


**REQUEST FOR PROPOSALS**
**FOR CUSTODIAL AND**
**RELATED MANAGEMENT SERVICES**

**ISSUED: March 31, 2025**

**RESPONSES DUE: May 6, 2025 at 3:00pm EDT**

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## 1. INVITATION

Pursuant to Ind. Code § 5-22-9 *et. seq*., Hamilton Southeastern School Corporation, Hamilton County, Indiana (the "School Corporation"), invites qualified custodial businesses ("Offerors") to submit proposals for custodial services and related management services for the School Corporation. **Proposals must be submitted in conformance with this Request For Proposals ("RFP") by or before May 6, 2025 at 3:00pm EDT (the "RFP Submission Deadline")**.

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## 2. BACKGROUND

Serving over 21,000 students, the School District is the 4th largest public school corporation in the State of Indiana, with 26 school buildings and other areas of instruction (each a "Facility", and collectively, the "Facilities") to clean and maintain.

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## 3. PROJECT DESCRIPTION

The purpose of this RFP is to provide for the complete operation of custodial services. The Offeror will provide labor for cleaning, direct supervision, and indirect administration (including, but not limited to, the following: bookkeeping, payroll and benefits, human resources, disciplinary actions, worker's compensation, health insurance and substitute pay). The School Corporation has provided a sample monthly facility operations calendar for its Facilities as Exhibit D.

The School Corporation anticipates entering into an agreement (the "Contract") with one or more Offerors (individually or collectively, the "Winning Offeror") to provide the custodial and management services (collectively, the "Services"), as further described on Schedule I, attached hereto and incorporated herein, for three (3) years (the "Term"), with the School Corporation's to extend the Term for two additional one-year renewals.

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## 4. OFFEROR QUALIFICATIONS

All Offerors shall have the following qualifications:

A. Offeror must align with Indiana Department of Education and School District standards and have an Indiana presence to be considered. Those without Indiana offices will not be considered for scoring.

B. The Respondent will be responsible for 50% of the repair cost of custodial equipment.

C. The offeror shall provide custodians for 247 work days and overtime as approved by the School Corporations Director of Facilities.

D. The Offeror shall have an employee who will serve as the main contact for the School Corporation and its employees.

E. The Offeror shall provide its custodians with training on the proper use of equipment, cleaning procedures, OSHA training, asbestos, proper lifting techniques, use of chemicals, and other training required to fulfill the duties of a custodian. A copy of the training and development program shall be provided with the proposal.

F. The Offeror shall conduct, at its expense, local, state and national criminal background checks, drug screenings, expanded child protection index checks, and Indiana Sex Offender Registry checks on each of its employees and provide a copy of the results of such checks to the School Corporation before the employee may begin work on the property of any Facility. The Offeror will also screen each employee through the E-Verify program.

G. The Offeror shall agree to repeat the background checks and E-Verify program annually for the extent of the Contract.

H. Offeror agrees to be solely liable and will hold the School Corporation harmless for the actions of any Offeror's employee that does not have the required background check completed. Offeror will fully indemnify the School Corporation for any acts or omissions by any of Offeror's employees that do not have the required background check completed. Offeror agrees to pay for the legal defense of the School Corporation's choice and any damages ordered against the School Corporation if the School Corporation is named in any action involving alleged acts or omissions by any employee of Offeror that does not have the required background check completed. In addition, Offeror agrees to pay the School Corporation $2,500 for any of Offeror's employee who enters a Facility without the required background check completed and submitted to the School Corporation.

I. Offeror shall secure and maintain insurance as set forth in Exhibit E.

J. Offeror shall indemnify the School Corporation for any losses arising out of the Offeror's performance or failure to perform.

K. Offeror's employees shall work cooperatively with the employees of the School Corporation without creating disruption to the normal operations of the School Corporation's employees, students or other third parties.

L. Offeror shall have a minimum of 5 years' experience cleaning schools.

M. Offeror and its employees shall comply with the School Corporations' policies and administration guidelines.

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## 5. SCOPE OF SERVICES

The Offeror shall provide the complete operation of custodial services. The Offeror will provide labor for cleaning, direct supervision, and indirect administration (including, but not limited to, the following: bookkeeping, payroll and benefits, human resources, disciplinary actions, worker's compensation, health insurance and substitute pay). The Offeror shall provide all custodial and managerial services described on Schedule I.

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## 6. PROPOSAL SUBMITTAL INSTRUCTIONS

Offeror is responsible for preparing an effective, clear, and concise proposal. To be considered, Offerors must submit a complete response to this RFP that includes the following mandatory information and/or requirements in the required format. Responses must be in the same order as the questions presented, stating acceptance of, modifications or additions to, or a statement of the inability to provide, said service. Failure to provide any of the information requested may be cause for the proposal to be rejected.

### A. Offeror/Firm Background and Organization (Executive Summary)

1. Brief history and description of your/your firm's background.
2. Provide a list of verifiable client references.
3. Describe any complaint or litigation of the firm within the last three (3) years.
4. Description of types and number of accounts served.
5. Number of employees (separate full-time and part-time).

### B. Experience

1. Describe your firm's experience in providing custodial services in general and particularly in K-12 public schools. Include a list of similar operations and locations where the Respondent operates a school districts' custodial services. Provide a list of five (5) K-12 public school client references with contact names and information whom the Offeror has worked within the past five years.

2. Provide a listing of your current clients, and a brief overview of the work being performed for each.
3. Provide the average square feet cleaned by employees.
4. Identify any changes the Respondent proposes to the School Corporation's current custodial services found on Schedule I.
5. Provide a listing of staff development that will be implemented.
6. Provide a plan for use of equipment in the Facilities

C. **Personnel**

1. Explain staffing and management plan per Facility.
2. Include a table of the Respondent's organization and a plan for the management, supervision, and staffing proposed under this Contract. Please include resumes of key figures that will be working on this account.
3. Depict the Respondent's organization including all positions that are non-school based.
4. Respondent will provide a breakdown of the cost per custodian including factors that may cause pay rates to fluctuate – such as shift differential, years of experience, etc.
5. Outline number of proposed day and evening cleaning hours per building if different than Schedule II.
6. Provide a summary of employee benefits including, but not limited to, health insurance benefits, vacation, etc., and the effective date(s) benefits begin.

D. **Work Plan and Deliverables**

1. Describe your firm's quality control procedures.
2. Describe your firm's emergency cleaning procedures.
3. Describe your firm's training plan and procedures that will be implemented.
4. Describe your firm's transition plan.
5. Describe your ability to satisfy all Qualifications described in this RFP.
6. Briefly describe any additional features, attributes, or conditions that the School Corporation should consider in the selection process.

E. **Cost Proposal**

1. Provide a financial quote for the Contract.
2. Provide data to indicate the financial condition of the Offeror and audited financial statements for the last two (2) years.
3. Specify payment terms and arrangements.
4. Provide a range of wages that are provided to Offeror's current employees.
5. Provide a unit cost per man hour rate if additional services are required.
6. Provide hourly wages that will be paid to employees assigned to the School Corporation's account.

7. Provide data which indicates the Offeror's employee stability and retention rates for at least the past five (5) years.
8. The Offeror will provide the cost of filling custodial positions that come open through attrition within Fishers High School.
9. Complete Exhibit D (annual labor fee proposal).
10. Complete the Schedule III template by adding price per building, employees' hourly rate, and recommended number of full-time employees (FTE).

F. **Exhibits:** Complete and attach the following Exhibits:

| | |
|---|---|
| Exhibit A: | Transmittal Letter; |
| Exhibit B: | Non-Collusion Affidavit; and |
| Exhibit C: | Affirmation of No Default, Breach or Bankruptcy. |
| Exhibit D: | Annual Labor Fee Proposal |
| Exhibit E: | Insurance Requirements |
| Exhibit F: | Contract |
| Schedule I: | Services – Routine Cleaning Duties |
| Schedule II: | Facilities – School Buildings |
| Schedule III: | Base Quote & Alternative Quotes |

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## 7. SUBMISSION OF PROPOSALS

***All proposals shall be delivered to the following by or before the Submission Deadline:***

Contact: Hamilton Southeastern Schools Administration Building
Attention: Matt Rapp
13485 Cumberland Road
Fishers, Indiana 46038

Offerors shall submit one (1) original and one (1) electronic copy via e-mail. The sealed package containing the proposal must have the following information written on the outside of the package:

SEALED PROPOSALS – DO NOT OPEN
Hamilton Southeastern Schools Administration Building
Attention: Matt Rapp
13485 Cumberland Road
Fishers, Indiana 46038
(Name of Offeror)
(Name of Offeror's Duly Appointed Representative)
(Mailing Address of Offeror)
(Telephone Number of Offeror)
(E-Mail Address of Offeror)

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## 8. EVALUATION

Proposals will be evaluated using the following approach:

| Criteria | Points |
|---|---|
| 1. Adherence to Mandatory Requirements | Pass/Fail |
| 2. Management Assessment/Quality<br>(All other Provisions of the Proposal) | 60 available points |
| 3. Cost (Cost Proposal) | 40 available points |
| **Total** | **100** |

**Step 1**: In this step, proposals will be evaluated only against Criteria 1 to ensure they adhere to the Mandatory Requirements. Any proposals not meeting the Mandatory Requirements will be disqualified, not considered responsive, and/or rejected.

**Step 2**: Proposals meeting the Mandatory Requirements will then be scored based on Criteria 2 and 3. This scoring will have a maximum possible score. All proposals will be ranked on the basis of their combined scores for Criteria 2 and 3. This ranking will be used to create a "short list." Any proposal not making the "short list" will not be considered for any further evaluation. Step 2 may include one or more rounds of proposal discussions, oral presentations, clarifications, demonstrations, etc., focused on cost and other proposal elements. Step 2 may include additional "short lists."

**Step 3**: The short-listed proposals will then be evaluated based on the entire evaluation criteria outlined in this RFP. If the School Corporation conducts additional rounds of discussions and a best and final offer round which lead to changes in either the technical or cost proposal for the short-listed Offeror's, their scores will be recomputed.

The section below describes the evaluation criteria:

Adherence to Requirements – Pass/Fail
Offeror's passing this category move to Phase 2 and proposal is evaluated for Management Assessment/Quality and Price.

The following 2 categories cannot exceed 100 points:

Management Assessment/Quality: 60 available points

Price: 40 available points

In determining whether an Offeror is responsible, the School Corporation may consider the following factors:

(1) The ability and capacity of the Offeror to provide the supplies or service;
(2) The integrity, character, and reputation of the Offeror;
(3) The competency and experience of the Offeror.

In determining whether an offeror is responsive, the School Corporation may consider the following factors:

(1) Whether the Offeror has submitted an offer that conforms in all material respects to the specifications;
(2) Whether the Offeror has submitted an offer that complies specifically with the solicitation and the instructions to Offerors;
(3) Whether the Offeror has complied with all applicable statutes, ordinances, resolutions, or rules pertaining to the award of a public contract.

## 9. SELECTION AND AWARD

***The School Corporation reserves the right to reject any and all proposals in its absolute discretion. All proposals are subject to the laws of the State of Indiana.***

In determining the proposal most advantageous to the School Corporation, proposals will be evaluated based on the factors included in this RFP and proscribed statutory criteria.

The School Corporation will review and determine the proposals that seem most advantageous to it. The School Corporation anticipates creating a short list of Offerors who are determined to be reasonably susceptible of being selected for award ("Potential Awardees").

After determining the Potential Awardees, the School Corporation reserves the right to conduct interviews with Potential Awardees. After conducting interviews, the School Corporation anticipates selecting one (1) or more Potential Awardees for award of a contract (the "Winning Offeror(s)).

Following selection of the Winning Offeror(s), the City plans to enter into a professional services agreement (the "Contract") with the Winning Offeror, a copy of which is attached hereto as Exhibit F. **A Contract is not deemed final unless and until the Board of School Trustees of Hamilton Southeastern School Corporation approves the Contract**.

***Selection Schedule***

| Date | Action Item |
|---|---|
| March 31, 2025<br>April 2, 2025 | Publication of RFP in newspapers & website<br>www.hseschools.org/happenings/public-notices |
| April 7, 2025<br>April 9, 2025 | RFP Published second time |
| April 16, 2025<br>10:00am EDT | Mandatory Pre-Bid Meeting<br>HSE Administration Building<br>13485 Cumberland Road<br>Fishers, Indiana 46038 |
| April 30, 2025<br>3:00pm EDT | Last Day to submit questions regarding the RFP |
| **May 6, 2025** | **RFP Submission Deadline** |
| May 14, 2025<br>6:00pm | Anticipated Recommendation to Award Contract to School Board |

***** With the Exception of the Submission Deadline, all dates are tentative as determined by the School Corporation.***

## 9. COMMUNICATIONS & CONTACT INFORMATION

All communication is strictly limited to written questions submitted to the School Contact. Communication may be submitted by email or mail prior to the deadline for submitting questions. Questions received by the deadline and deemed appropriate for response by the School Corporation, in its sole discretion, will be answered by posting the questions and answers on the School Corporation's website. Offerors shall be responsible for checking the School Corporation's website. The School Corporation may rephrase questions as it deems appropriate and may consolidate similar questions. Responses, when posted, will constitute addenda to this RFP.

**School Contact Information for Questions:**

City Contact Name: Matt Rapp, Facilities Director
Email: mrapp@hse.k12.in.us

***Failure to abide by this section may result in disqualification from the RFP process.***

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## 10. ADDENDA, MODIFICATIONS & WITHDRAWAL

The School Corporation reserves the right to issue written addenda to this RFP (each, an "Addendum" or collectively, "Addenda") at any time before the RFP Submission Deadline and will post any Addenda on the School Corporation's website. The Addenda will be numbered consecutively. Any Addenda shall constitute a part of this RFP. All proposals shall be prepared with full consideration of the Addenda issued prior to the RFP Submission Deadline. Each Offeror is solely responsible to ensure that it has received all Addenda issued by the School Corporation and should routinely monitor the School Corporation website.

Proposals may be modified or withdrawn in writing to the School Contact, if such modification or withdrawal is received prior to the RFP Submission Deadline. Any modification to a proposal received by the School Corporation after the RFP Submission Deadline will not be considered by the School Corporation. Offeror may also withdraw its RFP in person at any time before the Submission Deadline.

## 11. POTENTIAL MINIMUM CONTRACT TERMS

The terms of the Contract with the Award Recipient will, among other items negotiated by the parties, include the following minimum terms:

1) the key terms of Winning Offeror's proposal;

2) Insurance requirements, as further specified by Exhibit E;

3) Indemnification by Winning Offeror;

4) Confidentiality for School Corporation Information;

5) Termination for Default;

6) Compliance with Federal, State and local law and ordinances;

7) Non-discrimination;

8) Drug-free workplace; and

9) E-Verify requirements.

The School Corporation specifically advises Offerors that the above list is a partial list, and the School Corporation reserves the right to negotiate a Contract most advantageous to the School Corporation.

## 12. GENERAL INFORMATION

The School Corporation may negotiate different terms and conditions with any Offeror

after opening the proposals.

Material, documents and information submitted in response to this RFP shall be prepared at the sole cost and expense of Offerors and when submitted in response to this RFP shall become the property of the School Corporation.

***Applicants are advised that all documents submitted in response to this RFP will be considered public documents subject to Indiana statutes governing access to public records, Ind. Code § 5-14-3 et. seq., after negotiations with the Winning Offeror(s) conclude. During consideration of proposals and negotiations, the School Corporation will avoid disclosure of proposal contents to competing Offerors. After award of a Contract, contents of proposals may be viewed and copied by any member of the public.***

***If Offeror is determined to be a Potential Awardee, the School Corporation may additionally request access to the following types of information:***

1. Statement of changes in cash flow;
2. Material changes in financial condition; and/or
3. Details of any bankruptcy, insolvency, company creditor arrangements or other insolvency litigation or threatened litigation in the last three (3) years.

***The information listed above shall not be included with proposals, and access to it shall only be provided upon request.***

**A. Reservation of Rights.** This RFP does not commit the School Corporation to accept a proposal, award a contract for the Services or reimburse or pay costs incurred in the preparation of a proposal. The School Corporation will evaluate proposals based on responsiveness to this RFP and whether the proposal is advantageous to and in the best interest of the School Corporation. Although financial information is important, other factors like past performance, experience and effective communication skills will be considered when the School Corporation determines the Award Recipient.

**B. Discussions.** The School Corporation specifically reserve the right to (1) conduct written discussions with Potential Awardees; (2) reject any or all proposals or part thereof; or (3) waive any defects or informalities in a proposal when it is in the best interest of the School Corporation. Notwithstanding the foregoing, Offerors shall not contact the School Corporation except as provided in Section 9.

**C. Inconsistency or Error in the RFP**. Any applicant believing that there is any ambiguity, inconsistency, or error in the RFP shall promptly notify the School Contact using the procedure set forth in Section 9. Failure to so notify the School Contact by the deadline for asking questions shall constitute a waiver of any and all claims of ambiguity, inconsistency or error.

**D. Addenda**. The School Corporation shall not be responsible for and specifically disclaims any oral instructions given by any employee, independent contractor or person purporting to act

on behalf of the School Corporation with respect to this RFP. Any changes to this RFP will be provided in the form of Addenda published on the School Corporation's website.

**E. Applicant Incurred Costs**. Applicants shall be responsible for all costs incurred in responding to this RFP. All materials and documents submitted in response to this RFP becomes the property of the School Corporation and may not be returned after the Submission Deadline.

**F. Rejection of Proposals**. The School Corporation reserves the right to reject any or all proposals received, or any part thereof; to accept any response or any part thereof (including specific Services); or to waive any informality when it is deemed to be most advantageous to the School Corporation.

**G. Transmittal Letter**. Proposals must include one (1) fully-executed Transmittal Letter, in accordance with the form of Transmittal Letter set out in **Exhibit A**, attached hereto and incorporated herein, from each Offeror acknowledging that the Offeror has fully reviewed and understands and agrees to be bound by the terms and requirements of this RFP. The Transmittal Letter must be executed by a duly authorized representative of each Offeror.

**H. Non-Collusion Affidavit**. Each Offeror must certify that it has not participated in collusion or other anticompetitive practices in connection with its proposal by executing and returning with its proposal the Non-Collusion Affidavit provided in **Exhibit B**, attached hereto and incorporated herein.

**I. No Default, Breach, or Bankruptcy**. The proposal must include an affidavit, as provided in **Exhibit C**, attached hereto and incorporated herein, of the Offeror's authorized representative affirming that the Offeror and/or its affiliates (a) are not involved in any current or pending litigation or legal disputes with any governmental entity; (b) are not in arrears to any governmental entity on any debt or contract; (c) are not a defaulter as surety or other obligation to any governmental entity; (d) are not alleged to have failed to perform faithfully in any previous contract with a governmental entity in the preceding five (5) years, and (e) have not, in the preceding five (5) years, voluntarily or involuntarily filed for bankruptcy or other similar insolvency proceeding. In the event Offeror cannot affirm representations (a)-(e), Offeror must sufficiently detail the reasons why and provide the School Corporation with sufficient detail surrounding the event or proceedings.

# Schedule I
## Services - Routine Cleaning Duties

**Routine Cleaning Duties**

Restrooms

| | |
|---|---|
| Empty wastebaskets/replace liners | Daily |
| Mop and disinfect floors | Daily |
| Clean and disinfect sinks | Daily |
| Clean and disinfect mirrors | Daily |
| Clean and disinfect toilet bowls-seats, urinals, & pipes | Daily |
| Empty sanitary napkin receptacles | Daily |
| Check hand soap, paper towel, & tissue supplies. Restock as needed | Daily |
| Check that toilets, urinals, faucets & drain are working | Daily |
| Clean doors and partitions | Daily |
| Check deodorant blocks | Weekly |
| Maintain water in floor drains to keep traps full | Weekly |
| Spot clean walls, ceiling, and vents | As Needed |
| Replace lights | As Needed |
| Clean baseboards | As Needed |
| Clean light fixtures | As Needed |
| Clean exterior of all dispensers (tissue, soap, etc.) | Daily |

Locker Rooms

| | |
|---|---|
| Empty wastebaskets/replace liners | Daily |
| Mop and disinfect floors | Daily |
| Clean and disinfect sinks | Daily |
| Clean and disinfect mirrors | Daily |
| Clean and disinfect toilet bowls-seats & pipes | Daily |
| Empty sanitary napkin receptacles | Daily |
| Check hand soap, paper towel, & tissue supplies. Restock as needed | Daily |
| Check that toilets, urinals, faucets & drain are working | Daily |
| Clean doors and partitions | Weekly |
| Check deodorant blocks | Weekly |
| Maintain water in floor drains to keep traps full | Weekly |
| Spot clean walls, ceiling, and vents | As Needed |
| Replace lights | As Needed |
| Clean baseboards | As Needed |
| Clean light fixtures | As Needed |
| Clean exterior of all dispensers (tissue, soap, etc.) | Daily |

Classrooms

| | |
|---|---|
| Vacuum all carpeted areas | Monday, Wednesday, and Friday |
| Mop all tiled areas | Monday, Wednesday, and Friday |
| Sweep all tiled floors with dust mop | Daily |
| Empty wastebaskets. Replace liner if needed | Daily |
| Clean sinks and faucets | Daily |
| Empty pencil sharpeners | Daily |
| Clean window glass on doors | Daily |
| Straighten desks and chairs | Daily |
| Clean chalkboards at the end of the week | Weekly |
| Dust all ledges and other surfaces | Weekly |
| Disinfect desktops | Weekly |
| Clean shades or blinds | As Needed |

Hallways, Entryways, and Utility Rooms

Clean/check front door glass in main entryway…… Multiple Times Daily
Sweep all halls and entryways with a dust mop .....Daily
Vacuum entryway carpets .....Daily
Clean and disinfect drinking fountains .....Daily
Spot clean walls, light switches, and doors ..... Daily
Dust all ledges, tops of coat racks, and tops of lockers ..... Weekly
Clean door glass & steel plates on gym doors and entryways .....Daily
Replace light bulbs .....As Needed
Clean light fixtures .....As Needed
Sweep stairs and floors of utility rooms (non-classrooms) .....Daily
Clean stairs .....Daily
Clean display cases……..…As Needed
Wet mop hallways .....Daily

Gym and Stage

Sweep entire gym floor .....Daily
Clean water fountains…….. Daily
Remove trash…….Daily
Machine mop entire gym floor ..... Weekly
Clean gym door glass .....Daily
Sweep stage ..... Weekly
Spot clean walls of gym .....As Needed

Offices

Sweep office floors and vacuum any carpets .....Daily
Empty wastebaskets. Replace liner if needed.....Daily
Dust all ledges and other surfaces .....Daily
Clean and dust phone ..... Daily
Spot clean walls, light switches, and
doors……Daily
Clinic – wet mop floors, disinfect cots…….Daily
Dust all ledges, furniture, and other surfaces ……...Weekly

Stadium Complex

Clean restrooms in stadium complex and concession stands .....As Needed
General cleaning including windows, counter tops, walls, lockers, stadium seating, press box, cleanup after an event, etc. .....As Needed
Collect and remove trash .....Daily
Prepare building(s) for an event including setting up chairs, tables, equipment, etc. .....As Needed

Cafeteria

Collect and remove trash ……..Daily
Spot clean walls, switches, and doors/clean glass…….Daily
Clean and sanitize sinks……Daily
Spot clean carpets as needed……..…Daily
Dust mop all hard surface floors……...Daily
Damp mop all hard surface floors……Daily
Vacuum all carpeted area……..Daily
Clean lunchroom tables and chairs (schools w/o monitors)…….……Daily
Dust high and low……..……Weekly
Hot water extract carpet ……..……As Needed

Miscellaneous as needed

Signs of vandalism or abuse of facilities should be reported to the principal.
Minor repairs should be done as needed or upon request.
Larger repairs will be reported to the head custodian.
Custodians shall make sure the school building is adequately heated for the school day.
Custodians are responsible for snow removal from school entryways. Entryways and walkways may also need to be salted if icy.
Custodians are responsible for sports, meetings, events, and other set-ups and tear downs.
Replace ceiling tiles and clock batteries as needed.
Clean inside of light fixtures as needed.
Vents should be cleaned monthly.
Custodians are responsible for ensuring lights are off, doors and windows are secured, and an alarm is set (if applicable).
Pick up trash at the front entrance and empty outside trash barrels, grounds, and parking lots.
Empty outside trash barrels daily
Raise and lower flags.
Change out light bulbs when burned out.
Receiving, tracking, and distributing of supplies and deliveries.

**Summer Cleaning and Maintenance**

Floor Maintenance

All tiled floors are to be stripped, sealed, and waxed.
During Winter Break, heavily used areas are to be stripped and waxed.
During Spring Break, the custodian and principal will evaluate which areas need to be stripped and waxed.
All carpeted areas should be shampooed.
All baseboards should be cleaned thoroughly.
Walls - All walled surfaces should be spot cleaned throughout the school year. During the summer months the walls should be cleaned thoroughly.
Lockers - All lockers are to be cleaned and disinfected over the summer months.

Classrooms

Thorough cleaning of chalkboards and trays - remove tape or other substances.
All glass (on both sides) is thoroughly cleaned once each year during the summer.
All desks and chairs should be thoroughly cleaned during the summer.
All classroom HVAC units and return air vents are to be vacuumed of all dust and foreign materials.
Blinds or shades are to receive a good cleaning.
Walls, baseboards, and bookshelves should be cleaned.

Miscellaneous

Custodians will use the summer months to thoroughly clean the school building.

General Cleaning Schedule

The majority of the cleaning should be completed during unoccupied hours. Morning duties can include spot cleaning, “as needed” items, temperature checks, minor repairs, office cleaning, utility rooms cleaning.

## Schedule II

**School list, address, square footage, suggested number of full-time employees.**

| BUILDING | ADDRESS | BLDG SQ FT | RECOMMENDED CUSTODIAN FTE'S PER BLDG. | STUDENT HOURS |
|---|---|---|---|---|
| Brooks School Elementary (BSE) | 12451 Brooks School Road Fishers, IN 46037 | 93,333 | 2.5 (2nd shift*) | 7:40 a.m. – 2:10 p.m. |
| Cumberland Road Elementary (CRE) | 13535 Cumberland Road Fishers, IN 46038 | 79,140 | 2.0 (2nd shift*) | 7:40 a.m. – 2:10 p.m. |
| Durbin Educational Center(DES) | 18000 Durbin Road Noblesville, IN 46060 | 60,061 | 2 (1st & 2nd shift##) | 8:15 a.m. – 2:50 p.m. |
| Fall Creek Elementary (FCE) | 12131 Olio Road Fishers, IN 46037 | 81,425 | 2.0 (2nd shift*) | 7:40 a.m. – 2:10 p.m. |
| Fishers Elementary (FES) | 11442 Lantern Road Fishers, IN 46038 | 66,000 | 2.5 (1 day, 1.5 - 2nd shift**) | 7:40 a.m. – 2:10 p.m. |
| Geist Elementary (GES) | 14051 E. 104th Street Fishers, IN 46040 | 87,498 | 2.5 (2nd shift*) | 7:40 a.m. – 2:10 p.m. |
| Harrison Parkway Elementary (HPE) | 14135 Harrison Parkway Fishers, IN 46038 | 78,921 | 2.0 (2nd shift*) | 7:40 a.m. – 2:10 p.m. |
| Hoosier Road Elementary (HRE) | 11300 E. 121st Street Fishers, IN 46037 | 78,850 | 2.0 (2nd shift*) | 7:40 a.m. – 2:10 p.m. |
| Lantern Road Elementary (LRE) | 10595 Lantern Road Fishers, IN 46037 | 78,921 | 2.0 (2nd shift*) | 7:40 a.m. – 2:10 p.m. |
| New Britton Elementary (NBE) | 8660 E. 131st Street Fishers, IN 46038 | 78,886 | 2.0 (2nd shift*) | 7:40 a.m. – 2:10 p.m. |
| Sand Creek Elementary (SCE) | 11420 E. 131st Street Fishers, IN 46038 | 94,000 | 2.5 (2nd shift*) | 7:40 a.m. – 2:10 p.m. |
| Southeastern Elementary (SES) | 12500 Cyntheanne Road Fishers, IN 46037 | 93,000 + 7 portables | 3 (1 mid, 2 - 2nd*) | 7:40 a.m. – 2:10 p.m. |
| Thorpe Creek Elementary (TCE) | 14642 E. 126th Street Fishers, IN 46037 | 94,528 | 2.5 (2nd shift*) | 7:40 a.m. – 2:10 p.m. |
| Deer Creek Elementary (DCE) | 12698 156th Steet Noblesville, IN 46060 | 102,787 | 3 (2nd shift*) | 7:40 a.m. – 2:10 p.m. |
| Fall Creek Intermediate (FCI) | 12011 Olio Road Fishers, IN 46037 | 137,218 | 4 (1 mid, 3 – 2nd shift) | 9:15 a.m. – 4:00 p.m. |
| Sand Creek Intermediate (SCI) | 11550 E. 131st Street Fishers, IN 46038 | 137,218 | 4 (1 mid, 3 – 2nd shift) | 9:15 a.m. – 4:00 p.m. |
| Fall Creek Junior High (FCJ) | 12001 Olio Road Fishers, IN 46038 | 183,000 | 5 (1 day, 4 – 2nd shift) | 9:15 a.m. – 4:00 p.m. |
| Fishers Junior High (FJH) | 13257 Cumberland Road Fishers, IN 46038 | 186,000 | 5 (1 day, 4 – 2nd shift) | 9:15 a.m. – 4:00 p.m. |
| HSE Intermediate/Junior High (HIJ) | 12278 Cyntheanne Road Fishers, IN 46037 | 200,700 | 6 (1-day, 5-2nd shift) | 9:15 a.m. – 4:00 p.m. |
| Riverside Intermediate/Junior High (RSI/RJH) | 10910/11014 Eller Road Fishers, IN 46038 | 338,039 | 11 (1 – day, 2 – mid, 8 – 2nd shift) | 9:15 a.m. – 4:00 p.m. |
| Fishers High School (FHS) | 13000 Promise Road Fishers, IN 46038 | 733,865 | As needed (1st, 2nd or 3rd shifts) | 8:30 a.m. – 3:00 p.m. |

| | | | | |
|---|---|---|---|---|
| Hamilton Southeastern High School (HHS) | 13910 E. 126th Street Fishers, IN 46037 | 813,000 | 25 (1st, mid, 2nd shift***) | 8:30 a.m. – 3:00 p.m. |
| HSE Administration Building (ADM) | 13485 Cumberland Road Fishers, IN 46038 | 40,772 | 2 (Noon – 8:30p.m.) 1 (2:00 – 10:30p.m.) 1 | 7:30 a.m. – 4:30 p.m. |
| HSE Transportation Building (located behind ADM Building) | 13337 Cumberland Road Fishers, IN 46038 | 18,580 | .5 After 5:00 p.m. | 6:00 a.m. – 5:00 p.m. |
| Classroom at Conner Prairie | Conner Prairie Museum 13400 Allisonville Road Fishers, IN 46038 | 2,000 | .25 After 4:00 p.m. | 9:00 a.m. – 3:00 p.m. |
| TOTAL | | 3,962,235 | 95.25 | |

*Most elementary schools require at least one (1) 2nd shift employee to report at 1:30 p.m.
## Durbin Educational Center will be converting to an Exceptional Learner facility with approximately 40 students and an Alternative Academy with 45 students. Will require one (1) 8-hour employee working approximately 6:45 a.m. – 2:45 p.m. as a shift leader, and one (1) 8-hour employee working approximately 2:30 p.m. – 8:30 p.m.

**Fishers Elementary requires one (1) day shift lead person, 5:45 a.m. – 1:45 p.m., and at least one (1) 2nd shift employee to report at 1:30 p.m.
"Mid" refers to mid-shift, beginning approximately 10:30 a.m.

***Hamilton Southeastern High School requires custodial staffing between 5:30 a.m. and 12:00 midnight, on 1st shift, mid shift, and 2nd shift. Requires a dedicated head custodian on 1st shift, and a dedicated shift lead on 2nd shift.

## Schedule III
## Base Quote – Breakdown of price per school, hourly wage, and number of full-time employees.

*Please complete the chart below and include it within your proposal response.*

| **Base Bid - Breakdown of price per school, hourly wage, and number of full-time employees.** | | | | |
|---|---|---|---|---|
| **BUILDING** | **BLDG SQ FT** | **Price to clean building (monthly and annual amount)** | **Recommended full-time custodians per building.** | **Hourly wage for custodian** |
| Brooks School Elementary (BSE) | 93,333 | | | |
| Cumberland Road Elementary (CRE) | 79,140 | | | |
| Durbin Elementary (DES) | 60,061 | | | |
| Fall Creek Elementary (FCE) | 81,425 | | | |
| Fishers Elementary (FES) | 66,000 | | | |
| Geist Elementary (GES) | 87,498 | | | |
| Harrison Parkway Elementary (HPE) | 78,921 | | | |
| Hoosier Road Elementary (HRE) | 78,850 | | | |
| Lantern Road Elementary (LRE) | 78,921 | | | |
| New Britton Elementary (NBE) | 78,886 | | | |
| Sand Creek Elementary (SCE) | 94,000 | | | |
| Southeastern Elementary (SES) | 93,000 + 7 portables | | | |
| Thorpe Creek Elementary (TCE) | 94,528 | | | |
| Deer Creek Elementary (DCE) | 102,787 | | | |
| Fall Creek Intermediate (FCI) | 137,218 | | | |
| Sand Creek Intermediate (SCI) | 137,218 | | | |
| Fall Creek Junior High (FCJ) | 183,000 | | | |
| Fishers Junior High (FJH) | 186,000 | | | |

| | | | | |
|---|---|---|---|---|
| HSE Intermediate/Junior High (HIJ) | 200,700 | | | |
| Riverside Intermediate/Junior High (RSI/RJH) | 338,039 | | | |
| Fishers High School (FHS) | 733,865 | | | |
| Hamilton Southeastern High School (HHS) | 813,000 | | | |
| HSE Administration Building (ADM) | 40,772 | | | |
| HSE Transportation Building (located behind ADM Building) | 18,580 | | | |
| HSE/F Academy (HSFA) | 4,493 | | | |
| Classroom at Conner Prairie | 2,000 | | | |
| TOTAL | 3,962,235 | | | |

## Schedule III
## Alternative Quote - Breakdown of price per school, hourly wage, and number of full-time employees if Respondent supplies tools, cleaning supplies, and equipment.

*Please complete the chart below and include it within your proposal response.*

| **Alternative Bid - Breakdown of price per school, hourly wage, and number of full-time employees if Respondent supplies tools, cleaning supplies, and equipment.** | | | | |
|---|---|---|---|---|
| **BUILDING** | **BLDG SQ FT** | **Price to clean building (monthly and annual amount)** | **Recommended full-time custodians per building.** | **Hourly wage for custodian** |
| Brooks School Elementary (BSE) | 93,333 | | | |
| Cumberland Road Elementary (CRE) | 79,140 | | | |
| Durbin Elementary (DES) | 60,061 | | | |
| Fall Creek Elementary (FCE) | 81,425 | | | |
| Fishers Elementary (FES) | 66,000 | | | |
| Geist Elementary (GES) | 87,498 | | | |
| Harrison Parkway Elementary (HPE) | 78,921 | | | |
| Hoosier Road Elementary (HRE) | 78,850 | | | |
| Lantern Road Elementary (LRE) | 78,921 | | | |
| New Britton Elementary (NBE) | 78,886 | | | |
| Sand Creek Elementary (SCE) | 94,000 | | | |
| Southeastern Elementary (SES) | 93,000 + 7 portables | | | |
| Thorpe Creek Elementary (TCE) | 94,528 | | | |
| Deer Creek Elementary (DCE) | 102,787 | | | |
| Fall Creek Intermediate (FCI) | 137,218 | | | |
| Sand Creek Intermediate (SCI) | 137,218 | | | |
| Fall Creek Junior High (FCJ) | 183,000 | | | |
| Fishers Junior High (FJH) | 186,000 | | | |

| | | | | |
|---|---|---|---|---|
| HSE Intermediate/Junior High (HIJ) | 200,700 | | | |
| Riverside Intermediate/Junior High (RSI/RJH) | 338,039 | | | |
| Fishers High School (FHS) | 733,865 | | | |
| Hamilton Southeastern High School (HHS) | 813,000 | | | |
| HSE Administration Building (ADM) | 40,772 | | | |
| HSE Transportation Building (located behind ADM Building) | 18,580 | | | |
| HSE/F Academy (HSFA) | 4,493 | | | |
| Classroom at Conner Prairie | 2,000 | | | |
| TOTAL | 3,962,235 | | | |

## Schedule III
## Alternative Quote II- Breakdown of price per schools if Respondent employs and manages current HSE head custodians, while keeping whole those employees' wages, benefits, and compensation package.

*Please complete the chart below and include it within your proposal response.*

| **Alternative Bid -** Breakdown of price per school if Respondent employs and manages current HSE head custodians, while keeping whole those employees' wages, benefits, and compensation package. | | | | |
|---|---|---|---|---|
| **BUILDING** | **BLDG SQ FT** | **Price to clean building (monthly and annual amount)** | **Recommended full-time custodians per building.** | **Hourly wage for custodian** |
| Brooks School Elementary (BSE) | 93,333 | | | |
| Cumberland Road Elementary (CRE) | 79,140 | | | |
| Durbin Elementary (DES) | 60,061 | | | |
| Fall Creek Elementary (FCE) | 81,425 | | | |
| Fishers Elementary (FES) | 66,000 | | | |
| Geist Elementary (GES) | 87,498 | | | |
| Harrison Parkway Elementary (HPE) | 78,921 | | | |
| Hoosier Road Elementary (HRE) | 78,850 | | | |
| Lantern Road Elementary (LRE) | 78,921 | | | |
| New Britton Elementary (NBE) | 78,886 | | | |
| Sand Creek Elementary (SCE) | 94,000 | | | |
| Southeastern Elementary (SES) | 93,000 + 7 portables | | | |
| Thorpe Creek Elementary (TCE) | 94,528 | | | |
| Deer Creek Elementary (DCE) | 102,787 | | | |
| Fall Creek Intermediate (FCI) | 137,218 | | | |
| Sand Creek Intermediate (SCI) | 137,218 | | | |
| Fall Creek Junior High (FCJ) | 183,000 | | | |
| Fishers Junior High (FJH) | 186,000 | | | |

| | | | | |
|---|---|---|---|---|
| HSE Intermediate/Junior High (HIJ) | 200,700 | | | |
| Riverside Intermediate/Junior High (RSI/RJH) | 338,039 | | | |
| Fishers High School (FHS) | 733,865 | | | |
| Hamilton Southeastern High School (HHS) | 813,000 | | | |
| HSE Administration Building (ADM) | 40,772 | | | |
| HSE Transportation Building (located behind ADM Building) | 18,580 | | | |
| HSE/F Academy (HSFA) | 4,493 | | | |
| Classroom at Conner Prairie | 2,000 | | | |
| TOTAL | 3,962,235 | | | |

## EXHIBIT A - TRANSMITTAL LETTER

Offeror: _____
Hamilton Southeastern School Corporation
c/o Matt Rapp, Facilities Director
13485 Cumberland Road
Fishers, IN 46038

The undersigned ("Offeror") submits this proposal in response to the Request for Proposals for Custodial and Related Management Services ("RFP") issued by Hamilton Southeastern School Corporation, Hamilton County, Indiana (the "School Corporation"). Offeror represents and warrants that it has read the RFP and any addenda and agrees to abide by the contents and terms of the RFP.

Offeror understands that the School Corporation is not bound to negotiate with any Offeror and may reject each response that it receives. Offeror further understands that all costs and expenses incurred by it in preparing this proposal will be borne solely by Offeror. Offeror understands that any documents, work product, or proprietary information submitted to the School Corporation in response to this RFP or throughout the RFP process shall become the sole and exclusive property of the School Corporation, and subject to disclosure pursuant to Ind. Code § 5-3-1 *et. seq*.

Offeror acknowledges and agrees that the School Corporation reserves, at all times in connection with this RFP, all rights available to it under applicable law, including without limitation, with or without cause and with or without notice, the right to the following: (1) terminate this RFP in whole or part at any time prior to the execution of a contract, (2) issue a subsequent RFP after the withdrawal of this RFP for the contract, (3) reject any and all proposals, (4) terminate, suspend, or elect not to proceed in negotiations with Offeror(s) at any time, (5) select some services described in the RFP while foregoing other Services; and (6) waive any deficiencies, nonconformities, irregularities, and/or apparent clerical mistakes in a proposal. Offeror acknowledges and agrees that the issuance of this RFP does not commit the School Corporation to enter into a contract or proceed with the RFP process.

Offeror acknowledges and agrees that this RFP and all aspects of the process described therein shall be governed by and construed according to the laws of the State of Indiana.

By: _____ Date: _____

Its: _____

**EXHIBIT B - NON-COLLUSION AFFIDAVIT**

The undersigned authorized representative of Offeror, being duly sworn on oath, states and affirms that neither Offeror nor any other member, representative or agent of Offeror has entered into any combination, collusion or agreement with any person or entity relative to the price or other factors offered or in response to the RFP or in any way acted to prevent any other Offeror from responding or otherwise submitting a proposal to the RFP. Offeror's proposal is made without reference to any other proposal and without any agreement, understanding or combination with any other person in reference to such proposal.

Further, no member of the School Corporation or the Board of Trustees, or other officers of the School Corporation, or any person in the employ of the School Corporation is interested in the proposal, or the work to which it relates.

**OATH AND AFFIRMATION**

I HEREBY AFFIRM UNDER THE PENALTIES FOR PERJURY THAT THE FOREGOING FACTS AND INFORMATION ARE TRUE AND CORRECT.

Dated this _____ day of _____, 2025

_____
(Offeror)

_____
(Offeror's Authorized Representative)

_____
(Signature)

**ACKNOWLEDGEMENT**

STATE OF INDIANA )
COUNTY OF _____ )

Before me, a Notary Public, personally appeared the above-named and swore that the statements contained in this Non-Collusion Affidavit are true and correct.

Subscribed and sworn to me this _____ day of _____, 2025

_____
Notary Public Signature

**EXHIBIT C - NO DEFAULT, BREACH OR BANKRUPTCY**

_____ HEREBY AFFIRMS that Offeror and its affiliates (a) are not involved in any current or pending litigation or legal disputes with any governmental entity; (b) are not in arrears to any governmental entity on any debt or contract; (c) are not a defaulter as surety or other obligation to any governmental entity; (d) are not alleged to have failed to perform faithfully in any previous contract with a governmental entity in the preceding five (5) years, and (e) have not, in the preceding five (5) years, voluntarily or involuntarily filed for bankruptcy or other similar insolvency proceeding.

**OATH AND AFFIRMATION**

I HEREBY AFFIRM UNDER THE PENALTIES FOR PERJURY THAT THE FOREGOING FACTS AND INFORMATION ARE TRUE AND CORRECT.

Dated this _____ day of _____, 2025

_____
(Offeror)

_____
(Offeror's Authorized Representative)

_____
(Signature)

**ACKNOWLEDGEMENT**

STATE OF INDIANA )
COUNTY OF _____ )

Before me, a Notary Public, personally appeared the above-named and swore that the statements contained in this Non-Collusion Affidavit are true and correct.

Subscribed and sworn to me this _____ day of _____, 2025.

_____
Notary Public Signature

# Exhibit D

**Commented [1]:** Can you send these to me as a cleaner version? It's hard to read.

**Out-sourcing - Annual Labor Fee Proposal - Appendix D**

***Term of Contract (06/01/2025) through (06/30/2028) At contracting authority discretion, option of quantity of two, 1-year*

***Billing will be Monthly.*

***Absentee contingencies - Monthly billing is based on Contractor's reported actual employee hours (Review Payroll Form TAB).*

***Contractor Cleaning Audit Process by Hamilton Southeastern School's Supervisor.*

***Contractor's are expected to provide staffs that are properly trained on industry cleaning processes, tools and equipment.*

***Specific training on Hillyard products, tools and equipment provided by Hillyard.*

***Annual Hours are set at 1976 per FTE understanding that Hamilton Southeastern School's is closed 13 days per year due to recognized holidays.*

*[illegible] Monday February, Memorial Day last Monday in May, June 16th Juneth Day, Independence Day July 4, Labor Day 1st Monday September, Veterans Day November 11, Thanksgiving Day 4th Thursday in November plus one additional day (four-day event), Christmas Eve Day December 24th, Christmas December 25, New Year's Eve Day December 31st.*

| | |
|---|---|
| Closed Day 1 | New Year's Day January 1, |
| Closed Day 2 | Martin Luther King 3rd Monday January, |
| Closed Day 3 | Washington and Lincoln B Day 3rd Monday February, |
| Closed Day 4 | Memorial Day last Monday in May, |
| Closed Day 5 | June 16th Juneth Day |
| Closed Day 6 | Independence Day July 4 |
| Closed Day 7 | Labor Day 1st Monday September, |
| Closed Day 8 | Veterans Day November 11, |
| Closed Day 9 | Thanksgiving Day 4th Thursday in November |
| Closed Day 10 | Thanksgiving Day 4th Thursday in November Additional Day |
| Closed Day 11 | Christmas Eve Day December 24th, |
| Closed Day 12 | Christmas December 25, |
| Closed Day 13 | New Year's Eve Day December 31st. |

**Please Fill In The Information In Grey Shaded Cells**

| | |
|---|---|
| Company Name: | |
| Address: | |
| Contact Name Printed | |
| Signature | |
| Title: | |
| Phone Number: | |
| Email Address: | |
| Date: | |

This document contains the information to help responders understand the proposal requirements and your proposal fee. There is additional support information in the TABS below. Your total proposal fee shown on this signature page is calculated from the Cleaning Fee TAB and the Other Responsibility and Breaks Fee TAB. **Enter your Billable Hourly Labor Rate in the grey cells on these (2) TABS** and your total proposal fee will be shown on this signature page.

** Your Billable Hourly Labor Rate: (your labor cost plus your burden and margin)*

| | |
|---|---|
| **Your Total Calculated Annual Fee For Cleaning:** | **$0.00** |
| **Your Total Calculated Annual Fee For Other Responsibilities Minutes and Break Minutes:** | **$0** |
| **Your Total Calculated Annual Fee:** | **$0** |
| **Total FTEs Required for Cleaning** | **88.75** |
| **Total FTEs Required for Other Responsibilities** | **21.09** |
| **Total FTEs Required for Employee Breaks** | **7.16** |
| **Total FTEs Required For this Proposal:** | **117.00** |

***The total FTEs calculated will be utilized for summer season restoration projects to be determined in an annual campus walk through (understanding what can be done with the total stated, required FTEs of 117.00 which includes (2) full time supervisors) with Hamilton Southeastern School's Management staff.*

***SDS will be "electronic" and provided by Hamilton Southeastern School's Management staff.*

Hamilton Southeastern Schools

HILLYARD

envirologix

Date: xx/xx/xxxx

Example Report:

All payrolls must be certified utilizing a Badge-in/Badge-out system provided by Hamilton Southeastern School's. The Badge-in/Badge-out system will produce a weekly or monthly report based on Hamilton Southeastern School's system.

| Example List of Employee Name & Identifying Numbers | Monday | Tuesday | Wednesday | Thursday | Friday | Total Reported Hours This Week | Hourly Billable Rates/Fees Per Week |
|---|---|---|---|---|---|---|---|
| | Hours Worked Each Day | | | | | | |
| Employee 1 | 0 | 8 | 0 | 8 | 8 | 24 | $0.00 |
| Employee 2 | 8 | 8 | 8 | 8 | 8 | 40 | $0.00 |
| Employee 3 | 8 | 8 | 8 | 8 | 8 | 40 | $0.00 |
| Employee 4 | 8 | 0 | 0 | 8 | 8 | 24 | $0.00 |
| Employee 5 | 8 | 8 | 8 | 8 | 8 | 40 | $0.00 |
| Employee 6 | 8 | 8 | 8 | 8 | 8 | 40 | $0.00 |
| Employee 7 | 8 | 8 | 8 | 8 | 8 | 40 | $0.00 |
| Employee 8 | 8 | 8 | 8 | 8 | 8 | 40 | $0.00 |
| Employee 9 | 8 | 8 | 8 | 8 | 8 | 40 | $0.00 |
| Employee 10 | 8 | 8 | 8 | 8 | 8 | 40 | $0.00 |
| Employee 11 | 8 | 8 | 8 | 8 | 8 | 40 | $0.00 |
| Employee 12 | 8 | 8 | 8 | 8 | 8 | 40 | $0.00 |
| Employee 13 | 8 | 8 | 8 | 8 | 8 | 40 | $0.00 |
| Employee 14 | 8 | 8 | 8 | 8 | 8 | 40 | $0.00 |
| | | | | | | | |
| | | | | | | | |
| FTE Equivalent Reported By Day | 13 | 13 | 12 | 14 | 14 | | |

**Total Per Billable Per/week** **$0.00**

Contact Name: Title:

**Name and Title of Owner or Officer:**

As a representative of the contractor submitting the payroll identified above, I hereby certify that the payroll is true and correct to the best of my knowledge.

**Note:** Monthly fees paid to the awarded contractor will be based on actual reported hours using Hamilton Southeastern School's Badge-in/Badge-out system. The awarded contractor must maintain the 117.00 FTEs hours each of the 1976 annual days. If employees are absent and the contractor does not provide "Subs" then the monthly billing will be reduced accordingly.

*** As a reminder, all SUBs must be properly training on industry cleaning processes, tools and equipment.*

*** If contractor employees are arriving late and not fulfilling the 8 hour requirement, then the monthly fee will be reduced*

# Exhibit E
## INSURANCE REQUIREMENTS

| COVERAGE | LIMITS |
|---|---|
| I. COMMERCIAL GENERAL LIABILITY | $ 1,000,000 Each Occurrence<br>$ 2,000,000 Aggregate |

POLICY TO BE ENDORSED TO PROVIDE:

1. Hamilton Southeastern Schools and any other contractually required entities as additional insureds, including coverage for Completed Operations.
2. Waiver of Subrogation in favor of Hamilton Southeastern Schools and its Insurers.
3. Subcontractor's/Vendor's insurance as primary and non-contributory.
4. A Per Project and Per Location Aggregate.

II. BUSINESS AUTOMOBILE LIABILITY — $ 1,000,000 Each Accident

POLICY TO BE ENDORSED TO PROVIDE:

1. Hamilton Southeastern Schools and any other contractually required entities as additional insurers.
2. Liability coverage for all owned, non-owned and hired automobiles.
3. Waiver of Subrogation in favor of Hamilton Southeastern Schools and its Insurers.
4. Subcontractor's/Vendor's insurance as primary and non-contributory.

III. WORKER'S COMPENSATION Sr EMPLOYER'S LIABILITY

| | |
|---|---|
| COV. A - WORKER'S COMPENSATION | STATUTORY |
| COV. B - EMPLOYER'S LIABILITY | $ 1,000,000 EACH ACCIDENT<br>$ 1,000,000 DISEASE - EACH EMPLOYEE $ 1,000,000 DISEASE - POLICY LIMIT |

POLICY TO BE ENDORSED TO PROVIDE:

1. Waiver of Subrogation in favor of Hamilton Southeastern Schools and its Insurers
2. Coverage to be valid in All States covered by Contract

IV. UMBRELLA LIABILITY

$ 5,000,000 EACH OCCURRENCE $ 5,000,000 AGGREGATE

POLICY TO BE ENDORSED TO PROVIDE:

1. "Follow Form" Coverage (Including Coverage Enhancements) on the General, Automobile and Employer's Liability Policies

APPLICABLE TO ALL POLICIES:

Subcontractor/Vendor shall maintain Insurance Policies comparable in coverage and limits (at the minimum) to the above listed requirements or those required by Hamilton Southeastern Schools whichever provides greater coverage, limits, or enhancements. The referenced policies shall provide such coverage to fulfill Subcontractor's/Vendor's obligations with regard to the indemnification requirements contained in this document and any claim, damage, loss, or expense described in this contract. Liability Insurance shall be carried out on an occurrence basis.

Additional Insured status shall include Hamilton Southeastern Schools and all entities required by the contract and the respective officers, directors, consultants, agents, and employees of each. Prior to commencing work, and in no event later than 14 days after execution of the contract, Subcontractor/Vendor shall deliver a Certificate of Insurance from Insurance Company(ies) acceptable to Hamilton Southeastern Schools. Said Certificate shall confirm compliance with ALL Insurance requirements and shall stipulate that no cancellation or non-renewal of any of the required policies shall be effective until thirty (30) days written notice to Hamilton Southeastern Schools.

The amounts of insurance (including endorsements thereto) carried in compliance with these requirements are not to be construed as either a limitation or satisfaction of the Subcontractor's/Vendor's liability.

## Exhibit F
## Contract

### CUSTODIAL SERVICES AGREEMENT

**THIS CUSTODIAL SERVICES AGREEMENT** ("Agreement") is entered into this ____ day of _____, 2025, by and between _____ ("Contractor"), and the **Hamilton Southeastern Schools, Hamilton County, Indiana** (the "School District").

### RECITALS:

**WHEREAS**, the School District wishes to retain Contractor to provide certain custodial and related services attached hereto as Schedule I at the School District's premises located at all the campuses within the jurisdiction of the School District attached hereto as Schedule II (collectively the "Facility");

**NOW, THEREFORE**, in consideration of the mutual agreements set forth below and other good and valuable consideration, acknowledged by each of the parties to be satisfactory and adequate, Contractor and the School District agree as follows.

**Section 1. Purpose of the Contract**

Appointment of Contractor. The School District hereby retains the Contractor and grants to the Contractor the exclusive right to provide and manage the School District's custodial services at the designated Facilities for the term set forth in this Agreement.

General Purpose. The contractor will be responsible for all of the School District's custodial services, as described herein.

Independent Contractor. Contractor will act as an independent contractor in the performance of its duties under this Agreement and shall retain control over its employees and agents. Under no circumstances shall any of the employees of any party be deemed the employees of the other for any purpose. Contractor shall be free to perform services for any other school corporation, company, or organization during the term of this Agreement.

Contractor shall be wholly responsible for paying all taxes related to its employees, including, but not limited to, federal and state income taxes, FICA, FUTA, and unemployment taxes to the extent that any or all of the foregoing are applicable. Contractor shall defend, indemnify, and hold harmless the School District from and against any claims by any taxing authority, for any taxes, interest or penalties relating to Contractor or its employees or agents, if any.

Contractor shall acquire worker's compensation insurance for itself, its employees, or agents, and shall defend, indemnify, and hold harmless the School District from and against any claim for worker's compensation brought by or on account of Contractor or by any of its employees or agents. The contractor or any of its employees or agents shall not be entitled to participate in any of

the School District's retirement programs or fringe benefits and, unless otherwise agreed to in writing by the School District.

Contractors shall control the manner in which the services are performed, while the School District shall specify the nature of the services and the results to be achieved. The contractor is not to be deemed an employee or an agent of the School District and has no authority to make any binding commitments or obligations on behalf of the School District except as expressly provided herein.

**Section 2. Commencement & Termination**

Commencement and Term. The term of this Agreement shall be for one (1) year beginning on 1, July 2025 and continuing until June 30, 2028, unless terminated by either party for cause as hereinafter provided. The School District may, in its sole discretion, renew this Agreement for up to two (2) successive one (1) year renewal periods as long as notice is provided at least thirty (30) days prior to the end of the current term or the first renewal term, as applicable. During any such renewal period, the School District may cancel the Agreement with at least thirty (30) days' notice for any reason.

Performance Bond. Upon commencement of this Agreement, Contractor shall obtain a performance bond in the amount of Two Hundred Fifty Thousand Dollars ($250,000.00). If the School District decides to renew the Agreement for future years, Contractor will not be required to obtain a performance bond for the renewal periods.

Breach. If either party breaches a material provision hereof ("Cause"), the non-breaching party shall give the other party written notice of such Cause. If the Cause is remedied within thirty (30) days of receipt of notice, the notice shall be void. If such Cause is not remedied within thirty (30) days of receipt of notice, the party giving notice shall have the right to terminate the Agreement upon expiration of such remedy period. However, neither party shall be responsible to the other for any losses or failure to perform its respective obligations under the Agreement when such failure is caused by conditions beyond the party's control such as fire, explosion, water, act of God, civil disorder or disturbances, vandalism, war, riot, sabotage, weather and energy related closings, governmental rules, and regulations or like causes beyond the reasonable control of such party or the damage or destruction of real or personal property.

Liquidated Provision. The Parties agree that if Contractor fails to perform services under this Contract, the School District will suffer damages that are difficult to measure. If Contractor has breached the terms of this Agreement, and Contractor has not cured the breach, the School District may elect to pursue any available administrative, contract, or legal remedy.

**Section 3. Employees**

Personnel Obligations. Contractor shall be responsible for its employees on its payroll, including, but not limited to, responsibility for recruitment, employment, promotion, payment of wages, pension benefits, health insurance, layoffs, disciplinary action, and termination and shall comply with all applicable laws and regulations related thereto. Contractor shall prepare and process the

payroll for its employees and shall withhold and pay all applicable federal and state employment taxes and payroll insurance relating to its employees including, but not limited to, income, social security and unemployment taxes and workers' compensation costs and charges.

Head Custodians. The School District shall continue to employ a Head Custodian at most of its facilities. The Contractor will provide a day shift head custodian for Durbin Learning Center, Fishers Elementary, and Hamilton Southeastern High School. The Head Custodians shall serve as the day-today liaison between Contractor's employees and the school district. If the School District Head Custodian leaves, the Contractor may be asked to staff the position.

Contract Supervisor. Contractor shall designate a person who will serve as the School District's primary contact and primary supervisor for Contractor's employees. Before Contractor hires an individual for the supervisor position, it will present that person to the School District for approval. Noncompliance will be considered a breach of this Agreement.

Equal Opportunity Employer. The School District and Contractor shall comply with Executive Order 11246, entitled "Equal Employment Opportunity", as amended by Executive Order 11375, and as supplemented in Department of Labor Regulations.

Contractor shall remain an Equal Opportunity Employer and shall comply with Title VII of the Civil Rights Act of 1964, as amended, the Americans With Disabilities Act, the Age Discrimination in Employment Act and such other federal, state, or local statutes, ordinances or executive orders as may pertain thereto.

Compliance With Law. The contractor agrees that it shall comply with all applicable law.

Hours. The contractor is expected to recommend the number of work hours and the number of positions required at each facility. The contractor will provide the School District with adequate staffing as the contractor sees fit and as agreed upon by the School District. The School District reserves the right to deduct a fair amount of compensation from payment due to Contractor for failure to provide adequate staffing.

The Contractor must anticipate employee absences and provide the District with an adequate backup plan for loss of work time associated with terminations, sick-time, and vacation. It is the expectation of the District that the minimum staff levels will be always maintained during the school year. Therefore, an adequate supply of substitutes must be kept, ensuring full cleaning coverage during the school year.

Training. Contractor will establish and conduct management and staff training programs that will insure staff development, proper supervision, and consistent quality control in custodian operations. Specific topics shall include proper use of equipment, cleaning procedures, OSHA training, asbestos, proper lifting techniques, use of chemicals, general lawn maintenance and other training required to fulfill the duties of a custodian. Documentation of the training will be provided to the School District on a semi-annual basis. The School District reserves the right to request and receive copies of sign-in sheets.

Background Checks and Drug Screening. All prospective employees shall undergo a criminal history/background check that meets or exceeds the requirement of Indiana law for school employees at the expense of Contractor. Such checks shall include, but are not limited to, local, state, and national criminal background checks, expanded child protection index checks, and Indiana Sex Offender Registry checks. Copies of such criminal history/background checks for each employee must be provided to the Custodial Supervisor of Hamilton Southeastern Schools prior to the start of the employee's work at a building of the School District. As a matter of strict adherence and agreement between the parties, no person may be employed by Contractor whose criminal history/background checks yield information pertaining to felony convictions, verbal/mental, physical, or sexual abuse of any kind, or dealing in a controlled substance at any time in any jurisdiction, local or otherwise. Contractor shall background check each employee on his/her anniversary date at the expense of the Contractor and provide HSE an affidavit stating the name of the employee and confirming that the background check did not yield information which would preclude the continued employment of this employee.

Contractor shall also conduct a drug screen on each of its employees to determine if they have used illegal drugs. Copies of such drug screens for each employee must be provided to the Facilities Manager of Hamilton Southeastern Schools prior to the start of the employee's work at a building of the School District. As a matter of strict adherence and agreement between the parties, no person may be employed by Contractor who tests positive for the use of illegal drugs.

Contractor agrees to be solely liable and will hold HSE harmless for the actions of any Contractor employee that does not have the required background check completed. Contractor fully indemnifies HSE for any acts or omissions by any Contractor employee that does not have the required background check completed. The contractor agrees to pay for the legal defense of HSE's choice and any damages ordered against HSE if HSE is named in any action involving alleged acts or omissions by any Contractor employee that does not have the required background check completed. In addition, Contractor agrees to pay HSE $2,500 for any Contractor employee who enters a HSE school without the required background check completed and submitted to HSE.

Employee Expectations. All employees are to present themselves in an appropriate manner and attire consistent with the School District's policies and administrative guidelines. All of Contractor's employees assigned to the School District must meet the following requirements:

- Able to perform all expected duties as set forth Schedule I
- At least 18 years of age.
- No cell phone use during work hours.
- Fraternization with students and staff is prohibited.
- Firearms and knives on school property are prohibited.
- High school graduate or equivalent GED.
- U.S. citizen or authorized to work in the U.S. verified by E-Verify.
- Able to read, write, and speak English fluently, and to use courteous language.
- Able to inspect, see, and report maintenance needs to the Head Custodian and/or the building principal.
- Able to interact positively and appropriately with students, School District employees and the public.
- Able to productively work with minimal supervision.

- Competent and well trained in the area of work assigned.
- Alcohol and drug free when arriving for and while on duty. Contractor's employees are prohibited from the manufacturing of, being in possession of, using, distributing, or dispensing of any controlled substance, including alcohol, while on school grounds.
- Tobacco free, including e-cigarettes, when arriving for and while on duty. No smoking is tolerated at any time or on any place on school property.
- Punctual.
- Well-groomed and in uniform.
- Able to work at the Facility without creating any disruption to the normal operations there and without creating disharmony among the School District's employees.

Cooperation with the School District. Contractor's employees shall work at the Facility cooperatively with the School District's employees without disrupting the normal operations of the School District's employees, students or other third parties.

Attendance Logs. Contractor shall maintain attendance records which indicate when its employees "log in" at the beginning of their shift and "log out" at the end of their shift each day at a designated location. This requirement is to enable the School District staff to determine which of the Contractor's staff is in each school building at any given time. The School District reserves the right to request in writing access to attendance logs of contracted custodial employees.

Substitutes. The contractor is responsible for scheduling and providing substitute employees in the event the assigned employee is unable to perform his/her duties for any reason. Substitutes are required to comply with the expectations set forth under Employee Expectations.

Uniforms. All Contractors' employees shall be required to wear a uniform shirt or vest with Contractor's name on it along with his/her School District picture ID badge. Long pants and proper footwear shall be worn when performing work within the buildings. Shorts may be allowed during summer recess as approved by the School District.

Visitors. No visitors, spouses or children of Contractor's employees will be allowed at the work site during working hours unless they are bona fide employees of Contractor, or they receive prior approval from the School District.

Regulations. Contractor shall instruct its employees to abide by the policies, rules, and regulations with respect to its use of the School District's premises as established by the School District from time to time and which are furnished in writing to Contractor.

Removal of Employee. The School District may provide Contractor with written notice that it requires the removal of an employee of Contractor if such employee conducts himself/herself in a manner which the School District's Facilities Director or designee believes is detrimental to the physical, mental or moral well-being of students, employees, or other stakeholders in the School District. In the event of the removal of any such employee, Contractor shall immediately restructure its staff without disruption in service.

Emergency Devices. All Contractors' employees assigned to each school shall be instructed on the

use of all emergency switches, fire, and safety devices in his/her assigned location.

**Section 4. Custodial Services**

Specific Tasks. Contractor will be responsible for providing the School District with the custodial services described on Schedule I attached hereto.

Inspection. The contractor is responsible for quality assurance inspections of all areas of responsibility, and to provide documentation of the inspections to the School District on a monthly basis. Joint inspections with the contractor's supervisor and a school representative may be scheduled at any time without additional fees being charged. The Contractor will use the evaluation template provided by HSE to inspect the buildings. HSE is currently utilizing CleanTelligent software to audit the District. If it is observed or reported that one or more of the Services have not been performed adequately, Contractor will be notified, and the occurrence will be documented. If the problem is not immediately corrected and/or becomes a continuous occurrence, the School District reserves the right to deduct a fair amount of compensation from payments due to Contractor for failing to perform that Service and/or terminate this Agreement.

Storage. Storage spaces provided within the buildings for cleaning equipment and supplies will be kept clean and organized at all times. Doors to these areas must be kept closed and locked when students are present in the building.

Calendar. Except during the Summer Schedule period described in Section 4.5 of this Agreement, Services will normally take place during the General Cleaning Schedule set forth on Schedule I except for scheduled non-emergency closing days; subject to the monthly schedule. The schedules for the various buildings within the School District will be provided 5 days in advance of the beginning of the following month and will be similar to those provided as examples to Contractor during the request for proposals process.

Summer Schedule. Once the School District is in summer recess, Contractor and the Facilities Manager of Hamilton Southeastern Schools shall mutually agree in writing upon any changes to the staffing patterns.

School Cancellations. If a full school day is cancelled due to weather or other natural causes, cleaning services will be provided. The School District will notify Contractor if certain services are not needed on such days.

Building Use After School Hours. Certain groups and organizations use the School District's buildings after normal school hours. Contractor will coordinate with the School District to maintain building security and handle any services that may be required as a result of use of such facilities by such groups or organizations. The School District will be responsible for renting out the facilities and processing payments for use.

**Section 5. Equipment & Supplies**

Safety. It will be Contractor's responsibility to ensure that its employees use the equipment, tools,

and supplies in a safe and orderly manner and in accordance with the manufacturer's instructions and guidelines and within all local, state, and federal regulations.

Tools and Cleaning Supplies. School District shall provide all cleaning tools, including, but not limited to, the following at each school: Vacuums, brooms, dry mops, dusters, dustpans, flashlights and batteries, mop buckets and wringers, mop heads/handles, floor strippers/finishers, snow shovels, squeegees, street (push type) brooms at least 24" wide, wet mops, exterior brooms, custodial carts/barrels, micro-fiber supplies & equipment, plungers and other tools necessary to perform the Services. School District will also supply all soaps, wax, and cleaning supplies.

Maintenance of Cleaning Equipment. The contractor shall be responsible for maintaining all cleaning equipment and tools. The contractor must appropriately maintain all equipment to ensure its proper operation and preserve its expected life cycle. The School District reserves the right to inspect and inventory equipment to ensure its' proper use and care.

Contractor's Use of the School District's Equipment. Contractors may use equipment owned by the School District if permitted by the School District. However, if the School District's equipment is found to be in inappropriate condition due to misuse and/or insufficient maintenance or repair will be required to be restored and/or replaced, such will be at Contractor's expense. Title to such equipment shall be retained by the School District. The contractor shall be responsible for any damage caused to Hamilton Southeastern School buildings or equipment while employees of their company are performing assigned duties.

Damage Caused by Contractor
Any repairs to District buildings, equipment, supplies or deliveries, which in the Districts opinion, are the result of the Contractor's action, shall be promptly made by Contractor, upon receipt of notice from the District, at the Contractor's own cost and expense.

In the event the Contractor fails to make timely repairs, the district may deduct all costs associated with repairs from the monies due to the Contractor.

**Section 6. Payment, Records & Audits**

Payment. [HERE CONTRACTOR WILL INSERT ITS PAYMENT TERMS.]

Invoices. Contractor shall invoice the School District monthly. Payment shall be due within forty-five (45) days of the date of the monthly invoice.

Invoice Statement. All invoices submitted by the Contractor must represent services rendered before payment can be made to the Contractor.

Detailed Description. All invoices submitted by Contractor must include a detailed description of the services or other items being submitted for reimbursement.

Reduction of Compensation: The Contractor agrees that if Contractor's employee's absences

become excessive as determined in the sole discretion of the District, if quality assurance rating scores drop below a level acceptable to the District, or the number of total services hours in a month falls below an acceptable threshold as determined by the District, the District may reduce the amount of any invoice then due by up to fifteen percent (15%).

**Section 7. Insurance & Indemnity**

To the extent permitted by law, each party shall indemnify, defend, and hold harmless the other from any and all losses, claims or expenses, of whatever kind, including reasonable attorney fees, arising out of, or resulting from the performance, or failure to perform, of each party of the provisions contained herein. By way of explanation and not by way of limitation such losses may include bodily injuries, death, sickness, property damage or other injury which arises out of the performance of the provisions of this contract. Notwithstanding the foregoing, neither Contractor nor the School District shall be required to indemnify the other for any claim brought by its own employee against the other party.

Notification of an event giving rise to an indemnification claim ("Notice") must (a) be received by the indemnifying party on or by the earlier of a date 30 days subsequent to the date which such event was or should have been discovered or 90 days subsequent to the effective termination date of this Agreement and (b) shall include a brief factual summary of the damage and cause thereof. An indemnification claim is expressly subject to and conditioned upon compliance with the Notice provisions hereunder.

Insurance. Contractor shall purchase from and maintain with a company or companies, lawfully authorized to do business in the State of Indiana, such insurance as will protect Contractor from claims arising out of or resulting from Contractor's operations under this Agreement, and for which Contractor may be legally liable, whether such operation be by Contractor or by a subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. Contractor shall file Certificates of Insurance prior to the commencement of this Agreement and on the date of any renewal. The contractor shall include the School District as an additional insured on a primary and non-contributory basis in its General Liability policy and provide at least 30 days' notice to the School District in the event of policy cancellation.

Types and Amounts of Insurance Coverage. Contractor shall secure and maintain the various insurance policies which, at a minimum, meet the requirements set forth herein. Coverage shall be maintained without interruption from the date of commencement of work until the date of final payment.

**Section 8. Energy Conservation**

Every effort shall be made to conserve energy whenever possible throughout the cleaning schedule. Only areas in use shall have lights on, and exterior doors and windows shall remain closed whenever the heating or cooling systems are operating.

**Section 9. General Terms & Conditions**

Governing Law. This Agreement, its construction, validity, effect, performance, and enforcement shall be governed by and construed under the laws of the state of Indiana. Further, the parties' consent to venue in Hamilton County, Indiana.

Entire Agreement. This Agreement constitutes the entire agreement between the parties pertaining to the Services and supersedes all prior or contemporaneous negotiations, discussions, or understandings. There are no representations, inducements, promises, agreements, arrangements, or undertakings, oral or written, between the parties relating to the matters covered by this Agreement other than those set forth in this Agreement.

Severability. Each article, paragraph, subparagraph, term and condition of this Agreement, and any portions thereof, will be considered severable. If, for any reason, any portion of this Agreement is determined to be invalid, contrary to, or in conflict with, any applicable present or future law, rule or regulation in a final ruling issued by any court, agency or tribunal with valid jurisdiction, that ruling will not impair the operation of, or have any other effect upon, any other portions of this Agreement; all of which will remain binding on the parties and continue to be given full force and effect.

Captions. All captions in this Agreement are intended solely for the convenience of the parties and none shall be deemed to affect the meaning or construction of any provision of this Agreement.

Construction and Effect. No failure of either party to exercise any power reserved to it by this Agreement or to insist upon strict compliance by the other party with any obligation or condition hereunder and no custom or practice of the parties at variance with the terms hereof shall constitute a waiver of either party's right to demand exact compliance with any of the terms of this contract. Waiver by either party of any particular default shall not affect or impair either party's right to exercise any or all of its rights and powers herein, nor shall that constitute a waiver by that party of any right hereunder, or of its right upon any subsequent breach or default to terminate this Agreement prior to the expiration of its terms.

Transfer and Assignment. Contractor may not transfer or assign, including, but not limited to, subcontracting, this Agreement, or any part thereof without the consent of the School District. Notwithstanding the foregoing, Contractor may assign this Agreement to an affiliated company or wholly owned subsidiary with prior approval and without being released from any of its responsibilities hereunder.

Notices. If any notice or other correspondence is required to be delivered under this Agreement, it shall be given in writing, and shall be delivered personally, by overnight delivery service, or by United States mail, postage prepaid, certified mail, return receipt requested, in which event it shall be deemed given upon receipt, to the parties at the following addresses (or to such other address as a party may designate by notice):

To School District: Hamilton Southeastern Schools
ATTN: Custodial Supervisor

Administration Building
13485 Cumberland Road
Fishers, IN 46038

To Contractor: Contractor
ATTN: _____
ADDRESS
CITY, STATE ZIP CODE

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement as of the respective dates first written below.

**HAMILTON SOUTHEASTERN SCHOOLS**
**HAMILTON COUNTY, INDIANA**

By: _____
Patrick Mapes, Superintendent

Date: _____

**(CONTRACTOR)**

By: _____

Title: _____

Date: _____

By: _____
Dr. Juanita Albright, President
Hamilton Southeastern Board of School Trustees

Date: _____