selecting the company that is responsive and whose proposal is determined to be the most advantageous to the District, with price and other factors considered, to deliver the services at a competitive price. The Proposer certifies that its officers and employees have not bribed or attempted to bribe or influence in any way an officer, employee or agent of the District. To maintain the spirit of open competition any contact with anyone other than the Business Administrator or lobbying regarding this RFP or any act in violation of the School Ethics Act, N.J.S.A. 18A:12-21 et seq. with any elected, appointed official or employee of the District can and shall result in disqualification. The only authorized contact person is the Business Administrator, Kevin Campbell. Any oral communications shall be considered unofficial and non-binding on the District. During the interval between the proposal opening and contract award, the Proposer shall not initiate any contact with any officer, employee or agent of the District concerning this RFP. Should the District have any questions about the proposal, the Business Administrator or its or her representative will contact the Proposer. If you are contacted by the District representative, the contact and discussion shall be limited to the questions of the Business Administrator or its representative.

M. Survey/Inspection of Facilities: It is the Proposer's responsibility to become fully informed as to the nature and extent of the scope of work required and its relation to the school environment and its activities. Arrangements for the Proposer's tour/inspection of buildings and/or activity schedules will be held immediately following the pre-proposal conference. No other tour/walk-through shall be permitted.

N. Recommended Staffing, Wages and Benefits: The Proposer shall recommend the number of staff (custodial, maintenance, grounds, management and clerical) needed to meet the Scope of Work contained in this RFP. As this is an important part of the Evaluation Criteria, the Proposer must completely fill out Proposal Forms A, A1, A2 and

B which details the number of employees/staffing your company is providing including, wages for each position, staffing by building, shift, days worked and position, benefits provided including percent of employee contribution, level of benefits offered (PPO, HMO, life insurance, tuition reimbursement, dental, etc.). The staffing (FTE's) as detailed on Proposal Form A must match the staffing (FTEs) as detailed on Proposal Form B. If it does not the Proposer must provide a detailed explanation as to why it does not match. The Proposer must also submit an organization chart detailing building, position titles, shift and days worked that meets the requirements contained in this RFP.

The Proposer should demonstrate its creativity and expertise in staffing, scheduling, wages and benefits for its employees to meet the Scope of Work in this RFP. Should the District decide to increase or decrease the Proposer's recommended staffing, the price of the contract will increase or decrease based upon the actual staff increase or decrease. The price for the increase or the decrease adjustment will be based upon the pricing in Proposal Form A. The District will evaluate the criteria of Staffing Viability (see Paragraph T. Evaluation of Proposals) of each proposal.

- O. Detailed Required Work Shifts:** Exhibit 5—Required Work Shifts are the required work shifts at each building upon which the Proposer must base its proposals. The Proposer is to provide and fill in its recommended staffing on Proposal Form B in Full Time Equivalents (1FTE=2080 hours). Failure to do so shall result in the Proposer being deemed not responsive. These shifts and start times may be changed at the discretion of the District based upon the needs/special events of the District. When requested by the District, the Proposer shall modify the shifts within forty-eight (48) hours of notification by the District.
- P. Reporting Structure:** The Contractor will report to the Facilities Manager and the Business Administrator. The Proposer must detail how it intends to meld together with the District's staff to provide a well-run and seamless operation. The plan must:
- Specify what steps the Contractor shall take to establish good communications between the Business Administrator and the Facilities Manager.
 - Specify how the Contractor's management shall interface with the Business Administrator and the Facilities Manager.
 - Specify how the Contractor shall flex its staff hours to perform snow removal.
- Q. Equipment provided and Equipment Budget Pool:** The Contractor shall incorporate into its pricing an equipment budget of three hundred thousand dollars (\$300,000) which shall be charged in Proposal Form A at sixty thousand dollars (\$60,000) per year. All equipment and vehicles purchased must be new and approved by the District prior to purchase. Any and all repairs must be approved by the District prior to being performed. Ownership of all equipment and vehicles purchased using this budget pool shall immediately pass to the District. Therefore, all equipment must be purchased in accordance with the Public School Contract Law (N.J.S.A. 18A:18A-1 et seq.). In the event that the contract is terminated prior to its maximum five-year term and the cost of equipment purchased exceeds the amount paid by the District towards the equipment budget pool to that point, the District has the following options to reconcile the difference.
- The District pays the Contractor for the difference directly.
 - The District has the succeeding Contractor pay the exiting Contractor the difference.
- The attached Exhibit 3 includes a current listing of all District equipment that can be utilized by the successful Contractor. The Contractor may utilize this equipment in its proposal and pricing. The District does not guarantee the condition of the equipment and it behooves the Contractor to verify the condition of the equipment. Should this equipment be determined, by the Contractor, to be insufficient to perform the scope of work of the RFP the Contractor must provide a recommendation specifying the equipment the District will need to purchase or charge to the three hundred thousand dollars (\$300,000) equipment budget pool. The contractor shall be responsible for maintaining any vehicles and equipment provided to it by the District in good working order. Further any damage reported or otherwise to District vehicles in particular resulting from mishaps or lack of proper recurring maintenance shall result in the contractor being subject to financial recourse by the District for any necessary repairs to repair said damages to vehicles and equipment. The District will seek the repairs and the Contractor will reimburse.
- R. Start-Up/Transition Plan:** A successful startup of this contract is essential to its success. For a Proposer to be considered to be responsive, the Contractor must submit with its proposal a detailed startup/transition plan from pre-planning (30 days prior to the start of the contract) through the start of the contract and the first three months to September 30, 2025. The plan must detail the additional management and staff it will provide as well as the startup

tasks, any requirements for the District, implementation dates, estimated completion dates, and who is responsible (name and title) for which task. A responsive startup/transition plan must have 100 or more different (not repetitive) tasks listed covering the startup activities in implementation, management, HR, custodial, maintenance, grounds and training. This plan must be submitted in an Excel format or a Gantt chart and it must be customized to the startup of this contract. All startup costs shall be amortized on a straight-line basis over a period of five (5) years.

S. Proposer Qualifications and Performance Investigations: The following details the qualifications and requirements that the Proposer must meet to be considered the most advantageous proposal as well as the criteria used by the District to verify the Proposer's references and evaluate its proposal. **Failure to meet these requirements may result in a determination that the proposal is less advantageous than a competing Proposer.**

1. **Qualifications and Requirements:** The following evidence must be submitted with the proposal.
 - a. Evidence that the Proposer possesses the correct certifications by the appropriate government agencies to perform the work specified.
 - b. Evidence that the Proposer is licensed by the appropriate government agencies to perform the work specified. (see Proposal Form J Required Licensing)
 - c. Evidence the Proposer has and can provide the training programs, management systems, programs, and procedures that meet the requirements and Scope of Work in this RFP.
 - d. Having experience in the uniqueness of public school district custodial operations is critical to the success of this contract. In order to satisfy this criterion, the Proposer must presently be providing custodial, maintenance, grounds and management type services
 - e. Defined as having management acting in a purely supervisory capacity, management and custodial, maintenance and grounds staff on its payroll both dedicated to and working full time on site at the school district. The Proposer must be providing these services to at least three (3) public school districts. One of the public school districts served must be of similar size (in number of schools or total square footage) or larger than the Lakewood School District. List these school districts on Proposal Form E. The District will utilize that provided information when determining a Proposers evaluation score. Failure to provide the aforementioned list of public school districts on Proposal Form E and the detail required shall cause the proposal to be non-responsive.
 - f. The Proposer must have a positive record of successful management experience in providing custodial, maintenance, grounds and management services to public school districts.
 - g. The Proposer shall submit with its proposal the resume/summary of qualifications of the proposed on-site management. The Proposer shall provide sufficient detail of the candidate's work history, education, skills, experience, and provide copies of all candidates' licenses and certifications with the proposal response. In addition, state how long the proposed candidate has been employed in your company. Not doing so or not meeting any of the following may cause the proposal to be deemed non-responsive. The proposed candidates should meet or exceed the following qualifications:
 1. General Manager:
 - a. Should have at least two years' experience in managing a comparable sized public school district.
 - b. Should have more than five years' experience in the facilities management industry.
 - c. Must have a high school diploma or GED equivalent diploma.
 - d. Must be in the process of obtaining or have a Black Seal License by 7-1-2025.
 - e. . For public safety requirements and in case of an emergency, General Manager must be fluent in English and able to effectively communicate with the District's staff, fire, police and the public in the respective buildings by being able to read, write, speak and understand English. Daytime custodians must also be capable of communicating effectively both in-person as well as via email.
 - f. Must be a NJ Certified Educational Facilities Manager (CEFM) pursuant to 18A:17-49 or obtain it within two years of contract start date.
 2. Assistant Manager:
 - a. Should have at least one year experience in managing a comparable sized public school district.
 - b. Should have more than five years' experience in the facilities management industry.
 - c. Must be in the process of obtaining or have a Black Seal License by 7-1-2025.

- d. Must have a high school diploma or GED equivalent diploma.
 - e. . For public safety requirements and in case of an emergency, Assistant Managers must be fluent in English and able to effectively communicate with the District's staff, fire, police and the public in the respective buildings by being able to read, write, speak and understand English. Daytime custodians must also be capable of communicating effectively both in-person as well as via email.
3. Custodial Supervisor/s:
- a. Should have at least one year experience in managing a comparable sized public school district.
 - b. Should have two years' experience in the custodial industry.
 - c. Must have a high school diploma or GED equivalent diploma.
 - d. Must be in the process of obtaining or have a Black Seal License by 7-1-2025.
 - e. Should be fluent in English and Spanish.
3. Grounds Supervisor/s:
- a. Should have at least one year experience in managing a comparable sized public school district.
 - b. Should have two years' experience in the grounds/landscape industry.
 - c. Must have a high school diploma or GED equivalent diploma.
 - d. Should be fluent in English and Spanish

Prior to awarding a contract the District may conduct a face-to-face interview with the Proposer's proposed candidates.

2. **Performance Investigation:** As part of the proposal evaluation process, the District shall make inquiries and investigations of the Proposer's customers to determine the ability of the Proposer to provide the services sought, including the quality of the Proposer's staff. Any Proposer that omits any requested information or does not comply with this section is subject to having its proposal deemed not responsive.
- a. Proposer Performance Expectations: If the Proposer has had a contract terminated for default during the past five (5) years, all such incidents must be described. "Termination for default" is defined as notice to stop performance due to the Proposer's non-performance or unacceptable performance. Describe the previous terminations for default that have occurred during the past five (5) years, including the other party's name, address and telephone number. Present the Proposer's position on the matter. Please indicate if the Proposer has experienced no such termination for default in the past five (5) years.
 - b. If the Proposer has had a contract that has ended and was not renewed for any reason (except those lost due to a price where the Proposer ended the contract due to a lower price or a more advantageous one), a contract terminated for convenience, non-allocation of funds, or any other reason, during the past five (5) years, describe fully all such non-renewals, terminations, including the name, address and telephone number of the former client.
 - c. Suspension Disqualification or Debarment: Proposer must certify that it is not debarred or suspended from contracting with any of the agencies or departments of the executive branch of the State of New Jersey or with any other state or the Federal Government.
 - d. Litigation: The Proposer Must Provide the following information on Proposal Form F:
 - i. The Contactor must provide certification that there is no litigation that would jeopardize the financial condition of the Proposer or its ability to meet the terms of this proposal. The Proposer shall provide information regarding litigation and information regarding final judgments against the Proposer in the past (3) years.
 - ii. Provide a complete listing of any litigation between the Proposer and any former, current or prospective clients within the last three (3) years. Include a complete listing of any litigation between any local/state/federal agency and the Proposer (litigation that relates to operations of publicly funded programs). Please include the names of the Local/State/Federal agency, the location (City, State), a description of the situation, and the outcome.

T. Evaluation of Proposals: The Evaluation Committee intends to recommend the award of a contract to the School Board to the Proposer whose proposal is the most advantageous to the District, with price and other factors considered. Each area of the requirements should be addressed in detail in the proposal. The Evaluation Committee will determine if the Proposer has met these requirements via the evaluation criteria. The Board will determine who is awarded the contract based upon recommendation from the Evaluation Committee, the requirements in the RFP and Public School Contract Laws.

The criteria that will be considered in evaluating proposals are detailed in the following table. They are weighted based upon importance to the District. The points awarded range from 1 to 5, with 5 being the highest score and 1 being the lowest. Points may be awarded in .50 increments. After the points are awarded by the evaluator the weighing factor will be applied and thus a total score will be arrived. Based upon that score, the Evaluation Committee will then recommend a Proposer to the Board of Education for the award of the contract. Each area of the evaluation should be addressed in detail in the proposal. The following are the criteria:

The Criteria Used in Evaluating Proposals <i>The points awarded range from 1 to 5, with 5 being the highest score and 1 being the lowest</i>	Weighting Factor	Points
1. Program Price: What is the price of the program proposed and its impact upon the District's operating budgets? Are the charges detailed in the proposal form realistic; i.e., Health care costs, payroll taxes, management fee, etc.	15%	1 to 5
2. Contractor's financial viability, strength, capability and record of performance: Considers the Contractor's capability and experience as measured by financial statements, performance record, litigation, years in the industry, number of public school districts served and references.	12%	1 to 5
3. On-Site Management: Considers the references; proposal resumes, face to face interviews and any other method to discover the capabilities and skill level of on-site management. At a minimum the proposed candidate must demonstrate the following: General Manager: <ol style="list-style-type: none"> Should have at least two years' experience in managing a comparable sized public school district. Should have more than five years' experience in the facilities management industry. Must have a high school diploma or GED equivalent diploma. Must be in the process of obtaining or have a Black Seal License by 7-1-2025. For public safety requirements and in case of an emergency, all Contractor General Managers must be fluent in English and able to effectively communicate with the District's staff, fire, police and the public in the respective buildings by being able to read, write, speak and understand English. Daytime custodians must also be capable of communicating effectively both in-person as well as via email. Must be a NJ Certified Educational Facilities Manager (CEFM) pursuant to 18A:17-49 or obtain it within two years of contract start date. Assistant/Maintenance Manager: <ol style="list-style-type: none"> Should have at least one year experience in managing a comparable sized public school district. Should have more than five years' experience in the facilities management industry. Must be in the process of obtaining or have a Black Seal License by 7-1-2025. Must have a high school diploma or GED equivalent diploma. For public safety requirements and in case of an emergency, all Contractor Assistance/Maintenance Managers must be fluent in English and able to effectively communicate with the District's staff, fire, police and the public in the respective buildings by being able to read, write, speak and understand English. Daytime custodians must also be capable of communicating effectively both in-person as well as via email. Custodial Supervisor/s: <ol style="list-style-type: none"> Should have at least one year experience in managing a comparable sized public school district. Should have two years' experience in the custodial industry. Must have a high school diploma or GED equivalent diploma. Must be in the process of obtaining or have a Black Seal License by 7-1-2025. Should be fluent in English and Spanish. 	25%	1 to 5
4. Staffing Viability: Considers whether proposed wages and staffing levels are sufficient to recruit and maintain a stable workforce by the proposed wage rates to the following: <ul style="list-style-type: none"> The current outsourced average wage rates and wages as detailed in the Exhibit 6 wage rates. The Consultant's Recommended Staffing, Wage Rates and Salaries as detailed in Exhibit 7. Are benefits and paid time off provided/offered and employee contribution to insurance premiums and copays/deductibles sufficient to recruit and maintain a stable workforce? Is the number of proposed custodial, maintenance, grounds management and clerical staff sufficient to meet the Scope of Work in this RFP? Can the Contractor meet the Black Seal requirement? 	24%	1 to 5

The Criteria Used in Evaluating Proposals <i>The points awarded range from 1 to 5, with 5 being the highest score and 1 being the lowest</i>	Weighting Factor	Points
5. Contractor's Proposed Program: Are the Proposer's program, systems, training, and procedures for custodial and management services thorough and comprehensive to meet the scope of work?	10%	1 to 5
6. Contractor's Start Up/Transition Plan: Is the Proposer's start-up plan customized to the needs of the District? Is the plan detailed from pre- planning (30 days prior to the start of the contract) through the start of the contract and the first three months to September 30, 2025? Did it detail the additional management and resources they shall be providing as well as the startup task, any requirements for the District, implementation date, estimated completion date, and who is responsible (name and title)? Did the plan have 100 or more different (not repetitive) tasks listed covering the startup activities in implementation, management, HR, custodial, maintenance, grounds and training? Was it submitted in Excel format or a Gantt chart?	14%	1 to 5

- U. The Contract and Its Award:** The District will calculate price based upon the aggregate total of the five (5) years. The Proposer must submit its pricing on Proposal Form A – Pricing Any contract awarded pursuant to this RFP will be awarded to a single Proposer or to none at all. An award will be made to the Proposer whose proposal best meets the evaluation criteria in this RFP, with price and other factors considered (N.J.A.C. 5:34-4.3(d)). The District will consider whether the proposal complies with all the requirements in this RFP. There is no obligation on the part of the District to award a contract. The District may cancel this RFP, reject all proposals at any time prior to an award, for any of the reasons set forth in N.J.S.A. 18A:18A-22.
- This RFP and the proposal response will be made part of the final contract (which is attached as Exhibit 8). Should there be a conflict the order of precedence will be the contract, the RFP, and last the proposal response.
- V. Bonding Requirements:** The following are the bonding requirements the Proposer must submit with its proposals and contract.
- 1. Proposal Guarantee:** The Proposer shall submit with a proposal a certified check, cashier's check or proposal bond in the amount of ten percent (10%) of the total price proposal, but not in excess of \$20,000, payable unconditionally to the District. When submitting a Proposal Bond, it must contain a Power of Attorney for the full amount of the Proposal Bond from a surety company authorized to do business in the State of New Jersey. The check or bond of the unsuccessful Proposer(s) shall be returned pursuant to N.J.S.A. 18A:18A-36. The check or bond of the Proposer to whom the contract is awarded shall be retained until a contract is executed. The check or bond of the successful Proposer will be forfeited if the Proposer fails to enter into a contract with the District pursuant to N.J.S.A. 18A:18A-24. Failure to submit a proposal guarantee shall result in disqualification and rejection of the proposal.
- W. Affirmative Action Certification:** No Proposer may be issued a contract unless it complies with the Law Against Discrimination, N.J.S.A. 10:2-1 et seq., the affirmative action provisions of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27-1 et seq. The following information summarizes in full, required regulatory text, which is included as Proposal Form K of this proposal specification.
- 1. Goods and Services (including professional services) Contracts:** The successful Proposer shall submit to the District, after notification of award, but prior to execution of a goods and services contract, one of the following three documents:
 - A photocopy of a valid letter that the Proposer is operating under an existing federally approved or sanctioned affirmative action program (good for 1 year from the date of the letter); or
 - A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4; or
 - A photocopy of an Initial Employee Information Report (Form AA 302) submitted by the Proposer to the Division in accordance with N.J.A.C. 12:17-4.
- X. Americans with Disabilities Act of 1990:** Discrimination on the basis of disability in contracting for the purchase of goods and services is prohibited. The Proposer is required to read the Americans with Disabilities language that is included as Proposal Form L of this specification and agree that the provisions of Title II of the Act are made a part of the contract. The Proposer is obligated to comply with the Act and to hold the District harmless.
- Y. Ownership Disclosure: N.J.S.A. 52:25-24.2:** The included Statement of Ownership form must be completed and attached to the proposal. This requirement applies to all forms of corporations and partnerships, including but not limited to, limited partnerships, limited liability corporations, limited liability partnerships and Subchapter S

corporations. Failure to submit an Ownership Disclosure Statement document shall result in disqualification of the proposal.

No corporation, partnership, or limited liability company shall be awarded any contract nor shall any agreement be entered into for the performance of any work or the furnishing of any materials or supplies, the cost of which is to be paid with or out of any public funds, by the State, or any county, municipality or school district, or any subsidiary or agency of the State, or of any county, municipality or school district, or by any authority, board, or commission which exercises governmental functions, unless prior to the receipt of the bid or accompanying the bid, of said corporation, said partnership, or said limited liability company there is submitted a statement setting forth the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. If one or more such stockholder or partner or member is itself a corporation or partnership or limited liability company, the stockholders holding 10 percent or more of that corporation's stock, or the individual partners owning 10 percent or greater interest in that partnership, or the members owning 10 percent or greater interest in that limited liability company, as the case may be, shall also be listed. The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member, exceeding the 10 percent ownership criteria established in this act, have been listed.

To comply with this section, a Proposer with any direct or indirect parent entity which is publicly traded may submit the name and address of each publicly traded entity and the name and address of each person that holds a 10 percent or greater beneficial interest in the publicly traded entity as of the last annual filing with the federal Securities and Exchange Commission or the foreign equivalent, and, if there is any person that holds a 10 percent or greater beneficial interest, also shall submit links to the websites containing the last annual filings with the federal Securities and Exchange Commission or the foreign equivalent and the relevant page numbers of the filings that contain the information on each person that holds a 10 percent or greater beneficial interest.

- Z. Proof of Business Registration, Sales and Use Tax:** Pursuant to N.J.S.A. 52:32-44, the District ("Contracting Agency") is prohibited from entering into a contract with an entity unless the Proposer/Contractor, and each subcontractor that is required by law to be named in a bid/proposal/contract has a valid Business Registration Certificate on file with the Division of Revenue and Enterprise Services within the Department of the Treasury.

Prior to contract award or authorization, the contractor shall provide the Contracting Agency with its proof of business registration and that of any named subcontractor(s).

Subcontractors named in a bid or other proposal shall provide proof of business registration to the Proposer, who in turn, shall provide it to the Contracting Agency prior to the time a contract, purchase order, or other contracting document is awarded or authorized.

During the course of contract performance:

- a. the contractor shall not enter into a contract with a subcontractor unless the subcontractor first provides the contractor with valid proof of business registration.
- b. the contractor shall maintain and submit to the Contracting Agency a list of subcontractors and their addresses that may be updated from time to time.
- c. the contractor and any subcontractor providing goods or performing services under the contract, and each of their affiliates, shall collect and remit to the Director of the Division of Taxation in the Department of the Treasury, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into the State. Any questions in this regard can be directed to the Division of Taxation at (609)292-6400. Form NJ-REG can be filed online at <http://www.state.nj.us/treasury/revenue/busregcert.shtml>.

Before final payment is made under the contract, the contractor shall submit to the Contracting Agency a complete and accurate list of all subcontractors used and their addresses.

Pursuant to N.J.S.A. 54:49-4.1, a business organization that fails to provide a copy of a business registration as required, or that provides false business registration information, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000, for each proof of business registration not properly provided under a contract with a contracting agency.

For purchases of an emergency nature, the contractor shall provide its Business Registration Certificate within two weeks from the date of purchase or execution of the contract or prior to payment for goods or services, whichever is earlier.

AA. Non-Collusion Affidavit: The Affidavit shall be properly executed and submitted with the proposal.

- BB. Political Contributions Disclosure Form (“Pay to Play”):** In accordance with Chapter 271, New Jersey Laws of 2005, all vendors must submit with its proposal a list of political contributions, which are reportable and, made by the vendor during the preceding 12-month period. The District is prohibited from awarding a contract to a firm that has made reportable contribution under P.L. 1973, c.83 (N.J.S.A. 19:44A-1 et seq.) to a member of the District’s Board of Education during the preceding one-year period. See Attachment Form A with Instructions in Section V.
- CC. Made in America:** The Proposer shall comply with the requirements of N.J.S.A. 18A:18A-20 regarding the use of manufactured and farm products of the United States, wherever available, when providing the services required of the RFP.
- DD. Compliance with the NJ Public Works Contractor Registration Act:** The Public Works Contractor Registration Act (PWCRA), N.J.S.A. 34: 11-56.48 et seq. requires that the Proposer, including named subcontractors, register with the Department of Labor and Workforce Development prior to submitting price proposals or engaging on certain public works contracts that exceed the prevailing wage threshold. The Proposer must submit a copy of its NJ Public Works Contractor Certificate prior to contract award.
- EE. Prevailing Wage Act, Prevailing Wage Requirement and History:** Pursuant to N.J.S.A. 34:11-56.25 et seq., contractors on projects for public work shall adhere to all requirements of the New Jersey Prevailing Wage Act. The Proposer shall be required to submit a certified payroll record to the District within ten (10) days of the payment of the wages and Contractors shall be required to provide certified payroll records to both the department through online submission and to the public body awarding the contract.” NJSA 34:11-56.59.. The Proposer is also responsible for obtaining and submitting all subcontractors’ certified payroll records within the aforementioned time period. The Proposer’s responsibility is to obtain any additional copies of the certified payroll form to be submitted by contacting the New Jersey Department of Labor and Workforce Development, Division of Wage and Hour Compliance. Workers shall be paid not less than such prevailing wage rate. In the event it is found that any worker, employed by the contractor or any subcontractor covered by said contract, has been paid a rate of wages less than the prevailing wage required to be paid by such contract, the public body, the lessee to whom the public body is leasing a property or premises or the lessor from whom the public body is leasing or will be leasing a property or premises may terminate the contractor's or subcontractor's right to proceed with the work, or such part of the work as to which there has been a failure to pay required wages and to prosecute the work to completion or otherwise.
1. *Prevailing Wage Rate Requirement:* Contractors should propose at least 45% of total maintenance hours at prevailing wage rate hours. However, that decision it up to the contractor. Any overage in that percentage of prevailing wages is the contractor’s responsibility and may not be billed back to the District.
 2. *Prevailing Wage Rate History for Proposer Information Only:* The past 2023-2024 school year the mix of the prevailing wage rate work was 20.68% carpentry, 6.22% electrical, 3.21% HVAC, 0.00% masonry, 0.00% painting, 6.36% sheet metal and 8.65% plumbing, however the mix is subject to the scope of work of this RFP and the needs of the District and therefore is subject to change.
- FF. Required Licensing:** The Proposer shall submit copies of their regulatory licenses. The following are the required licenses:
1. Electrical Contractors License and Electricians License pursuant to Board of Examiners of Electrical Contractors Statutes and Regulations P.L.1962, c. 162 (C. 45:5A-1 et seq.).
 2. Plumbing Contractor License and Plumbing License pursuant to State Board of Examiners of Master Plumber Laws and Regulations P.L. 1968, c. 362 (C. 45:14C- et all). Pursuant to P.L. 1968, c. 362 (C. 45:14C-h) if the Plumbing Contractors License is not in the bidding Contractors name, then the Proposer must submit proof the master plumber whose license is submitted with the proposal owns not less than 10% of the outstanding shares of stock in the Proposers’ corporation.
 3. HVAC Contractors License pursuant to the State Board of Examiners of Heating, Ventilating, Air Conditioning and Refrigeration (HVACR) Contractors regulations; N.J.S.A. 45:16A-1 et seq., the "State Heating, Ventilating, Air Conditioning, and Refrigeration Contracting License Law" (Act). Additional information is available at <http://www.nj.gov/lps/ca/HVACR/>
 4. Pesticide Applicators Business License pursuant to N.J.A.C 7:30-7.1 (a) and the Pesticide Control Act N.J.S.A 13:1F-1 et seq. Contractors must have an applicators business license in the Proposer’s name or submit the license of who they are subcontracting this to.
- GG. Record Retention -Authority to review or contract records:**

1. Relevant records of private vendors or other persons entering into contracts with covered entities are subject to audit or review by OSC pursuant to N.J.S.A 52:15C-14(d).
2. All covered entities shall insert the following language in any new contract:
“(The contract partner) shall maintain all documentation related to products, transactions or services under this contract for a period of five years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request.”

HH. Pre-Employment Requirements for Contracted Service Providers: All contracted service providers, whose employees have regular contact with students, shall comply with the Pre-Employment Requirements of N.J.S.A. 18A:6-7.6 through N.J.S.A. 18A:6-7.13. Contracted service providers are to review and be familiar with the following New Jersey Department of Education—Pre-Employment Resource P.L. 2018 c.5. See the following links for guidance and compliance procedures. <https://www.nj.gov/education/crimhist/preemployment/>. In addition, all Contractor’s must comply with, complete and submit with their proposals Proposal Form O Contractor’s Assurance of Compliance.

II. Disclosure Of Investment Activities In Iran: Pursuant to N.J.S.A. 18A:18A-49.4, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the New Jersey Department of the Treasury as a person or entity engaging in investment activities in Iran. If the Director finds a person or entity to be in violation of the principles which are the subject of this law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the person or entity.

JJ. Disclosure Of Investment Activities In Russia/Belarus: Prior to the time a contract is awarded, pursuant to N.J.S.A. 52:32-60.2, the Contractor must certify that neither the Contractor, nor one of its parents, subsidiaries, or affiliates may have engaged in prohibited activities in Russia or Belarus. If the Contractor is unable to so certify, the Contractor shall provide a detailed and precise description of such activities to the District. Failure to provide such description will result in the proposal being rendered as non-responsive, and the District will not be permitted to contract with such person or entity, and if a proposal is accepted or contract is entered into without delivery of the certification, appropriate penalties, fines and/or sanctions will be assessed as provided by law.

If the Contractor certifies that it is engaged in activities prohibited by N.J.S.A. 52:32-60.2, the Contractor shall have 90 days to cease engaging in any prohibited activities and on or before the 90th day after this certification, shall provide an updated certification. If the Contractor does not provide the updated certification or at that time cannot certify on behalf of the entity that it is not engaged in prohibited activities, the District shall not award the business entity any contracts, renew any contracts, and shall be required to terminate any contract(s) the business entity holds with the District that were issued on or after the effective date of N.J.S.A. 52:32-60.2.

Section 2 – Scope of Work and Services to be Performed by The Contractor

A. Introduction: The Contractor shall provide administrative and technical direction for the management and operation of the Contractor's custodial; maintenance and grounds function pursuant to the specifications contained in this RFP, throughout the District. Such direction shall include, at a minimum, assistance in the planning, organizing, coordination, direction, training and controlling of the custodial, maintenance and grounds services to ensure the buildings are clean 24 hours per day. All training referred to in the RFP is to be provided to the Contractor staff and, if requested by the District, must also be provided to the District's custodial staff as well. The Contractor shall maintain the District's custodial services in a condition acceptable to the District in a condition that meets District Standards. Standards are outlined in this Section and will be monitored via inspections as detailed in Paragraph I: On-Going Contract Monitoring. The District reserves the right to assign other duties as needed that connect directly to the scope of work contained in this RFP. The Contractor shall control the cost of labor and materials, support energy conservation measures and maintain continuous availability of trained and experienced managers and technical support. Whenever the contractor requires the services of an outside vendor for goods or services relevant to its scope of work it shall do so in compliance with NJ Public School contract laws and it shall seek and provide to the District two quotes for any purchase in excess six thousand, six hundred dollars (\$6,600). Further the contractor shall be responsible for entering a requisition in the District's requisition software for said intended purchase. Failure to enter a requisition prior to the receipt of any goods or services shall render the contractor responsible for payment of the goods or services without recourse. The Contractor is expected to provide administration and technical direction in the management of the custodial, maintenance and grounds organization. When requested, the Contractor shall also be capable of providing the technical expertise and support for various operations projects as detailed in the attached scope of work and services. All training referred to in the RFP is to be provided to not only the Contractor staff but to the District's custodial staff as well, if any.

The scope of work and services to be delivered by the Contractor shall be provided in accordance with the highest standards of professionalism, skill, workmanship, applicable trade practices and shall conform to all applicable codes and regulations. All items stated in this RFP and the resulting contract are subject to inspection, audit, and approval by the District.

B. Staffing, Contractor's Staffing, Wages, Overtime, Fringe Benefits and Other Staff Related Requirements: All custodial, management and clerical staff assigned to the District under this contract will be direct employees of the Contractor. The Contractor shall establish the terms and conditions under which any such employee is hired and has the sole responsibility to compensate its employees, including all wage, benefits, taxes, insurances, workers compensation and unemployment.

The District or its authorized representative shall have the right to require the immediate removal of Contractor employees from performing under the contract for unsatisfactory performance or those that conduct themselves in a manner which is unbecoming or otherwise detrimental to the District's physical, mental or moral well-being of school community, as determined by the District in its sole discretion, provided the demand to do so is submitted in writing to the Contractor and is in compliance with all applicable laws of the State and Federal Government. The Contractor shall immediately replace the removed or discharged employee with another qualified employee of the Contractor.

The management candidates as proposed must be the candidates who are in place when the contract starts. Changing the management candidates shall not be allowed during the first year and shall be considered a breach of the contract which could result in the termination of same at the discretion of the District. In the event the Contractor must replace any of the on-site management team during the term of this Agreement, the District shall have the approval of the selection of the replacement. Further, the District shall have the right to request the replacement of any of the on-site management team. Upon a written request from the District, the Contractor shall assign a new equivalent manager/supervisor subject to the approval of the District.

To ensure that the Contractor does not provide less staff or pay lower wages and overtime than are contained in Proposal Forms A and B, the Contractor must do the following:

1. Every two weeks, the Contractor must submit to the District or its designee, certified payroll verification reports which must include detail by employee with totals that they are paying the stated average wage rates, wages and hours as detailed in its proposal on Proposal Form A (Charge for Employee Wages,

number of. FTE's and average hourly wage rate) and B. The Contractor monthly invoice shall not be paid if the certified payroll verification of wages is not submitted every two weeks.

2. Annual reconciliation of wages: For each school year (July 1 through June 30), if the actual average hourly wages or staffing levels are less than the proposed as detailed in Proposal Forms A and B, the Contractor shall refund the difference to the District. Annually (at the end of each school year), the District shall reconcile the Contractor's certified payroll with the annualized charges as detailed in the Contractor's Proposal Form A-Pricing in the categories of Charge for Employee Wages, number of FTE's and average hourly wage rate. Any Contractor's certified payroll adjustments must be submitted to the District no later than July 20 of the school year by which the monthly Contractor certified payroll reports are submitted for. Any submission after July 20 will not be accepted/allowed. This cannot change unless the District formally agrees to a change order, in accordance with the District's formal change order procedures based upon significant changed circumstances as detailed in Contractor's change order request. In the event a change order is formally approved, then as part of the change order requested and approved the contract price and/or the number of FTE's shall be adjusted based upon the costs and percentages for benefits, payroll taxes, management fees and supplies as submitted in Proposal Form A with full consideration being given to the level of service and scope of work required by the District. Any changes to the Contract Price and Installment Payment must be duly approved, in writing, by the District prior to the change. Any changes will adhere to applicable law including NJAC 6A:23A-21.1 and N.J.A.C. 5:30-11.1 et seq., including specifically but not limited to N.J.A.C. 5:30-11.3(a)9. Any price or FTE increases or decreases must be approved by resolution of the Board of Education.
- 3.
4. Performance Incentive: Should the Contractor's overall score on each of the two annual inspections exceed 80% and with no one school scoring below 76%, any amounts of monies owed by the Contractor to the District for the reconciliation of Custodial wages may, at the District's discretion be forgiven and not paid back to the District. This does not apply to the Maintenance, Grounds wages, and Overtime or Equipment reconciliations.
5. The Contractor shall refund all wage costs of all open positions not filled after fifteen (15) working days. Transferring staff to cover open positions shall not count towards the fifteen (15) working day requirement.
6. When there is a change in the employee roster and staff shifts the Contractor shall provide a list of all filled and open positions (custodial, maintenance, grounds management, and administrative) on a form provided by the District - titled Employee Roster and the Work Shifts & Staffing Table. -The list shall include the Employee Name, Assigned School, Shift, Position, Floater (Yes/No), Black Seal (Yes/No), Boiler ID Expiration Date, Date of Hire, Level of Background Check Completed, Training Performed, Hourly Wage Rate, Hours Worked Per Year, Annual Wages. The Employee Roster and the Work Shifts & Staffing Table shall be maintained by Contractor and all changes must be made within 24 hours of occurrence and the updated Employee Roster sent to the District and its designee. The Contractor shall notify the school principal; Business Administrator and the contract monitor immediately (within 24 hours) of all job vacancies and changes to the Work Shifts & Staffing Table as well as communicate the status of all open positions. The Employee Roster submitted by the Contractor must be accurate and completed with 24 hours of a change. If this is not done the Contractor invoice shall not be paid until it is.
7. Every two weeks, or more frequently if requested by the District, the Contractor shall provide to the District a detailed reconciliation of all overtime hours paid to each classification of its employees on a form (Overtime Log) provided by the District. For each year of the contract the Contractor shall provide/budget the following overtime hours:
 - 1,700 custodial, 1,500 head/lead custodial, 500 maintenance and 400 grounds overtime hours

At the end of each school year the unused portion of the overtime budget/hours shall, at the District's discretion, either roll over to the following year or a credit shall be issued to the District against the Contractor's monthly invoice for the value (wages, payroll taxes and management fee) of those overtime hours not used as detailed in Proposal Form A. All school related overtime must be included in the Contractor's pricing. The District shall not pay for any additional overtime, other than what is authorized for facilities rentals or other District extraordinary work request on a case-by-case basis by the District. Unless the District grants permission, overtime is not to be used to cover Contractor's employee vacation time. In addition, overtime may not be used for providing Black Seal coverage if the number of Black Seals

falls below 80% of required Black Seals. The District will only pay for overtime which the District has approved or allow overtime charged to the overtime pool which allowed by state law, in that, it will pay for overtime which is given to non-exempt its employee/s for actual hours worked in excess of 40 hours in one week. Holidays, sick or vacation time shall not count towards calculating the 40 hours worked in one week. The Overtime Log submitted by the Contractor must be accurate and completed every two weeks. If this is not done the Contractor invoice shall not be paid until it is.

8. The Contractor and its employees shall comply with and do the following:
- a. All Contractor's staff shall be required to wear a Contractor issued Photo ID
 - b. All Contractor employees shall comply with and be trained on all rules/policies of the District.
 - c. Employees of the Contractor must be thoroughly trained, qualified, and capable of performing the work assigned to them.
 - d. For safety requirements, all Contractor employees must be able to effectively communicate with the District's staff and the public in the respective buildings by being able to read, write, speak and understand English. Day custodians must also be capable of communicating effectively both in person as well as via email.
 - e. Unless the District grants permission, the Contractor must limit its use of part time labor to no more than ten (10%) percent of the total custodial FTEs proposed.
 - f. Uniforms: All employees shall wear suitable uniforms and slip resistant soled shoes during the working period and shall carry proper identification. At a minimum the Contractor shall supply and maintain for the duration of the contract 1 set of slip resistant soled shoes, 5 shirts (must be button down or polo type shirts with collars) and 3 pairs of pants for its entire staff. The grounds staff will also receive 1 cold weather jacket and 1 raincoat. New employees must be provided with smocks or tee shirts while awaiting their uniforms. Uniforms must be approved beforehand by the District and provided by the Contractor for the entire term of the contract for all of its hourly employees.
 - g. Comply with all applicable Federal and State laws, rules and regulations, including, but not limited to, wages and hours of employment requirements.
 - h. Black Seal Licensing Requirements Pursuant to administrative code N.J. Admin. Code § 12:90-8.4, the New Jersey Black Seal license is required for boilers over 100 horsepower and more than 15 pounds pressure steam. At least 13 custodians and 7 head custodians of the Contractor's on-site staff must have Black Seal Boiler Operator Licenses ("Black Seal") at the start of the contract. In addition, the proposed management must be in process of obtaining or have a Black Seal license by start of the contract. The total Black Seal licensing requirement by the start of the heating season (October 15) is 20 plus the proposed management team. The contractor will be responsible for all fines and or penalties levied should the contractor not have Black Seal coverage when required. The contractor will reimburse the District for any and all costs the District may incur to provide Black Seal coverage, when required, if the contractor does not provide the required Black Seal coverage.
 - i. Contractor's employees shall comply with District policy requiring an annual background driver's license check and having an acceptable driving history to operate District owned vehicles.
 - j. Comply with Board of Education policies, which shall be provided to the successful Contractor.
 - k. All employees must have Harassment, Intimidation and Bullying (HIB) and Right to Know Training prior to starting employment.
 - l. During inclement weather and in emergencies the Contractor's staff must be available and ready for work within a two hour time period when called upon by the District. It is Contractor's responsibility to confirm staff are located sufficiently locally to enable them to arrive within the two hour time period.
 - m. **All new Contractor employees must have a TB test, preliminary private background check (from their 18th birthday), have their fingerprints taken by Morpho Trust, application completed and have the state approved background clearance prior to beginning employment.** The private background check must be without any incidents which could disqualify the prospective

employee from passing a state background check prior to starting work at the District. These items must be maintained on-site in the employee's personnel file and copies provided to the District and or its representative. Failure to provide this documentation prior to the employee's first day of work may result in termination of this contract.

The initial staff must have state background clearance approval or archived to the District at the start of the contract or June 15, 2025 whichever is sooner. The Contractor must submit copies of NJ State background clearances from the State for all staff pursuant to this paragraph to the District on or before June 15, 2025 at 10:00am. All Contractor employees' NJ State background checks and Black Seal licenses submitted must be legible and show name and address of the prospective candidates. Because the Black Seal Licenses are critical for the operations of the buildings, the licenses submitted shall be those who are working on site as of July 1, 2025. The archiving process must begin upon the award of the contract in order for all of the Contractor's staff to begin work on July 1, 2025 with the required state clearances assigned to the District. Should the Contractor fail to submit all licenses and clearances required in this paragraph by June 15, 2025, the District shall have the right to immediately rescind the contract award and award the contract to the next highest scoring Proposer.

Pursuant to N.J.S.A. 18A:6-7.6 through N.J.S.A. 18A:6-7.13, by submitting a proposal and if successful, upon entering into a contract with the District for the services to be provided, the contractor warrants that to the best of its knowledge, none of its employees or staff members which are, or could be, assigned to the District's schools or have regular contact with students have ever been the subject of a substantiated complaint of child abuse or sexual misconduct in any prior school district in which the employee or staff member was assigned or employed. Contractor further warrants that, as required by N.J.S.A. 18A:6-7.6 through N.J.S.A. 18A:6-7.13 it has collected from its employees all documentation required by law, including a list of the staff member's prior places of employment and an affirmative statement from the employee/applicant that he/she has never been the subject of a substantiated complaint of child abuse or sexual misconduct."

- n. The Contractor shall ensure that all employees have submitted a completed, signed and dated federal form I-9, before the start of the contract. In addition, the Contractor shall ensure the documents submitted as part of the I-9 requirements are valid.
- o. Contractor's employees shall comply with District policy requiring background an annual driver's license check and having an acceptable driving history to operate District owned vehicles. Annually, the Contractor must provide copy of the detailed driving record from the Motor Vehicle Commission for any of its employees who will be operating a District owned vehicle. The record must be without any incidents.
- p. The Contractor's site-based staff are required to work on-site at the District, and will not work remotely (or from another location) unless the District grants written permission for the Contractor's employee to do so. The Contractor will not invoice or bill the District, nor will the District pay for any staff that is not site-based, unless the District has provided written permission for the Contractor to do so.
- q. The Contractor's site-based General Manager must notify the person the Contractor's General Manager reports to at the District, every time the General Manager or one of the Contractor's management team are not in the District (both personal and for business reasons). Also, the Contractor's General Manager shall not leave the District for any business reasons unless they have received an advance approval from District administration (usually the Business Administrator).

C. Organization and Reporting Relationships: The onsite manager shall report to the Business Administrator for daily administration, with an indirect reporting relationship to the Facilities Manager and Principals. This reporting relationship is for communication and coordination and is not intended to create an employer and employee relationship between the Contractor's staff and the District. Nothing contained herein shall constitute an employer employee relationship between the District and the Contractor or the Contractor's employees. It is imperative that the Contractor's staff and manager develop a good working relationship and communications with the District staff that they will be directly working with.

D. Current Employees:

1. Contracted: The Contractor shall offer the current contracted custodial, maintenance and grounds employees the opportunity to interview for positions with the Contractor prior to the Contractor's solicitation of applications from the general public. Contractors will be provided with a current employee roster at the pre-proposal conference. Each Contractor should verify the data on the roster. The District is not responsible for information provided on the employee roster. Note: The current outsourced staff is unionized, with the SEIU (32BJ).

E. Computerized Custodial Quality Assurance System: The Contractor shall provide its own computerized custodial quality inspection system. The Contractor shall supply handheld devices needed for the system. The system provided shall include quality control capabilities, provide for random inspections, and provide simple and graphic monthly reports to the District based upon a mutually agreed upon scoring system. Inspections shall be performed weekly or on a mutually agreed upon schedule by the District and Contractor. The Contractor shall provide the District with quality control inspection/reports as requested by the District. The Contractor must provide evidence and details of its system that meet the aforementioned requirements. The cost of this is to be included in the Proposer's On-Going Charge on Price Form A.

F. Facility Management Computer System

1. The District will provide a computerized integrated facility management program (School Dude) an automated work order system for prioritizing, performing and recording all maintenance and repair requests for all District buildings and grounds. The program will provide for the on-line tracking of work activities, including the creation of both preventive maintenance and corrective work orders; for the addition and removal of equipment, and for the scheduling of new equipment for inspection. Computer software will provide the District with report information as required under N.J.A.C. 6A:23A6.9 and State Form M-1 for Comprehensive Maintenance Plans and tracking of the minimum required maintenance for each school building.
 - a. The Contractor shall be responsible for conducting, inputting and maintaining a facilities equipment inventory into School Dude. This must be completed within the first 120 days of the start of the contract. This includes all electrical/mechanical equipment and fire extinguishers of all District buildings. This inventory is to be stored and utilized on-site and for the sole purpose of the operation of the preventive maintenance program. The District will provide any computer hardware to operate the system in their onsite office. As the Contractor is responsible for performing preventive maintenance should any electrical/mechanical equipment fail, after the first year, due to lack of preventive maintenance, the Contractor shall be responsible for the replacement of said equipment which is like in kind..
 - b. Within 90 days from the start of this contract, the Contractor shall provide the District with a detailed preventive maintenance inventory, which covers all building equipment, systems and related equipment used to meet these complete specifications. Such preventive maintenance must be approved by the Business Administrator and has to provide at a minimum the level of services and frequency currently being provided to the District. The preventive maintenance schedule shall provide detailed information as to what maintenance is being performed on the District's systems and equipment. Additionally, the successful contractor must re-inventory and update the current District inventory of equipment during the term of the contract when there is a change in equipment.
2. The system provided will include quality control capabilities and in-house software support. In addition, it will include multiple data entry capability in a network environment and have Web access. The following reporting capabilities are just an example of the reporting functions that the District desires. The Contractor shall supply the following reports and others as requested using the facility management computer system:
 - a. All work orders must capture labor time, labor costs and material costs.
 - b. Scheduled, open and completed work order reports.
 - c. Summary and detail of equipment preventive maintenance history.
 - d. Equipment cost histories.
 - e. Track the daily usage, maintenance, preventive maintenance of all District owned and Contractor owned vehicles.
 - f. Employee activity summaries.
 - g. Sub-Contractor and Contractor listings.

- h. Quality control results.
 - i. A monthly work order report which shall include completed and all open work orders, by trade and age and any correspondence to the requestor. The work order must be complete with all labor time, cost and material costs for each work order.
3. Work Orders: The Contractor shall ensure that all work orders approved by school principals or other administrators are completed in the minimum time limits set based on their classification. The status of any and all work orders issued shall be determined by District administration. If there is any question by the Contractor about the status of a work order, the final decision shall be made by the Business Administrator. Maintenance and grounds work orders shall be classified as one of the following requests:
- a. Emergency Work Order – If any condition arises in which any student can be in any potential danger or serious injury could occur should a repair not be made; this request is considered an emergency work order and must be completed within 24 hours.
 - b. Urgent Work Order – Any work order which is of a serious nature and may potentially become a danger to anyone in or on the district property. These work orders must be completed within seven days.
 - c. Normal Work Order – Any work order not fitting the description of emergency or urgent should be completed within 30 days of the request. Under no circumstances should any work order be outstanding for more than 45 days, unless extension is granted by the Business Administrator.
 - d. Routine Maintenance – The maintenance department must keep a minimum routine maintenance schedule for all equipment and work descriptions as outlined in the Preventive Maintenance Work Schedule known as routine maintenance.
 - e. Compliance with NJ Accountability Regulations – (N.J.A.C. 6A:23A-6.9) Facilities Maintenance and Repair Scheduling and Accounting: The Contractor shall comply and provide the following:
 - f. Standard operating procedures (SOPs) for the approval and prioritization of work order requests which take into account the health and safety of building occupants, priorities and objectives established annually to carry out the District Strategic Plan, the need for the work requested, and other factors the District deems appropriate.
 - g. The work order system shall include the following information for a request for work before work begins, except in an emergency where the work is necessary to correct a situation that poses an imminent threat to the health or safety of students and/or staff:
 - (i) The name of the person making the request;
 - (ii) The date of the request;
 - (iii) The appropriate approval(s) as established by SOP;
 - (iv) The date of approval(s);
 - (v) The location of work requested;
 - (vi) The priority level (for example, urgent, high, average, low);
 - (vii) The scheduled date(s) of service;
 - (viii) The trade(s) needed such as custodian, general maintenance worker; carpenter; plumber; electrician; heating, ventilation and air conditioning; grounds; roofer; masonry; glazer; other;
 - (ix) A description of the work requested;
 - (x) An estimate of the materials, supplies and costs needed for the work;
 - (xi) The estimated man hours and cost needed to complete task;
 - (xii) The name of the work order assigner and the name of the employee(s) working on the order.
 - h. The work order system shall include the following close-out information for each request for work:
 - (i) The actual hours worked by date for each assigned staff member;
 - (ii) The actual hourly rate paid, both regular and over-time, for each assigned staff member;
 - (iii) The aggregate cost of labor by regular, over-time and total;
 - (iv) The actual materials and supplies needed to complete the work order;
 - (v) Actual cost of materials and supplies; and the name of the employee responsible for attesting that the job was completed satisfactorily.
 - i. Except where prohibited by a collective bargaining agreement, the SOP shall require for any work, which cannot be completed during regular working hours by the needed completion date, an assessment of the cost-benefit of outsourcing any such work in excess of the quote threshold as determined under N.J.S.A. 18A:18A-37. Such analysis must be provided to the District within 24

hours of completion.

- j. Where, according to the assessment, the cost of outsourcing work is less than the in-house estimated cost of labor, at over-time rates, and materials for the same work, the work shall be outsourced provided the work can be contracted in accordance with N.J.S.A. 18A:18A-1 et seq., completed by the projected completion date contained in the prioritized work order system and does not violate the terms of the collective bargaining agreement for maintenance workers and/or custodians.
- k. The District in consultation with the Contractor shall conduct an analysis of the information in the work order system no later than February 1 of the prebudget year for consideration during budget preparation. The analysis should include productivity of staff as a whole and individually, significant variations between estimated labor time and materials and actual labor time and materials, unusual trends for like projects and other factors that will improve productivity and efficiency.

G. Sub-Contracting: The Contractor must be fully capable of performing the scope of work and services within its own resources and may not assign, transfer, or sub-contract the contract or any portion thereof without the written consent of the District. Sub-contracting any part portion of this contract, without District permission to do so, shall be considered a breach of the contract and could result in termination thereof at the sole discretion of the District.

H. Services, Equipment and Other Items Provided by the Contractor: The following shall be provided by Contractor and included in its pricing.

1. **Equipment Budget Pool:** At the end of each year, at the District's discretion, the unused portion of the annual equipment budget shall either roll over to the following year or a credit shall be issued to the District against the Contractor's monthly billing. This pool of funds shall be used by the Contractor to purchase equipment or vehicles costing more than \$250.00 each, subject to the District's approval, for any future needs for the program. Any equipment need costing \$249.99 or less must be paid for and supplied from the Contractor's operating cost for supplies. The Contractor shall maintain an inventory, on a form provided by the District, of all equipment purchased using the budget pool as well as the amount remaining to be spent. The District shall supply the Contractor with the format for this inventory. At any time, the budget pool and inventory are subject to audit by the District. Should there be unspent funds in the budget pool at the end of the fifth year of the contract; the Contractor shall issue a credit on its final invoice to the District.

The Contractor must have District approval prior to all purchases, comply with NJ procurement laws and provide documentary evidence to the District for its records at the time of purchase. The Contractor is responsible for all damage to equipment and vehicles other than normal wear and tear.

All equipment and vehicles purchased must be new and of a name brand and approved by the District prior to purchase. All equipment must be purchased in accordance with the Public School Contract Law (N.J.S.A. 18A:18A-1 et seq.). Ownership of all equipment and vehicles purchased using this budget pool shall immediately pass to the District. In the event that the contract is terminated prior to the end of the fifth year and the cost of equipment purchased exceeds the amount paid by the District towards the equipment budget pool to that point, the District has the following options to reconcile the difference.

- a. The District to pay the Contractor for the difference directly.
 - b. The District would have the succeeding Contractor pay the exiting Contractor the difference.
2. **Equipment Provided:** At a minimum, the Contractor shall provide all the equipment listed in Exhibit 4 as well as any equipment costing \$249.99 or less. The equipment must be new. The cost for this equipment must be incorporated into Proposal Form A for Office Costs or On-Going Costs and cannot be charged to the three hundred thousand dollars (\$300,000) equipment budget pool. At the start of the contract, the Contractor shall supply and maintain a time keeping system at each site for its staff to clock in and clock out. During the course of this contract, the Contractor may not switch its method of time keeping without first obtaining District approval. None of the above can be charged to the equipment budget pool. The Contractor shall inventory and inspect all equipment every six (6) months and accurately complete the Equipment Log. If this is not done the Contractor invoice shall not be paid until it is.
3. **Supplies and Minor Office Equipment Provided:** See Exhibit 2 Cost Responsibility Summary for details. The Contractor shall maintain a supply inventory control system. The Contractor shall be responsible for damages to all vehicles and equipment (District owned as well as vehicles and equipment

purchased with the equipment budget pool) with the exception of normal wear and tear. Vehicles and equipment shall be inspected daily by the Contractor's staff. All discrepancies and defects shall be documented, and repairs shall be made and reported.

4. **Safety and Personal Protection Equipment:** The Contractor shall supply all needed and required safety and personal protection equipment for its staff.
5. **Offices and Office Furniture:** The District will provide office space and furniture to the Contractor. Any additional space or furniture required for the Contractor's on-site operations must be provided by the Contractor and included in the Total Contract Price. The additional office space must be located within the District.

I. District Provided Equipment and Supplies: The District will provide all custodial, paper, plastic, snow removal supplies and equipment (with the exception of purchases charged to the equipment budget pool and operating costs). The Contractor may also utilize all other District owned equipment as detailed in Exhibit 3 - Current Equipment. The Contractor shall be responsible for all damages to all District owned equipment as detailed in Exhibit 3 and added to by the District during the contract with the exception of normal wear and tear. The Contractor shall be responsible to schedule and complete all manufactures required maintenance on all vehicles and equipment. The Contractor shall be responsible to pay for and repair any damage which occurs due to lack of required maintenance. Equipment shall be inspected daily by the Contractor's staff. All discrepancies and defects shall be documented and repairs shall be made and reported. See Exhibit 2 Cost Responsibility Summary for details. The Contractor shall maintain an inventory control system on a form provided by the District.

J. On-Going Contract Monitoring: The District will utilize the services of an independent and impartial monitor to provide assistance to the Business Administrator for on-going monitoring of the Contractors performance and compliance of the contract. The Proposer shall include the annual cost of these services as detailed in Proposal Price Form A. The contract price shall have these charges included but shall be billed as a credit to the Lakewood District as the Lakewood District will be paying the contract monitor directly.

The monitor will audit the Contractor for compliance of the requirements of this RFP and resulting contract. The monitor will perform three annual inspections of all buildings and will inspect 25 to 30 areas/criteria as to the quality of the cleaning level and grounds to determine if the various items, systems, and procedures are in place at each school as required by this RFP. The cleaning scoring used will be based on a scale of 1 to 5, with 1 = poor, 3 = average and 5 = excellent. The scores are then totaled for each school and divided by the maximum points available for each school. The resulting percentage is the rating for each building. The ratings scale is, less than 59% is below average, 60% to 79% average, and greater than 80% above average. Ratings below 60% need improvement. Any time in which a school is rated below 59% the Contractor shall be required to submit a written action plan for improvement and implement the plan immediately. This plan and format must be approved by the District. If the Contractor receives scores below 59% on 2 or more occasions, it can be grounds for termination of the contract.

K. Insurance Requirements: The Contractor shall maintain during the life of the contract, insurance policies of the type and with the minimum limits indicated below and, in a form, satisfactory to the District. All Insurance coverage evidenced by the Contractor in accordance with this contract shall be from A.M. Best's rated A-X or better and the Insurance Company is licensed to do business in the State of New Jersey. The Contractor shall provide a certified copy of the policies and/or certificates of insurance as required by the District at any time.

The policies shall not be canceled without thirty (30) days' prior written notice of cancellation to the District. School District, its officers, officials, agents, employees, consultants shall be named as additional insurers under the Contractor's policies of insurance except worker's compensation.

1. *Commercial General Liability* insurance, written on an occurrence basis, must not be altered by any endorsements limiting coverage. Limits of liability shall not be less than the following:
 - a. \$2,000,000 General Aggregate per location/per job
 - b. \$2,000,000 Products/Completed operations.
 - c. \$1,000,000 Personal Injury and Advertising Injury Limit
 - d. \$1,000,000 Each occurrence Combined Single Limit for Bodily Injury and Property Damage
 - e. \$100,000 Pollution Cleanup

The coverage shall include but not limited to: Premises/Operations, Independent Contractors, Contractual Liability, Broad Form Property Damage Liability including Completed Operations, Personal Injury, Products and Completed Operations and Pollution Cleanup and Liability.

2. *Worker's Compensation* insurance in accordance with laws of the State of New Jersey, covering all employees and subcontractors employed by the Contractor in connection with the Services for the duration of the Agreement. Limits for employers' Liability should not be less than \$1,000,000 each accident, \$1,000,000 disease and \$1,000,000 disease policy limit.
3. *Comprehensive Automobile Liability* insurance covering the use of all owned, non-owned, hired or leased automobiles with limits of liability not less than \$1,000,000 combined single limit for bodily injury and property damage. Coverage should include uninsured and underinsured motorists at limits no less than the minimum statutory limits.
4. *Umbrella Liability* insurance policy written on an occurrence basis with a minimum combined single limit of \$5,000,000 as "Follow Form" excess of the Contractor's Employer's Liability, Commercial General Liability and Comprehensive Automobile Liability insurance policies required herein. Coverage to include on site limited pollution.
5. *Commercial Crime* insurance for first and third-party crime with coverage of \$300,000 for blanket dishonesty with faithful performance, theft, disappearance and destruction including loss of money, money orders, securities, counterfeit paper on or off premises, depositor's forgery or alteration and computer fraud.
6. *Health Insurance & Fringe Benefits*: The Contractor must provide its staff its proposed Fringe Benefits as detailed on Proposal Form A-2.

L. Harassment, Intimidation and Bullying: Pursuant to N.J.S.A. 18A:37-13 et seq., all contracted service providers, defined as any organization that is a party to a contract or agreement for services with the District, and all employees of contracted service providers are required to comply with the provisions of the District's anti-bullying policy. Contracted service providers and its employees shall verbally report any act of harassment, intimidation or bullying of a student on the same day on which the act was witnessed, or on the same day on which reliable information that a student has been subject to harassment, intimidation or bullying was received, and shall report the same in writing within two (2) school days. All verbal and written reports of harassment, intimidation or bullying of a student shall be made to the school principal or to any school administrator or safe schools resource officer. Reports may be made anonymously in accordance with the reporting procedure as set forth in the anti-bullying policy. The District shall provide to all contracted service providers and its employees a copy of the District's anti-bullying policy and information regarding the policy.

M. OSHA, AHERA, Blood borne Pathogens, HIB (Harassment, Intimidation & Bullying), Right to Know/Understand, and Hazardous Communication Act Regulations: It is the responsibility of the Contractor to ensure that all AHERA, OSHA, Blood borne Pathogens, HIB (Harassment, Intimidation & Bullying) and Right to Know/Understand, Hazardous Communication Act: regulations applying to this contract are adhered to at all times.

N. New Jersey Worker and Community Right to Know/Understand Act: The manufacturer or supplier of chemical substances or mixtures shall label them in accordance with the N.J. Worker and Community Right to Know/Understand Law (N.J.S.A. 34:5A-1 et seq. and N.J.A.C. 8:59-2 et seq.). Containers that the law and rules require to be labeled shall show the Chemical Abstracts Service number of all the components and the chemical name. Further, all applicable Material Safety Data Sheets (MSDS) – hazardous substance fact sheet – must be furnished annually to the district.

O. Professional Management and Staff

1. Provide on-site management staff who shall undertake all issues and duties pursuant to the attached RFP's scope of work and specifications.
2. Provide supervisors who will report the on-site manager who shall provide additional management oversight of the operation.
3. Provide custodial, maintenance and grounds technical personnel to support the on-site staff.
4. Provide recommendations for the improvement of custodial, maintenance and grounds staff organizational efficiencies on an ongoing basis.
5. Direct and train the employees in a manner providing for effective coordination of skills, time, custodial, maintenance and grounds functions, purchased services, equipment and supplies.
6. Provide human resources management for all its staff.

7. The Contractor's on-site manager shall at all times cooperate and coordinate with outside contractors whose products and services affect the scope of work and services, repair or replacement of building systems and provide them with assistance and instructions where the services need to be rendered.
8. The Contractor's on-site manager shall communicate with District staff and school principals concerning custodial, maintenance and grounds requests.
9. Provide labor to move supplies and equipment from building to building when necessary.

P. Safety, Compliance, and Building Security

1. The Contractor's on-site manager shall support the District in providing safe well-maintained facilities to include:
 - a. Recommendations to the District concerning life safety procedures.
 - b. Fire extinguisher serviceability and control to include type, location and service date by school. The Contractor shall perform an inventory to include the above and note the location of each extinguisher on a school building floor plan within 90 days of the start of the contract. The Contractor's staff shall inspect all fire extinguishers, exit signs and emergency lights monthly, and sign off on the tag of each one and maintain a log.
 - c. Utilities shut off procedures and locations. The Contractor shall develop written procedures for shutting down the utilities (water, gas and electric), color code the locations and place its locations on the same school building floor plan used for the fire extinguishers within 90 days of the start of the contract.
2. The Contractor's on-site manager shall provide assistance to District with respect to the District's policies, procedures, designs, equipment and furnishings to facilitate compliance with applicable occupational safety and health codes and standards, and applicable life safety codes.
3. The Contractor's on-site manager shall assist in the collection and filing of documents provided by the District for certification of the physical plant's compliance with the requirements of applicable laws and regulations.
4. The Contractor shall establish and follow a safety incident reporting system, which shall include investigation and evaluation of incidents. The Contractor must document in writing and notify the District within 24 hours of any incident, accident, injury or notable event which relates to the performance of this contract.
5. Provide safety-related training and information, presentations for new employees and continuing education of all Contractor's employees.
6. The contractor shall develop during the first six months of the contract and then maintain, a reference library of pertinent local, state and federal documents and publications which deal with the safety of facilities including all applicable safety codes and standards.
7. The Contractor's on-site manager shall make routine safety and material inspections and report results to District.
8. Work shall be performed only by permanently assigned employees or approved substitutes during authorized working hours. At no time shall the Contractor permit unauthorized or non-working persons on school premises. All personnel shall be restricted to those areas where they have assigned duties to perform. Dependents, children, friends of employees, or other employees of the Contractor not on the approved roster are not permitted on school premises. On a form provided by the District, the Contractor shall submit a roster of all employees listing name, home address, home phone number, cell phone number, assigned duties and work area as well as a work shifts & staffing table to the District and the contract monitor. The on-site manager shall also list emergency numbers. The roster, work shift and staffing table shall be updated within twenty-four (24) hours of any changes. A new roster, work shift and staffing table shall be provided at the time of each change in the roster. Failure to provide same shall be considered a breach of the contract and could result in termination.
9. The Contractor shall be responsible to retrieve all District issued ID's and keys from discharged employees and return them to the District.
10. The Contractor shall instruct its employees in the Contractor's and District's security procedures and shall comply with same, subject to modification only by authorized school personnel. Keys and/or card keys to the facilities held in the Contractor's custody shall be accounted for at all times and immediately returned to the

on-site manager upon termination of employment with the district. The Contractor shall maintain a key control log, at all times, as well as provide lock boxes at each school. Except for the management and head/lead custodians all keys must be placed in the lock box each evening. Keys and/or key cards providing access to school buildings shall be furnished to the Contractor who shall be responsible for safeguarding them and preventing their unauthorized use. Upon request, the Contractor shall immediately return any keys as requested by the Business Administrator. Under no circumstances shall the Contractor duplicate keys. The Contractor shall assume full responsibility for theft or loss of said keys and shall pay for re-keying all locks operated by these keys. Any and all losses incurred by the school as a result of the Contractor's failure to comply with these security procedures shall be deducted from monies owed the Contractor.

11. The Contractor's personnel shall make certain all exterior doors and windows are locked and securely latched before leaving an area, even for temporary periods. Under no circumstances shall perimeter facility doors be propped or held open for any reason at any time.
12. The Contractor is responsible to ensure all buildings are properly opened in the morning and locked and secured (doors and windows) in the evening or at other times/events as directed by District administration.
13. The Contractor shall be a responder on all intrusion alarm calls for all buildings. In the event the District's staff are called to respond due to non-response from the Contractor, the Contractor shall reimburse the District for the cost of doing so.
14. Any evidence of a possible crime observed by the Contractor's personnel must be immediately reported to the Police Department, School and District administration. The presence of unknown persons who cannot identify themselves as employees of the Board or provide proof of authorization to be on school premises during non-business hours must be immediately reported to the District administration.
15. Smoking and alcohol consumption are not allowed anywhere on any school property.
16. The use of school telephones, radios, televisions, computers, vehicles and equipment is strictly prohibited unless authorized by the District.
17. Meal breaks shall be permitted only in areas designated by the Business Administrator or designee.
18. The Contractor's employees shall, at all times, display a school-issued identification card on their uniforms. The name on the card must reflect the name as listed on the background clearance and roster.
19. The Contractor shall have sufficient coverage, at all times, of custodians with Black Seal Boilers Licenses working in each building when occupied.
20. The Contractor must comply with the District's Asbestos Hazard Emergency Response Act (AHERA) and Integrated Pest Management Plans (IPM).
21. The Contractor shall comply with and provide training for the District's Anti-Bullying and Harassment policy.

Q. Emergency Preparedness Plan

1. The Contractor's on-site manager shall assist the District in the preparations of a facilities-related Emergency Preparedness Plan by assisting in emergency rehearsal drills, as required. Within the first 90 days of the contract, the Contractor must define, in writing, its staff's responsibilities pursuant to the District's Emergency Preparedness Plan.
2. The Contractor's on-site manager shall assist the District in implementing its plan for fire response preparation, active shooter, lock down, building evacuation non-fire and bomb threats.
 - a. Designation, notification and assignment of responsibilities to custodial, maintenance and grounds personnel.
 - b. Train the custodial, maintenance and grounds staff on the use of alarm systems and signals, fire equipment and methods of fire containment measures.
 - c. Train and provide written procedures/instructions to the custodial, maintenance and grounds staff on their responsibilities in case of emergency, other threats and threat of explosion.
 - d. Assist in the posting of evacuation routes and procedures.
 - e. Assistance, when requested by the District, in the conduct of fire, evacuation drills, active shooter, lock down, non-fire and bomb threats.

- f. The Contractor's on-site manager, if requested by the District, shall participate in the District's school safety teams.

R. Employee Development and Direction

1. Encourage and facilitate the well-being and development of all custodial, maintenance and grounds employees by providing custodial, maintenance and grounds training, programs and materials. The Contractor shall provide a fully integrated custodial, maintenance, grounds and management employee training and development program. This shall include job-related technical skills training as well as personal development opportunities. The Contractor shall make available all training resources to District's Building and Grounds staff, if any. The Contractor shall provide the following to all custodial, maintenance and grounds staff:
 - a. Provide and document new employee as well as substitute orientation, in-service and developmental training.
 - b. Provide complete training for of its employees on acceptable student interaction (both in person and electronically) and behavior when around students.
 - c. Provide complete training for all of its employees on the operation and care of the equipment provided by the Contractor and or District
 - d. Provide training for all of its employees for the proper use and application of all supplies.
 - e. Provide all required training including, but not limited to OSHA, IPM, AHERA, Blood Borne Pathogens and Hazardous Communication, Right to Know-Understand, sexual harassment, affirmative action, confined space, anti-bullying and the use of fire extinguishers. Provide the District with copies of the training materials and sign in sheets.
 - f. Provide and document new employee as well as substitute orientation, in-service and developmental training.
 - g. Provide self-study training materials in subject units applicable to appropriate occupational categories, qualifications and experience for its staff.
 - h. The Contractor's on-site manager shall hold monthly staff meetings with Contractor custodial, maintenance and grounds employees to discuss mission, training and current issues with documentation of specific training measures and topics undertaken.
 - i. Provide management development courses as needed to on-site management.
 - j. Provide cross training to employees of all the school's systems and procedures so coverage can be provided in the event of absences/vacations.
2. Manage and direct the Contractor's employees.
 - a. Contractor shall provide all direction and supervision for its employees.
 - b. Provide clear, comprehensive written instructions defining tasks and functions.
 - c. Provide and maintain a written organizational summary for the on-site organization and the Contractor's corporate support responsibilities and relationships. Include organizational diagrams showing lines of communication, direction, and reporting relationships.
 - d. Provide and maintain job descriptions for each member of the custodial, maintenance and grounds organization. Establish and maintain personnel records in accordance with existing procedures.
 - e. Maintain a written record of employee performance, qualifications, and specialized training.
 - f. The Contractor's on-site manager shall establish and conduct a program of individual performance review with input from the Principal.
 - g. The Contractor's on-site manager shall provide each employee with at least one annual performance appraisal/review.
 - h. Make staffing recommendations concerning the custodial, maintenance and grounds personnel's organizational skills, number of hours and shifts.
 - i. Provide and maintain written task schedules for all custodial employees. These task schedules shall be done by time and task and customized to each individual custodian. The Contractor shall submit all task schedules on the form provided by the District to the District for approval. This shall be completed within 60 days of the start of the contract and are to be updated annually or more often as needed.

S. Contractor's Performance Reporting

1. The Contractor's on-site manager shall provide, to the District, a written monthly manager's report of facility activities and objectives. The report shall include a summary of the total open operational and preventative

maintenance work orders in the work order system broken down to reflect the count of those less than seven (7) days old and those thirty (30) days old or less and those older than thirty (30) days with explanations for any older than thirty (30) days.

2. The Contractor's on-site manager shall routinely conduct site program status reviews and make quarterly written reports.

T. Administrative Scope of Work and Services

1. Supervision - The Contractor's on-site manager shall assume management duties controlling direct labor activities including hiring, termination, job descriptions, task assignments, scheduling, training, application of personnel policies and direct labor hour justification.
2. Staff Interaction - The Contractor's on-site manager shall undertake to initiate, develop and maintain sound and professional working relationships with members of the faculty, administration and staff throughout the District including routine communication on facility related issues, open solicitation of ideas and involvement in facility issues as appropriate.
3. Procedures - The Contractor shall develop, publish and apply procedures appropriate and necessary to the facility function including, such as:
 - Assignment Accountability
 - Work Order Procedures
 - Custodial Task Schedules
 - Time Accountability
 - Personnel & Safety Policies
 - Pre-& Post Check List for building usage by non-District entities.
 - Emergency Call-In List
4. Planning - The Contractor's on-site manager shall provide written plans to the District for:
 - a. Project cleaning and coverage for evening, weekend and special events.
 - b. By May 15 of each year have a summer cleaning plan in a format specified by the District for review and approval.
 - c. Annual Project Cleaning Plan/Schedule, exclusive of the summer cleaning, on a form provided by the District.
 - d. By October 1st of every year the Contractor shall update the District's existing Winter Storm plan. The plan shall include an inventory and status of all snow removal equipment, ice melt supplies, etc. The plan shall include the timeframes for clearing all facilities and the pertinent contact information for those individuals coordinating the winter storm facility operations. Further the Contractor shall be responsible for ensuring that all necessary equipment is in working order by October 30th of each year.
 - e. By February 28th of every year the Contractor shall provide an inventory and the operating condition of all grounds equipment necessary for the season from March thru October. Further, the contractor shall be responsible for ensuring that all necessary equipment is in working order by March 31st of each year. Assist in the preparation of specifications for the purchase of supplies and services as requested by the District. Solicit quotes for purchases as needed for the District

Provision and implementation of written procedures to include but not limited to:

- a. Payroll, personnel, budgeting and purchasing.
 - b. Ordering, receipt, storage/inventory and issue of supplies
 - c. Provide and maintain a supplies inventory and an administrative system to control the inventory within the first two months of the start of the contract.
 - d. Provide accountability reports, as requested, to the District.
5. Energy Control –The Contractor's resident manager shall review prior energy usage history as available and actively and continuously evaluate energy consumption and the activities affecting consumption. Specifically, the manager will:
 - Maintain monthly energy usage logs/records.
 - Review all utility bills.
 - Initiate, coordinate and emphasize conservation activities.
 - Actively pursue conservation techniques.
 - Submit monthly reports detailing usage by location.
 - The Contractor will be responsible for communicating building usage schedule for activities and occupancy to and from the District.

6. Property Control - The Contractor's on-site manager shall assist the District in maintaining accountability for the use and maintenance of capital assets, parts, components, and inventories including: actions and/or recommendations as to equipment use, inspection and repairs as well as control of parts and supplies.
7. Reporting - The Contractor's on-site manager shall issue such monthly reports as deemed necessary, by the District, to fully apprise District administration of objectives, current and planned activities including: budget compliance, providing needed data to Business Administrator for District budget preparation, personnel issues, equipment and facility status, as well as custodial, maintenance and grounds departmental issues and objectives. In addition, the on-site and regional managers shall meet with District administration no less than ten times per contract year in order discuss issues and District objectives.
8. Records – At times the Contractor's on-site manager shall initiate, compile and maintain records and files necessary for the smooth and optimal functioning of the custodial, maintenance and grounds staff, such as:

• Work Orders	• Fire Alarms	• Inventory Control
• Time Sheets	• Equipment	• Budgets
• Code Compliance	• Energy Conservation	• Planning
• Safety	• Utility Bills	• Security
• Preventive Maintenance	• Contractors	• Personnel
9. Building Operations Manual - The Contractor shall provide, assemble, maintain and update a building operation manual for all buildings in a format provided by the District. These operation manuals are to be housed in each building and made available to the building principal. The District will specify the contents to be incorporated into the operations manual.
10. Code Compliance –The Contractor's on-site manager shall research, review, apply and make recommendations concerning compliance with applicable local, state and federal codes, statutes and ordinances to the Business Administrator.
11. Communication: Within 60 days of the start date of the contract the Contractor's on-site manager shall meet with District administration and the Monitor to establish Common Goals and Objectives for the custodial, maintenance and grounds program and a Facilities Services Review Committee. The Facilities Services Review Committee shall be made up of, at least a member of District administration and a representative from the Contractor. It shall be the responsibility of the committee to review District concerns, complaints, customer service satisfaction assessments, new service-related initiatives, make appropriate recommendations to the Contractor, ensure the goals and objectives for the program are being met and to establish new ones. Thereafter, these meetings shall be held every three months or more frequently if deemed necessary by the District.
12. The Contractor's on-site manager shall also meet with each school principal at least monthly to seek its or her input concerning their school with regards to the custodial, maintenance and grounds program. Attend additional meetings as requested by the District.
13. The Contractor shall provide all computers, software, printer, copy machines, fax machines and all office equipment needed to meet the Scope of Work.
14. Purchases made from the equipment budget pool: Any and all purchases made from the equipment budget pool shall be made in strict accordance with the Public School Contracts Law.
15. Courier Services - The Contractor will deliver mail, supplies, packages and materials from building to building; deliver School Board communication and other duties as assigned by the District. When requested by the District the Contractor will also unlock the administration building in the morning and accept deliveries. When not performing courier duties or other assigned District duties the Contractors site manager will assign other duties to that person.
16. Preventive Maintenance and Corrective Work Order System – The Contractor's on-site manager shall apply and maintain the preventive maintenance and corrective work order systems, including the following specifics: assist in the inventory and start-up process, train the facility staff in the use of the systems, customize the work order instructions to the facility, draft work order procedures, frequently review system generated reports and activities, and coordinate on-site systems application with corporate support groups.

17. The Contractor shall follow and comply with the District's IPM plan and be actively part of implementing and following the IPM plan.
18. The Contractor's site manager shall by September 1st of every year personally complete, sign-off and deliver to the District Facilities Manager an NJDOE Annual School Facilities Checklist for each school building in the District. Further it shall be the responsibility of the Contractor's site manager to ensure that the requisite certifications necessary for that annual checklist have been successfully completed at the time of the submission. The aforesaid items include but are not limited to the following: annual boiler inspections and maintenance, annual fire certifications, annual sanitary inspections to be coordinated with the food service contractor), all Black Seal licenses are current, annual fire and building alarm inspections, annual emergency generator inspections.

U. Required Maintenance Trade Capabilities

1. The Contractor will undertake routine maintenance trades activities. These activities are those planned for the normal functioning of the department and are, of course, subject to modification by changed circumstances or direction by the District. The following are typical maintenance trades activities. This list is not all inclusive as other tasks may be assigned by District administration as needed by the District.
 - a. Electrical:
 - i. Troubleshoot circuitry, install and repair branch circuits up to 230 volts.
 - ii. Install and replace 277-volt switches, fuses, light fixtures and current breakers.
 - iii. Remove and install motors up to 480 volts.
 - iv. Remove, install and repair incandescent, fluorescent and vapor lamps, ballasts and fixtures.
 - v. Read and record meter readings.
 - vi. Maintain and service (PM) all emergency generators.
 - vii. Maintain and repair all site lighting.
 - viii. Other duties as assigned by District administration.
 - b. Plumbing:
 - i. Install and repair piping up to 4".
 - ii. Install valves up to 4" and repair valves up to 12".
 - iii. Troubleshoot and repair plumbing and wastewater systems.
 - iv. Remove, install and repair toilets, sinks, fountains and associated fixtures.
 - v. Remove piping blockages.
 - vi. Remove, install, maintain, and repair all steam, clay and grease traps, as well as post a log of all these activities.
 - vii. Must be qualified to work in areas in which asbestos is present and possibly remove the three linear feet as allow by law. (will require the mandatory 14 hours of training and certification)
 - viii. Drain irrigation systems and outside plumbing (water fountains) before the winter season.
 - ix. Other duties as assigned by District administration.
 - c. Heating, Ventilation, Air Conditioning (HVAC):
 - i. Troubleshoot heating and cooling issues within the buildings.
 - Clean or replace all filters per manufacture's equipment specifications.
 - Complete check of all units for fluid or gas leaks.
 - Inspect, adjust, align or replace all belts, as required.
 - Inspect and confirm proper operation of all condensation and circulatory pumps.
 - Service and replace all HVAC filters.
 - Other duties as assigned by District administration.
 - d. Mechanical:
 - i. Install and repair windows, doors and associated hardware.
 - ii. Install V-belts, shafts, sheaves and bearings.
 - iii. Carry out general lubrication as needed.
 - iv. Remove and install motors and pumps.
 - v. Install and repair minor mechanical equipment.
 - vi. Remove and install hot water heaters.
 - vii. Other duties as assigned by District administration.
 - e. Vehicle and small equipment repairs:

- i. Coordinate all preventive maintenance and repairs on all District provided vehicles and equipment used by the Contractor.
- ii. Coordinate all maintenance on all District provided vehicles and equipment used by the Contractor to maintain good operational performance and appearance.
- iii. Troubleshoot and make minor vehicle and equipment repairs.
- iv. Other duties as assigned by District administration.
- f. Paint and Plaster:
 - i. Repair minor damage to sheet rock, plaster and paint.
 - ii. Interior/exterior spot painting will be done on an as-needed basis. Immediate repainting will be done to repair any paint which is chipping or peeling.
 - iii. Provide staff that can perform painting services to the District.
 - iv. Develop and implement an annual painting schedule based upon a 5-year plan, which must be updated annually, to repaint all interior areas not limited to classrooms, all other rooms, offices, hallways, etc., and specified exterior parts of buildings, including fire lane curbing. High traffic areas where walls suffer greater abuse and where cleaners cannot maintain an acceptable appearance, such as hallways and cafeterias may be requested to be repainted up to two times per year. Contractor must include any anticipated cost associated with this service so as to be in compliance with any applicable State prevailing wage regulations. All paint and supplies will be provided by the district.
- g. General Minor Construction Repairs:
 - i. Including, but not limited to, minor carpentry renovations and repairs (walls, etc.), caulking, bathrooms and locker rooms, tile, wall and floor repairs, interior and exterior. Hanging dispensers, installing base boards, making minor repairs to doors, and hanging nameplates. Maintenance of curtain rods, blinds, desks, tables and chairs.
 - ii. Broken exterior windows and doors are a top priority and are to be repaired or replaced within 24 hours or sooner if possible.
- h. Safety Related Emergency Repairs:
 - i. The Contractor will make emergency repairs to protect the students and staff, as directed by the District.
 - i. Provide oversight for District provided outside contractors for boiler cleaning, all pressure vessels and prepare for state inspections.
 - j. Organization of Mechanical Areas: Keep all mechanical areas clean, neat, orderly and well-lit at all times.

V. Definitions of Maintenance Activities - These definitions simply state general terminology relating to each category of work.

1. *Preventive Maintenance*: Regularly scheduled maintenance on all mechanical systems within or on school property that is used for day-to-day operations. This type of maintenance includes inspecting equipment functional operations, minor maintenance such as replacing or tightening belts, lubricating bearings, replacing filters that assure a long-term operating condition.
2. *Corrective Maintenance*: The repairs to school real property that has deteriorated, broken, or worn out and cannot be used for its intended purpose. This includes minor maintenance on components of air-conditioning systems, heating systems, and any structurally related items. The key is minor repairs; major repairs to such systems as failed chillers, boilers, and roofs normally do not fall within the day-to-day responsibility and required board approval and appropriation of funds to support repairs. It is essential that small maintenance problems be responded to quickly as they will become worse if left unattended.
3. *Facility Safety Maintenance Programs*: To inspect or have inspected fire sprinkler, security and alarm systems by certified inspectors to ensure they are functionally operation. The inspection and annual certification of fire extinguishers also falls within this category. All efforts to repair these systems should be attempted by the maintenance department.
4. *Facility Improvement/Modernization-Project Work*: The major/minor alteration of existing systems which changes its present configuration, install or construct an addition to a facility, mechanical, structural or electrical system, to completely/partially revamp or replace components of a facility. These could be considered high-cost items that should be planned for and funded in each fiscal year's budget. However, action sometimes must be taken to eliminate a safety or health hazard and the only funds available are the maintenance funds. Caution must be used when utilizing these funds so as not to jeopardize funds needed for

the day-to-day operations and efforts should be made to allocate the costs to the building account pursuant to GAAP accounting standards.

5. **Capital Improvement:** These funds have been appropriated through the District's budget or bond issues. Priorities should be established each school year for those large projects beyond normal school maintenance capabilities. Items such as replacing roofs, additions to facilities, buying new facilities, altering or any construction work would normally come from this fund. All decisions on the utilization of these funds rest with the District. These items need not be documented in a work order system.

W. Services Not Performed by the Contractor: The following are the services not performed by the Contractor but contracted to outside vendors and managed by the District:

1. Sanding of stage and gym floors.
2. Provision of any pest control services above low impact.
3. Sandblasting exterior building surfaces.
4. Any major painting projects that exceed the painting outlined in specification X15 for all Contractor's staff with the exception of the Painter who will perform the duties detailed in U. Required Maintenance Trade Capabilities, paragraph f. Paint and Plaster
5. The washing or dry cleaning of curtains.
6. Major plumbing, electrical, mechanical, HVAC or repairs of any kind, which cannot be performed by the maintenance department personnel.
7. The kitchen staff shall clean the kitchen and serving areas except for the items in X5 and X6.
8. Cleaning of exterior windows except for the first floor.

X. Custodial Scope of Work, Services and Responsibilities: The following specifications X1 through X15 detail the custodial scope of work and services. Within 60 days after the start of the contract task schedules must be developed by the Contractor for the Contractor's staff and the District's staff on a form provided by the District, then approved by the District to encompass the following scope of work.

Specification X				
Custodial Scope of Work, Services and Responsibilities				
Area and Task	Daily	Weekly	As Needed	Monthly, Semi-Annual & Annual
X1 - Classrooms, Libraries, Laboratories, Auditorium, Home Ec. and Shop Areas When Schools Are in Session or Occupied				
a. Empty and then damp wipe receptacles and replace plastic liners when soiled.	X			
b. Spot-clean glass in doors, partitions and on the inside of windows.	X			
c. Empty pencil sharpeners.	X			
d. Spot-clean walls, doors and ledges as needed.	X			
e. Vacuum traffic patterns on carpeted floors four days each week.	X			
f. Vacuum clean the entire carpeted area, moving all furniture and rearranging as needed.		X		
g. Dust mop smooth floors. Sweep rough wood or concrete floors.	X			
h. Spot-mop floors as necessary, except in carpeted areas.	X			
i. Clean and disinfect sinks, replenish paper towels and soap dispensers.	X		X	
j. Spot-clean stains in carpets.	X			
k. Rearrange furniture as needed.	X			
l. Thoroughly mop/auto scrub smooth flooring surfaces with a mild sanitizing solution.		X		
m. Damp wipe doors.	X			
n. Dust window ledges, sills, displays and decorations. Dust horizontal furniture surfaces, inspect student desktops and spot-clean to remove heavy soil, heavy markings or graffiti. Report any inappropriate graffiti.		X		
o. Dust vertical furniture surfaces, computer monitors, wall vents and vertical wall trim.		X		
p. High dust, check for and remove all cobwebs.		X		
q. Disinfect and clean doorknobs, handles, push plates and desktops.	X		X	
r. Clean door glass and kick plates.		X		
s. Clean and damp wipe chalk/white/marker/smart boards. When requested do daily.		X		
t. Clean and damp wipe chalkboards trays.	X			

Specification X

Custodial Scope of Work, Services and Responsibilities

Area and Task	Daily	Weekly	As Needed	Monthly, Semi-Annual & Annual
u. In areas that have terrazzo or resilient tile floors, strip old finish, apply three coats of new finish and burnish the floors. Any sealed concrete floors coated with floor finish/wax; these should be burnished monthly.			X	SA
v. Scrape gum, glue and remove any debris that will not sweep up.	X			
w. Clean and disinfect telephones.	X		X	
x. Empty recycling container, clean and disinfect as needed.		X	X	
y. Check for and replace any missing chair and desk glides.		X		
z. Replace any missing or stained ceiling tiles.	X			
aa. Replace any light bulbs that are not working.	X			
bb. Turn off all lights and non-essential electrical equipment.	X			
cc. Close and lock all windows and doors.	X			
dd. Lower /raise all shades and/or blinds to an even half open position.	X			
ee. Clean, dust remove wood chips from all horizontal surfaces and floors in woodshop, if there is one.		X		
ff. Clean and empty wood shop collector drums, if there is one.				M
X2 - Rest Rooms				
a. Thoroughly disinfect rest rooms after school each evening, and police as necessary (but at least twice daily) then lock and secure if not scheduled to be used.	X		X	
b. Empty rest room trash and damp wipe and disinfect receptacles as required, replace plastic liners when soiled, and remove trash to collection point.	X		X	
c. Check and refill dispensers, i.e. paper towel, soap, toilet paper containers, etc.	X			
d. Clean mirrors, bright work, and soap dispensers.	X			
e. Damp wipe partitions, vertical surfaces, and floors with sanitizing disinfectant.	X		X	
f. Spot-clean walls.	X			
g. Clean & disinfect soiled basins, toilet seats or any other fixtures or partitions.	X		X	
h. Clean and disinfect any spillage or soiled spots on the floors.	X		X	
i. Clean shower area, removing body oil and soap film build-up; disinfect all surfaces and clean water drains of debris.	X			
j. Clean soap dispensers.	X			
k. Remove graffiti. Report any inappropriate graffiti.	X			
l. Check to be sure plumbing is operational; that there aren't stoppages or leaks.	X			
m. Clean and disinfect doorknobs/ push plates.	X		X	
n. Clean kick plates.		X		
o. High dust, check for and remove all cobwebs.		X		
p. Dust ledges, vents, partitions, and light fixtures above sinks.		X		
q. Machine-scrub restroom floor with a mild sanitizing disinfectant.		X	X	
r. Sweep floors.	X			
s. Disinfect, clean and flush all urinals and toilets, de-lime if necessary.	X			
t. Disinfect, clean walls, stalls, fixtures and floors. Vacuum excess water.	X			
u. Replace any light bulbs that are not working.	X			
v. Replace any missing or stained ceiling tiles.	X			
w. Lower/ raise all shades and/ or blinds to an even half open position.	X			
x. Turn off all lights and non-essential electrical equipment.	X			
y. Close and lock all windows and doors.	X			
z. Damp wipe vertical surfaces with a sanitizing disinfectant.	X		X	
aa. Must project clean entire bathrooms with bathroom cleaning machine monthly			X	M
X3 - Offices, Lounges, and Conference Rooms				
a. Empty and then damp wipe and disinfect receptacles and replace plastic liners when soiled.	X			
b. Clear dust from areas of furniture tops, computer monitors, shelves, sills and ledges.	X			
c. High dust, check for and remove all cobwebs.	X			
d. Clean and disinfect telephones and copiers.	X			
e. Spot-clean cabinets, glass in doors and partitions. Wipe dry as needed.	X			

Specification X

Custodial Scope of Work, Services and Responsibilities

Area and Task	Daily	Weekly	As Needed	Monthly, Semi-Annual & Annual
f. Clean and disinfect any sinks or other rest room fixtures in offices.	X			
g. Dust vertical furniture surfaces, wall vents and vertical wall trim.		X		
h. Disinfect and clean doorknobs/ handles and push plates.	X			
i. Clean kick plates.		X		
j. Spot mop floors (except carpeted floors and nurses' offices) to remove heavy soil.	X			
k. Nurses' offices – mop and disinfect all floors.	X		X	
l. Nurses' offices – clean and disinfect exam beds.	X		X	
m. Rearrange furniture.			X	
n. Vacuum traffic patterns on carpeted floors four days each week.	X			
o. Vacuum the entire carpeted area, moving all furniture and rearranging as needed.		X		
p. In areas that have ceramic, concrete, terrazzo or resilient tile floors, dust mop or sweep non-carpeted floors then damp mop the entire area.	X			
q. Spray buff or burnish smooth floor surface traffic patterns.		X		
r. Spray buff or burnish entire smooth floor surfaces.			X	
s. Check and refill dispensers, i.e. paper towel, soap, toilet paper, etc.	X			
t. Check to be sure plumbing is operational; that there aren't stoppages or leaks.	X			
u. Clean and disinfect outside of refrigerator and defrost freezer section annually.	X			
v. In areas that have terrazzo or resilient tile floors, strip old finish, apply three coats of new finish (or as directed by the District) and burnish the floors. Any sealed concrete floors coated with floor finish/wax; these should be burnished monthly.			X	SA
w. Replace any missing or stained ceiling tiles.	X			
x. Replace any light bulbs that are not working.	X			
y. Turn off all lights and non-essential electrical equipment.	X			
z. Lower /raise all shades and/or blinds to an even half open position.	X			
aa. Close and lock all windows and doors.	X			
X4 - Entrances, Lobbies, Hallways and Other Public Areas When Schools Are in Session or Occupied				
a. Empty, damp wipe and disinfect receptacles and replace plastic liners when soiled.	X		X	
b. Clean smudges and soil from glass in partitions and doors.	X		X	
c. Vacuum any carpets or mats and check carpets for spot-cleaning.	X			
d. Sweep and dust mop non-carpeted floors.	X			
e. Spot-mop floors as necessary to remove heavy soil.	X		X	
f. Clean any spillage or soiled spots on floors and carpets.	X		X	
g. Clean and disinfect water fountains and pay phones.	X		X	
h. Spot-clean smudges and graffiti on walls, door facings and doors.	X		X	
i. Sweep and police outside steps or nearby sidewalks.	X		X	
j. Keep matting and runners clean and dry at entrance. Vacuum and or spot-mop these areas to remove tracked-in water or soil.	X		X	
k. Pick up any items that have been dropped on floors.	X		X	
l. Clean entranceways and entranceway glass. (main entranceways daily)	X			
m. Damp mop ceramic, concrete, terrazzo and resilient tile floors.	X			
n. Dust vertical furniture surfaces, wall vents and vertical wall trim		X		
o. Dust windowsills, ledges and furniture tops.		X		
p. Clean, polish and disinfect doorknobs, rails, push-plates on doors, kick plates on doors.	X		X	
q. High dust, check for and remove all cobwebs.		X		
r. Shampoo all carpeted areas on a semiannual basis or as needed.			X	SA
s. Wipe baseboards.		X		
t. Spray buff or burnish resilient tile and terrazzo floors. After burnishing, dust mop the floor as necessary.		X	X	
u. Damp mop ceramic, concrete, terrazzo and resilient tile floors.	X			
v. Dust vertical furniture surfaces, wall vents and vertical wall trim.		X		
w. Scrape up gum and debris that cannot be removed by sweeping or mopping.	X			

Specification X

Custodial Scope of Work, Services and Responsibilities

Area and Task	Daily	Weekly	As Needed	Monthly, Semi-Annual & Annual
x. Clean all classroom door glass, doors, and door jams. (spot clean daily)	X	X		
y. Clean interior of fire extinguisher and display cabinets, clean shelves, dust contents, and clean glass doors.	X			
z. Extract carpeted areas as needed.		X	X	
aa. In areas that have terrazzo or resilient tile floors strip old finish, apply a minimum of one coat of sealer and four coats of new finish (or as directed by the District) and burnish the floors.			X	SA
bb. Replace any missing or stained ceiling tiles.	X			
cc. Replace any light bulbs that are not working.	X			
dd. Lower /raise all shades and/or blinds to an even half open position.	X			
ee. Clean all exterior surfaces of hallway lockers and clean and disinfect all handles and locks.	X		X	
X5 - Cafeterias and Lunchrooms When Schools Are in Session or Occupied				
a. During school sweep, spot mop spills and pieces of litter from the floor.	X			
b. Empty then damp wipe and disinfect receptacles and replace plastic liners when soiled.	X		X	
c. Empty recycling containers and clean as needed.	X		X	
d. During school clean tables and chairs.	X			
e. Between and after each lunch period disinfect tabletops with disinfectant.	X		X	
f. After school sweep and damp mop floors daily.	X			
g. After school scrub spots where soil is heavy.	X			
h. After school spot clean walls, ceilings and arrange furniture.	X			
i. After school clean glass partitions and doors.	X			
j. After school vacuum carpeted areas thoroughly.	X			
k. After school clean and disinfect drinking fountains.	X		X	
l. After school clean and disinfect tables and chairs	X			
m. Damp wipe and disinfect vertical surfaces within 6 feet of ground level.	X			
n. Spray buff or burnish resilient floor surfaces that are coated with floor finish or wax.		X		
o. Vacuum upholstered furniture.		X		
p. Disinfect and clean doorknobs and push-plates.	X		X	
q. Clean door kick plates.		X		
r. High dust, check for and remove all cobwebs.		X		
s. Fold up or move lunch tables for complete sweeping and mopping.	X			
t. Using a machine with proper cleaning solution, scrub floor clean, wet vacuum any residue, wet mop, and rinse clean.	X			
u. Scrape up gum and debris that cannot be removed by sweeping or mopping.	X			
v. In areas that have terrazzo or resilient tile floors strip old finish, apply one coat of sealer and four coats of new finish and burnish the floors. Any sealed concrete floors coated with floor finish/wax; these should be burnished monthly.			X	M
w. Replace any missing or stained ceiling tiles.	X			
x. Replace any light bulbs that are not working.	X			
y. Lower /raise all shades and/or blinds to an even half open position.	X			
X6 – Kitchens When Schools Are in Session or Occupied				
a. Empty wash and disinfect trash cans then insert new plastic liner in can.	X			
b. Empty wash and disinfect recycling containers and clean as needed.	X			
c. Sweep all floors, under counters, ovens, refrigerators, under floor mats, in walk-in freezers, pick up debris and discard in garbage can.	X			
d. Check to make sure all appliances and exhaust fans are off.	X			
e. Wet mop floor with neutral cleaner; change water frequently then set out wet floor signs.	X			
f. Clean and disinfect kitchen bathroom.	X		X	
g. Replace any light bulbs that are not working.	X			
h. Replace any missing or stained ceiling tiles.	X			
i. Close and lock doors.	X			

Specification X

Custodial Scope of Work, Services and Responsibilities

Area and Task	Daily	Weekly	As Needed	Monthly, Semi-Annual & Annual
j. Clean and scrub rubber mats with hot water and all-purpose cleaner. Rinse with hot, clean water, and air dry.		X		
k. Clean exhaust fan filters and vacuum refrigeration compressor coils.				M
X7 - Gyms and Stage When Schools Are in Session or Occupied				
a. Empty wash and disinfect trash cans then insert new plastic liner in can.	X			
b. Dust and spot mop floor daily.	X			
c. Scrape up gum and debris that cannot be removed by sweeping or mopping.	X			
d. Thoroughly sweep under bleachers.	X			
e. Remove all marks on walls and wall mats.	X		X	
f. Check that all light fixtures are lit. Replace any light bulbs not working.	X			
g. Replace any missing or stained ceiling tiles.	X			
h. Close and lock doors.	X			
i. Scrub clean floor using floor machine, proper solution and pad.		X		
j. Thoroughly mop under bleachers.			X	M
k. Clean and disinfect all wrestling, gymnastic, aerobic mats, etc.	X			
X8 - Locker Rooms, Dressing Areas and Gyms When Schools Are in Session or Occupied				
a. Empty wash and disinfect trash cans then insert new plastic liner in can.	X			
b. Damp clean and disinfect benches and furniture.	X		X	
c. Clean and disinfect all showers, stalls including walls and floors.	X		X	
d. Spot-clean walls, furniture and lockers.	X			
e. Dust and spot mop floor daily.	X			
f. Remove all foreign material.	X			
g. Replace any missing or stained ceiling tiles.			X	
h. Thoroughly vacuum floor areas.		X		
i. Clean and disinfect vertical wall and locker surfaces within 6 feet of floor level.	X			
j. High dust, check for and remove all cobwebs.		X		
k. Disinfect and clean doorknobs/handles and push plates.	X		X	
l. Clean door kick plates.		X		
m. Replace any light bulbs that are not working.	X			
n. If used, wet mop floors with germicidal solution in the showers.		X		
o. If used, wipe down walls with germicidal solution in the showers.		X		
p. Clean and disinfect showerheads, handles and other washroom hardware.		X	X	
q. Scrub and clean floor using floor machine, proper solution and pad.		X		
r. Project-cleaning locker rooms using bathroom machine 4 times per year				4X a Year
X9 –Stairways, Landings and Elevators When Schools Are in Session or Occupied				
a. Spot-clean walls and doors.	X			
b. Disinfect all elevator controls and door.	X		X	
c. Spot-mop treads which are heavily soiled.	X			
d. Vacuum carpets and spot-clean.	X		X	
e. Dust and sweep all hard floor surfaces.	X			
f. Dust handrails and any windowsills or ledges.		X		
g. Completely damp mop treads and landings.		X		
h. Wash and disinfect handrails.	X		X	
i. High dust, check for and remove all cobwebs.		X		
j. Wash stair risers monthly to remove soil, dirt, scuffs and shoe marks.				M
k. Scrape up gum and debris that cannot be removed by sweeping or mopping.	X			
l. Wash, disinfect and clean elevator walls, doors and door tracks.		X		
m. Clean and disinfect elevator operation buttons & switches and clean door tracks.	X		X	
n. Replace any light bulbs that are not working.	X			
o. Replace any missing or stained ceiling tiles.	X			
p. Lower /raise all shades and/or blinds to an even half open position.	X			

Specification X

Custodial Scope of Work, Services and Responsibilities

Area and Task	Daily	Weekly	As Needed	Monthly, Semi-Annual & Annual
X10 – Grounds and Playgrounds				
a. Empty, clean, disinfect outside recycling and refuse receptacles and replace plastic liners if soiled.	X			
b. Clean and disinfect all touch points on equipment.	X		X	
c. Empty/damp wipe outside trash receptacles by playgrounds/ball fields and replace plastic liners if soiled.	X			
d. Police, clean and remove all debris, litter, fallen branches, etc. from walkways and properties.	X			
e. Remove debris from grounds, athletic fields/areas and parking areas.	X			
f. Remove cobwebs and debris from overhangs and walls.		X		
g. Grass cutting (from the building to apron of the parking lot)		X		
h. Weed whacking (from the building to apron of the parking lot)		X		
i. Hedge cutting (from the building to apron of the parking lot)		X		
j. Pull weeds from curbs and beds (from the building to apron of the parking lot)			X	
k. In playground or where necessary fill in gullies and rake out playground mulch (daily in fall areas when playgrounds are in use) in fall zones under swings, slides, etc. to maintain a safe depth of mulch	X		X	
l. Clean, cut and maintain interior courtyards not accessible from outside the school.			X	
X11 – Snow Removal				
a. Apply snow melt chemicals; remove all snow from walkways, paths, steps and entranceways. On days that school is closed for snow the Contractor's staff must be available to work days to do snow removal. When this occurs, the contractor will not have to provide evening cleaning. On days there is a delayed opening the Contractor must bring in some of the evening custodians early to assist in the snow removal. On days there is an early dismissal or evening inclement weather, the Contractor must be available to provide snow removal and provide evening cleaning. Train all staff on operation, care, and safe use of snow removal equipment.			X	
X12 - Minimal Service Areas and Mechanical Areas				
a. Sweep hard surface floor areas and remove trash and debris.			X	M
b. Empty and damp wipe receptacles and replace plastic liners when soiled.	X			
c. Remove and dispose of all excess stored items, trash and cardboard as directed by the District.	X		X	
d. Properly store all materials the required distance from electrical panels.	X			
e. Properly store all flammable materials in storage cabinets.	X			
f. Keep all aisle ways and exits clear and free from any obstructions.	X			
g. Keep custodial closets neat, clean and organized. Buckets and mops must be emptied and cleaned prior to end of day.	X			
h. Promptly replace any light bulbs that are not working.	X			
i. Ensure all mechanical areas and custodial closets are locked and secure at all times.	X			
X13 - Project Cleaning Will Be Scheduled for All Areas During School Year Breaks and Summer Recess				
Note: Contractor must plan to work around summer maintenance projects and or summer programs as needed.				
a. Floor care – Strip and wax all terrazzo and resilient flooring surfaces that are coated with floor finish or wax (one coat of sealer and three coats for all areas other than hallways - hallways will have one coat of sealer and four coats of wax)			X	A
b. Clean and strip wax from baseboards.				A
c. Carpet care – Extract all carpeted flooring surfaces and utilize pile lifter in heavily traffic areas			X	A
d. Wash and clean or polish all furniture.				A
e. Wash all walls, wall mats, locker exteriors and waste receptacles.			X	A
f. Clean window shades and wash window blinds.				A
g. Vacuum and extract upholstered furniture.			X	A
h. Wash all interior windows and first floor exterior windows.				A
i. Clean and wash lighting and mechanical diffusers.			X	A
j. Remove all cobwebs, low and high dust.			X	A
k. Clean and wash all heating grids, grills and all air vents.			X	A
l. Wood Gym floors – screen and refinish with approved low volatile organic compound or water-based wood finish.				A

Specification X

Custodial Scope of Work, Services and Responsibilities

Area and Task	Daily	Weekly	As Needed	Monthly, Semi-Annual & Annual
m. Unit ventilators – remove covers, clean coils and inside of each unit using compressed air, then vacuum. After doing so change the filters, oil motors/bearings. This should be done tri-annually or as directed by the District. All filters are to be initialed and dated when they are changed.				Tri-Annual
n. Kitchen – Project clean entire kitchen (equipment, counters, walls and floors).				A
o. Empty and clean with a sanitizing solution all interior and exterior locker surfaces.				A
p. Clean and disinfect on top and under all cafeteria tables and classroom desks.			X	SA
q. Wash and project clean all bleachers.				A
X14 - Miscellaneous Custodial Responsibilities - It is to be understood that in each school the custodians are there to support the principal and staff. As such, unscheduled needs will arise from time to time and need to be met by the custodial staff. Custodians must be available to support the normally recurring miscellaneous duties that include but are not limited to:				
a. Flag raising and lowering.	X			
b. Opening and closing of the building during normal school operations.	X			
c. Lower window blinds & shades evenly to half position at the end of the day.	X			
d. Morning check of functional integrity of the building hot water, heat, leaks, etc.	X			
e. Check & lock all exterior doors at end of last (night/weekend) work shift.	X			
f. Checking, closing, and locking all windows at end of last work shift.	X			
g. Moving furniture, boxes, equipment, materials and supplies.			X	
h. Replace carpet tiles that are soiled, stained or when regular cleaning is not effective.			X	
i. Replace light bulbs that are burned out, replacing any globes/covers missing or broken, tighten any globes/covers that are loose, and tighten/replace any switch covers that are loose or missing.	X			
j. Contractor must ensure lights bulbs (new or discarded) be stored in a closed container at all times.			X	
k. Replace stained or missing ceiling tiles.	X		X	
l. Set-ups and break downs for events, meetings and graduations.			X	
m. Post class schedule activity cleanups.			X	
n. Assisting in receiving and distribution of supplies.	X			
o. Incidental graffiti removal.	X			
p. Reporting safety hazards and marking/blocking off hazardous area.	X			
q. Scheduling work around afternoon or evening classes, and after school activities if applicable.			X	
r. Inspect playground and document playground inspections. Report all damage to the District via work order system.		X		
s. Ensure roof drains and downspouts are clear of leaves and debris by inspecting and cleaning.			X	
t. Maintain the required boiler log in those schools that require Black Seal Licenses.	X		X	
u. Monitor boilers and when needed turn off and/or on.	X		X	
v. When directed by Administration, the Contractor will perform boiler checks when buildings are unoccupied and temperatures fall below 32 degrees.			X	
w. Inspect test and log emergency generator operation, if any.		X		
x. Comply with District's recycling policy.	X			
y. Change locker combinations in middle school and high school, if needed.				A
z. Adjust exterior lighting timers as directed by the District.			X	
aa. Utilize District work order system to report all needed building repairs.			X	
bb. Check functionality of exit signs and provide report to District administration				M
cc. Check for proper operation of platform lifts (if there are any).		X		
dd. Check and clear debris from roof drains.				M
ee. Clean and disinfect areas as directed by District administration.			X	
ff. At the end of school year turn off all refrigerators with the exception of any located in food services.				A
gg. Courier Services – The Contractor will deliver mail, supplies, packages and materials from building to building; deliver Board communication and other duties as assigned by the District.			X	
hh. Other duties and tasks as assigned by the principal and or District administration.			X	

X15 - Custodial Minor Corrective Maintenance Responsibilities

The Contractor shall provide and maintain for the term of this contract, an issue of hand tools for each school to enable custodians to perform minor maintenance tasks. The Contractor shall also provide the employee training and quality assurance inspections to ensure proper performance of the tasks. These tools are to be new and shall be retained by the district at contract's end. Tools to be provided (but not limited to) are:

Claw Hammer	Wire Cutter Pliers	Shovel	Toolbox
Hand Saw	Selection of Screw Drivers	Stepladder	Lubricating Oil
Standard Pliers	Plumber's Snake & Plunger	Selection of Wrenches	Work Gloves
Flashlight and Batteries			Putty Knife/Scrapper

Minor Corrective Maintenance Shall Be Conducted in The Following Areas

<p><u>Emergency Window and Entrance Door Glass Repairs</u></p> <ol style="list-style-type: none"> 1. Broken (replace with plywood until replacement is installed) 2. Panes will not slide 3. Will not open or close 4. Locking hook broken 5. Custodians will secure area until district repairs it 	<p><u>Minor Repair</u></p> <ol style="list-style-type: none"> 1. Baseboard off wall 2. Minor touch up painting, 36-inch circle or less 3. Mounting and hanging of pictures, tack boards, supply dispensers, chalk and or white boards 4. Troubleshoot locker repairs 5. Replace mirrors <p><u>Unit Ventilators & Filters:</u></p> <ol style="list-style-type: none"> 1. Tri-annually, change all HVAC filters. 2. Remove covers and clean coils as well as inside unit using compressed air, then vacuum 3. Lubricate all motors and bearings 4. Initial and date all filters upon changing them.
<p><u>Floor Repair</u></p> <ol style="list-style-type: none"> 1. Replace carpet tiles that are soiled, stained or when regular cleaning procedures are not effective 	<p><u>Curtain and Blinds Repair/Removal</u></p> <ol style="list-style-type: none"> 1. Rod coming out of wall or rod bent. 2. Curtain off rod 3. Draw stick or cord repair/replacement
<p><u>Minor Plumbing Repairs</u></p> <ol style="list-style-type: none"> 1. Nozzle or drain stopped up 2. Faucet leaks or stays on 3. Handles broken/missing 4. Nozzle or drain cover missing 5. Broken soap holder 6. Shower curtain torn, missing or dirty 7. Toilet stopped up or will not flush 8. Toilet paper holder broken/missing 9. Toilet seat broken 10. Latch on stall door broken 11. Sink stopped up 12. Drain stuck closed 13. Stopper missing or will not hold water 14. Reattach/replace shelves 15. Repair/replace towel dispenser 16. Shut off water when major leaks 	<p><u>Light Replacement</u></p> <ol style="list-style-type: none"> 1. Globe/cover missing 2. Globe/cover broken 3. Fixture broken 4. Globe/cover loose 5. Switch cover loose/missing 6. Light burned out <p><u>Exit Sign Repair</u></p> <ol style="list-style-type: none"> 1. Light out 2. Sign broken 3. Sign off wall 4. Sign missing 5. Replace battery back up
<p><u>Door Repair</u></p> <ol style="list-style-type: none"> 1. Squeaks 2. Name plate missing/broken 3. Door signs missing/broken 4. Door handles missing/broken 	<p><u>Desk and Furniture Repair</u></p> <ol style="list-style-type: none"> 1. Molding broken 2. Drawer handle/s missing 3. Drawer sticks/broken 4. Replace desktops 5. Replace missing feet on chairs and desks

Y. Landscape, Grounds and Snow Plowing Scope of Work: Landscape and snow plowing management services and requirements of this scope of work in this section cover all tasks, equipment and materials that the Contractor is required to provide and to perform in completion of required exterior grounds management to good horticultural, agronomic, and Integrated Pest Management Standards.

- 1. Protection of Existing Structures, Plants and Property:** Proper precautions when working on site to protect any and all structures, plants, and property including utilities shall be taken by the Contractor. Any damages associated with operation shall be reported immediately to the District in writing via email. Any damages caused by Contractor actions shall be corrected and / or paid for by the Contractor at no additional cost to the District.
- 2. Damage to Property:** Immediately report in writing, damages to District Facilities Manager. The Contractor shall:
 - a) Repair and pay for damages caused by Contractor's personnel and equipment. Provide timeframe for repair completion.
 - b) Obtain District Facilities Manager's approval for repairs and replacements. Return grass areas, plant materials, equipment, paved surfaces and buildings to their original condition before damage.
 - c) Scalping of turf, mechanical damage to trees and shrubs including tearing of bark, improper pruning of plants, and damages resulting from improper use of pesticides and fertilizers will be considered damage.
 - d) Complete repairs and replacements within agreed upon date approved by District Facilities Manager and within acceptable horticultural and agronomic standards.

3. Safety:

- a) If determined that low impact applications pursuant to the District's IPM plan are not effective the District may require the Contractor (pursuant to the School Integrated Pest Management Act, N.J.S.A. 13:1F-19 et seq.) to apply above low impact. Any chemical applications above low impact shall be performed by, under the supervision of personnel currently certified, and licensed by the New Jersey Department of Environmental Protection in commercial pesticide application.
- b) Must comply with the School Integrated Pest Management Act, N.J.S.A. 13:1F-19 et seq. 3 day/72-hour IPM Regulations and in accordance with District IPM policy (i.e. notifications, posting signs etc.).
- c) All materials and performance of work shall meet all Federal, State and local safety laws currently in effect. This includes all equipment in that it must be current with all safety mandates.
- d) Material Safety Data Sheets (MSDS) for pesticides used on the District shall be filed on site in a pre-identified area and a copy supplied to the District. All pesticides shall be stored and applied in accordance to EPA guidelines including original containers with labels.
- e) Workers must be provided with all necessary Personal Protective Equipment to perform all work as outlined in this specification.
- f) Equipment used in the delivery of the landscape services shall be properly maintained and subject to inspection by the District representative. Any equipment deemed faulty, inoperable, unsafe or improper for its intended purpose shall be repaired / retrofitted or removed from operations immediately. Safety features (shields, roll over protection, kill switches etc.) installed by the manufacture must be used at all times.
- g) All Pesticide applications shall be administered with strict adherence to: EPA, State, County and local laws / regulations including Implementation of IPM. Employees must receive "Right to Know" training before handling / applying any pesticide(s). This training must be documented and a copying of training provide to District Facilities Manager.
- h) Contractor shall take all necessary precautions for the safety of students, faculty, visitors and their employees. All work shall be scheduled to provide the least inconvenience to students and faculty.

4. Hours of Work:

- a) **Landscaping and Grounds:** All work must be performed as not interfere with the education of the students. Except for the athletic fields all work, Monday through Friday must be completed before 7:30 a.m. or started after 3:30 p.m. Work can also be done anytime during holiday breaks and weekends. All schedules must be approved by the District Facilities Manager.
- b) **Athletic Fields:** All work must be performed as not interfere with the education of the students. All schedules must be approved by the District Facilities Manager.

5. **Regulatory Requirements:** Provide District Facilities Manager with copies of permits and licenses required by regulatory authorities, including current pesticide applicator's license number and landscape class. (Pesticide license can be provided within six months of contract commencement if the Contractor can demonstrate ability to obtain within that time). The Contractor shall be responsible to pay for all licenses, permits and associated fees required for the performance of these specifications. The Contractor must comply with the 3 day/72-hour IPM Regulations and in accordance with District policy such as notification, posting signs etc.
6. **General Inspections:** All turf areas shall be inspected prior to mowing for detection of diseases, pests, and other problems that may cause deficiencies. After being properly identified shall then be treated accordingly. These deficiencies shall be reported to District Facilities Manager.
7. **Mowing:** The Contractor shall provide in writing, a mowing schedule covering a minimum of three (3) months indicating the dates that each location shall be serviced in accordance with the specification. This schedule must be adhered to unless agreed upon by the District. The schedule shall be updated one month in advance of its ending date. In the event of inclement weather, mowing operations/schedules may be modified upon notification and approval of the District. Should the Contractor encounter wet ground conditions in the area to be mowed, the area may be bypassed with notification to the District. However, the area must be cut as soon as possible by other means should conditions not permit equipment usage.
 - a) **All Areas (excluding athletic fields):** Mowing shall be performed weekly throughout the season to maintain a height between 2 ½" and 3 ½" during heat – drought stress periods. During the mowing season if weather or growth rate force the turf to grow quicker – mowing cycle shall be increased in order to observe the culturally accepted rule of not removing more than 1/3 of the total leaf surface when cutting. The District Facilities Manager may adjust the frequency; however, any extra mowing shall not be chargeable unless it exceeds the total number of mowing's that would normally take place in a full year contract. All mowers shall have mulching capabilities. Blades shall be maintained sharp and properly balanced.
 - i. Prior to the commencement of each mowing operation the site shall be inspected for debris and potential projectiles. These items shall be removed from the site. If debris is inadvertently cut all the after affect shall be removed.
 - ii. Clippings shall be dispersed after mowing or removed. All clippings shall be kept out of ornamental beds and off of paved areas, courts, patio areas, and walkways.
 - iii. Fence line cutting and trimming- Vegetation adjacent to perimeter fences shall be trimmed to maintain a minimum two-foot clearance on the inside and outside of the fence from the ground to a height of fifteen (15') feet. The Contractor is responsible for trimming both sides (inside and outside) of the bottom of the fences.
 - b) **Mowing for the Athletic Fields:** Mowing shall be performed pursuant to Paragraph's 21 – Athletic Fields and 22 - Field Maintenance Requirements and Frequencies
8. **Edging Hard Surfaces:** All curbs and walks (hard edges) shall be edged every other mowing cycle.
 - a) All hard surfaces shall be immediately swept, blown or vacuumed to maintain a clean, well-groomed appearance.
 - b) Mechanical edger designed for creating a neat crisp edge shall be utilized once per month and all other times filament line trimmers shall be used.
9. **Line Trimming (Weed Eaters):** Areas inaccessible to mowers shall be line trimmed at the same height with the same frequency as mowing.
 - a) Trees / shrubs and other ornamental plants shall not be trimmed with line trimmers. Grounds personnel shall be trained to recognize the health hazard to plants and restricted from performing this type of work.
10. **Debris Removal** All litter and trash on the grounds of the areas to be serviced shall be removed by the Contractor and placed in the proper District provided container. The Contractor shall be responsible for emptying all trash receptacles located in the areas to be serviced.
11. **Storm Debris Removal:** The Contractor shall work closely with the District Facilities Manager to develop emergency response teams in reference to unpredicted storms or violent weather.

- a) Cleaning of storm debris shall commence immediately after imminent danger for staff has passed and work can be performed.
 - b) Trees obstructing pedestrian or automobile traffic shall be pruned as needed. Trees shall be inspected for safety as pertaining to pedestrians. If plants cannot be maintained in an acceptable aesthetic manner, the Contractor shall recommend removal to District Facilities Manager. Deciduous trees along walks and in lawn areas shall have a minimum clearance of eight feet (8'). Trees branched to ground level or mulched to drip line are exempt from this rule.
 - c) All sucker growth and water sprout shall be removed from trees on a regular basis.
- 12. Spring and Fall Clean Up:** The Contractor shall provide spring and fall clean up, before, and after the growing season. This shall include the removal of all debris, leaves, fallen branches, etc. The dates of these clean ups shall be mutually agreed upon by the Contractor and the District. Leaf removal shall commence in October and cease in December. All material from the pickup shall be mulched on site.
- 13. Policing of the Grounds:** Prior to each mowing operation to ensure that no projectiles or other debris is thrown, the grounds shall be policed to remove litter, including paper, cans, bottles, landscape debris and cigarette butts.
- 14. Personnel:** The Contractor shall provide all labor, and supervision necessary to perform the work described herein.
- a) Contractor's staff shall be equipped with all supplies, tools, parts and equipment to perform work.
 - b) Personnel shall be licensed for all applicable maintenance functions, including any pesticide application as required by law.
 - c) The Contractors on-site employees shall wear clean, neatly pressed uniform shirt, pant and hat of consistent design and color so they may be recognized as landscape personnel on site. Shorts shall not be accepted unless authorized by District Facilities Manager. Personnel shall comply with all OSHA safety dress code recommendations.
 - d) Safety: when necessary, sufficient warning devices shall be used to provide adequate safety notice to pedestrians and vehicular traffic. Work shall be coordinated with District administration and scheduled to give the least possible interference to property, staff, students, guests and visitors.
- 15. Fertilization:**
- a) **Lawns (excluding athletic fields):** The Contractor shall apply three fertilizations to the lawns, one in the spring at half rate (.5 pounds Nitrogen per 1,000 square feet) and two in the fall at full rate (1 pound Nitrogen per 1,000 square feet with each application) using balanced fertilizer and having a minimum of 25% slow-release properties.
 - i. A baseline shall be established through soil testing. Once this is completed a balanced fertility program shall be established. The program shall consist of a minimum of three applications per year. Soil testing shall be conducted on an annual basis due to ensure turf is receiving proper nutrients.
 - ii. Applied fertilizer shall be balanced according to soil test results. The program shall be as follows; Spring, 24-5-11, 50% slow release with 2% iron, first fall application same product but at full rate, second fall application 34-3-8, 33% slow release.
 - iii. All fertilizers shall be applied to dry surfaces and any material that falls onto walks or drives shall be removed during operation.
 - iv. Lime shall be applied based on soil test results, lime to be used shall be palletized Dolomite lime. To reduce costs lime shall be put on a rotating cycle with 25% of all lawns receiving lime once base line is established.
 - v. Supplemental fertilization shall be applied as deemed necessary to maintain optimum health and maximum color for show at a mutually agreed upon cost.
 - vi. All applications must occur on Saturdays for elementary school sites and Sunday for all high school sites.
 - b) **Fertilization for the Athletic Fields:** The fertilization program shall consist of applications performed pursuant to Paragraph's 21 – Athletic Fields and 22 - Field Maintenance Requirements and Frequencies.
- 16. Weed Management:**

- a) **Grounds and Landscaping Areas (excluding athletic fields):** Must comply with the School Integrated Pest Management Act, N.J.S.A. 13:1F-19 et seq. 3 day/72-hour IPM Regulations and in accordance with District IPM policy (i.e. notifications, posting signs etc.) Turf weed abatement program will consist of two applications of pre-emergent herbicide applications and one post emergent. All to be timed so that they do not interfere with over seeding operations.
 - i. Ornamental plant-bed weed abatement program shall focus on pre-emergent herbicides applied prior to the growing season with spot control using pre and post products during the growing season.
 - ii. Weed abatement in sidewalk cracks, curbs, and parking areas shall be managed following the same protocol as outlined for ornamental plant beds.
 - iii. Any weed abatement that cannot be controlled with herbicides due to sensitivity of the surrounding environment shall be removed mechanically (by hand).
 - iv. Fence lines shall be treated with herbicides to reduce growth in and around base but not to exceed six inches (6") on either side of fence.
 - b) **Weed Management for the Athletic Fields:** Turf weed abatement program shall consist of applications performed pursuant to Paragraph's 21 – Athletic Fields and 22 - Field Maintenance Requirements and Frequencies. Must comply with the School Integrated Pest Management Act, N.J.S.A. 13:1F-19 et seq. 3 day/72-hour IPM Regulations and in accordance with District IPM policy (i.e. notifications, posting signs etc.).
- 17. Insect and Disease:** Visual inspection shall be conducted weekly during the active growing season.
- a) When pest presence is identified the most environmentally friendly Integrated Pest Management (IPM) and effective treatment for that pest shall be administered shall be recommended to District administration. Once control method and cost are mutually agreed upon District administration shall be notified before any pesticides are applied. All air intakes shall be identified and shall be avoided during application operation.
 - b) The Contractor shall warrant that all reasonable entomological procedures shall be employed to deter pest incidence in the turf.
 - c) All Local, State and Federal regulations that govern the handling, application, and storage of pesticides shall be strictly adhered to including MSDS. The Contractor shall assume all related liability for adhering to these regulations.
 - d) Active records of all applications shall be maintained on file in the office of the Contractor for a minimum of three years (as required by EPA) and made available to the District upon request.
 - e) Employees shall be supplied with all necessary Personal Protective Equipment and be trained in "Right to Know Laws". Training shall be repeated annually or as part of orientation training for all new hires.
- 18. Overseeding of Lawn/Turf Areas:**
- a) **Lawn/Turf Areas (excluding athletic fields):** The Contractor shall over seed lawn / turf areas that are thinning due to stress or wear after area is properly prepared. All areas shall be overseeded with Turf Type Tall Fescue that is a blend of 3 varieties, all of which are on the New Jersey Department of Agriculture "Recommended List" or designated by the District. Seeding rate shall vary based on lawn / turf density but no less than three pounds of "Pure Live Seed" and no more than seven pounds of "Pure Live Seed" shall be applied. Labels and Certification certificate.
 - i. Overseeding shall be conducted in conjunction with core aeration in the fall (approximately September 15th. The process shall be as follows; mowing of turf to lowest reasonable height without damaging existing grass, aerating in several directions, applying seed at determined rate, dragging seed and cores to break up, and then rolling to ensure seed to soil contact.
 - ii. Aeration of lawn / turf areas not receiving overseeding. All other lawn areas shall receive core aeration a minimum of twice per year.
 - iii. The Contractor shall fill all minor holes in the turf with topsoil.
 - b) **Overseeding of Lawn/Turf Areas for the Athletic Fields:** Shall be performed pursuant to Paragraph's 21 – Athletic Fields and 22 - Field Maintenance Requirements and Frequencies
- 19. Shrub, Groundcover, and Ornamental Plant Bed Maintenance.** Pruning (*National Arborist Standards shall be used*)

- a) Shrubs shall be selectively pruned to remove excess growth. Training of hedges shall begin with first flush of growth to force shrubs to fill space tightly. All hedges shall be sheared using an inverted V with a flat top shape with the base remaining wider than the top. Shrubs shall be inspected periodically for crossing limbs that may cause cankers. Dead wood shall be removed upon visual inspection. Dead plants shall be removed from the landscape after notification to District administration.
 - b) Excluding hedges, pruning of all flowering shrubs shall be conducted to induce heavier flower bud production.
 - c) Broad leaf evergreen shrubs shall be pruned naturally to maintain their natural appearance after the new growth has hardened off.
 - d) Hedges and shrubs obstructing pedestrian or automobile traffic shall be pruned as needed. Plants shall be inspected for safety as pertaining to pedestrians. If plant cannot be maintained in an acceptable aesthetic manner, the Contractor shall recommend removal to District administration. Deciduous trees along walks and in lawn areas shall have a minimum clearance of eight feet (8'). Trees branched to ground level or mulched to drip line are exempt from this rule.
 - e) Plants near pedestrian traffic shall be maintained without any sharp edges or potential protrusions.
 - f) All ornamental plant beds shall be inspected weekly for anything that would detract from aesthetics, including weeds and debris.
 - g) Prune trees on a regular ongoing and yearly basis to remove all dead, diseased, damaged, crossing, rubbing, stubs, suckers, water sprouts and multiple shoots. Trees shall not be pruned above height of 15' from ground surface. Remove branches that extend over buildings, thus endangering building components such as roofs, eaves, exterior lighting and windows, or that hang within 8 feet vertically of sidewalks, parking lots, fence lines and driveways. Remove the growth of small trees in front of windows, over entranceways or walks, and those that obstruct camera surveillance or vision at street intersections.
 - h) Ground covers: The goal of ground covers is to establish a vegetative cover over the intended area of which they were planted.
 - i. Grounds cover(s) shall be maintained in accordance with design intent.
 - ii. Pruning shall be conducted by means of natural selective or shearing edges and tops to maintain neat uniform appearance.
 - iii. Areas containing ground covers shall be kept weed free by means of mechanical and selective judicious use of herbicides.
 - i) Fertilizer shall be applied to all shrubs, ground covers and ornamental plant beds using a 100% natural organic fertilizer. Fertilizer shall be chosen based on group of plants being fertilized (i.e. Holly Tone for all ericaceous plants) and shall be applied at the rate of recommended in the label. Fertilizer shall be applied in the fall.
 - j) Mulching, all plant material shall be mulched once annually at a depth not to exceed three inches at the base of plants but not less than two inches. Mulch shall be "Double Hammered" shredded hardwood mulch and be free of foreign debris or matter. Cultivation of mulch to ensure a fresh appearance shall be conducted on an as needed basis but not under shallow rooted plants such as Azalea, Rhododendrons, and etc.
 - k) Leaf removal / displacement shall commence the first week of October continue through the winter and ensure that leaves do not suffocate turf, shrubs, clog drains or create unsightly appearances. When acceptable leaves shall be reintroduced to natural areas (woodland settings) versus collection and removal.
- 20. Landscape Irrigation:** The Contractor shall manage the irrigation to promote healthy plants, turf, and trees while conserving water and minimizing waste. The Contractor is responsible for a service and repair related labor and the District is responsible for parts. Grassed areas, shrubs, trees, and ground cover plants shall be irrigated in accordance with the following:
- a) The Contractor shall operate automatic irrigation systems to gain maximum benefit of the water applied. Manual irrigation operations (checking conditions, sprinkler-head maintenance, moisture sensors, etc.) shall be conducted during regular working hours. Frequencies and duration of water application shall be closely monitored to ensure that landscape plants receive adequate but not excessive water.

- b) The Contractor shall be responsible for any damage to plants, lawns, or buildings caused by the careless handling of irrigation equipment. Sprinkler settings shall be set in such a position as to not throw water into doorways, windows, porches, parked cars, parking areas, or to impede vehicular or pedestrian traffic.
- c) Installed sprinkler systems, including the piping system (2" or less in size), riser connections, and sprinkler heads, shall be maintained, repaired, or replaced by the Contractor to eliminate obstructions, leaks, and other defects that would prevent proper operation. Replaced sprinkler heads shall be of the same make, manufacturer, and model as existing heads. All work required on lines in excess of 2" in size that require a Certified Irrigation Contractor will not be part of the scope of work. The Contractor shall assist District Facilities Manager in obtaining a certified irrigation contractor and shall act as District Facilities Manager technical resource. The Contractor shall monitor quality and delivery of all certified irrigation contractors work in behalf of the District.

21. Athletic Fields:

- a) Mowing: premium Athletic fields shall be cut with mowers which shall be sharpened and adjusted with adequate frequency to ensure that grass blades are cut not torn. Mowing height shall be based on sport being played or time of year, which ever takes precedence. Directional mowing shall be implemented. Frequency of mow is based on the growth rate of the turf and pursuant to Paragraph 22 - Field Maintenance Requirements and Frequencies. No more than one third of the total leaf surface shall be removed with each mowing. If weather does not permit mowing according to plant growth and this growth exceeds one third-rule, turf shall be cut twice, with height adjusted so as not to remove more than one third with first cut, then mowed the following day at pre-determined height.
- b) Inspect and police fields in advance of mowing then remove all foreign materials before mowing.
- c) Inspect field for any mechanical irregularities that may affect or impact quality of cut, such as irrigation head level, divots from events or other deficiencies.
- d) Practice fields shall be mowed in accordance with the above outline. All other procedures outlined for premium athletic fields shall be followed for these fields.
- e) Clippings shall be left on fields at all times unless they pose a health threat to the turf or reduce the aesthetics of the field.
- f) Mowing shall be performed throughout the year as long as active growth occurs on the fields or surrounding areas. All turf / lawns shall be neatly manicured at all times.
- g) Edging: All curbs, walks and track edges shall be edged with a mechanical blade edger once per month and a line trimmer once per week. All debris shall be blown or removed immediately after completing task.
- h) Trimming: Trim around hard structures (i.e. goalposts, foul poles, dugouts) and all other non-living fixed objects with a non-filament line trimmer. Fence lines shall be treated with herbicides to reduce growth in and around base but not to exceed six inches (6") on either side of fence.
- i) Clean up: Thorough clean up after each work detail performed is mandatory. No debris is to be left on turf, lawns, ornamental plant beds, fields, tracks, roadways, or any other areas associated with maintenance responsibilities.
- j) Irrigation: Manage all existing portable and permanent irrigation for athletic fields. The Contractor is responsible for the set, operation and maintenance of portable irrigation equipment. Application of irrigation is to be managed to maintain the turf in a healthy neat appearance at all times and encourage deep rooting. Scheduling of irrigation shall not disrupt normal activities scheduled for the fields. Clocks (where applicable) for irrigation times must be managed based on need of turf; soil field is constructed of, evapo-transpiration rates and other environmental factors. The Contractor shall be responsible for all head adjustments and clean out to insure proper operation. System winterization and spring charging is the responsibility of the Contractor. Weekly inspections shall be conducted to ensure operational efficiency and that no water is being wasted. One irrigation audit per year per field shall be conducted.
- k) The labor for minor irrigation repair and maintenance shall be the financial responsibility of the Contractor. Parts and supplies are the responsibility of the District. Normal wear and tear is included in maintenance and repair, after aged equipment is identified and/or replaced. Damage caused by negligence shall be the responsibility of the Contractor.

- l) Soil testing. Sand based athletic fields shall have two soil tests per year, once in winter and during the summer months. Native amended fields shall have soil tested once per year unless more than 70% sand by volume, then Sand standard is implemented. The Contractor is responsible for costs associated with soil tests. An accredited soil lab must perform all tests and copies of results must be made available client.
- m) The Contractor shall develop and implement a cultural management calendar for athletic fields that details fertility plan pursuant to Paragraph 30 - Field Maintenance Requirements and Frequencies. Fertilizer used shall provide slow-release sources of nitrogen that shall make up 33% of total applications made annually. No more than one pound of Actual Nitrogen per one thousand square feet may be applied at any one time unless using a minimum 33% slow-release source.
- n) The fertilization program would be comprised of a minimum of seven applications per year providing a minimum of eight pounds of actual nitrogen per year on sand-based fields, fields amended with 70% or more sand and no more than six pounds on native fields. A plan shall be developed by the Contractor based on field soil, soil test results, and desires of owner.
- o) Macro – minor elements found to be deficient or deemed necessary to promote healthy turf, enhance growth (canopy and roots) or aid in stress recovery shall be applied at recommended rates by the Contractor and shall be considered part of the base program. This plan shall be presented to the owner / representative annually prior to for approval and actual records of application shall be supplied after each application at each site.
- p) If turf fails to perform due to negligence of the Contractor, they shall be fiscally responsible to restore turf / field to its original state including all costs associated with restoration.
- q) Seeding or overseeding: Sports turf because of extensive exposure to foot traffic and uses vegetative cover must be maintained on the playing surface at all times. This may require different techniques to ensure that this occurs. The District shall determine with the Contractor which fields shall require winter overseeding and provide a list of all fields by size. The District shall provide the supplies to overseed with a mix of perennial rye and heat tolerant blue grass at a 30/70 mix, at the rate of four pounds (4lbs) of Pure Live Seed (PLS) per one thousand square feet (1,000 sq. ft.). It is the responsibility of the Contractor to take every reasonable effort to ensure that fields maintain this vegetative cover.
- r) Maintenance, replacement, or replenishment of the turf grass can be accomplished in one of three ways, overseeding existing turf to increase turf density, seeding bare areas where time is not a key factor or placing sod over areas that have been left without turf.
- s) The Contractor must evaluate all sport fields based on use, soil composition, irrigation, and budget to determine which method shall provide the best results. This then becomes part of their operational program and the expected norm of the District.
- t) Seed must be state recommended listed, have less than .01% weed seed, less than one year old, have been properly stored and match existing grasses being grown. Records for seed purchases must be maintained for no less than five years. Rate of application (see above for overseeding warm season grasses) shall vary according to seed type/variety and end goal of maintaining vegetative cover.
- u) Soil preparation for seed/sod shall be dependent upon method of application. For overseeding this can be coordinated with other cultural practices or completed alone, or cleat seeding can be a method for short-term goals.
- v) Bare-surface seed preparation, ensure that all surface deficiencies have been corrected, soil has been scarified and that it is ready to receive seed. Depending on the area different methods of seed application may apply.
- w) Aeration of athletic fields is a mandatory cultural practice. There are many types of aerators with varying types, spacing and depth of tines. The key is that the Contractor maintains healthy, safe and aesthetically pleasing athletic fields and provides a compact free root zone (for this document 10" depth shall be considered "root zone). Compaction readings must be taken and mapped using a Penetrometer with pressure gauge in minimum of 50-psi increments. Testing results must be provided to client upon request. Testing is to be taken at depth intervals of; surface, three inches, six inches, and nine inches. Corrective action to minimize compaction at any of these levels is the responsibility of the Contractor. Six aerations per year shall be conducted and field use, weather, and other environmental conditions determine shall determine frequency, method, and depth of aeration.

- x) Mowing and Thatching: Proper cultural management techniques including aeration should naturally reduce the need for thatch management, but if it is required this process should be considered part of the base management guidelines and it is expected that the Contractor shall conduct as needed. Maximum acceptable threshold for thatch is .875", (7/8") and the minimum is .375", (3/8"). Debris from thatch management shall be removed from site by the Contractor.
- y) Top dressing athletic fields are an approved cultural practice aids in the management of athletic fields and shall be negotiated at commencement of contract or on an as needed basis. Top dressing can be used to aid in maintaining a true surface, provide amendments to the soil, aid in controlling thatch, or enhance seeding processes.
- z) Materials for topdressing should be compatible with the soil in the field that is being top dressed unless an aggressive top-dress program is adopted that shall alter the soil type. It is imperative that before topdressing a thorough soil particle analysis is conducted and that the lab conducting the analysis recommend or approve top-dress material and rate.
- aa) Rate of top-dress shall be dependent on material selected, frequency and budget. This shall be determined the District and the Contractor.
- bb) Baseball\Softball fields: Skinned surfaces shall be repaired each fall to remove deficiencies in surface, lipping at grass lines and any holes around home plate and base of mound. Materials needed to make repairs on fields are to be supplied by the District. Calcined, vitrified or diatomaceous clay are the only products (other than ball diamond mix) to be used on skinned surfaces. Color shall be coordinated with coaches. Infield dirt mix, if required is the Contractors responsibility for maintenance only, does not include renovation. Infields with a clay mix are to be kept weed free at all times.
- cc) Pitcher's mound and home plate area shall be reconstructed each year to meet specifications of baseball\softball or coach's specifications.
- dd) Set up & Take Down: The Contractor shall provide pre-game as well as school related program preparation on the fields, this includes all high school sport programs and all other school related activities that use the fields, including but is not exclusive to: Baseball, infield dragging, home plate and pitcher's mound prep, and lining of the field, same for softball. Football includes painting, stripe mowing, bench set up, putting out markers. Soccer includes marking field, placing flags, goals, and setting up benches. Post-game responsibilities, baseball \ softball, repair of any deficiencies on infield & and outfield, this work must be performed before the next scheduled event but excludes double headers. Football, remove all portable benches and markers. Drag & roll field, lightly irrigate, same for soccer. Fill all divots with proper soil mix based on construction of field with pre-germinated seed.
- ee) All materials used for marking athletic fields are shall be supplied by the District.
- ff) The Contractor shall police all grounds and areas immediately associated with athletic fields the day of the scheduled home game and police the area at the conclusion of the game.
- gg) All Fall sports fields shall be ready by August 1for High Schools and August 15 for Middle Schools. All Spring sports fields must be ready by March 1.

22. Field Maintenance Requirements and Frequencies - The following summarizes the maintenance requirements and frequencies for the fields.

Field Maintenance Requirements	
Operation	Frequency
Competition Fields	
Mow	48 per year - Twice per week in season, weekly otherwise
Fertilize	6 per year - April, May, June, August, September, October
Pre- emerge	1 per year - April done with April fertilization
Post- emerge	2 per year - May with fertilization and July spot spray
Aerate	6 per year - April, May, June, August, September, October
Overseed	4 per year - June, August, September, October
Fungus Control	As needed - Monitor and apply in July and August
Insect Control	1 per year - June
Drag Infields	80 per year - Twice per week
Drag and Line	As needed - Every game and scrimmage
Paint Soccer & Lacrosse Mowing	30 per year - weekly for both seasons

Field Maintenance Requirements	
Operation	Frequency
Paint Football	8 per year - Varsity games #s, hashes
Paint practice	12 per year - Practice fields and JV lines
Artificial Competition Fields	
Groom Turf Field w/District Supplied Attachment	Once per month or as needed pursuant to manufacturers specifications.
Practice/PE Fields	
Mow	32 per year - Weekly
Fertilize	4 per year - April, June, August, October
Pre- emerge	1 per year - April done with April fertilization
Post- emerge	1 per year - June
Aerate	4 per year - April, June, August, October
Overseed	2 per year - August, October
Insect Control	1 per year - June
Drag Infields	32 per year - Weekly
Paint lines	24 per year - Weekly in season
Playgrounds and Lots	
Weekly Maintenance	52 per year - Fall zones raked, equipment inspections
Repairs	As needed - Repair fittings, edges (non-warranty items)

- 23. General Athletic Events Management:** The Contractor must be able to effectively schedule athletic event preparation, mowing and lining with the Athletic Director. To comply with this specification the Contractor must, on a daily basis, review the sporting events calendar and consult with the Athletic Director.
- 24. Field Preparations for Home Games:** At the beginning of each school year the Contractor shall meet with the School District representative (Athletic Director) to review the home game schedule for the following school year. At this time the Contractor shall present renovation and/or maintenance programs for the upcoming school year and discuss how this program shall affect individual fields for a particular game.
- The Contractor shall make every effort possible to make fields available for all games, but renovations or weather may cause the Athletic Director to schedule alternate locations for games.
 - The Contractor shall meet with the District and be actively involved in determining if field conditions due to weather should prevent the use of a field/s and necessitate the rescheduling of a sporting event.
- 25. Field Set-up for Home Games:** The Contractor must provide all pre-game preparation for all scholastic sports on the fields covered by this agreement.
- The Contractor must complete all athletic field lining and sports goal placement during the sports season. The Contractor shall line, dimension and otherwise mark the fields in accordance with standards found in the Official Rule Book of the New Jersey State Inter-Scholastic Athletic Association, the National Collegiate Athletic Association or as directed by the School District and/or the Athletic Director.
 - The Contractor shall set up and take down all athletic field equipment as requested, including benches, required for the specific home game based on the schedule provided by the District.
 - Additional pre- game preparation shall include but not be limited to:
 - Baseball/softball infield dragging.
 - Baseball/softball home plate and pitchers' mound preparation.
 - Preparing wet fields for play: should a skinned area become wet, the Contractor shall be responsible for taking all measures considered reasonable to prepare the field for game play including but not limited to drying materials, pumping off water and applying a nail drag.
 - Football: painting and stripe mowing.
 - Soccer: placing flags.
 - The Contractor shall police all grounds and areas immediately associated with athletic fields prior to and immediately after the conclusion of the scheduled game.
 - The areas to be policed shall include but are not limited to:
 - Playing surfaces

- ii. Sidewalks, curbs, roadways and drives
- iii. Fence lines
- iv. Seating areas/bleachers
- v. Building areas
- vi. Bathrooms (clean and police)
- f) Litter control shall consist of manually or mechanically picking up and disposing of all paper, bottles, litter, cigarette butts, and the like and any foreign object or matter which, if left to remain, would leave the area unsightly. This includes any litter or debris remaining from booster club activity.
- g) The Contractor shall comply with all Township recycling regulations and ordinances.
- h) All trash containers shall be emptied and trash disposed of in a District provided container.

26. Post-Game Operations:

- a) The Contractor shall again police the area at the conclusion of the game pursuant to Paragraph 25: e, f, g and h above.
- b) Shall include the repair of deficiencies in the infields and outfields of baseball and softball fields. This work must be performed before the next scheduled event.
- c) Shall include the removal of benches and markers required for football.
- d) After all events the Contractor shall secure the facility by locking gates and turning off all field power for public address systems, lights and scoreboards.
- e) The Contractor shall freshly line field dimensions and markings.
- f) Equipment take down as requested and other duties as assigned by the District.

27. Equipment Inspection and Maintenance

- a) The Contractor shall inspect all equipment such as goalposts, backstops, bases, scoreboards, etc. prior to each home game.
- b) The Contractor shall notify in writing via email the District if at any time, any equipment is in need of repair and/or replacement.
- c) The Contractor shall make annual recommendations to the District for budgetary equipment purchases.

28. Field Preparation for Special Events

- a) Prior to the beginning of the School Year the Contractor shall meet with the District's representative to review the schedule of special events for which the school grounds will be utilized.
- b) The Contractor shall prepare the grounds for these events.

29. Playgrounds: All playgrounds must be mulched annually to a depth of at least three (3) inches and to a depth of six (6) inches in fall areas prior to the start of school using mulch supplied by the District. These depths must be maintained throughout the school year if additional mulch is needed the Contractor shall notify the District immediately. Playground equipment shall be inspected bi-monthly and repaired as needed during the year. Supplies and parts for repair will be supplied by the District.

30. Snow Plowing/Removal: Contractors are to perform all necessary actions to ensure that assigned parking lots, driveways, fire lanes, sidewalks, steps, handicap ramps and landings are kept safe and operable to vehicles and pedestrians at all times. Snow clearing should be coordinated with the District Facilities Manager before, during and after the weather event. Snow removal shall commence as soon as one inch of snow accumulates and shall continue until the end of the weather event unless directed otherwise by the District Facilities Manager.

- a) The District will provide all necessary equipment and operating costs.
- b) The District will provide all necessary snow removal and snow melt supplies.
- c) The Contractor shall be responsible for all work means, methods, techniques, sequences and procedures and for coordinating all portions of the work under the scope of work. The Contractor shall employ, supervise and direct such personnel as are sufficient and necessary to render complete and safe performance of the services herein.
- d) The Contractor shall be available for contact on a twenty-four (24) hour day, seven (7) day a week basis. Snow removal personnel and equipment shall be at contracted sites for snow removal emergency within a one-half hour period. Contractor must also provide multiple phone numbers with contact people to be called when equipment and/or personnel are called to work. Telephone must be answered twenty-four (24) hours per day. The Contractor must have cell phone communications at all times.

- e) It shall be presumed that schools will open on schedule during snowstorms. Sites are to be cleared and snow melt applied, if applicable, by 6:00 a.m. if school is open.
- f) Any sidewalks/walkways surrounding the athletic fields must be kept free of ice and snow during regular school hours (normally 7:00 am to 4:30 pm) except as noted. Contractor must apply melting compounds in sufficient time to ensure clean, safe sidewalks during peak use periods (7:00 am and 4:30 pm) except as noted.
- g) Contractor is responsible for installing marker stakes to identify roadway edges, curbs, grass areas, plant material, manhole covers, fuel fill caps, parking lot drains, above ground utility equipment or any area that may not be identifiable during a snow storm. Marker stakes shall be of uniform size and shapes with the tops marked with a highly visible paint or reflective tape. Stakes shall be installed a maximum of 50 feet apart on straight runs and maximum of 10 feet on turns or island radius. For marking of catch basins, manhole covers or any critical area that is located on the pavement, cones or GPS devices may be used. Contractor shall provide marker stakes and install between October 31 and November 20th and remove by March 15.
- h) Responsibilities during a snow plow run:
 - (i) Arrive at the designated facility at the designated start time. This will under normal circumstances be approximately one-half hours after verbal notification. However, it may be less under certain conditions.
 - (ii) The Contractor shall immediately notify the District Facilities Manager of changing weather or pavement conditions in their geographic area.
 - (iii) Additional caution must be taken when plowing or spreading ice melt during school hours. In no case shall vehicles be plowed in or ice melt spread when pedestrians are within range. Contractor must adjust ice melt spreader to minimize the chance of ice melt hitting vehicles or landscape plants nearby.
 - (iv) Contractor must notify District Facilities Manager if equipment or vehicle becomes out of service and advise how this will impact the target completions time for the assigned facilities.
 - (v) At the end of the weather event all driveways and parking lots shall be coated with ice melt
 - (vi) Piles of ice melt spilled by accident shall be removed or evenly spread on the pavement.
 - (vii) Contractor shall provide a list of the sequence the sites shall be plowed, unless otherwise directed by District Facilities Manager. The list can be verbal, but must be followed up in writing via email.
 - (viii) If the Contractor becomes involved in an accident with vehicle, pedestrian or property damage, they must notify District Facilities Manager immediately. An incident must be submitted, in writing, which outlines the details (who, what, when, where, why) of the incident. Any damage to District property will be at the cost of the Contractor and repairs or replacement of damaged property will be made in a timely manner.
 - (ix) Every effort shall be made during a severe storm to clear and keep clear all fire lanes, entrances to schools and the administration parking areas. In general, no parking spaces shall be lost due to snow piling.

31. Miscellaneous/Other Grounds Responsibilities – The grounds staff are there to support the District Facilities Manager, the Athletic Director and staff. As such, unscheduled needs will arise from time to time that need to be met by the grounds staff. The grounds staff shall be available to support the normally recurring miscellaneous and other duties as assigned by District Facilities Manager and District Administration. Other duties and tasks may be assigned by District administration as needed by the District

32. Work Schedule: The successful Proposer shall provide to the District Facilities Manager yearly grounds work schedule and cultural calendar with proposed dates and times when specified work shall be scheduled and completed within thirty (30) days of being awarded the proposal. The schedule shall be reviewed and approved by the District Facilities Manager.

33. Supplies: This program will be designed to promote the safe and enjoyable use of the exterior facilities as well as the overall attractiveness of the school district. The District shall provide supplies and equipment (except those items charged to the equipment budget pool) including tractors, lawn mowers, edger's, trucks, seed, mulch, fertilizers, pesticides, replacement plant material, sod, and seed as required to perform in accordance with these specifications. The District strives to maintain an organic approach to fertilizers and pest control

wherever possible. Contractor shall always seek organic means to achieve goals as a first option. Soil samples shall be taken at the commencement of this contract to determine nutrient and pH levels. Results of soil samples will aid in determining fertility requirements and determining the pH adjustments needed to grow vegetation. All soil sample copies must be kept on file for review by the district at their discretion. The District will supply hand tools, fertilizer, herbicides, line paint, and any additional supplemental equipment the Contractor deems necessary to perform the grounds specifications.

- 34. Technical Support:** Contractor must have on staff a Certified Sports Field Manager and a Certified Playground Safety Inspector for technical support that can provide assistance or accredited inspections. Individual must also be able to act in capacity as technical representative of the district in any renovation / construction projects. Technical support must be able to design landscape plantings, make sound horticultural recommendation, design and implement Integrated Pest Management programs as well as provide scheduled technical training.

The following table is a listing of all buildings, areas and responsibility that the services in the RFP must be provided for:

Exhibit 1 **Building and Areas Roster**

Building/Location	Address	Heat	A/C	Site Acreage (1)	Square footage	Grade Levels	No. Stds.	No. Staff	Custodial, Maintenance & Grounds Services	Percent of Contractors Responsibility
Lakewood HS	855 Somerset Ave	A	A	79.83	281,916	9-12	1296	173	Contractor	100%
Lakewood MS	755 Somerset Ave	A	A	20.37	105,723	7-8	571	103	Contractor	100%
Ella G Clarke	455 Manetta Ave	A	A	11.59	66,490	3-6	313	64	Contractor	100%
Clifton Ave	625 Clifton Ave.	A	A	8.48	79,039	3-6	333	65	Contractor	100%
Oak Street School	75 Oak Street	A	A	40	107,402	3-6	516	120	Contractor	100%
Spruce Street	90 Spruce Street	S,R	S,R	10.73	49,724	1-2	552	98	Contractor	100%
LECC 1&3	100 Linden Ave.	S	S	5	14,000	K,PK3-4	121	97	Contractor	100%
LECC 2	Ridge & Linden Street	S	S	5	11,456	K,PK3-4	131	30	Contractor	100%
Piner's Elementary	1141 E County Line Rd.	S	W	10	75,608	K,PK3-4	369	110	Contractor	100%
Lakewood BOE	200 Ramsey Ave	R,S	R,S	Incl. in HS	Incl. in HS	-	-	60	Contractor	100%
Athletic Complex/Field House	755 Somerset Ave	S	W	Incl. in MS	Incl. in MS	-	-	-	Contractor	100%
Grounds Shop	755 Somerset Ave	S	W	Incl. in MS	Incl. in MS	-	-	-	Contractor	100%
White House	100 Linden Ave.	S	W	4.55	2,500	-	-	9	Contractor	100%
521 Princeton Ave	521 Princeton Ave	S	W	-	2,500	-	-	2	Contractor	100%
B&G Trailer	855 Somerset Ave./Parking lot	S	S	Incl. in HS	Incl. in HS	-	-	4	Contractor	100%
Totals				195.55	796,358		4,202	935		

Notes:

1. Site acreage is the total site property. Building footprint, parking lots, hard surface play areas, walkways and the like should be subtracted from this total amount if looking for accurate turf maintenance service.
2. The contractor is responsible for policing and removal of litter from the grounds. The Contractor is also responsible all snow plowing and removal from walkways, steps and entranceways parking lots, etc.
3. All building have gas fired boilers and gas fired RTUS, also Airedales.
4. Gas fired forced hot air and electric baseboard
5. Regarding A/C W = Window A/Cs, R = Rooftop Units, S = Split Systems with hot water heat, C = Chiller, A = All types (Window, Rooftop, Split Systems & Chiller)

<u>EXHIBIT 2</u> Cost Responsibility Summary	Contractor	District
Supplies, Equipment, Office Space, And Purchasing		
Custodial Chemicals: i.e. floor finishes, cleaners, detergents, sanitizers, hand soaps etc.	-	XX
Walk Off Mats at Building Entranceways	-	XX
Custodial Supplies: i.e. cleaners, chemicals, waxes, mops, buckets, wipes, paper, plastics etc.	-	XX
Custodial Equipment Costing Less than \$249.99: i.e. vacuums, floor machines, ladders, etc.	X	-
Custodial Equipment Costing More than \$250.00: i.e. vacuums, floor machines, ladders, etc. & Charged to \$300,000 Equipment Budget Pool	X	-
Custodial Equipment Costing More than \$250.00 & Not Charged to \$300,000 Equipment Budget Pool	-	XX
Minor hand tools pursuant to X15	X	-
Computerized Custodial Quality Assurance System (software and hand-held PDA's)	X	
Maintenance Hand Tools and Power Tools	-	XX
Facilities Management Software System	-	XX
Vehicles for Custodial, Maintenance, Grounds & Snow Removal and Charged to \$300,000 Equipment Budget Pool	X	-
Vehicles for Custodial, Maintenance, Grounds & Snow Removal and Not Charged to \$300,000 Equipment Budget Pool	-	XX
Maintenance Supplies, Parts, Outside Contractors/Contracts	-	XX
Interior Pest Control	-	XX
Grounds Chemicals: i.e. herbicides, fertilizer, materials to repair athletic fields, line paint, etc.	-	XX
Grounds Supplies i.e. lawn seed & bed maintenance supplies	-	XX
Grounds Pest Control and Supplies	-	XX
Mulch, Sod and Ornamental Shrubbery	-	XX
Labor to Repair for Irrigation System	X	-
Water, Irrigation Equipment and Parts	-	XX
Soil Testing for the Athletic Fields	-	XX
Grounds Equipment Costing More than \$249.00 & Charged to \$300,000 Equipment Budget Pool	X	-
Grounds Equipment Costing More than \$249.00 & Not Charged to \$300,000 Equipment Budget Pool	-	XX
Snow Removal Equipment: - i.e., snow throwers, shovels, vehicles, plows, etc.	-	XX
Snow Removal Supplies: i.e., snow melt, salt, sand, etc.	-	XX
Play Ground Equipment & Repair Parts	-	XX
Labor to Maintain & Repair Play Ground Equipment	X	-
Play Ground Mulch	-	XX
Maintenance and Application of Play Ground Mulch	X	-
All Safety and Personal Protection Equipment for Contractor's Staff	X	-
Offices and Warehouse Space	X*	XX
Utilities for Office and Storage of Equipment	X*	XX
Broad Band Internet Access (Will be provided for. Modifications will be the Contractor's responsibility and must comply with district network standards)	X*	XX
Office Furniture and Equipment	X*	XX
Copy, Fax Machines, Software, Computers and printers for Operations	X	-
Telephone and Telephone Charges Both Local and Long Distance	X*	XX
Office Supplies and Postage for Custodial, Maintenance and Ground Operations	X	-
Communication Equipment i.e. Pagers and cell phones (Smart phones pursuant to Exhibit 4)	X	-
In school two-way radios (if required by the District)		XX
Labor – Management, Clerical and Hourly		
Recruitment and Hiring Management and Clerical Employees	X	-
Payment of Management and Clerical Wages	X	-
Payroll Taxes of Management and Clerical Employees	X	-
Fringe Benefits and Insurance of Management and Clerical Employees	X	-
Preparation and Processing of Management and Clerical Employees Payroll	X	-
Workers' Compensation for Management and Clerical Employees	X	-
Criminal Background Checks (State and Private) and TB Testing	X	-
Uniforms and Safety Shoes for Hourly Employees (1 set of shoes, 5 shirts and 3 pants)	X	-
Training for Contractor's and District's (if any) Custodial Staff	X	-
Additional Items		

EXHIBIT 2 Cost Responsibility Summary			Contractor	District
Products and Public Liability Insurance			X	-
Travel Costs for Contractor's Staff			X	-
Maintenance, Labor and Operating Costs of Contractor Owned/ Leased Equipment and Vehicles			X	-
Maintenance, Labor and Operating Costs of District Owned Equipment and Vehicles			-	XX
Repair of Damage Above Normal Wear and Tear or Lack of Required Maintenance of Any Vehicles and Equipment Used by the Contractor			X	-
Removal of Trash and Garbage from Inside Buildings			X	-
Removal of Trash and Garbage from Premises			-	XX
Inventory Control of District supplied supplies.			X	-
Electro- Mechanical Inventory of all District Owned Buildings for the Computerized Maintenance System (Including Tagging, Loading Inventory into System and Maintaining Inventory)			X	-
*Note: The District will supply, if the Contractor deems it not sufficient then the Contractor will be responsible for the difference between what the district supplies and the Contractor determines is needed.				

Exhibit 3 -Current Equipment

The following table details the current District owned equipment the Contractors may utilize in their proposals

School	Type	Description
Board of Ed	Clarke	Wet/Dry vacuum
Board of Ed	Tennant	Upright Vacuum
Board of Ed	Windsor	Upright HEPA Vac
High School	Motor Scrubber	30" Motor Scrubber
High School	NaceCare	Backpack
High School	Tennant	Burnisher
High School	Tennant	Carpet Extractor
High School	Tennant	Carpet extractor w/ tools
High School	Karcher	Chariot 3 Iscrub (Autoscrubber)
High School	Tennant	Corded Burnisher
High School	Karcher	Floor Blower
High School	Mercury	Floor Blower
High School	Mercury	Floor Blower
High School	Tennant	Floor blower
High School	ICE	Floor Scrubber
High School	Tennant	Floor Scrubber
High School	Windsor	Lo Speed Floor Machine
High School	Windsor	Lo Speed Floor Machine
High School Receiving	Dingil	Personnel Lift 300lb
High School	Piranha	Propane Burnisher
High School	Pioneer Eclipse	Propane Burnisher 21"
High School	Pioneer Eclipse	Side by Side
High School	Clarke	Side by Side
High School	Clarke	Side by Side
High School	SpaceVac	SV38/Classic Interior Full Kit
High School	Tennant	True HEPA Backpack Vac
High School	Tennant	True HEPA Backpack Vac
High School	Windsor	Upright
High School	CleanMax	Upright HEPA Vac
High School	Windsor	Upright HEPA Vac
High School	Windsor	Upright HEPA Vac
High School Storage	CleanMax	Upright HEPA Vac Pro Series
High School Storage	CleanMax	Upright HEPA Vac Pro Series
High School	CleanMax	Upright Vac
High School	Tennant	Upright Vacuum
High School	Tennant	Upright Vacuum
High School Storage	Tennant	Upright Vacuum
High School Storage	Tennant	Upright Vacuum
High School	Karcher	Vacuum
High School	ICE	Wet/Dry vac
High School	Windsor	Wet/Dry Vac
High School	Clarke	Wet/Dry vacuum
High School	Clarke	Wet/Dry vacuum
Middle School	Tennant	Burnisher
Middle School	Tennant	Carpet extractor w/ tools
Middle School	Karcher	Chariot 3 Iscrub (Autoscrubber)

Exhibit 3 -Current Equipment

The following table details the current District owned equipment the Contractors may utilize in their proposals

School	Type	Description
Middle School	Tennant	Corded Burnisher
Middle School	Square Scrub	Doodle Scrubber
Middle School	Tennant	Floor blower
Middle School	Mercury	Floor Blower
Middle School	Karcher	Floor Blowers
Middle School	Tennant	Floor Scrubber
Middle School	Windsor	Lightning Burnisher
Middle School	Windsor	Multiservice cleaner
Middle School	Dewalt	Power Blower
Middle School	Nobles	Side by Side, Speedshine 2000
Middle School	CleanMax	Upright HEPA Vac
Middle School	CleanMax	Upright HEPA Vac
Middle School	Tennant	Upright Vacuum
Middle School	Tennant	Upright Vacuum
Middle School	Tennant	Upright Vacuum
Middle School	Karcher	Vacuum
Middle School	ICE	Wet/Dry Vac
Middle School	Clarke	Wet/Dry vacuum
Middle School	Clarke	Wet/Dry vacuum
Middle School	Clarke	Side by Side
Campus 1/3	Tennant	Carpet extractor w/ tools
Campus 1/3	CleanMax	Upright HEPA Vac
Campus 1/3	Windsor	Upright HEPA Vac
Campus 1/3	Tennant	Upright Vacuum
Campus 1/3	Tennant	Upright Vacuum
White House	Karcher	Canister Vacuum
White House	Tennant	Upright Vacuum
White House	CleanMax	Upright HEPA Vac
Campus 2	Tennant	Upright Vacuum
Campus 2	Karcher	Upright Vac
Campus 2	Windsor	Upright HEPA Vac
Clifton Ave	Motor Scrubber	30" Motorscrubber
Clifton Ave	Piranha	Burnisher
Clifton Ave	Tennant	Burnisher
Clifton Ave	Piranha	Burnisher
Clifton Ave	Tennant	Carpet Cleaner
Clifton Ave	Tennant	Carpet extractor w/ tools
Clifton Ave.	Tennant	Carpet extractor w/ tools
Clifton Ave	Tennant	Floor Blower
Clifton Ave	Tennant	Floor Blower
Clifton Ave	Mercury	Floor Blower
Clifton Ave	Windsor	Multiservice Cleaner
Clifton Ave.	Clarke	Side by Side
Clifton Ave	Pioneer Eclipse	Single Speed Side by Side
Clifton Ave	Tennant	Single Speed Side by Side
Clifton Ave	Windsor	Upright HEPA Vac
Clifton Ave	Karcher	Upright HEPA Vac
Clifton Ave	Windsor	Upright HEPA Vac

Exhibit 3 -Current Equipment

The following table details the current District owned equipment the Contractors may utilize in their proposals

School	Type	Description
Clifton Ave.	Tennant	Upright Vacuum
Clifton Ave	Tennant	Walk Behind Scrubber
Clifton Ave	Windsor	Wet/Dry Vac
Clifton Ave	ICE	Wet/Dry Vac
Clifton Ave	Clarke	Wet/Dry vacuum
Ella G. Clarke	Floor Blower	3 Speed Dryer
Ella G. Clarke	Motor Scrubber	30" Motorscrubber
Ella G. Clarke	Kaivac	Bathroom Cleaner
Ella G. Clarke	ICE	Burnisher
Ella G. Clarke	ICE	Burnisher
Ella G. Clarke	Tennant	Burnisher
Ella G. Clarke	Windsor	Burnisher
Ella G. Clarke	Tennant	Carpet Cleaner
Ella G. Clarke	Tennant	Carpet Extractor
Ella G. Clarke	Tennant	Carpet extractor w/ tools
Ella G. Clarke	Karcher	Chariot Auto Scrubber
Ella G. Clarke	Mercury	Floor Blower
Ella G. Clarke	Tennant	Side by side
Ella G. Clarke	Tennant	True HEPA Backpack Vac
Ella G. Clarke	Karcher	Upright Vac
Ella G. Clarke	Karcher	Upright Vac
Ella G. Clarke	Windsor	Wet/Dry Vac
Ella G. Clarke	ICE	Wet/Dry Vac
Ella G. Clarke	ICE	Wet/Dry Vac
Ella G. Clarke	Clarke	Wet/Dry vacuum
Field House	Advance	Multi Service Cleaner
Oak Street	Square Scrub	20" Floor Machine
Oak Street	Square Scrub	28" Floor machine
Oak Street	T7	Auto Scrubber
Oak Street	ProTeam	Backpack
Oak Street	ProTeam	Backpack Vacuum
Oak Street	ProTeam	Backpack Vacuum
Oak Street	Tennant	Burnisher
Oak Street	Windsor	Carpet Extractor
Oak Street	Windsor	Carpet Extractor
Oak Street	Windsor	Carpet Extractor
Oak Street	Tennant	Carpet Extractor
Oak Street	Tennant	Carpet extractor w/ tools
Oak Street	Tennant	Corded Burnisher
Oak Street	Tennant	Corded Burnisher
Oak Street	Mercury	Floor Blower
Oak Street	Dayton	Floor Blowers
Oak Street	Tennant	Lo Speed Floor Machine
Oak Street	Windsor	Multiservice Cleaner
Oak Street	Windsor	Multiservice Cleaner-Power washer
Oak Street	kavicac	Multiservice Cleaner-Power washer
Oak Street	kavicac	Multiservice Cleaner-Power washer
Oak Street	Pioneer Eclipse	Side by Side

Exhibit 3 -Current Equipment

The following table details the current District owned equipment the Contractors may utilize in their proposals

School	Type	Description
Oak Street	Clarke	Side by Side
Oak Street	Pioneer Eclipse	Side by Side
Oak Street	Hawk	Side by Side
Oak Street	Tennant	True HEPA Backpack Vac
Oak Street	Windsor	Upright HEPA Vac
Oak Street	Windsor	Upright HEPA Vac
Oak Street	Windsor	Upright HEPA Vac
Oak Street	CleanMax	Upright HEPA Vac
Oak Street	Windsor	Upright HEPA Vac
Oak Street	CleanMax	Upright HEPA Vac
Oak Street	Windsor	Upright Vac
Oak Street	Tennant	Upright Vac
Oak Street	Windsor	Upright Vacuum
Oak Street	Clarke	Vacuum Scrubber Machine
Oak Street	Tennant	Wet Vacs
Oak Street	Tennant	Wet Vacs
Oak Street	Windsor	Wet/Dry Vac
Oak Street	Windsor	Wet/Dry Vac
Oak Street	ICE	Wet/Dry Vac
Oak Street	Windsor	Wet/Dry Vac
Oak Street	ICE	Wet/Dry Vac
Oak Street	Clarke	Wet/Dry vacuum
Piners	ProTeam	Back Pack Vac
Piners	Kaivac	Bathroom Cleaner
Piners	Windsor	Carpet Extractor
Piners	Tennant	Carpet extractor w/ tools
Piners	Tennant	Carpet extractor w/ tools
Piners	Windsor	Corded Burnisher
Piners	Mercury	Floor Blower
Piners	Windsor	Lo Speed Floor Machine
Piners	Tennant	Side by Side
Piners	Advance	Stand On Scrubber
Piners	Karcher	Upright Vac
Piners	Tennant	Upright Vacuum
Piners	Tennant	Upright Vacuum
Piners	ICE	Wet/Dry Vac
Piners	Windsor	Wet/Dry Vac
Piners	Clarke	Wet/Dry vacuum
Piners	Windsor	Wide Area Vac
Princeton Ave	Karcher	Canister Vacuum
Princeton Ave	Windsor	Upright HEPA Vac
Spruce Street	Tennant	Carpet extractor w/ tools
Spruce Street	Tennant	Floor Blower
Spruce Street	Mercury	Floor Blower
Spruce Street	Windsor	Lo Speed Floor Machine
Spruce Street	Advance XP	Power Washer
Spruce Street	Pioneer Eclipse	Side by Side

Exhibit 3 -Current Equipment

The following table details the current District owned equipment the Contractors may utilize in their proposals

School	Type	Description
Spruce Street	Clarke	Side by Side
Spruce Street	Tennant	Side by Side
Spruce Street	Windsor	Square Scrub
Spruce Street	Tennant	T7
Spruce Street	Tennant	Upright Vacuum
Spruce Street	Tennant	Upright Vacuum
Spruce Street	Tennant	Upright Vacuum
Spruce Street	Karcher	Vacuum
Spruce Street	ICE	Wet/Dry Vac
Spruce Street	Clarke	Wet/Dry vacuum
Buildings and Grounds	Ford	2006 Econoline Van
Buildings and Grounds	Toro	Groundsmaster
Buildings and Grounds	Bobcat	Track Driven Skid Steer
Buildings and Grounds	Kubota	Tractor
Buildings and Grounds	Windsor	Upright HEPA Vac
Building and Grounds	Kubota	Tractor
Building and Grounds	John Deere	Front End Loader
Building and Grounds	Ford	Pick-up 2020
Building and Grounds	Ford	Transit 2020
Building and Grounds	Kubota	4WD Tra Cab
Building and Grounds	Land Pride	48in 3000lb Pallet Fork
Building and Grounds	Kubota	Front Loader
Building and Grounds	Western	V-Box Spreader
Building and Grounds	Western	Primary Work Light (Rear)
Building and Grounds	Western	Secondary Work Light (Rear)
Building & Grounds	Toro	6000 Series 72" 38 hp
Facility Manager	Ford	SUV
Custodial Manager	Chevrolet	Chevy Cargo Van
Grounds	Chevy	1994 Dump Truck
Grounds	Ford	1997 Super Duty
Grounds	Sterling	2003 Box Truck
Grounds	Ford	2003 Pick Up Truck
Grounds	BigTex	2004 Utility Trailer
Grounds	Bobcat	68' Angle Broom
Grounds	Bobcat	8 ' Snow Pusher
Grounds	Snowex	8' Plow
Grounds	Toro	Mower
Grounds	Bobcat	Snow V Blade
Grounds	Bobcat	Utility Vehicle
Grounds Shop	Ford	2006 Pick-up Truck
Grounds Shop	Toro	48" V-Plow
Grounds Shop	Columbia/Troybilt	Snow Blower
Grounds Shop	Columbia/Troybilt	Snow Blower
Grounds Shop	Ryobi	Jet Fan Blower
Grounds Shop	Ryobi	Jet Fan Blower
Grounds Shop	Ryobi	Jet Fan Blower
Grounds Shop	Ryobi	Jet Fan Blower

Exhibit 3 -Current Equipment

The following table details the current District owned equipment the Contractors may utilize in their proposals

School	Type	Description
Grounds Shop	BigTex	Landscape Trailer 5 x 8
Grounds Shop	BigTex	Landscape Trailer 83" x 18
Grounds Shop	Toro	Professional Z Master Mower
Grounds Shop	Toro	Professional Z Master Mower
Grounds Shop	Toro	Toro (Kawaski) Walk Behind Mower
Maintenance Shop	Chevy	1998 Cargo Van
Maintenance Shop	Ford	2004 Econoline Van
Maintenance Shop	Ford	2006 Econoline Van
Maintenance Shop	Ford	2012 Van
Maintenance Shop	Cable Snake	Drain Cleaning Machine
Maintenance Shop	Kit	Pressure Ring
Maintenance Shop	Shelving for Van	Shelving for Van 31
Maintenance Shop	Pressing Tool	
Maintenance Shop	Clarke	Vacuum Scrubber Machine
Maintenance Shop	Windsor	Upright HEPA Vac
Maintenance	Werner	Step Ladder
Maintenance	Werner	Step Ladder
Maintenance	IA Duty Rating	24' Extension Ladder Fiberglass
Maintenance	IA Duty Rating	24' Extension Ladder Fiberglass
Maintenance	IA Duty Rating	Pro 6' Fiberglass Step Ladder
Maintenance	IA Duty Rating	Pro 6' Fiberglass Step Ladder
Maintenance		10 Ft. Fiberglass Step Ladder
Maintenance	Dewalt	20V 6 -Tool Kit
Maintenance	Dewalt	Hammer Drill

Exhibit 4

Required Equipment

At a minimum, the Contractor shall provide all the equipment listed in this Exhibit. The equipment must be new. Not doing so or not meeting these requirements may cause the Contractor's proposal to be non-responsive and a cause for rejection of the proposal. The cost for this equipment must be incorporated into the Contractors Charge for Office or On-Going Costs and cannot be charged to the three hundred thousand dollars (\$300,000) Budget Equipment Pool. District retains control/ownership over all equipment once the contract ends

The Contractor must provide the following equipment:

Required New Equipment	
Qty.	Description
5	Smart phones and service which must be compatible with District current service and be capable of receiving voice, text and emails.
4	Desktop Computers w/17in flat panel monitors, optical mouse, 2024 MS Office Software and keyboard. Must be network compatible to the District's network and software
1	Black & white laser jet printer
1 for each site a Contractor's staff is based	Time Clock or Equivalent
2	Handheld PDA devices for Contractor provided custodial quality assurance system
1	Copier/fax/scan machine
9	Tool kits/boxes with tools as detailed in X15 Custodial Scope of Work (one for each school)
9	Key lock boxes (one for each building)

EXHIBIT 5 - REQUIRED WORKS SHIFTS *(All Staffing Are in Full Time Equivalents – 1 FTE Equals 2080 Hours Per Year)*

Building Name / Position	Square Footage	Day Shift						Evening				Weekend	Total FTEs
		5:30am to 2:00pm	6:00am to 2:30pm 3:00pm	7:00am to 3:30pm	8:00am to 4:30pm or 8:30am to 5:00pm or 9:30am to 6:00pm	10:00am to 6:30pm or 10:30am to 7:00pm or 11:00am to 7:30pm	10:00am to 2:00pm	1:00pm to 1:30pm to 9:30pm 10:00pm	2:00pm to 2:30pm to 10:30pm 11:00pm	2:30pm to 7:30pm or 3:00pm to 7:00pm	4:00pm to 10:00pm or 5:00pm to 9:00pm	2:30pm to 11:00pm (Wed-Sun)	
		Custodial Staffing											
Lakewood HS	281,916	-	-	-	-	-	-	-	-	-	-	-	0.00
Lakewood MS	105,723	-	-	-	-	-	-	-	-	-	-	-	0.000
Ella G Clarke	66,490	-	-	-	-	-	-	-	-	-	-	-	0.00
Clifton Ave	79,039	-	-	-	-	-	-	-	-	-	-	-	0.00
Oak Street School	107,402	-	-	-	-	-	-	-	-	-	-	-	0.00
Spruce Street	49,724	-	-	-	-	-	-	-	-	-	-	-	0.00
LECC 1&3	14,000	-	-	-	-	-	-	-	-	-	-	-	0.00
LECC 2	11,456	-	-	-	-	-	-	-	-	-	-	-	0.00
White House	2,500	-	-	-	-	-	-	-	-	-	-	-	0.0000
521 Princeton	2,500	-	-	-	-	-	-	-	-	-	-	-	0.0000
Piners	75,608	-	-	-	-	-	-	-	-	-	-	-	0.00
Board Office (Part ff HS)	-	-	-	-	-	-	-	-	-	-	-	-	0.00
Floaters - District Wide	-	-	-	-	-	-	-	-	-	-	-	-	0.00
Sub-Total	796,358	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Grounds											
Grounds	-	-	-	-	-	-	-	-	-	-	-	-	0.00
Sub - Total	-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Maintenance											
Painter	-	-	-	-	-	-	-	-	-	-	-	-	0.00
General Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	0.00
Sub-Total	-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Management and Clerical Staffing											
General Manager	-	-	-	-	-	-	-	-	-	-	-	-	0.00
Maintenance Manager	-	-	-	-	-	-	-	-	-	-	-	-	0.00
Custodial Supervisor(s)	-	-	-	-	-	-	-	-	-	-	-	-	0.00
Grounds Supervisor(s)	-	-	-	-	-	-	-	-	-	-	-	-	0.00
Administrative Assistant(s)	-	-	-	-	-	-	-	-	-	-	-	-	0.00
Sub-Total	-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	796,358	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

- Shifts and start times may change from time to time based upon District needs especially from July 1 to August 31. Contractor shall not change or eliminate any shift without the permission of the District
- At least **13** custodians and **7** head/lead custodians of the Contractor's on site staff must have Black Seal Boiler Operator Licenses at the start of the contract. In addition, all of the proposed management team must be in the process of obtaining or have a Black Seal license by the start of the contract. The total Black Seal licensing requirement by the start of the heating season (October 15) is **20** plus the proposed management team.
- The floater positions must work other shifts as requested by the District or changing needs, and should be utilized for weekend work to minimize over time.
- On days that schools are closed for snow the contractor's staff must be available to work days to assist the District's staff for snow removal. When this occurs the contractor will not provide evening cleaning. On days there is a delayed opening the Contractor must bring in some of its custodians early to assist in the snow removal, when this occurs the Contractor must provide evening cleaning. On days there is an early dismissal or evening inclement weather, the Contractor must be available to assist with snow removal and provide evening cleaning.

Exhibit 6
Current Outsourced Position Roster

1. Note: The Current Position Roster will be distributed at the pre-proposal conference.

Exhibit 7 - Consultant's Recommended Staffing, Wage Rates and Salaries – This is the outside consultant's recommended staffing which will be used as basis for evaluating the Proposer/s staffing viability.

Consultant's Recommended Staffing													
Building Name / Position	Square Footage	Day Shift						Evening				Weekend	Total FTEs
		5:30am to 2:00pm	6:00am to 2:30pm 3:00pm	7:00am to 3:30pm	8:00am to 4:30pm or 8:30am to 5:00pm or 9:30am to 6:00pm	10:00am to 6:30pm or 10:30am to 7:00pm or 11:00am to 7:30pm	10:00am to 2:00pm	1:00pm 1:30pm to 9:30pm 10:00pm	2:00pm 2:30pm to 10:30pm 11:00pm	2:30pm to 7:30pm or 3:00pm to 7:00pm	4:00pm to 10:00pm or 5:00pm to 9:00pm	2:30pm to 11:00pm (Wed-Sun)	
		Custodial Staffing											
Lakewood HS	281,916	1.00	1.00	-	-	2.00	0.50	-	7.00	-	-	-	11.50
Lakewood MS	105,723	-	1.00	-	-	1.00		-	4.00	0.333	-	-	6.333
Ella G Clarke	66,490	-	1.00	-	-	-	-	-	2.00	-	-	-	3.00
Clifton Ave	79,039	-	1.00	-	-	-	-	-	3.00	-	-	-	4.00
Oak Street School	107,402	-	1.00	-	1.00	-	-	-	3.25	-	0.50	-	5.75
Spruce Street	49,724	-	1.00	-	-	-	-	-	2.00	-	-	-	3.00
LECC 1&3	14,000	-	-	-	2.00	-	-	-	1.50	-	-	-	3.50
LECC 2	15,488	-	-	-	1.00	-	-	-	1.00	-	-	-	2.00
White House	2,500	-	-	-	-	-	-	-	-	0.333	-	-	0.3330
521 Princeton	2,500	-	-	-	-	-	-	-	-	0.333	-	-	0.3330
Piners	75,608	-	1.00	-	-	-	-	3.00	-	-	-	-	4.00
Board Office (Part ff HS)	-	-	-	-	1.00	-	-	-	-	-	-	-	1.00
Floaters - District Wide	-	-	-	-	2.00	-	-	-	3.00	-	-	-	5.00
Sub-Total	800,390	1.00	7.00	0.00	7.00	3.00	0.50	3.00	26.75	1.00	0.50	0.00	49.75
		Grounds											
Grounds	-	-	4.00	-	-	-	-	-	-	-	-	-	4.00
Sub - Total	-	0.00	4.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.00
		Maintenance											
Painter	-	-	-	1.00	-	-	-	-	-	-	-	-	1.00
General Maintenance	-	-	-	4.00	-	-	-	-	2.00	-	-	-	6.00
Sub-Total	-	0.00	0.00	5.00	0.00	0.00	0.00	0.00	2.00	0.00	0.00	0.00	7.00
		Management and Clerical Staffing											
General Manager	-	-	1.00	-	-	-	-	-	-	-	-	-	1.00
Assistant Manager	-	-	-	-	1.00	-	-	-	-	-	-	-	1.00
Custodial Supervisor(s)	-	-	-	-	-	-	-	-	2.00	-	-	-	2.00
Grounds Supervisor(s)	-	-	-	1.00	-	-	-	-	-	-	-	-	1.00
Administrative Assistant(s)	-	-	-	-	1.00	-	-	-	-	-	-	-	1.00
Sub-Total	-	0.00	1.00	1.00	2.00	0.00	0.00	0.00	2.00	0.00	0.00	0.00	6.00
TOTAL	800,390	1.00	12.00	6.00	9.00	3.00	0.50	3.00	30.75	1.00	0.50	0.00	66.75

- Consultant recommends **42.75** custodial, **7.0** lead custodial, **0.0** courier, **5.0** Grounds, **7.00** Maintenance, **1.0** clerical and **5.0** management outsourced FTEs.
 - Of the maintenance staff, the Consultant recommends **one (1 FTE)** painter, **one (1 FTEs)** HVAC mechanic and **five (5 FTEs)** general maintenance.
1. This is the consultant's recommended wages and wage rates which will be used as basis for evaluating the Proposer/s staffing viability.

Position Title	Number of Positions	Average Hourly Wage Rate or Annual Wages
Manager	1	\$95,000 per year
Assistant Manager	1	\$80,000 per year
Custodial Supervisor	2	\$120,000 per year (Combined)
Grounds Supervisor	1	\$55,000 per year (Combined)
Clerical	1	\$20.00 per hour
Head Custodian	7	\$20.58 per hour
Custodian	42.75	\$18.52 per hour
Maintenance	7	\$25.00 per hour (excluding prevailing wages)
Grounds	5	\$20.58 per hour
Courier	0	\$00.00 per hour

Exhibit 8

Custodial, Maintenance, Grounds and Management Services Agreement

This Management Services Agreement ("Agreement") is made and entered into as of this 1st day of July, 2025, by and between Lakewood BOARD OF EDUCATION ("District") located at 200 Ramsey Ave Lakewood, N.J. 08701 and XYZ, INC. ("Contractor") with offices located at Street, City, State Zip, who agree as follows:

1. **Purpose of Agreement.** The Contractor is a provider of Custodial, Maintenance, Grounds and Management Services. This Agreement sets forth the terms and conditions upon which District retains the Contractor to manage and operate the Services at the Premises.
2. **Independent Contractor.** The Contractor shall be an independent contractor and shall retain control over its employees and agents. Contractor shall not act as or be the District's agent, partner or joint venturer. The Contractor is employed to render the services only as specified in the Agreement, and any payments made by the District are compensation solely for such services rendered.
3. **Agreement.** The entire Agreement shall consist of this Agreement, the Request for Proposals (RFP) dated January 15, 2025, as amended if applicable, the Contractor's proposal response dated February 7, 2025, and other documents specifically incorporated by reference. The Contractor agrees to abide by all terms and conditions of the documents as referenced above.

The Contractor hereby acknowledges that it has read the Contract Documents comprising the Agreement and has full knowledge of the terms and conditions and all other requirements contained therein.

4. **Duties.** The Contractor shall provide the services in strict accordance with the requirements set forth in the RFP.

The Contractor shall comply with, and require that anyone providing the Services on behalf of the Contractor comply with, all applicable requirements of Local, County, State and Federal authorities, all applicable Local, County, State and Federal laws, rules, ordinances, regulations and codes and all Board policies, now or hereafter in force and effect to the extent that they directly or indirectly bear upon the subject matters of this Agreement. The Contractor and anyone providing the Services on behalf of the Contractor shall, comply with all such authorities, including but not limited to: (a) New Jersey Worker and Community Right to Know/Understand Law, N.J.S.A. 34:5A-1 et seq., and N.J.A.C. 8:59-2 et seq.; (b) the anti-discrimination provisions of N.J.S.A. 10:2-1 et seq., the New Jersey Law Against Discrimination, N.J.S.A. 10:5-1 et seq., N.J.S.A. 10:5-31 et seq., N.J.A.C. 17:27-1.1 et seq., N.J.A.C. 6:4-1.6, as recodified in N.J.A.C. 6A:7-1 et seq., Title VII of the Civil Rights Act of 1964 and Title 11 of the American With Disabilities Act of 1990; and (c) the conflict of interest standards of New Jersey School Ethics Act N.J.S.A 18A:12-21 et seq.

5. **Term of Agreement.** The term of this Agreement is for five (5) years is subject to the provisions of Section 14 to this Agreement and annual appropriations of sufficient funds to meet the extended obligation. The five (5) years of the Agreement shall commence on July 1, 2025 and continue until June 30, 2030 ("Term").
6. **Compensation.** In consideration of the Contractor's performance of its obligations under this Agreement, District shall pay the Contractor a Contract Price for each Fiscal Year.
 - A. The Contract Price for the period of July 1, 2025 through June 30, 2026 shall be ? Million, ? Hundred ? Thousand, ? Hundred ? Dollars and Zero Cents (\$0,000,000.00).
 - B. The Contract Price for the period of July 1, 2026 through June 30, 2027 shall be ? Million, ? Hundred ? Thousand, ? Hundred ? Dollars and Zero Cents (\$0,000,000.00).
 - C. The Contract Price for the period of July 1, 2027 through June 30, 2028 shall be ? Million, ? Hundred ? Thousand, ? Hundred ? Dollars and Zero Cents (\$0,000,000.00).
 - D. The Contract Price for the period of July 1, 2028 through June 30, 2029 shall be ? Million, ? Hundred ? Thousand, ? Hundred ? Dollars and Zero Cents (\$0,000,000.00).
 - E. The Contract Price for the period of July 1, 2029 through June 30, 2030 shall be ? Million, ? Hundred ? Thousand, ? Hundred ? Dollars and Zero Cents (\$0,000,000.00).

7. District Direct Charges. The following charges have been made part of the Contractor's Compensation as detailed in paragraph 6 and shall be credited back to the District monthly from the Contractor's Compensation.
 - A. On-Going Contract Monitoring. The following charge for On Going Contract Monitoring has been made part of the Contractor's Compensation as detailed in paragraph 6 and shall be credited back to the District monthly from of the Contractor's Compensation. Annually, this credit equals Twenty-One Thousand Five Hundred Sixteen Dollars (\$21,516.00). On July 1st of each year the charge and therefore the credit for Monitoring will increase equal to the amount as stated in Proposal Form A-Pricing.
8. Installment Payments. The Contractor shall bill the District its portion of the Total Contract Price in monthly duly certified invoice and shall provide its certified payroll. The Contractor shall apply, with each invoice, the total amount charged to the District as a credit for Contract Monitoring to the invoice for the District as the District will be paying the contract monitor. The District will pay all invoices from the Contractor within thirty (30) days of receipt of a properly completed and certified invoice and supportive documentation (certified payroll, etc.) submitted ten (10) days prior to the current month's School Board meeting. In no event shall the Contractor be entitled to interest on any overdue payment.
9. Audit and Inspection. The Contractor agrees to maintain and have available for audit and inspection, all books, records and documents pertaining to the Services provided under this Agreement and shall agree to retain all such books, records and documents for a period of five years from the date of final payment. The Contractor agrees to provide copies of all requested documents to the Board and the NJ State Comptroller upon request.

All records and accounts pertaining to this contract are to be kept available for inspection by representatives of the District in accordance with the applicable School District Retention Schedule promulgated by the New Jersey Division of Archives and Records Management. Any and all records, progress reports, notes and other documents related to the provision of the Services shall be owned by the Board and immediately provided to the Board upon request. If during the course of the contract, the work performed does not meet the requirements set forth in the contract, the Contractor shall correct or modify the work to comply with the contract requirements and the District.
10. Contract Price Adjustments.
 - A. Changes in Services. In the event that the District were to add or decrease square footage, services, staff or supervisory responsibilities, or any additional increase or decrease in staffing costs and supplies, the contract price shall be adjusted based upon the costs and percentages for benefits, payroll taxes, management fees and supplies as submitted in Proposal Form A with full consideration being given to the level of service and scope of work required by the District. Any changes the Contract Price and Installment Payment must be duly approved, in writing, by the District prior to the change. Any changes will adhere to applicable law including NJAC 6A:23A-21.1 and N.J.A.C. 5:30-11.1 et seq., including specifically but not limited to N.J.A.C. 5:30-11.3(a)9. Any price increases must be approved by resolution of the Board of Education. Price increases are limited to the circumstances listed within this section.
 - B. Supplemental Billing. District related overtime shall be included within the Contractor's pricing. However, there may be occasions when a school or schools are rented to an outside entity not affiliated with the District or the District may require additional summer custodial labor. Should the Contractor be required by the District to provide coverage outside of regularly scheduled coverage for school and non-school district-related events as well as additional summer labor and if approved by the District the Contractor may supplemental bill the District for that coverage. The District may also direct the Contractor to direct bill for these services to an outside entity not affiliated with the District. The billing shall be based upon the wage rates, benefit percentages (if applicable), payroll taxes percentages and management fee percentage as detailed in Proposal Form A Pricing. If the wage rate paid are less than the contractual average as stated on Proposal Form A Pricing, then the Contractor will base the supplemental bill on the actual wages and the benefit percentages (if applicable), payroll taxes percentages and management fee percentage as detailed in Proposal Form A Pricing. No other mark ups shall be allowed. No bill for supplemental services shall be approved unless the services are authorized in advance by the District.
11. Insurance. Insurance coverage and indemnification of the District shall be as required by the RFP at Section II paragraph K. Notwithstanding the foregoing, if any term of this provision or the application hereof to any person

or circumstance shall, to any extent or for any reason be invalid or unenforceable, the remainder of this provision and the application of such term within this provision to any person or circumstance other than those as to which it is held invalid or unenforceable shall not be affected thereby, and each remaining term of this provision shall be valid and enforceable to the fullest extent permitted by law.

12. Indemnification. The Contractor agrees to indemnify, save and hold harmless the Board of Education, its departments, agencies, board, officers, officials, agents, servants, administrators and employees, indemnified parties from and against any and all claims, demands, suits, damages, liability costs and expenses of any type whatsoever, including reasonable attorney's fees and other costs arising out of or resulting from or in any way related to the Contractor's performance of this Agreement including, but not limited to any personal injury or property damage, resulting from acts or omissions, whether negligent, intentional or unintentional or willful misconduct on the part of the Contractor, the Contractor's agents, servants or subcontractors in the delivery of goods and services, or in the performance of the work under the contract whether such liability is direct or vicarious. Contractor further agrees to indemnify any and all indemnified parties for their own negligence, regardless of whether such negligence is responsible wholly or in part for the damages suffered or in the case of lawful termination of the contract by the District. The District may defend itself at the Contractor's expense from any claim or lawsuit whatsoever that may arise as described in this paragraph or the District may elect to have the Contractor provide the District with a defense at the Contractor's expense. This provision shall be construed as broadly in favor of indemnification as permitted by New Jersey law and shall survive termination of this Agreement.
13. Notice. Any notice or communication required or permitted to be given hereunder shall be in writing and served personally, delivered by courier or sent by United States certified mail, postage prepaid with return receipt requested, addressed to the other party as follows:

To District: Lakewood Board of Education
 Attention: Mr. Kevin Campbell
 200 Ramsey Ave
 Lakewood, NJ 08701

To the Contractor: Inc.
 Attention: ?,? President
 Street
 City, State Zip

or to such other persons or places as either of the parties may hereafter designate in writing. All such notices shall be effective when received.

14. Contract Termination
 - A. Termination for Cause. If either party fails to comply with any of the obligations required of it in this contract, written notice specifying the failure must be provided to the breaching party. If the party fails to remedy and cure such failure within fifteen (15) days, then the non-breaching party shall have the right to terminate the contract immediately upon giving an additional thirty (30) days prior written notice of that intention.
 - B. Termination for Convenience. Any time after one (1) year, either party may terminate this Agreement at any time upon giving ninety (90) days' prior written notice to the other party.
 - C. Notwithstanding the above, the Contractor shall not be relieved of liability to the District for damages sustained by the District by virtue of any breach of this Agreement by the Contractor in addition to the District's other remedies, and the District may withhold any payments to the Contractor for the purpose of compensation until such time as the exact amount of damages due the District from the Contractor is determined.
15. Affirmative Action Compliance. The Contractor agrees to comply fully with the requirements of N.J.A.C. 17:27 and P.L. 1975, c. 127, and all implementing regulations there under, all as amended and supplemented from time to time. The mandatory language of the regulations, attached as Attachment A, is incorporated herein by reference.

16. Affirmative Action Report. The Contractor has attached to this Agreement a copy of one of the following affirmative action forms, as mandated by law (N.J.A.C. 17:27-4.3) for all parties contracting with any public agency in the State of New Jersey:

(Place an "x" to indicate the form attached.)

- _____ a. Proof of federally approved or sanctioned affirmative action program, or
_____ b. Certificate of Employee Information Report, or
_____ c. A completed form AA302 - Initial Employee Information Report.

If the Contractor is attaching a completed copy of Form AA302, the Contractor certifies as follows:

The Contractor certifies that he or she has never before applied for a Certificate of Employee Information Report in accordance with rules promulgated by the Treasurer pursuant to P.L. 1975, c.127, as amended and supplemented from time to time; and agrees to submit immediately to the Affirmative Action Office a copy of the Initial Employee Information Report.

17. Anti-Discrimination (N.J.S.A. 10:2-1) requires the following provisions to be included in each contract:
- A. In the hiring of persons for the performance of work under this contract or any subcontract hereunder, or for the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under this contract, no Contractor, nor any person acting on behalf of such Contractor or subcontractor, shall, by reason of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex, discriminate against any person who is qualified and available to perform the work to which the employment relates;
 - B. No Contractor, subcontractor, nor any person on its behalf shall, in any manner, discriminate against or intimidate any employee engaged in the performance of work under this contract or any subcontract hereunder, or engaged in the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under such contract, on account of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex;
 - C. There may be deducted from the amount payable to the Contractor by the contracting public agency, under this contract, a penalty of \$ 50.00 for each person for each calendar day during which such person is discriminated against or intimidated in violation of the provisions of the contract; and
 - D. This contract may be canceled or terminated by the contracting public agency, and all money due or to become due hereunder may be forfeited, for any violation of this section of the contract occurring after notice to the Contractor from the contracting public agency of any prior violation of this section of the contract.

18. New Jersey Business Registration Certificate and Use Tax Requirements. (N.J.S.A. 52:32-44)
The Contractor has attached to this Agreement a copy of the Contractor's New Jersey Business Registration Certificate (BRC). The Contractor shall maintain and submit to the District a list of subcontractors (if any) and their addresses, which shall be updated from time to time, as needed, during the course of this Agreement. Prior to contract award under this Agreement is made by the District, the Contractor shall submit an accurate list and the proof of business registration of each subcontractor or supplier used in the fulfillment of this Agreement, or shall attest that no subcontractors were used.

For the term of this Agreement, the Contractor and each of its affiliates, and any subcontractor and each of its affiliates (N.J.S.A. 52:32-44(g) (3)), shall collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act on all sales of tangible personal property delivered into this State, under the terms of this Agreement.

NOTE: A business organization that fails to provide a copy of a business registration as required pursuant to section 1 of P.L.2001, c.134 (C.52:32-44 et al.) or subsection e. or f. of section 92 of P.L.1977, c.110 (C.5:12-92), or that provides false business registration information under the requirements of either of those sections, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration copy not properly provided under a contract with a contracting agency.

19. Harassment, Intimidation and Bullying. Pursuant to N.J.S.A. 18A:37-13 et seq., all contracted service providers, defined as any organization that is a party to a contract or agreement for services with the District, and all

employees of contracted service providers are required to comply with the provisions of the District's anti-bullying policy. Contracted service providers and its employees shall verbally report any act of harassment, intimidation or bullying of a student on the same day on which the act was witnessed, or on the same day on which reliable information that a student has been subject to harassment, intimidation or bullying was received, and shall report the same in writing within two (2) school days. All verbal and written reports of harassment, intimidation or bullying of a student shall be made to the school principal or to any school administrator or safe schools resource officer.

Reports may be made anonymously in accordance with the reporting procedure as set forth in the anti-bullying policy. The District shall provide to all contracted service providers and its employees a copy of the District's anti-bullying policy and information regarding the policy.

20. Severability. If any term or provision of this Agreement or the application hereof to any person or circumstance shall, to any extent or for any reason be invalid or unenforceable, the remainder of this Agreement and the application of such term or provision to any person or circumstance other than those as to which it is held invalid or unenforceable shall not be affected thereby, and each remaining term and provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.
21. Amendments to Agreement. All provisions of this Agreement shall remain in effect throughout the term hereof unless the parties agree, in a written document signed by both parties, to amend, add or delete any provision. This Agreement contains all agreements of the parties with respect to matters covered herein, superseding any prior agreements and may not be changed other than by an agreement in writing signed by the parties hereto.
22. Assignment. The rights of the Board or Contractor under this Agreement are personal to each party, and neither party shall assign, transfer, hypothecate or otherwise assign its rights, money to come due or delegate its duties under this Agreement, whether voluntarily, involuntarily or by operation of law, without the prior written consent of the other party to this Agreement.
23. Dispute Resolution. Any and all claims, disputes or other matters in question between the Board and Contractor arising out of or relating to this Agreement or alleged breach thereof, shall be subject to and determined by a court of competent jurisdiction venued in Ocean County, New Jersey. Each party waives and agrees not to assert any defense that the court lacks jurisdiction, venue is improper, inconvenient forum or otherwise.

The Contractor hereby irrevocably waives its rights to trial by jury in any action arising out of or relating to this Agreement. This waiver does not apply to personal injury actions or to any action in which another party, not bound by such a waiver, demands trial by jury. This waiver is knowingly, intentionally and voluntarily made by Contractor.

If a dispute arises between the Board and any entity or individual to whom the Board is bound to the arbitration of such disputes, then the Contractor agrees that the Contractor can be joined as a party to such arbitration with respect to matters related to that arbitration. All disputes, which exist only between the Board and the Contractor, or among the Board, the Contractor and others as to which the Board is not bound to the arbitration of disputes, shall be subject to the provisions of this section
24. Order of Precedence. In the event any provision of this Agreement conflicts in whole or in part with Contractor's proposal, the inconsistency shall be resolved by an interpretation which is most favorable to the District and which imposes the greater obligation upon Contractor. In the event the inconsistency cannot be resolved in such a manner, the provisions of this Agreement shall control. Contractor's proposal shall not be construed to impose duties or obligations on District beyond those set forth in this Agreement.
25. Entire Agreement. The Agreement, as defined in paragraph 3 above, constitutes the entire understanding and agreement of the parties concerning the matters contained herein, and supersedes and replaces any prior or contemporaneous oral or written contracts or communications concerning the matters contained herein.
26. Governing Law. This Agreement shall be governed, construed and interpreted in accordance with the law of the State of New Jersey as it applies to contracts made and performed in New Jersey. The Superior Court of the State of New Jersey, in the County of Ocean, shall have jurisdiction to hear and determine any claim or disputes pertaining directly or indirectly to the Agreement or to any matter arising there from. Each of the parties hereby expressly submits and consents in advance to such jurisdiction in any action or proceeding commenced by the other in such court.

IN WITNESS WHEREOF, the parties hereto have signed this Agreement as of the date first written above.

LAKEWOOD
BOARD OF EDUCATION
Attest:

XYZ, INC
Attest:

By: _____
Kevin Campbell
Business Administrator

By: _____
? President

Date: _____

Date: _____

Attachment A - MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127), N.J.A.C. 17:27
GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act. The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

- Letter of Federal Affirmative Action Plan Approval
- Certificate of Employee Information Report
- Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at: http://www.state.nj.us/treasury/contract_compliance/).

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to N.J.A.C.17:27-1.1 et seq.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.1 et seq. and agrees to furnish the required forms of evidence.

I certify that the above information is correct to the best of my knowledge

SIGNATURE _____ NAME _____

DATE _____ TITLE _____

PROPOSAL FORM A (FIVE YEARS) - PRICING			
(Part 1 of 5 <i>Note: Input Green Shaded Cells</i>)			
The staffing (FTE's) as detailed on Proposal Form A must match the staffing (FTEs) as detailed on Proposal Form B. If it does not the proposer must provide a detailed explanation as to why it does not match.			
Description	Details	Percent	Total Charges
7-1-25 to 6-30-26 (Year One)			
Custodial	Charge for Employee Wages		\$0.00
	Charge for Health Care Benefits	0%	\$0.00
	Charge for Other Fringe Benefits	0%	\$0.00
	Charge for Payroll Taxes	0%	\$0.00
No. of FTEs (1 FTE=2080 Hours per Year) -	0.00 FTEs		
Avg. Hourly Wage Rate -	\$0.00 Excl. Benefits & Taxes		
Custodial Overtime	Charge for Employee Wages		\$0.00
	Charge for Payroll Taxes	0%	\$0.00
	1,700 Annual Hours		
Avg. Hourly Wage Rate -	\$0.00 Excl. Benefits & Taxes		
Custodial - Head/Leads	Charge for Employee Wages		\$0.00
	Charge for Health Care Benefits	0%	\$0.00
	Charge for Other Fringe Benefits	0%	\$0.00
	Charge for Payroll Taxes	0%	\$0.00
No. of FTEs (1 FTE=2080 Hours per Year) -	0.00 FTEs		
Avg. Hourly Wage Rate -	\$0.00 Excl. Benefits & Taxes		
Custodial Heads/Lead Overtime	Charge for Employee Wages		\$0.00
	Charge for Payroll Taxes	0%	\$0.00
	1,500 Annual Hours		
Avg. Hourly Wage Rate -	\$0.00 Excl. Benefits & Taxes		
Maintenance	Charge for Employee Wages		\$0.00
	Charge for Health Care Benefits	0%	\$0.00
	Charge for Other Fringe Benefits	0%	\$0.00
	Charge for Payroll Taxes	0%	\$0.00
No. of FTEs (1 FTE=2080 Hours per Year) -	0.00 FTEs		
Avg. Hourly Wage Rate -	\$0.00 Excl. Benefits & Taxes		
Prevailing Wages for Maintenance	Charge for Employee Wages		\$0.00
	Charge for Other Fringe Benefits	0%	\$0.00
	Charge for Payroll Taxes	0%	\$0.00
	0 Annual Hours		
Incremental Average Hourly Wage Rate (Prevailing Avg. Hourly Wage Rate less Regular Avg. Hourly Wage Rate)	\$0.00 Excl. Benefits & Taxes		
Maintenance Overtime	Charge for Employee Wages		\$0.00
	Charge for Payroll Taxes	0%	\$0.00
	500 Annual Hours		
Avg. Hourly Wage Rate -	\$0.00 Excl. Benefits & Taxes		
Grounds	Charge for Employee Wages		\$0.00
	Charge for Health Care Benefits	0%	\$0.00
	Charge for Other Fringe Benefits	0%	\$0.00
	Charge for Payroll Taxes	0%	\$0.00
No. of FTEs (1 FTE=2080 Hours per Year) -	0.00 FTEs		
Avg. Hourly Wage Rate -	\$0.00 Excl. Benefits & Taxes		
Grounds Overtime	Charge for Employee Wages		\$0.00
	Charge for Payroll Taxes	0%	\$0.00
	400 Annual Hours		
Avg. Hourly Wage Rate -	\$0.00 Excl. Benefits & Taxes		
General Manager	Charge for Employee Wages		\$0.00
	Charge for Health Care Benefits	0%	\$0.00
	Charge for Other Fringe Benefits	0%	\$0.00
	Charge for Payroll Taxes	0%	\$0.00
No. of FTEs (1 FTE=2080 Hours per Year) -	0.00 FTEs		
Avg. Hourly Wage Rate -	\$0.00 Excl. Benefits & Taxes		
Maintenance Manager	Charge for Employee Wages		\$0.00
	Charge for Health Care Benefits	0%	\$0.00
	Charge for Other Fringe Benefits	0%	\$0.00
	Charge for Payroll Taxes	0%	\$0.00
No. of FTEs (1 FTE=2080 Hours per Year) -	0.00 FTEs		
Avg. Hourly Wage Rate -	\$0.00 Excl. Benefits & Taxes		
Custodial Evening Supervisor/s	Charge for Employee Wages		\$0.00
	Charge for Health Care Benefits	0%	\$0.00
	Charge for Other Fringe Benefits	0%	\$0.00
	Charge for Payroll Taxes	0%	\$0.00
No. of FTEs (1 FTE=2080 Hours per Year) -	0.00 FTEs		
Avg. Hourly Wage Rate -	\$0.00 Excl. Benefits & Taxes		
Gronds Supervisor/s	Charge for Employee Wages		\$0.00
	Charge for Health Care Benefits	0%	\$0.00
	Charge for Other Fringe Benefits	0%	\$0.00
	Charge for Payroll Taxes	0%	\$0.00
No. of FTEs (1 FTE=2080 Hours per Year) -	0.00 FTEs		
Avg. Hourly Wage Rate -	\$0.00 Excl. Benefits & Taxes		
Clerical	Charge for Employee Wages		\$0.00
	Charge for Health Care Benefits	0%	\$0.00
	Charge for Other Fringe Benefits	0%	\$0.00
	Charge for Payroll Taxes	0%	\$0.00
No. of FTEs (1 FTE=2080 Hours per Year) -	1.00 FTEs		
Avg. Hourly Wage Rate -	\$0.00 Excl. Benefits & Taxes		
Contractor Start Up Charges – attach detail breakdown			
Years total amount amortized over: 5	Input Total Start Up Charges Amount	\$0.00	\$0.00
Contractor Equipment Budget/Pool = \$300,000			
Years total amount amortized over: 5	Total Equip. Budget Pool Amount	\$300,000	\$60,000.00
Contractor Charge for Computerized Quality Assurance System			
Contractor Charge for Office and or Warehouse Rent			
Contractor Charge for Required Office Equipment			
Contractor Charge for Supplies & On-Going Operating Costs			
Enter Cost Per Employee = \$0.00		Input Cost for Employee	\$0.00
Contractor Management Fee			
District Charge for Contract Monitoring			
TOTAL CONTRACT CHARGE YEAR ONE (2025-2026)			\$0

PROPOSAL FORM A (FIVE YEARS) - PRICING			
(Part 2 of 5 <i>Note: Input Green Shaded Cells</i>)			
The staffing (FTE's) as detailed on Proposal Form A must match the staffing (FTEs) as detailed on Proposal Form B. If it does not the proposer must provide a detailed explanation as to why it does not match			
Description	Details	Percent	Total Charges
7-1-26 to 6-30-27 (Year Two)			
Custodial	Charge for Employee Wages		\$0.00
	Charge for Health Care Benefits	0%	\$0.00
	Charge for Other Fringe Benefits	0%	\$0.00
	Charge for Payroll Taxes	0%	\$0.00
No. of FTEs (1 FTE=2080 Hours per Year) -	0.00 FTEs		
Avg. Hourly Wage Rate -	\$0.00 Excl. Benefits & Taxes		
Custodial Overtime	Charge for Employee Wages		\$0.00
	Charge for Payroll Taxes	0%	\$0.00
	1,700 Annual Hours		
	Avg. Hourly Wage Rate -	\$0.00 Excl. Benefits & Taxes	
Custodial - Head/Leads	Charge for Employee Wages		\$0.00
	Charge for Health Care Benefits	0%	\$0.00
	Charge for Other Fringe Benefits	0%	\$0.00
	Charge for Payroll Taxes	0%	\$0.00
No. of FTEs (1 FTE=2080 Hours per Year) -	0.00 FTEs		
Avg. Hourly Wage Rate -	\$0.00 Excl. Benefits & Taxes		
Custodial Heads/Lead Overtime	Charge for Employee Wages		\$0.00
	Charge for Payroll Taxes	0%	\$0.00
	1,500 Annual Hours		
	Avg. Hourly Wage Rate -	\$0.00 Excl. Benefits & Taxes	
Maintenance	Charge for Employee Wages		\$0.00
	Charge for Health Care Benefits	0%	\$0.00
	Charge for Other Fringe Benefits	0%	\$0.00
	Charge for Payroll Taxes	0%	\$0.00
No. of FTEs (1 FTE=2080 Hours per Year) -	0.00 FTEs		
Avg. Hourly Wage Rate -	\$0.00 Excl. Benefits & Taxes		
Prevailing Wages for Maintenance	Charge for Employee Wages		\$0.00
	Charge for Other Fringe Benefits	0%	\$0.00
	Charge for Payroll Taxes	0%	\$0.00
	0 Annual Hours		
Incremental Average Hourly Wage Rate (Prevailing Avg. Hourly Wage Rate less Regular Avg. Hourly Wage Rate)	\$0.00 Excl. Benefits & Taxes		
Maintenance Overtime	Charge for Employee Wages		\$0.00
	Charge for Payroll Taxes	0%	\$0.00
	500 Annual Hours		
	Avg. Hourly Wage Rate -	\$0.00 Excl. Benefits & Taxes	
Grounds	Charge for Employee Wages		\$0.00
	Charge for Health Care Benefits	0%	\$0.00
	Charge for Other Fringe Benefits	0%	\$0.00
	Charge for Payroll Taxes	0%	\$0.00
No. of FTEs (1 FTE=2080 Hours per Year) -	0.00 FTEs		
Avg. Hourly Wage Rate -	\$0.00 Excl. Benefits & Taxes		
Grounds Overtime	Charge for Employee Wages		\$0.00
	Charge for Payroll Taxes	0%	\$0.00
	400 Annual Hours		
	Avg. Hourly Wage Rate -	\$0.00 Excl. Benefits & Taxes	
General Manager	Charge for Employee Wages		\$0.00
	Charge for Health Care Benefits	0%	\$0.00
	Charge for Other Fringe Benefits	0%	\$0.00
	Charge for Payroll Taxes	0%	\$0.00
No. of FTEs (1 FTE=2080 Hours per Year) -	0.00 FTEs		
Avg. Hourly Wage Rate -	\$0.00 Excl. Benefits & Taxes		
Maintenance Manager	Charge for Employee Wages		\$0.00
	Charge for Health Care Benefits	0%	\$0.00
	Charge for Other Fringe Benefits	0%	\$0.00
	Charge for Payroll Taxes	0%	\$0.00
No. of FTEs (1 FTE=2080 Hours per Year) -	0.00 FTEs		
Avg. Hourly Wage Rate -	\$0.00 Excl. Benefits & Taxes		
Custodial Evening Supervisor/s	Charge for Employee Wages		\$0.00
	Charge for Health Care Benefits	0%	\$0.00
	Charge for Other Fringe Benefits	0%	\$0.00
	Charge for Payroll Taxes	0%	\$0.00
No. of FTEs (1 FTE=2080 Hours per Year) -	0.00 FTEs		
Avg. Hourly Wage Rate -	\$0.00 Excl. Benefits & Taxes		
Custodial Evening Supervisor/s	Charge for Employee Wages		\$0.00
	Charge for Health Care Benefits	0%	\$0.00
	Charge for Other Fringe Benefits	0%	\$0.00
	Charge for Payroll Taxes	0%	\$0.00
No. of FTEs (1 FTE=2080 Hours per Year) -	0.00 FTEs		
Avg. Hourly Wage Rate -	\$0.00 Excl. Benefits & Taxes		
Clerical	Charge for Employee Wages		\$0.00
	Charge for Health Care Benefits	0%	\$0.00
	Charge for Other Fringe Benefits	0%	\$0.00
	Charge for Payroll Taxes	0%	\$0.00
No. of FTEs (1 FTE=2080 Hours per Year) -	1.00 FTEs		
Avg. Hourly Wage Rate -	\$0.00 Excl. Benefits & Taxes		
Contractor Start Up Charges – attach detail breakdown			
Years total amount amortized over: 5 Years		\$0.00	\$0.00
Contractor Equipment Budget/Pool = \$300,000			
Years total amount amortized over: 5	Total Equip. Budget Pool Amount	\$300,000	\$60,000.00
Contractor Charge for Computerized Quality Assurance System			
Contractor Charge for Office and or Warehouse Rent			
Contractor Charge for Required Office Equipment			
Contractor Charge for Supplies & On-Going Operating Costs			
Enter Cost Per Employee = \$0.00	Input Cost for Employee		\$0.00
Contractor Management Fee			
District Charge for Contract Monitoring			
TOTAL CONTRACT CHARGE YEAR TWO (2026-2027)			
Increase for 2026-2027, Year Two from 2025-2026			

PROPOSAL FORM A (FIVE YEARS) - PRICING			
(Part 3 of 5 <i>Note: Input Green Shaded Cells</i>)			
The staffing (FTE's) as detailed on Proposal Form A must match the staffing (FTEs) as detailed on Proposal Form B. If it does not the proposer must provide a detailed explanation as to why it does not match			
Description	Details	Percent	Total Charges
7-1-27 to 6-30-28 (Year Three)			
Custodial	Charge for Employee Wages		\$0.00
	Charge for Health Care Benefits	0%	\$0.00
	Charge for Other Fringe Benefits	0%	\$0.00
	Charge for Payroll Taxes	0%	\$0.00
No. of FTEs (1 FTE=2080 Hours per Year) -	0.00 FTEs		
Avg. Hourly Wage Rate -	\$0.00 Excl. Benefits & Taxes		
Custodial Overtime	Charge for Employee Wages		\$0.00
	Charge for Payroll Taxes	0%	\$0.00
	1,700 Annual Hours		
	Avg. Hourly Wage Rate -	\$0.00 Excl. Benefits & Taxes	
Custodial - Head/Leads	Charge for Employee Wages		\$0.00
	Charge for Health Care Benefits	0%	\$0.00
	Charge for Other Fringe Benefits	0%	\$0.00
	Charge for Payroll Taxes	0%	\$0.00
No. of FTEs (1 FTE=2080 Hours per Year) -	0.00 FTEs		
Avg. Hourly Wage Rate -	\$0.00 Excl. Benefits & Taxes		
Custodial Heads/Lead Overtime	Charge for Employee Wages		\$0.00
	Charge for Payroll Taxes	0%	\$0.00
	1,500 Annual Hours		
	Avg. Hourly Wage Rate -	\$0.00 Excl. Benefits & Taxes	
Maintenance	Charge for Employee Wages		\$0.00
	Charge for Health Care Benefits	0%	\$0.00
	Charge for Other Fringe Benefits	0%	\$0.00
	Charge for Payroll Taxes	0%	\$0.00
No. of FTEs (1 FTE=2080 Hours per Year) -	0.00 FTEs		
Avg. Hourly Wage Rate -	\$0.00 Excl. Benefits & Taxes		
Prevailing Wages for Maintenance	Charge for Employee Wages		\$0.00
	Charge for Other Fringe Benefits	0%	\$0.00
	Charge for Payroll Taxes	0%	\$0.00
	0 Annual Hours		
Incremental Average Hourly Wage Rate (Prevailing Avg. Hourly Wage Rate less Regular Avg. Hourly Wage Rate)	\$0.00 Excl. Benefits & Taxes		
Maintenance Overtime	Charge for Employee Wages		\$0.00
	Charge for Payroll Taxes	0%	\$0.00
	500 Annual Hours		
	Avg. Hourly Wage Rate -	\$0.00 Excl. Benefits & Taxes	
Grounds	Charge for Employee Wages		\$0.00
	Charge for Health Care Benefits	0%	\$0.00
	Charge for Other Fringe Benefits	0%	\$0.00
	Charge for Payroll Taxes	0%	\$0.00
No. of FTEs (1 FTE=2080 Hours per Year) -	0.00 FTEs		
Avg. Hourly Wage Rate -	\$0.00 Excl. Benefits & Taxes		
Grounds Overtime	Charge for Employee Wages		\$0.00
	Charge for Payroll Taxes	0%	\$0.00
	400 Annual Hours		
	Avg. Hourly Wage Rate -	\$0.00 Excl. Benefits & Taxes	
General Manager	Charge for Employee Wages		\$0.00
	Charge for Health Care Benefits	0%	\$0.00
	Charge for Other Fringe Benefits	0%	\$0.00
	Charge for Payroll Taxes	0%	\$0.00
No. of FTEs (1 FTE=2080 Hours per Year) -	0.00 FTEs		
Avg. Hourly Wage Rate -	\$0.00 Excl. Benefits & Taxes		
Maintenance Manager	Charge for Employee Wages		\$0.00
	Charge for Health Care Benefits	0%	\$0.00
	Charge for Other Fringe Benefits	0%	\$0.00
	Charge for Payroll Taxes	0%	\$0.00
No. of FTEs (1 FTE=2080 Hours per Year) -	0.00 FTEs		
Avg. Hourly Wage Rate -	\$0.00 Excl. Benefits & Taxes		
Custodial Evening Supervisor/s	Charge for Employee Wages		\$0.00
	Charge for Health Care Benefits	0%	\$0.00
	Charge for Other Fringe Benefits	0%	\$0.00
	Charge for Payroll Taxes	0%	\$0.00
No. of FTEs (1 FTE=2080 Hours per Year) -	0.00 FTEs		
Avg. Hourly Wage Rate -	\$0.00 Excl. Benefits & Taxes		
Custodial Evening Supervisor/s	Charge for Employee Wages		\$0.00
	Charge for Health Care Benefits	0%	\$0.00
	Charge for Other Fringe Benefits	0%	\$0.00
	Charge for Payroll Taxes	0%	\$0.00
No. of FTEs (1 FTE=2080 Hours per Year) -	0.00 FTEs		
Avg. Hourly Wage Rate -	\$0.00 Excl. Benefits & Taxes		
Clerical	Charge for Employee Wages		\$0.00
	Charge for Health Care Benefits	0%	\$0.00
	Charge for Other Fringe Benefits	0%	\$0.00
	Charge for Payroll Taxes	0%	\$0.00
No. of FTEs (1 FTE=2080 Hours per Year) -	1.00 FTEs		
Avg. Hourly Wage Rate -	\$0.00 Excl. Benefits & Taxes		
Contractor Start Up Charges – attach detail breakdown			
Years total amount amortized over: 5 Years		\$0.00	\$0.00
Contractor Equipment Budget/Pool = \$300,000			
Years total amount amortized over: 5	Total Equip. Budget Pool Amount	\$300,000	\$60,000.00
Contractor Charge for Computerized Quality Assurance System			
Contractor Charge for Office and or Warehouse Rent			
Contractor Charge for Required Office Equipment			
Contractor Charge for Supplies & On-Going Operating Costs			
Enter Cost Per Employee = \$0.00	Input Cost for Employee		\$0.00
Contractor Management Fee			
District Charge for Contract Monitoring			
TOTAL CONTRACT CHARGE YEAR THREE (2027-2028)			\$0
Increase for 2027-2028, Year Three from 2026-2027		0.00%	\$0.00

PROPOSAL FORM A (FIVE YEARS) - PRICING			
(Part 4 of 5 <i>Note: Input Green Shaded Cells</i>)			
The staffing (FTE's) as detailed on Proposal Form A must match the staffing (FTEs) as detailed on Proposal Form B. If it does not the proposer must provide a detailed explanation as to why it does not match			
Description	Details	Percent	Total Charges
7-1-28 to 6-30-29 (Year Four)			
0	Charge for Employee Wages		\$0.00
	Charge for Health Care Benefits	0%	\$0.00
	Charge for Other Fringe Benefits	0%	\$0.00
	Charge for Payroll Taxes	0%	\$0.00
No. of FTEs (1 FTE=2080 Hours per Year) -	0.00 FTEs		
Avg. Hourly Wage Rate -	\$0.00 Excl. Benefits & Taxes		
Custodial Overtime	Charge for Employee Wages		\$0.00
	Charge for Payroll Taxes	0%	\$0.00
	1,700 Annual Hours		
Avg. Hourly Wage Rate -	\$0.00 Excl. Benefits & Taxes		
Custodial - Head/Leads	Charge for Employee Wages		\$0.00
	Charge for Health Care Benefits	0%	\$0.00
	Charge for Other Fringe Benefits	0%	\$0.00
	Charge for Payroll Taxes	0%	\$0.00
No. of FTEs (1 FTE=2080 Hours per Year) -	0.00 FTEs		
Avg. Hourly Wage Rate -	\$0.00 Excl. Benefits & Taxes		
Custodial Heads/Lead Overtime	Charge for Employee Wages		\$0.00
	Charge for Payroll Taxes	0%	\$0.00
	1,500 Annual Hours		
Avg. Hourly Wage Rate -	\$0.00 Excl. Benefits & Taxes		
Maintenance	Charge for Employee Wages		\$0.00
	Charge for Health Care Benefits	0%	\$0.00
	Charge for Other Fringe Benefits	0%	\$0.00
	Charge for Payroll Taxes	0%	\$0.00
No. of FTEs (1 FTE=2080 Hours per Year) -	0.00 FTEs		
Avg. Hourly Wage Rate -	\$0.00 Excl. Benefits & Taxes		
Prevailing Wages for Maintenance	Charge for Employee Wages		\$0.00
	Charge for Other Fringe Benefits	0%	\$0.00
	0 Annual Hours		
Incremental Average Hourly Wage Rate (Prevailing Avg. Hourly Wage Rate less Regular Avg. Hourly Wage Rate)	\$0.00 Excl. Benefits & Taxes		
Maintenance Overtime	Charge for Employee Wages		\$0.00
	Charge for Payroll Taxes	0%	\$0.00
	500 Annual Hours		
Avg. Hourly Wage Rate -	\$0.00 Excl. Benefits & Taxes		
Grounds	Charge for Employee Wages		\$0.00
	Charge for Health Care Benefits	0%	\$0.00
	Charge for Other Fringe Benefits	0%	\$0.00
	Charge for Payroll Taxes	0%	\$0.00
No. of FTEs (1 FTE=2080 Hours per Year) -	0.00 FTEs		
Avg. Hourly Wage Rate -	\$0.00 Excl. Benefits & Taxes		
Grounds Overtime	Charge for Employee Wages		\$0.00
	Charge for Payroll Taxes	0%	\$0.00
	400 Annual Hours		
Avg. Hourly Wage Rate -	\$0.00 Excl. Benefits & Taxes		
General Manager	Charge for Employee Wages		\$0.00
	Charge for Health Care Benefits	0%	\$0.00
	Charge for Other Fringe Benefits	0%	\$0.00
	Charge for Payroll Taxes	0%	\$0.00
No. of FTEs (1 FTE=2080 Hours per Year) -	0.00 FTEs		
Avg. Hourly Wage Rate -	\$0.00 Excl. Benefits & Taxes		
Maintenance Manager	Charge for Employee Wages		\$0.00
	Charge for Health Care Benefits	0%	\$0.00
	Charge for Other Fringe Benefits	0%	\$0.00
	Charge for Payroll Taxes	0%	\$0.00
No. of FTEs (1 FTE=2080 Hours per Year) -	0.00 FTEs		
Avg. Hourly Wage Rate -	\$0.00 Excl. Benefits & Taxes		
Custodial Evening Supervisor/s	Charge for Employee Wages		\$0.00
	Charge for Health Care Benefits	0%	\$0.00
	Charge for Other Fringe Benefits	0%	\$0.00
	Charge for Payroll Taxes	0%	\$0.00
No. of FTEs (1 FTE=2080 Hours per Year) -	0.00 FTEs		
Avg. Hourly Wage Rate -	\$0.00 Excl. Benefits & Taxes		
Custodial Evening Supervisor/s	Charge for Employee Wages		\$0.00
	Charge for Health Care Benefits	0%	\$0.00
	Charge for Other Fringe Benefits	0%	\$0.00
	Charge for Payroll Taxes	0%	\$0.00
No. of FTEs (1 FTE=2080 Hours per Year) -	0.00 FTEs		
Avg. Hourly Wage Rate -	\$0.00 Excl. Benefits & Taxes		
Clerical	Charge for Employee Wages		\$0.00
	Charge for Health Care Benefits	0%	\$0.00
	Charge for Other Fringe Benefits	0%	\$0.00
	Charge for Payroll Taxes	0%	\$0.00
No. of FTEs (1 FTE=2080 Hours per Year) -	1.00 FTEs		
Avg. Hourly Wage Rate -	\$0.00 Excl. Benefits & Taxes		
Contractor Start Up Charges – attach detail breakdown			
Years total amount amortized over: 5 Years		\$0.00	\$0.00
Contractor Equipment Budget/Pool = \$300,000			
Years total amount amortized over: 5 Total Equip. Budget Pool Amount	\$300,000		\$60,000.00
Contractor Charge for Computerized Quality Assurance System			\$0.00
Contractor Charge for Office and or Warehouse Rent			\$0.00
Contractor Charge for Required Office Equipment			\$0.00
Contractor Charge for Supplies & On-Going Operating Costs			
Enter Cost Per Employee = \$0.00	Input Cost for Employee		\$0.00
Contractor Management Fee		0.0%	\$0.00
District Charge for Contract Monitoring			\$25,512.00
TOTAL CONTRACT CHARGE YEAR FOUR (2028-2029)			\$0
Increase for 2028-2029, Year Four from 2027-2028			0.00% \$0.00

PROPOSAL FORM A (FIVE YEARS) - PRICING			
(Part 5 of 5 <i>Note: Input Green Shaded Cells</i>)			
The staffing (FTE's) as detailed on Proposal Form A must match the staffing (FTEs) as detailed on Proposal Form B. If it does not the proposer must provide a detailed explanation as to why it does not match			
Description	Details	Percent	Total Charges
7-1-29 to 6-30-30 (Year Five)			
Custodial	Charge for Employee Wages		\$0.00
	Charge for Health Care Benefits	0%	\$0.00
	Charge for Other Fringe Benefits	0%	\$0.00
	Charge for Payroll Taxes	0%	\$0.00
No. of FTEs (1 FTE=2080 Hours per Year) -	0.00 FTEs		
Avg. Hourly Wage Rate -	\$0.00 Excl. Benefits & Taxes		
Custodial Overtime	Charge for Employee Wages		\$0.00
	Charge for Payroll Taxes	0%	\$0.00
	1,700 Annual Hours		
	Avg. Hourly Wage Rate -	\$0.00 Excl. Benefits & Taxes	
Custodial - Head/Leads	Charge for Employee Wages		\$0.00
	Charge for Health Care Benefits	0%	\$0.00
	Charge for Other Fringe Benefits	0%	\$0.00
	Charge for Payroll Taxes	0%	\$0.00
No. of FTEs (1 FTE=2080 Hours per Year) -	0.00 FTEs		
Avg. Hourly Wage Rate -	\$0.00 Excl. Benefits & Taxes		
Custodial Heads/Lead Overtime	Charge for Employee Wages		\$0.00
	Charge for Payroll Taxes	0%	\$0.00
	1,500 Annual Hours		
	Avg. Hourly Wage Rate -	\$0.00 Excl. Benefits & Taxes	
Maintenance	Charge for Employee Wages		\$0.00
	Charge for Health Care Benefits	0%	\$0.00
	Charge for Other Fringe Benefits	0%	\$0.00
	Charge for Payroll Taxes	0%	\$0.00
No. of FTEs (1 FTE=2080 Hours per Year) -	0.00 FTEs		
Avg. Hourly Wage Rate -	\$0.00 Excl. Benefits & Taxes		
Prevailing Wages for Maintenance	Charge for Employee Wages		\$0.00
	Charge for Other Fringe Benefits	0%	\$0.00
	Charge for Payroll Taxes	0%	\$0.00
	0 Annual Hours		
Incremental Average Hourly Wage Rate (Prevailing Avg. Hourly Wage Rate less Regular Avg. Hourly Wage Rate)	\$0.00 Excl. Benefits & Taxes		
Maintenance Overtime	Charge for Employee Wages		\$0.00
	Charge for Payroll Taxes	0%	\$0.00
	500 Annual Hours		
	Avg. Hourly Wage Rate -	\$0.00 Excl. Benefits & Taxes	
Grounds	Charge for Employee Wages		\$0.00
	Charge for Health Care Benefits	0%	\$0.00
	Charge for Other Fringe Benefits	0%	\$0.00
	Charge for Payroll Taxes	0%	\$0.00
No. of FTEs (1 FTE=2080 Hours per Year) -	0.00 FTEs		
Avg. Hourly Wage Rate -	\$0.00 Excl. Benefits & Taxes		
Grounds Overtime	Charge for Employee Wages		\$0.00
	Charge for Payroll Taxes	0%	\$0.00
	400 Annual Hours		
	Avg. Hourly Wage Rate -	\$0.00 Excl. Benefits & Taxes	
General Manager	Charge for Employee Wages		\$0.00
	Charge for Health Care Benefits	0%	\$0.00
	Charge for Other Fringe Benefits	0%	\$0.00
	Charge for Payroll Taxes	0%	\$0.00
No. of FTEs (1 FTE=2080 Hours per Year) -	0.00 FTEs		
Avg. Hourly Wage Rate -	\$0.00 Excl. Benefits & Taxes		
Maintenance Manager	Charge for Employee Wages		\$0.00
	Charge for Health Care Benefits	0%	\$0.00
	Charge for Other Fringe Benefits	0%	\$0.00
	Charge for Payroll Taxes	0%	\$0.00
No. of FTEs (1 FTE=2080 Hours per Year) -	0.00 FTEs		
Avg. Hourly Wage Rate -	\$0.00 Excl. Benefits & Taxes		
Custodial Evening Supervisor/s	Charge for Employee Wages		\$0.00
	Charge for Health Care Benefits	0%	\$0.00
	Charge for Other Fringe Benefits	0%	\$0.00
	Charge for Payroll Taxes	0%	\$0.00
No. of FTEs (1 FTE=2080 Hours per Year) -	0.00 FTEs		
Avg. Hourly Wage Rate -	\$0.00 Excl. Benefits & Taxes		
Custodial Evening Supervisor/s	Charge for Employee Wages		\$0.00
	Charge for Health Care Benefits	0%	\$0.00
	Charge for Other Fringe Benefits	0%	\$0.00
	Charge for Payroll Taxes	0%	\$0.00
No. of FTEs (1 FTE=2080 Hours per Year) -	0.00 FTEs		
Avg. Hourly Wage Rate -	\$0.00 Excl. Benefits & Taxes		
Clerical	Charge for Employee Wages		\$0.00
	Charge for Health Care Benefits	0%	\$0.00
	Charge for Other Fringe Benefits	0%	\$0.00
	Charge for Payroll Taxes	0%	\$0.00
No. of FTEs (1 FTE=2080 Hours per Year) -	1.00 FTEs		
Avg. Hourly Wage Rate -	\$0.00 Excl. Benefits & Taxes		
Contractor Start Up Charges – attach detail breakdown			
Years total amount amortized over: 5 Years		\$0.00	\$0.00
Contractor Equipment Budget/Pool = \$300,000			
Years total amount amortized over: 5 Total Equip. Budget Pool Amount	\$300,000		\$60,000.00
Contractor Charge for Computerized Quality Assurance System			\$0.00
Contractor Charge for Office and or Warehouse Rent			\$0.00
Contractor Charge for Required Office Equipment			\$0.00
Contractor Charge for Supplies & On-Going Operating Costs			
Enter Cost Per Employee = \$0.00	Input Cost for Employee		\$0.00
Contractor Management Fee		0.0%	\$0.00
District Charge for Contract Monitoring			\$26,532.00
TOTAL CONTRACT CHARGE YEAR FIVE (2029-2030)			\$0
Increase for 2029-2030, Year Five from 2028-2029			0.00% \$0.00

PROPOSAL FORM A (FIVE YEARS) - PRICING

(Summary)

Description	Percent	Total Charges
TOTAL CONTRACT CHARGE YEAR ONE (2025-2026)		
Increase for 2026-2027, Year Two from 2025-2026	0.00%	\$0.00
TOTAL CONTRACT CHARGE YEAR TWO (2026-2027)		\$0
Increase for 2027-2028, Year Three from 2026-2027	0.00%	\$0.00
TOTAL CONTRACT CHARGE YEAR THREE (2027-2028)		\$0
Increase for 2028-2029, Year Four from 2027-2028	0.00%	\$0.00
TOTAL CONTRACT CHARGE YEAR FOUR (2028-2029)		\$0
Increase for 2029-2030, Year Five from 2028-2029	0.00%	\$0.00
TOTAL CONTRACT CHARGE YEAR FIVE (2029-2030)		\$0
TOTAL CONTRACT CHARGE FOR FIVE YEARS		\$0.00

The Contract Charge will be fixed for the five (5) year contract term.

We, the undersigned company, certify that we have read and fully understand the attached Request for Proposals including any addendums issued, we have been offered to visit all sites and facilities covered by the scope of work, and our company meets all of the requirements specified.

Authorized Signature

Address

Typed Name and Title

Phone Number

Company Name

Date

<h2 style="text-align: center;">Proposal Form A1</h2> <h3 style="text-align: center;">Employee & Employer Health Care Cost Breakdown with Estimated Number of Staff Taking Coverage</h3>						
<p>Contractors are to detail what the employee contribution dollars are annually as well as the employer cost of the benefit. Contractors must also detail how many employees (including management and administrative) they estimate will take the coverage. (The Total Annual Employer Cost must tie into Contractors pricing on form A)</p>						
	HMO			PPO		
	Cost per Employee	%	# of Staff Taking Benefits	Cost per Employee	%	# of Staff Taking Benefits
Single						
Employee Annual Cost	\$0	0.00%	0.00	\$0	0.00%	0.00
Employer Annual Cost	\$0	0.00%		\$0	0.00%	
Total Cost of Coverage	\$0	0.00%		\$0	0.00%	
Employee + One						
Employee Annual Cost	\$0	0.00%	0.00	\$0	0.00%	0.00
Employer Annual Cost	\$0	0.00%		\$0	0.00%	
Total Cost of Coverage	\$0	0.00%		\$0	0.00%	
Family						
Employee Annual Cost	\$0	0.00%	0.00	\$0	0.00%	0.00
Employer Annual Cost	\$0	0.00%		\$0	0.00%	
Total Cost of Coverage	\$0	0.00%		\$0	0.00%	
Total Cost of Coverage						
Employee Annual Cost	\$0	0.00%	0.00	\$0	0.00%	0.00
Employer Annual Cost	\$0	0.00%		\$0	0.00%	
Total Cost of Coverage	\$0	0.00%		\$0	0.00%	

Proposal Form A2 Fringe Benefits Provided by the Proposer for Its Staff			
The Proposer is to fill dollar/number in where the blue font is used. If not providing please insert Not Provided. Failure to meet/provide all the requirements of this form shall cause the Proposer's proposal to be deemed non-responsive and thereby not a responsive proposal.			
Benefit	Details		
	HMO	PPO	
		In Network	Out of Network
Medical			
Calendar Year Deductible			
Individual	\$0.00	\$0.00	\$0.00
Family	\$0.00	\$0.00	\$0.00
Annual Out of Pocket Maximum			
Individual	\$0.00	\$0.00	\$0.00
Family	\$0.00	\$0.00	\$0.00
Primary Care Physician	Co-Pay	Co-Pay	% Covered
Office Visits	\$0.00	\$0.00	\$0.00
Emergency Room Co-pay per visit	\$0.00	\$0.00	\$0.00
Inpatient Hospitalization	Co-Pay	Co-Pay	Deductible
	\$0.00	\$0.00	\$0.00
% Covered after	0%	0%	0%
Out Patient Hospital			
Deductible	\$0.00	\$0.00	\$0.00
% Covered after	0%	0%	0%
Lifetime Maximum Benefit	\$0.00	\$0.00	\$0.00
Prescription Drugs			
Generic Co-Pay	\$0.00	\$0.00	\$0.00
Formulary Co-Pay	\$0.00	\$0.00	\$0.00
Non-Formulary brand Co-Pay	\$0.00	\$0.00	\$0.00
Dental			
Coverage (Single or Family)			-
% Funded by Proposer			0%
% Coverage for preventative care			0%
% Coverage for basic services both in and out of network			0%
Life Insurance			
Policy amount at no cost to employee			\$0.00
401K			
Proposer match %			0%
Up to % of employee contribution			0%
Hours of service for eligibility			0
Mental Health			
Inpatient		In Network	Out of Network
% Covered after deductible		0%	0%
Outpatient		In Network	Out of Network
\$ per visit		\$0.00	
% Covered after deductible			0%

Proposal Form A2 (continued) Fringe Benefits Provided by the Proposer for Its Staff			
Substance Abuse			
Inpatient	In Network	Out of Network	
% Covered after deductible	0%	0%	
Outpatient	In Network	Out of Network	
\$ per visit	\$0.00		
% Covered after deductible		0%	
Vision Care			
	In Network	Out of Network	
Employee cost	\$0.00	\$0.00	
	Co-Pay	Coverage Up to	
Exam	\$0.00	\$0.00	
Lens	\$0.00	\$0.00	
Frames	\$0.00	\$0.00	
Contacts	\$0.00	\$0.00	
Waiting period (months)	0		
Educational Assistance			
With prior approval, reimbursement up to		\$0.00	
Average or better that must be achieved		0	
Detail All Paid Holidays Provided to All Employees			
Total Number of Paid Holidays		0.00	
Please list all paid holidays separated by commas	-		
Detail All Paid Time Off for All Employees			
Paid Time Off	Vacation	Sick	Personal
Beginning in Year 1	0	0	0
Accrue on a monthly basis? (Yes or No)	-	-	-
Start of Year 2 through Year 5	0	0	0
Start of Year 6 and beyond	0	0	0
Carry Over? (Yes or No)	-	-	-

PROPOSAL FORM B - REQUIRED WORKS SHIFTS & PROPOSED STAFFING													
(All Staffing Are in Full Time Equivalents – 1 FTE Equals 2080 Hours Per Year)													
The staffing (FTE's) as detailed on Proposal Form A must match the staffing (FTEs) as detailed on Proposal Form B.													
If it does not the proposer must provide a detailed explanation as to why it does not match A1:N18													
Building Name / Position	Square Footage	Day Shift						Evening				Weekend	Total FTEs
		5:30am to 2:00pm	6:00am to 2:30pm 3:00pm	7:00am to 3:30pm	8:00am to 4:30pm or 8:30am to 5:00pm or 9:30am to 6:00pm	10:00am to 6:30pm or 10:30am to 7:00pm or 11:00am to 7:30pm	10:00am to 2:00pm	1:00pm to 1:30pm to 9:30pm 10:00pm	2:00pm to 2:30pm to 10:30pm 11:00pm	2:30pm to 7:30pm or 3:00pm to 7:00pm	4:00pm to 10:00pm or 5:00pm to 9:00pm	2:30pm to 11:00pm (Wed-Sun)	
		Custodial Staffing											
Lakewood HS	281,916	-	-	-	-	-	-	-	-	-	-	-	0.00
Lakewood MS	105,723	-	-	-	-	-	-	-	-	-	-	-	0.000
Ella G Clarke	66,490	-	-	-	-	-	-	-	-	-	-	-	0.00
Clifton Ave	79,039	-	-	-	-	-	-	-	-	-	-	-	0.00
Oak Street School	107,402	-	-	-	-	-	-	-	-	-	-	-	0.00
Spruce Street	49,724	-	-	-	-	-	-	-	-	-	-	-	0.00
LECC 1&3	14,000	-	-	-	-	-	-	-	-	-	-	-	0.00
LECC 2	11,456	-	-	-	-	-	-	-	-	-	-	-	0.00
White House	2,500	-	-	-	-	-	-	-	-	-	-	-	0.0000
521 Princeton	2,500	-	-	-	-	-	-	-	-	-	-	-	0.0000
Piners	75,608	-	-	-	-	-	-	-	-	-	-	-	0.00
Board Office (Part ff HS)	-	-	-	-	-	-	-	-	-	-	-	-	0.00
Floater - District Wide	-	-	-	-	-	-	-	-	-	-	-	-	0.00
Sub-Total	796,358	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grounds													
Grounds	-	-	-	-	-	-	-	-	-	-	-	-	0.00
Sub - Total	-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Maintenance													
HVAC Technician	-	-	-	-	-	-	-	-	-	-	-	-	0.00
Painter	-	-	-	-	-	-	-	-	-	-	-	-	0.00
General Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	0.00
Sub-Total	-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Management and Clerical Staffing													
General Manager	-	-	-	-	-	-	-	-	-	-	-	-	0.00
Maintenance Manager	-	-	-	-	-	-	-	-	-	-	-	-	0.00
Custodial Supervisor(s)	-	-	-	-	-	-	-	-	-	-	-	-	0.00
Grounds Supervisor(s)	-	-	-	-	-	-	-	-	-	-	-	-	0.00
Administrative Assistant(s)	-	-	-	-	-	-	-	-	-	-	-	-	0.00
Sub-Total	-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	796,358	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

- Shifts and start times may change from time to time based upon District needs especially from July 1 to August 31. Contractor shall not change or eliminate any shift without the permission of the District
- At least **13** custodians and **7** head/lead custodians of the Contractor's on site staff must have Black Seal Boiler Operator Licenses at the start of the contract. In addition, all of the proposed management team must be in the process of obtaining or have a Black Seal license by the start of the contract. The total Black Seal licensing requirement by the start of the heating season (October 15) is **20** plus the proposed management team.
- The floater positions must work other shifts as requested by the District or changing needs, and should be utilized for weekend work to minimize over time.
- On days that schools are closed for snow the contractor's staff must be available to work days to assist the District's staff for snow removal. When this occurs the contractor will not provide evening cleaning. On days there is a delayed opening the Contractor must bring in some of its custodians early to assist in the snow removal, when this occurs the Contractor must provide evening cleaning. On days there is an early dismissal or evening inclement weather, the Contractor must be available to assist with snow removal and provide evening cleaning.

All Proposers submitting a proposal must complete this form.

This is not to be used for Proposer's Required Equipment

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Proposal Form D

Proposer Requirements

To be considered responsive the Proposer must meet the following requirements and note, in each box, on what page and paragraph number in its response that this requirement is met. Not doing so may cause the proposal to be non-responsive.

Requirement	Page & Paragraph No. in Proposal
<p>1. Proposal Response Format: The Proposer will use the following format in its proposal response and will number all pages of its response. Failure to use the following format may disqualify the proposal, or result in a reduced evaluation score.</p> <ul style="list-style-type: none"> • Section 1- Required Documents, Proposer Charges and Financials: All the required proposal forms, proposal guarantee, financial statements, etc. Provide management candidates resumes, licenses, certifications and qualifications as well as detail of all charges and any other pertinent financial information. • Section 2 - Executive Summary Section: Provide an overview/summary as to how and why your company is responsive to this RFP pursuant to Paragraph B-Procurement Method. • Section 3 - Company Details and References: Detail the information request pursuant to Paragraph S-Proposer Qualifications, Requirements for Being Responsive, and Performance Investigations. Describe any pertinent information concerning your company. The Proposer must presently be providing custodial, maintenance, grounds and management type services. Defined as having management acting in a purely supervisory capacity, management and custodial, maintenance and grounds staff on its payroll both dedicated to and working full time on site at the school district. The Proposer must be providing these services to at least three public school districts. One of the public school districts served must be of similar size (in number of schools or total square footage) or larger than the Lakewood School District. List these school districts on Proposal Form E. Failure to provide the aforementioned list of public school districts on Proposal Form E and the detail required shall cause the proposal to be non-responsive. • Section 4 – Staffing, Wages and Benefits: Provide the following information that meets the requirements contained in this RFP. <ul style="list-style-type: none"> a. Detail the number of employees (hourly, clerical and management that you are recommending including, wages for each position, staffing by building, shift, days worked and position. b. Provide an organization chart detailing building, position titles, shift and days worked. Also, detail benefits provided including percent of employee contribution, level of benefits offered (PPO, HMO, life insurance, paid time off, tuition reimbursement, dental, etc.) c. Describe how you will recruit and hire the staff you provide and the timeframe in which it will be accomplished. • Section 5 - Program Elements: Detail your company's management resources, systems, procedures, employees/staffing recommendations, human resources, custodial programs, training programs, safety programs, quality assurance systems, computerized quality assurance system, etc., that meets the requirements contained in this RFP. Provide organization charts of your support organization for the contract. Not doing so may cause the proposal to be non-responsive and could be cause for disqualification. • Section 6 – Start Up/Transition Plan: Describe in detail a plan by which your company will transition from the district staff to your operations. 	
2. Provide evidence and details of a support organization sufficient to deliver the proposed services as well as the technical support available to the District without the use of Sub-Contracting.	
3. Provide organizational charts showing the management personnel who are proposed to support the on-site program and an organizational chart of proposed custodial personnel.	
4. Provide evidence and detailed information demonstrating that the Proposer has, can and will provide the management systems, programs, and procedures that meet the requirements of this RFP in the following areas:	
a. Management	
b. Human Resources	
c. Custodial	
d. Maintenance	
e. Grounds	
5. Provide detailed information regarding how the Proposer will improve the appearance of all buildings and grounds, and how the Proposer will create and maintain a cleaner and safer environment for students and employees.	
6. Provide evidence and detailed information regarding of the following:	
a. Planning	
b. Management Systems	
c. Task Schedules	

Proposal Form D

Proposer Requirements

To be considered responsive the Proposer must meet the following requirements and note, in each box, on what page and paragraph number in its response that this requirement is met. Not doing so may cause the proposal to be non-responsive.

Requirement	Page & Paragraph No. in Proposal
d. Technologies	
e. Processes	
f. Training	
g. Inventory Controls	
7. Provide evidence and details of a start-up/transition plan. Include the following: <ul style="list-style-type: none"> a. Provide evidence and a detailed plan showing how the Proposer will achieve the required level of staffing prior to the start of the contract. b. How will the Proposer provide a fire extinguisher serviceability and control? c. Provide evidence and a detailed plan illustrating how the Proposer will ensure that all the initial staff will have TB test, state background clearance approval archivable to the District on or before June 15, 2025. d. Provide evidence and a detailed plan illustrating how the Proposer will ensure that the required number of staff will meet the Black Seal Licensing Requirements. 	
8. Provide evidence and detailed information regarding the Proposer's system to improve productivity and encourage an employee philosophy of excellence, teamwork, and personal growth.	
9. How will the Proposer recruit and maintain a stable workforce?	
10. Provide a statement that the Proposer will comply with all Board of Education policies.	
11. Provide evidence that the Proposer has and will provide the Insurance Requirements contained in this RFP. The types of insurance required will include: <ul style="list-style-type: none"> a. Liability Insurance b. Worker's Compensation c. Employee Health Insurance & Fringe Benefits d. Automobile Liability 	
12. Provide evidence and detailed information regarding how the Proposer will comply with OSHA, IPM, Hazardous Communication Act Regulations including Right to Know/Understand regulations.	
13. Provide evidence that the Proposer will provide safety, personal protection, and supplemental equipment required.	
14. Provide evidence that the office space to the Proposer is adequate. If not, provide evidence that any additional space required for office, office furniture or equipment for the Proposer's on-site operations will be provided by the Proposer and included in the Total Contract Price.	
15. Provide a description the computerized custodial quality assurance system the Proposer is proposing.	
16. Provide evidence that the Proposer is presently providing custodial, maintenance, grounds and management services (defined as having management acting in a purely supervisory capacity and custodial, maintenance and grounds staff on the Proposer's payroll dedicated to and working full time on site at the school district) to at least three public school districts. One of the public school districts served must be of similar size or larger than the Lakewood School District.	
17. Provide evidence that the Proposer has a positive record of at least ten years of successful management experience in the performance of providing custodial, maintenance, grounds and management services to school districts.	
18. Provide evidence and detailed information regarding any contracts to which the Proposer has been a party, which were terminated for default during the past five (5) years, all such incidents must be described. "Termination for default" is defined as notice to stop performance due to the Proposer's non-performance or unacceptable performance. Describe the previous terminations for default that have occurred during the past five (5) years, including the other party's name, address and telephone number. Present the Proposer's position on the matter. Please indicate if the Proposer has experienced no such termination for default in the past five (5) years.	
19. Provide evidence and detailed information regarding any contracts to which the Proposer was a party and which have ended, any contracts terminated for convenience, non-allocation of funds, or any other reason, during the past five (5) years, describe fully all such non-renewals or terminations, including the name, address and telephone number of the former client.	
20. Submit the resume/summary of qualifications of the proposed on-site management staff. The proposed on-site management should meet and/or exceed the following qualifications/skill level and provide evidence of same:	
General Manager: <ul style="list-style-type: none"> a. Must have a high school diploma or GED equivalent diploma. Should have at least two years' experience in managing a comparable sized public school district. b. Should have more than five years' experience in the facilities management industry. c. Must be in the process of obtaining or have a Black Seal License by 7-1-2025. 	

Proposal Form D

Proposer Requirements

To be considered responsive the Proposer must meet the following requirements and note, in each box, on what page and paragraph number in its response that this requirement is met. Not doing so may cause the proposal to be non-responsive.

Requirement	Page & Paragraph No. in Proposal
<p>d. Must have a high school diploma or GED equivalent diploma.</p> <p>e. Must be a NJ Certified Educational Facilities Manager (CEFM) pursuant to 18A:17-49 or obtain it within two years of contract start date.</p> <p>f. . For public safety requirements and in case of an emergency, all Contractor General Managers must be fluent in English and able to effectively communicate with the District's staff, fire, police and the public in the respective buildings by being able to read, write, speak and understand English. Daytime custodians must also be capable of communicating effectively both in-person as well as via email.</p> <p>Assistant/Maintenance Manager:</p> <p>a. Should have at least one year experience in managing a comparable sized public school district.</p> <p>b. Should have more than five years' experience in the facilities management industry.</p> <p>c. Should hold a NJ Black Seal license.</p> <p>d. Must have a high school diploma or GED equivalent diploma.</p> <p>e. For public safety requirements and in case of an emergency, all Contractor Assistant Managers must be fluent in English and able to effectively communicate with the District's staff, fire, police and the public in the respective buildings by being able to read, write, speak and understand English. Daytime custodians must also be capable of communicating effectively both in-person as well as via email.</p> <p>Custodial Supervisor/s:</p> <p>a. Should have at least one year experience in managing a comparable sized public school district.</p> <p>b. Should have two years' experience in the custodial industry.</p> <p>c. Should have a Black Seal license.</p> <p>d. Should be fluent in English and Spanish.</p> <p>e. Must have a high school diploma or GED equivalent diploma.</p>	
21. Provide a detailed plan outlining how the Proposer intends to meld together with the District's staff to provide a well-run and seamless operation. The plan must:	
a. Specify what steps the Proposer will take to establish good communications with the Business Administrator and the Facilities Manager.	
b. Specify how the Proposer's management will interface with the Business Administrator and the Facilities Manager.	
c. Specify how the Proposer will flex its staff hours to perform snow removal.	
22. Provide evidence and detailed information outlining how the Proposer will control the cost of labor and materials, support energy conservation measures and maintain continuous availability of trained and experienced managers and technical support.	
23. Provide evidence and detailed information regarding how the Proposer will provide the technical expertise and support for various custodial operations and to support the on-site staff as detailed in the scope of work and services.	
24. Provide evidence of nature and scope of human resources management that will be available for the custodial staff.	
25. Provide evidence and detailed information regarding how the Proposer will manage resources with strict attention to fiscal responsibility, including the following controls with provision and implementation of written policies and procedures for the departments such as payroll, personnel, budgeting and purchasing, receipt, storage and issue of supplies, provide and maintain a supplies inventory and an administrative system to control the District's inventory within the first six months of the contract.	
26. Provide evidence and detailed information regarding how the Proposer will provide assistance to District with respect to the District's policies, procedures, designs, equipment and furnishings to facilitate compliance with applicable occupational safety and health codes and standards, and applicable Life Safety Codes.	
27. Provide evidence and detailed information regarding how the Proposer will provide training to the staff on the use of the following:	
a. Alarm systems and signals.	
b. Fire suppression equipment and methods of fire containment measures.	
c. Written procedures/instructions and their responsibilities to the custodial staff for a. and b.	
d. Written procedures/instructions and their responsibilities to the custodial staff for in case of emergency, other threats or explosions.	

Proposal Form D

Proposer Requirements

To be considered responsive the Proposer must meet the following requirements and note, in each box, on what page and paragraph number in its response that this requirement is met. Not doing so may cause the proposal to be non-responsive.

Requirement	Page & Paragraph No. in Proposal
28. Provide evidence and detailed information regarding how the Proposer's on-site manager will support the District by providing a safely maintained and secure facility.	
29. Provide detailed information how the Proposer will provide the following:	
a. How will new employees be given orientation, in-service and developmental training.	
b. Self-study training materials in subject matter applicable to appropriate occupational categories, qualifications and experience for its staff covering custodial skills.	
c. How will the Proposer communicate mission, training to employees	
d. All required training including, but not limited to OSHA, IPM, AHERA, Blood borne Pathogens and Hazardous Communication Act, confined space, Anti-bullying etc.	
e. How will the Proposer encourage and facilitate the well-being and development of Proposer's staff by providing fully integrated employee training and development programs. This will include job-related technical skills training as well as personal development opportunities. The programs must be specific for the following disciplines:	
i. Custodial	
ii. Maintenance	
iii. Grounds	
iv. Management	
f. Provide all direction and supervision for its employees.	
g. How will task schedules be written?	
h. Provide a written organizational summary for onsite organization's responsibilities and relationships. Include organizational diagrams showing lines of communication, direction, and reporting relationships.	
i. Provide job descriptions for each member of the custodial organization.	
30. Provide evidence and detailed information outlining how the Proposer will provide training for all Proposer employees on the operation and care of the custodial, maintenance and grounds equipment provided by the Proposer and the District.	
31. Provide examples of written monthly manager's report of custodial activities and objectives which will be provided to the administration.	
32. Provide evidence and detailed information outlining how and when the Proposer will provide written plans to the District for project cleaning and grounds cultural calendars.	
33. Provide evidence and detailed information outlining how and when the Proposer will provide written plans to the District for the coverage for special events.	
34. Provide evidence and detailed information outlining how the Proposer will assist the District in maintaining accountability for the use and maintenance of capital assets, parts, components, and inventories including: actions and/or recommendations as to equipment use, inspection and repairs as well as control of parts and supplies.	
35. Provide evidence and detailed information outlining how the Proposer will provide an emergency storm response plan.	
Note: Unless otherwise indicated Items 36 to 56 are due with proposal submission	
36. Provide a completed Proposal Form A – Pricing	
37. Provide a completed Proposal Form A1 – Employee & Employer Health Care Cost Breakdown	
38. Provide a completed Proposal Form A2 – Fringe Benefits Provided	
39. Provide a completed Proposal Form B – Proposed Staffing	
40. Provide a completed Proposal Form C – Equipment & Vehicles Needed Recommended by Proposer	
41. Provide a completed Proposal Form D – Proposal Requirements	
42. Provide a completed Proposal Form E – List of Three Public school districts Served	
43. Provide a completed Proposal Form F – Proposer's Litigation Certification	
44. Provide a completed Proposal Form G – Prevailing Wage Rate Affidavit and NJ Public Works Contractor Registration Act	
45. Provide a completed Proposal Form H – Non-Collusion Affidavit	
46. Provide a completed Proposal Form I – Statement of Ownership Disclosure	
47. Provide a completed Proposal Form J – Required Licensing	
48. Provide a completed Proposal Form K – Certification of Affirmative Action	

Proposal Form D **Proposer Requirements**

To be considered responsive the Proposer must meet the following requirements and note, in each box, on what page and paragraph number in its response that this requirement is met. Not doing so may cause the proposal to be non-responsive.

<i>Requirement</i>	<i>Page & Paragraph No. in Proposal</i>
49. Provide a completed Proposal Form L – Americans with Disabilities Act Of 1990	
50. Provide a completed Proposal Form M – Staffing, Wages, Overtime, and Fringe Benefits for Proposer’s Staff Certification & Affidavit.	
51. Provide a completed Proposal Form N – Debarment/Suspension Certification.	
52. Provide a completed Proposal Form O - Contractor’s Assurance of Compliance	
53. Provide a completed Proposal Form P- Disclosure of Investment Activities in Iran	
54. Provide a completed Proposal Form Q - Certification of Non-Involvement in Prohibited Activities in Russia or Belarus	
55. Provide a copy of NJ Public Works Proposer Registration Certificate.	
56. Provide a copy of the Proposers New Jersey Business Registration Certificate	
	<i>Yes or No</i>
57. Has the Proposer submitted any exceptions to anything contained in this RFP? If yes provide a copy of Attachment B which was submitted prior to the question period ending.	
58. Is the Proposer sub-contracting any part of this contract?	

Proposal Form E List of Three Public School Districts Served

Provide evidence the Proposer is presently providing custodial and management services (defined as having management acting in a purely supervisory capacity and custodial staff on Proposers payroll dedicated to and working full time on site at the school district) to at three public school districts. One of the public school districts served must be of similar size or larger than Lakewood District. Failure to provide the aforementioned list of public school districts on this form and the detail required may cause the Proposer's proposal to be non-responsive and non-conforming.

Name of Public School District		
Address:		
City, State, Zip:		
Contact Name & Title:		
Phone Number:	Total Square Footage:	
Date Services Began:	Number of Schools:	
Staff on Proposer Payroll (Y or N):	Number of Students:	
Services (List all that apply)	Mgr. Dedicated On-Site (Y or N):	
Name of Public School District		
Address:		
City, State, Zip:		
Contact Name & Title:		
Phone Number:	Total Square Footage:	
Date Services Began:	Number of Schools:	
Staff on Proposer Payroll (Y or N):	Number of Students:	
Services (List all that apply)	Mgr. Dedicated On-Site (Y or N):	
Name of Public School District		
Address:		
City, State, Zip:		
Contact Name & Title:		
Phone Number:	Total Square Footage:	
Date Services Began:	Number of Schools:	
Staff on Proposer Payroll (Y or N):	Number of Students:	
Services (List all that apply)	Mgr. Dedicated On-Site (Y or N):	

Proposal Form F – Litigation Certification

The Proposer must provide the following certification. Any Proposer that omits any requested information or does not comply with this is subject to having its proposal deemed not responsive and thereby disqualified.

- A. The Contactor must provide certification that there is no litigation that would jeopardize the financial condition of the Proposer or its ability to meet the terms of this proposal. The Proposer shall provide general information from its legal resources regarding litigation and public information regarding final judgments against the Proposer in the past the (3) years.

Judgment in Favor Of	Amount	Check One		Reason for Litigation
		Settled	Pending	

- B. Provide a complete listing of any litigation which was instituted by the Proposer between former, current or prospective clients and the Proposer, for the last three (3) years or instituted by the former, current or prospective clients. Include a complete listing of any litigation between any local/state/federal agency and the Proposer (litigation that relates to operations of publicly funded programs). Please include the names of the Local/State/Federal agency, the location (City, State), a description of the situation, and the outcome.

Judgment in Favor Of	Name of Party Sued	Check One		Reason for Litigation
		Settled	Pending	

The undersigned Proposer certifies that he/she attests that all litigation information required by this Request for Proposal has been met and the undersigned Proposer further understands that its proposal shall be rejected as non-responsive if such information is not accurate or information has been omitted.

Witness:

Signature

Authorized Signature and Title

Date

Date

Proposal Form G

Prevailing Wage Rate Compliance Affidavit and NJ Public Works Contractor Registration Act

Company Name: _____

Prevailing Wage Rate Compliance Affidavit Certification

Indicate below your compliance with New Jersey Prevailing Wage Rate regulations. Your proposal will not be accepted if you are not in compliance.

Contractors attention is called to the requirements of both N.J.S.A., 34:11-56.55 et seq., Prevailing Wages on Public Contracts, and N.J.S.A. 10:5-1 et seq., Prohibiting Discrimination in Employment on Public Contracts. Contractors will be required to pay prevailing wage rates as determined by the "New Jersey Prevailing Wage Act" of the State of New Jersey Department of Labor and Industry pursuant to Chapter 150 of the Laws of 1963, effective January 1, 1964.

By signing below the contractor agrees that they are paying prevailing wage rates to the maintenance staff or any staff performing prevailing wage rate work as defined by the regulations. I further certify that the statements and information contained herein are complete and correct to the best of my knowledge and belief:

Witness:

Signature

Authorized Signature and Title

Date

Date

Compliance with the NJ Public Works Contractor Registration Act: The Public Works Contractor Registration Act (PWCRA) requires that all contractors, including named subcontractors, register with the Department of Labor prior to submitting price proposals or engaging in certain public works contracts that exceed the prevailing wage threshold. The prevailing wage threshold is \$11,892 for municipalities and \$2,000 for all non-municipal entities, such as boards of education, authorities, fire districts, counties, etc.

Contractor's r must submit a copy of their registration with their proposal response.

Because the PWCRA uses the definition of public works contracts under the prevailing wage law, where the law uses the term "bidding", contracting units is advised to read that as meaning to "submit a price proposal." Thus, the law applies to the formal bidding process where the contract is awarded to the lowest responsible Proposer, and the receipt of informal quotations awarded to the vendor whose proposal is the "most advantageous, price and other factors considered."

Under the law a *contractor* is a "person, partnership, association, joint stock company, trust, corporation, or other legal business entity or successor thereof who enters into a contract" which is subject to the provisions of the New Jersey Prevailing Wage Act [N.J.S.A. 34:11-56.25 et seq.]. It applies to contractors based in New Jersey or in another state.

The PWCRA defines "public works projects" as contracts for "public work" as defined in the Prevailing Wage Act [N.J.S.A. 34:11-56.26(5)]. The term means:

- "Construction, reconstruction, demolition, alteration, or repair work, or maintenance work, including painting and decorating, done under contract and paid for in whole or in part out of the funds of a public body, except work performed under a rehabilitation program.
- "Public work" shall also mean construction, reconstruction, demolition, alteration, or repair work, done on any property or premises, whether or not the work is paid for from public funds..."
- "Maintenance work" means the repair of existing facilities when the size, type or extent of such facilities is not thereby changed or increased. While "maintenance" includes painting and decorating and is covered under the law, it does not include work such as routine landscape maintenance or janitorial services.

In order to provide guidance to contracting officials on implementing the law, nine key principles have been identified in the law. The nine items follow:

Proposal Forms

Section 4

1. The law applies to all “public works contracts” that exceed the contracting unit’s prevailing wage threshold, as set by N.J.S.A. 34:11-56.26 (a) and (b).
2. The law applies to contracts for which public bidding is required, as well as those for which quotations are received.
3. All named contractors in a proposal (including out-of-state contractors) must be registered with the Department of Labor’s Division of Wage and Hour Compliance at the time proposals are received by the public entity.
For clarity, Local Finance Notice 2004-9 dated 4/28/04 uses the following term: “Received,” in context of when “proposals are received,” means the deadline or moment in time when proposals are formally opened and no other proposals are accepted.
4. The law requires contractors to submit certificates after a proposal is received and prior to awarding the contract. (N.J.S.A. 34:11-56.55)
5. After proposals are received, and prior to contract award, the contractor most likely to receive the contract award must submit to the public entity copies of certifications of all listed sub-contractors.
6. The contracting agent must review the certificates to be sure they were in effect at the time the bid proposals were received.
7. Non-listed subcontractors do not have to be registered until they physically start the public work assigned to them.
8. Proposal documents need to inform those submitting proposals of these requirements.
9. Emergency work is covered under the provisions of the Prevailing Wage Act and the PWCRA.

Instructions to Proposers:

1. All named sub-contractors must be registered with the Department of Labor pursuant to the PWCRA at the time the proposal is received, or the proposal will be determined to be non-responsive.
2. Any non-listed sub-contractor must be registered with the Department of Labor prior to physically starting work. A contractor’s certification can be confirmed by contacting the Department of Labor’s Division of Wage and Hour Compliance website (www.nj.gov/labor/lssc/lspubcon.html). This site only shows approved contractors; there is no “pending” approval or a “grace” period. If a contracting unit encounters a problem in its review of certifications, or difficulty in making an award because of a non-registered contractor, they should contact the Contractor Registration Unit as soon as possible.

N.J.S.A. 34:11-56.56 provides several methods for the Department of Labor to enforce the law. The Department can deny renewal, revoke or suspend the registration of a contractor for a period of not more than five years, or, as a condition of initial or continued registration, require a surety bond payable to the State of New Jersey.

Additional information on the PWCRA can be obtained from the:

Contractor Registration Unit	Telephone: 609-292-9464
Division of Wage and Hour Compliance	Fax: 609-633-8591
New Jersey Department of Labor	E-mail: contreg@dol.state.nj.us
PO Box 389	Web site: www.nj.gov/labor/lssc/lspubcon.html
Trenton, New Jersey 08625-0389	

The web site has links to the PWCRA Registration Form, Listing of Contractors, Prevailing Wages and other useful information.

Contact the Division of Local Government Services at (609) 292-7842, by fax at (609) 633-6243 or by e-mail at lpcl@dca.state.nj.us for assistance in the application of the Local Public Contracts Law or related PWCRA issues. As specific situations are presented to the contracting unit, local legal advisors should review this guidance as to its applicability.

Proposal Form H **Non-Collusion Affidavit**

Company Name: _____

Address: _____

City, State, Zip: _____

State of New Jersey

County of _____

I, _____ of the _____
Name City

in the County of _____ and the State of _____ full age, being duly sworn
according to law on my oath depose and say that:

I am the _____ of the firm of _____
Title Company Name

who is the Proposer making the proposal for the goods, services or public work specified under Lakewood Board of Education RFP for :
Custodial, Maintenance, Grounds and Management Services Contract, and that I executed the said proposal with full authority so to do;
that said Proposer has not directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action
in restraint of free, competitive contracting in connection with the above indicated RFP, and that all statements contained in said
proposal and in this affidavit are true and correct, and made with the full knowledge that the Lakewood Board of Education relies upon
the trust of the statements contained in this affidavit in awarding the contract for the said goods, services or public work.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an
agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees or bona fide
established commercial or selling agencies maintained by the following company:

Company Name

Authorized Signature & Title

Sworn and subscribed to before me this _____ day of _____, 2025

Notary Public

My commission expires _____, 20

Proposal Form I**STATEMENT OF OWNERSHIP DISCLOSURE**

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

Name of Organization: _____

Organization Address: _____

Part I Check the box that represents the type of business organization:

- ☐ Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- ☐ Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- ☐ For-Profit Corporation (any type) ☐ Limited Liability Company (LLC)
- ☐ Partnership ☐ Limited Partnership ☐ Limited Liability Partnership (LLP)
- ☐ Other (be specific): _____

Part II

- ☐ The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. (**COMPLETE THE LIST BELOW IN THIS SECTION**)

OR

- ☐ No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. (**SKIP TO PART IV**)

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Home Address (for Individuals) or Business Address

Part III DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II

If a Proposer has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. Attach additional sheets if more space is needed.

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

Please list the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II **other than for any publicly traded parent entities referenced above.** The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual

partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Home Address (for Individuals) or Business Address

Part IV Certification

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the Proposer; that the Lakewood School District is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with Lakewood School District to notify the Lakewood School District in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the Lakewood School District to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):		Title:	
Signature:		Date:	

Required Proposers License Evidence:

I further certify that the statements and information contained herein, are complete and correct to the best of my knowledge and belief:

- Witness:

Date _____

Proposal Form K (Informational)
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127), N.J.A.C. 17:27
GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

- Letter of Federal Affirmative Action Plan Approval
- Certificate of Employee Information Report
- Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at: http://www.state.nj.us/treasury/contract_compliance/).

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to N.J.A.C.17:27-1.1 et seq.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.1 et seq. and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that its bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

Proposal Form K - Certification of Affirmative Action
AFFIRMATIVE ACTION COMPLIANCE NOTICE
N.J.S.A. 10:5-31 and N.J.A.C. 17:27

GOODS AND SERVICES CONTRACTS
(INCLUDING PROFESSIONAL SERVICES)

This form is a summary of the successful Proposer's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

The successful Proposer shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

(a) A photocopy of a valid letter that the Contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);

OR

(b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4;

OR

(c) A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the Contractor in accordance with N.J.A.C. 17:27-4.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

The successful vendor(s) must submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.1 et seq. and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that its bid shall be rejected as non-responsive if said Contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

Company: _____ Signature: _____

Print Name: _____ Title: _____

Date: _____

Proposal Form L
AMERICANS WITH DISABILITIES ACT OF 1990
Equal Opportunity for Individuals with Disability

The Contractor and the Lakewood Board of Education, (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (*42 U.S.C. §12101 et seq.*), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the Contractor agrees that the performance will be in strict compliance with the Act. In the event that the Contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the Contractor will defend the owner in any action or administrative proceeding commenced pursuant to this Act. The Contractor will indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The Contractor will, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the Contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the Contractor will satisfy and discharge the same at its own expense.

The owner will, as soon as practicable after a claim has been made against it, give written notice thereof to the Contractor along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the owner or any of its agents, servants, and employees, the *owner will* expeditiously forward or have forwarded to the Contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the owner of the services provided by the Contractor pursuant to this contract will not relieve the Contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the owner pursuant to this paragraph.

It is further agreed and understood that the owner assumes no obligation to indemnify or save harmless the Contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the Contractor expressly understands and agrees that the provisions of this indemnification clause will in no way limit the Contractor's obligations assumed in this Agreement, nor will they be construed to relieve the Contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

By signing below the Contractor agrees that they will comply with the AMERICANS WITH DISABILITIES ACT OF 1990:

Witness:

 Signature

 Authorized Signature and Title

 Date

 Date

Staffing, Wages, Overtime, Paid Time Off, and Fringe Benefits for Contractor's Staff Certification & Affidavit

City, State, Zip: _____

County of _____

I am the _____ of the firm of _____
Title Company Name

I, on behalf of the Proposer further agrees to provide all certified payrolls and documentation to verify wages, payroll and fringe benefits to the District.

Authorized Signature & Title

Notary Public

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Proposal Form N
CERTIFICATION OF NON-DEBARMENT
FOR FEDERAL AND STATE GOVERNMENT CONTRACTS

N.J.S.A. 52:32-44.1 (P.L. 2019, c.406)

This certification shall be completed, certified to, and submitted to the contracting unit prior to contract award, except for emergency contracts where submission is required prior to payment.

PART I: VENDOR INFORMATION	
Individual or Organization Name	
Address of Individual or Organization	
DUNS Code (if applicable)	
CAGE Code (if applicable)	
Check the box that represents the type of business organization:	

- ☐ Sole Proprietorship (skip Parts III and IV)
 ☐ Non-Profit Corporation (skip Parts III and IV)
☐ For-Profit Corporation (any type)
 ☐ Limited Liability Company (LLC)
 ☐ Partnership
☐ Limited Partnership
 ☐ Limited Liability Partnership (LLP)
☐ Other (be specific): _____

PART II – CERTIFICATION OF NON-DEBARMENT: Individual or Organization			
I hereby certify that the individual or organization listed above in Part I is not debarred by the federal or state government from contracting with a federal or state agency. I further acknowledge: that I am authorized to execute this certification on behalf of the above-named organization; that the Lakewood Board of Education (“the Board”) is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the date of contract award by the Board of Education to notify the Board in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the Board, permitting the Board to declare any contract(s) resulting from this certification void and unenforceable.			
Full Name (Print):		Title:	
Signature:		Date:	

PART III – CERTIFICATION OF NON-DEBARMENT: Individual or Entity Owning Greater than 50 Percent of Organization	
Section A (Check the Box that applies)	
☐	Below is the name and address of the stockholder in the corporation who owns more than 50 percent of its voting stock, or of the partner in the partnership who owns more than 50 percent interest therein, or of the member of the limited liability company owning more than 50 percent interest therein, as the case may be.
Name of Individual or Organization	
Home Address (for Individual) or Business Address	
OR	
☐	No one stockholder in the corporation owns more than 50 percent of its voting stock, or no partner in the partnership owns more than 50 percent interest therein, or no member in the limited liability company owns more than 50 percent interest therein, as the case may be.
Section B (Skip if no Business entity is listed in Section A above)	
☐	Below is the name and address of the stockholder in the corporation who owns more than 50 percent of the voting stock of the organization's parent entity, or of the partner in the partnership who owns more than 50 percent interest in the organization's parent entity, or of the member of the limited liability company owning more than 50 percent interest in organization's parent entity, as the case may be.
Stockholder/Partner/Member Owning Greater Than 50 Percent of Parent Entity	
Home Address (for Individual) or Business Address	
OR	
☐	No one stockholder in the parent entity corporation owns more than 50 percent of its voting stock, no partner in the parent entity partnership owns more than 50 percent interest therein, or no member in the parent entity limited liability company owns more than 50 percent interest therein, as the case may be.

Section C – Part III Certification

I hereby certify that no individual or organization that is debarred by the federal or state government from contracting with a federal or state agency owns greater than 50 percent of the **Organization listed above in Part I** or, if applicable, owns greater than 50 percent of a parent entity of said Organization. I further acknowledge: that I am authorized to execute this certification on behalf of the above-named organization; that the Lakewood Board of Education (“the Board”) is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the date of contract award by the Board to notify the Board in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the Board, permitting the Board to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):

Title:

Signature:

Date:

Part IV – CERTIFICATION OF NON-DEBARMENT: Contractor – Controlled Entities**Section A**

Below is the name and address of the corporation(s) in which the **Organization listed in Part I** owns more than 50 percent of voting stock, or of the partnership(s) in which the **Organization listed in Part I** owns more than 50 percent interest therein, or of the limited liability company or companies in which the **Organization listed above in Part I** owns more than 50 percent interest therein, as the case may be.

Name of Business Entity

Business Address

Add additional sheets if necessary

OR

The **Organization listed above in Part I** does not own greater than 50 percent of the voting stock in any corporation and does not own greater than 50 percent interest in any partnership or any limited liability company.

Section B (skip if no business entities are listed in Section A of Part IV)			
☐		Below are the names and addresses of any entities in which an entity listed in Part III A owns greater than 50 percent of the voting stock (corporation) or owns greater than 50 percent interest (partnership or limited liability company).	
Name of Business Entity Controlled by Entity Listed in Section A of Part IV		Business Address	
Add additional Sheets if necessary			
OR			
☐		No entity listed in Part III A owns greater than 50 percent of the voting stock in any corporation or owns greater than 50 percent interest in any partnership or limited liability company.	
Section C – Part IV Certification			
<p>I hereby certify that the Organization listed above in Part I does not own greater than 50 percent of any entity that is debarred, suspended, proposed for debarment, declared ineligible or disqualified by the New Jersey Department of Treasury or any Federal State agency and that prior to the award of the Contract, it will notify the Board if the Proposer or its principals appear on any of the lists or proposed for debarment.” and, if applicable, does not own greater than 50 percent of any entity that in turns owns greater than 50 percent of any entity debarred by the federal or state government from contracting with a federal or state agency.</p> <p>I further acknowledge: that I am authorized to execute this certification on behalf of the above-named organization; that the Lakewood Board of Education (“the Board”) is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the date of contract award by the Board to notify the Board in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the Board, permitting the Board to declare any contract(s) resulting from this certification void and unenforceable.</p>			
Full Name (Print):		Title:	
Signature:		Date:	

Proposal Form O**Contractor's Assurance of Compliance**

There may times during the performance of this contract, where a contracted service provider may come in contact with students of the school district. The district fully understands its obligation to provide to all students and staff members, a safe educational environment. To this end, the district is requiring all Proposers to sign a statement of Assurance of Compliance, acknowledging the Proposer's understanding of the below listed requirements and further acknowledging the Proposer's assurance of compliance with those listed requirements.

1. Anti-Bullying Reporting—Requirement

When applicable, the contracted service provider shall comply with all applicable provisions of the New Jersey Anti-Bullying Bill of Rights Act—N.J.S.A. 18A:37-13.1 et seq., all applicable code and regulations, and the Anti-Bullying Policy of the Board of Education. In accordance with N.J.A.C. 6A:16-7.7 (c), a contracted service provider, who has witnessed, or has reliable information that a student has been subject to harassment, intimidation, or bullying shall immediately report the incident to any school administrator or safe schools resource officer, or the School Business Administrator/Board Secretary.

2. Criminal History Background Checks—N.J.S.A. 18A:6-7.1—Requirement

When applicable, the contracted service provider, shall provide to the school district prior to commencement of contract, evidence or proof that each employee assigned to provide services and that comes in regular contact with students, has had a criminal history background check, and furthermore, that said background check indicates that no criminal history record information exists on file for that worker. Failure to provide a proof of criminal history background check for any employee coming in regular contact with students, prior to commencement of contract, may be cause for breach of contract.

3. Pre-Employment Requirements

When applicable, all contracted service providers, whose employees have regular contact with students, shall comply with the Pre-Employment Requirements in accordance with N.J.S.A. 18A:6-7.6 et seq. Contracted service providers are to review the following New Jersey Department of Education—Pre-Employment Resource P.L. 2018 c.5 links below for guidance and compliance procedures. See the following links: <http://nj.gov/education/educators/crimhist/> and <https://www.nj.gov/education/crimhist/preemployment/>

4. Sexual Misconduct/Child Abuse Disclosure Release

When applicable, the contracted service provider shall comply with all applicable provisions that, as required by P.L. 2018, c.5, it will collect from its employees all documentation required by law, including a list of the staff member's prior places of employment and an affirmative statement from the employee/applicant that he/she has never been the subject of a substantiated complaint of child abuse or sexual misconduct."

The undersigned agrees that during the term of the contract we will comply with the above:

Company: _____ Signature: _____

Print Name: _____ Title: _____

Date: _____

Proposal Form P**Disclosure of Investment Activities in Iran Form****Bid Solicitation/Proposal Title: Custodial, Maintenance, Grounds and Management Services****Vendor/Proposer Name:** _____

Pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4) any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must certify that neither the person nor entity, nor any of its parents, subsidiaries, or affiliates, is identified on the New Jersey Department of the Treasury's Chapter 25 List as a person or entity engaged in investment activities in Iran. The Chapter 25 list is found on the Division's website at <https://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Vendors/Proposers must review this list prior to completing the below certification. If the Director of the Division of Purchase and Property finds a person or entity to be in violation of the law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

CHECK THE APPROPRIATE BOX

☐ I certify, pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4), that neither the Vendor/Proposer listed above nor any of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of the Treasury's Chapter 25 List of entities determined to be engaged in prohibited activities in Iran.

OR

☐ I am unable to certify as above because the Vendor/Proposer and/or one or more of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of the Treasury's Chapter 25 List. I will provide a detailed, accurate and precise description of the activities of the Vendor/Proposer, or one of its parents, subsidiaries or affiliates, has engaged in regarding investment activities in Iran by completing the information requested below.

Entity Engaged in Investment Activities	_____
Relationship to Vendor/ Proposer	_____
Description of Activities	_____

Duration of Engagement	_____
Anticipated Cessation Date	_____

*Attach Additional Sheets If Necessary***CERTIFICATION**

I, the undersigned, certify that I am authorized to execute this certification on behalf of the Vendor/Proposer, that the foregoing information and any attachments hereto, to the best of my knowledge are true and complete. I acknowledge that the State of New Jersey is relying on the information contained herein, and that the Vendor/Proposer is under a continuing obligation from the date of this certification through the completion of any contract(s) with the State to notify the State in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification. If I do so, I will be subject to criminal prosecution under the law, and it will constitute a material breach of my agreement(s) with the State, permitting the State to declare any contract(s) resulting from this certification void and unenforceable.

Signature_____
Date_____
Print Name and Title**Version REV. 2.1 2021****This form is to be completed, certified and submitted prior to the award of contract.**

Proposal Form Q

**CERTIFICATION OF NON-INVOLVEMENT IN
PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS
N.J.S.A. 18A:18A-49.5**

Pursuant to N.J.S.A. 52:32-60.1, et seq. ([L. 2022, c. 3](#)) any person or entity (hereinafter “Vendor¹”) that seeks to enter into or renew a contract with a State agency for the provision of goods or services, or the purchase of bonds or other obligations, must complete the certification below indicating whether or not the Vendor is identified on the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, available here: <https://sanctionssearch.ofac.treas.gov/>. If the Department of the Treasury finds that a Vendor has made a certification in violation of the law, it shall take any action as may be appropriate and provided by law, rule, or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

I, the undersigned, certify that I have read the definition of "Vendor" below, and have reviewed the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, and having done so certify:

(Check the Appropriate Box)

- A. That the Vendor is not identified on the [OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus](#).

OR

- B. That I am unable to certify as to “A” above, because the Vendor is identified on the [OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus](#).

OR

- C. That I am unable to certify as to "A" above, because the Vendor is identified on the [OFAC Specially Designated Nationals and Blocked Persons list](#). However, the Vendor is engaged in activity related to Russia and/or Belarus consistent with federal law, regulation, license or exemption. A detailed description of how the Vendor's activity related to Russia and/or Belarus is consistent with federal law is set forth below.

(Attach Additional Sheets If Necessary.)

Signature of Vendor's Authorized Representative

Date _____

Print Name and Title of Vendor's Authorized Representative

Vendor's FEIN

Vendor's Name

Vendor's Phone Number

Vendor's Address (Street Address)

Vendor's Fax Number

Vendor's Address (City/State/Zip Code)

Vendor's Email Address

¹ Vendor means: (1) A natural person, corporation, company, limited partnership, limited liability partnership, limited liability company, business association, sole proprietorship, joint venture, partnership, society, trust, or any other nongovernmental entity, organization, or group; (2) Any governmental entity or instrumentality of a government, including a multilateral development institution, as defined in Section 1701(c)(3) of the International Financial Institutions Act, 22 U.S.C. 262r(c)(3); or (3) Any parent, successor, subunit, direct or indirect subsidiary, or any entity under common ownership or control with, any entity described in paragraph (1) or (2). NJ Rev. 1.22.2024

Attachment A

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Contractor Instructions

Business entities (contractors) receiving contracts from a public agency that are NOT awarded pursuant to a “fair and open” process (defined at N.J.S.A. 19:44A-20.7) are subject to the provisions of N.J.S.A. 19:44A-20.26. This law provides that 10 days prior to the award of such a contract, the contractor shall disclose contributions to:

- any continuing political committee (a.k.a., political action committee)
- any candidate committee of a candidate for, or holder of, an elective office:
 - of the public entity awarding the contract
 - of that county in which that public entity is located
 - of another public entity within that county
 - or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county

The disclosure must list reportable contributions to any of the committees that exceed \$200 per election cycle that were made during the 12 months prior to award of the contract. See N.J.S.A. 19:44A-8 and 19:44A-16 for more details on reportable contributions.

N.J.S.A. 19:44A-20.26 itemizes the parties from whom contributions must be disclosed when a business entity is not a natural person. This includes the following:

- individuals with an “interest” ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit
- all principals, partners, officers, or directors of the business entity or their spouses
- any subsidiaries directly or indirectly controlled by the business entity
- IRS Code Section 527 New Jersey based organizations, directly or indirectly controlled by the business entity and filing as continuing political committees, (PACs).

When the business entity is a natural person, “a contribution by that person’s spouse or child, residing therewith, shall be deemed to be a contribution by the business entity.” [N.J.S.A. 19:44A-20.26(b)] The contributor must be listed on the disclosure.

Any business entity that fails to comply with the disclosure provisions shall be subject to a fine imposed by ELEC in an amount to be determined by the Commission which may be based upon the amount that the business entity failed to report.

The enclosed list of agencies is provided to assist the contractor in identifying those public agencies whose elected official and/or candidate campaign committees are affected by the disclosure requirement. It is the contractor’s responsibility to identify the specific committees to which contributions may have been made and need to be disclosed. The disclosed information may exceed the minimum requirement.

The enclosed form, a content-consistent facsimile, or an electronic data file containing the required details (along with a signed cover sheet) may be used as the contractor’s submission and is disclosable to the public under the Open Public Records Act.

The contractor must also complete the attached Ownership Disclosure Certification. This will assist the agency in meeting its obligations under the law. **NOTE: This section does not apply to Board of Education contracts.**

Required Pursuant To N.J.S.A. 19:44A-20.26

Part I – Vendor Information

Title

Attachment B

Requests for Clarifications/Exceptions Form Due by January 24, 2025

Any questions and/or objections that a Proposer may have with regard to the legal or technical terms of the RFP must be stated on this form.

If the Proposer seeks to request consideration of forms of agreement, license agreements or to modify terms and conditions of the RFP and/or any addenda, they must be clearly stated below and on separate pages if necessary and returned during the question period. There is no legal obligation for the District to accept any Exceptions listed by the proposer.

Company Name _____

Authorized Signature _____

Company Address _____

Printed Name _____

Title _____

Telephone _____

REQUESTED MODIFICATIONS, CLARIFICATIONS, DOCUMENTS OR EXCEPTIONS TO BE CONSIDERED ARE NOTED AS FOLLOWS: *(Do not hand print or write must be typed. Please attach copies of any documents to be considered)*

Attachment C

New Jersey Business Registration Requirements (Informational)

Pursuant to N.J.S.A. 52:32-44, The Lakewood School District (“Contracting Agency”) is prohibited from entering into a contract with an entity unless the proposer/contractor, and each subcontractor that is required by law to be named in a bid/proposal/contract has a valid Business Registration Certificate on file with the Division of Revenue and Enterprise Services within the Department of the Treasury.

Prior to contract award or authorization, the contractor shall provide the Contracting Agency with its proof of business registration and that of any named subcontractor(s).

Subcontractors named in a bid or other proposal shall provide proof of business registration to the Proposer, who in turn, shall provide it to the Contracting Agency prior to the time a contract, purchase order, or other contracting document is awarded or authorized.

During the course of contract performance:

- a) the contractor shall not enter into a contract with a subcontractor unless the subcontractor first provides the contractor with a valid proof of business registration.
- b) the contractor shall maintain and submit to the Contracting Agency a list of subcontractors and their addresses that may be updated from time to time.
- c) the contractor and any subcontractor providing goods or performing services under the contract, and each of their affiliates, shall collect and remit to the Director of the Division of Taxation in the Department of the Treasury, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into the State. Any questions in this regard can be directed to the Division of Taxation at (609)292-6400. Form NJ-REG can be filed online at <http://www.state.nj.us/treasury/revenue/busregcert.shtml>.

Before final payment is made under the contract, the contractor shall submit to the Contracting Agency a complete and accurate list of all subcontractors used and their addresses.

Pursuant to N.J.S.A. 54:49-4.1, a business organization that fails to provide a copy of a business registration as required, or that provides false business registration information, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000, for each proof of business registration not properly provided under a contract with a contracting agency.

Emergency Purchases or Contracts

For purchases of an emergent nature, the contractor shall provide its Business Registration Certificate within two weeks from the date of purchase or execution of the contract or prior to payment for goods or services, whichever is earlier.