



**CUSTODIAL SERVICES PROPOSAL
REQUEST FOR PROPOSAL DOCUMENT**

Board of Education
MONTROSE COMMUNITY SCHOOLS
300 Nanita Drive, P.O. Box 3129
Montrose, MI 48457

- Proposal Release: **Friday, May 23, 2025**
- Mandatory Pre-Bid Conference/Walk-Through: **1:00 p.m., Thursday, June 12, 2025**
- Proposal Opening: **Thursday, July 10, 2025, 10:00 a.m.**

Request for Proposals Custodial Services

The Montrose Community Schools (MCS) invites proposals from qualified contractors for the provision of custodial services for the District. A mandatory pre-bid walk-through will begin at **1:00 p.m., Thursday, June 12, 2025**, starting at the MCS Administration Offices, 300 Nanita Drive, P.O. Box 3129, Montrose, Michigan.

Bid packets are available Monday thru Friday, 7:00 a.m. to 3:30 p.m., at the MCS Administration Offices, 300 Nanita Drive, P.O. Box 3129, Montrose, Michigan, 48457, or on the Montrose Schools web site: www.montroseschools.org. Proposals should be delivered to Montrose Community Schools, "MCS Custodial Services Bid", 300 Nanita Drive, P.O. Box 3129, Montrose, Michigan, 48457, no later than 10:00 a.m. prevailing time, Thursday, July 10, 2025.

The Board reserves the right to reject any or all proposals, waive irregularities in any bid, and make award in any manner deemed to be in the best interest of the Montrose Community Schools. Montrose Community Schools operates on an equal opportunity/affirmative action basis in its bidding policy. Bidding is open to all interested parties, in compliance with national, state and local laws.

Publish date: **May 23, 2025**

The Board of Education of Montrose Community Schools (MCS) is accepting firm, sealed proposals to provide Custodial Services for the District in accordance with the specifications, terms and conditions stated herein. A mandatory pre-bid conference/walk-through will be held on Thursday, June 12, 2025, 1:00 p.m. local time beginning at Montrose Community Schools Administrative Offices, 300 Nanita Drive, P.O. Box 3129, Montrose, MI 48457, then proceeding to other MCS locations. Bidders that do not comply with this request may be disqualified from the proposal process.

One (1) original and three (3) copies of the bid shall be submitted as indicated in the bid document. Completed bids documents shall be firm, shall be enclosed in a sealed envelope marked with the name of the bidder and "MCS Custodial Services Bid" on the outside of envelope and shall be delivered as indicated below.

Any changes and/or addenda to this solicitation will be posted on the MCS website at www.montroseschools.org. Bidders are responsible for checking this website prior to bid submission. *Failure to acknowledge all addenda may result in rejection of your bid as being non-responsive.*

Proposals mailed shall be sent to:
"MCS Custodial Services Bid"
Montrose Community Schools
300 Nanita Drive, P.O. Box 3129
Montrose, MI 48457

Proposals hand delivered and/or mailed express carrier shall be delivered to:
"MCS Custodial Services Bid"
Montrose Community Schools
300 Nanita Drive
Montrose, MI 48457

Bids will be accepted until **10:00 a.m., Thursday, July 10, 2025**, at which time they will be publicly opened and read aloud.

The Board will not accept a bid received after the date and time mentioned above. The Board of Education reserves the right to accept or reject any and all bids, in whole or in part, and to waive any informality therein. It is the intent to evaluate bids and award by July 28, 2025. Should you have any questions, please contact the following person via fax or e-mail.

MONTROSE COMMUNITY SCHOOLS
Linden A. Moore, Ph.D., Superintendent
300 Nanita Drive, P.O. Box 3129
Montrose, MI 48457
lmoore@montroseschools.org
810.591.8811

PROPOSAL SPECIFICATIONS FOR CUSTODIAL SERVICES

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SECTION I: INSTRUCTIONS TO BIDDERS

1. The Board of Education, Montrose Community Schools (MCS), 300 Nanita Drive, P.O. Box 3129, Montrose, MI 48457, will be accepting bids for Custodial Services in accordance with the attached specifications. All requests for proposal will bind vendors to the conditions and requirements set forth in the following instructions and conditions. A mandatory pre-bid conference/walk-through will be held on Thursday, May 22, 2025, 1:00 p.m. local time beginning at the Montrose Community Schools Administrative Offices, 300 Nanita Drive, P.O. Box 3129, Montrose, MI, then proceeding to other MCS locations. Bidders that do not comply with this request may be disqualified from the proposal process.
2. One original and three (3) copies of the proposal shall be submitted in accordance with the attached specifications, shall be firm, shall be enclosed in a sealed envelope marked with the name of the bidder, "Custodial Services Bid," and the time, place and date due, and shall be delivered to the Montrose Community Schools, "MCS Custodial Services Bid", 300 Nanita Drive, P.O. Box 3129, Montrose, MI 48457. Proposals will be accepted until Thursday, June 12, 2025, 10:00 a.m., local time, at which time they will be publicly opened and read aloud. The Board will not accept any proposals received after the date and time referenced above.
3. Proposals must meet or exceed all specifications herein. No alterations, erasure or addition is to be made on the original typewritten matter. Any and all deviations from specifications must be clearly detailed on a separate addendum sheet provided by the bidder; otherwise, it will be considered that items offered are in strict compliance with the specifications, and the successful bidder will be held responsible thereof.
4. Each proposal must be accompanied by a Bid Guarantee. The guarantee must be either a certified or cashier's check on an open, solvent bank or a bid bond with an authorized surety company in the amount of 5% of the first year's estimated dollar distribution by the district. Bid guarantee must be made payable to Montrose Community Schools, a guarantee of good faith. If the successful Bidder fails to furnish satisfactory bonds and insurance within 10 days after the notice of the award, such guarantee shall be forfeited as liquidated damages by the District to compensate for losses due to delay and/or increased costs for the project. The guarantees of the bidders selected for final consideration (i.e. lowest two bidders, bidders selected for interview, etc.) will be retained until the bond and insurance of the successful Bidder have been approved by the District. The guarantees of all other Bidders will be returned within ten (10) days after bid opening.
5. The Board of Education reserves the right to accept any item in the proposal; to accept or reject any or all proposals; to waive any informalities herein; or for reasons of establishing uniformity herein; or for reasons of providing the best overall value to the district, to award the contract to other than the lowest bidder.
6. This proposal is made without any previous understanding or agreement with any other person, firm or corporation making a proposal for the same purpose, and in all respects is fair and without collusion or fraud. Therefore, all responses submitted must be conclusive in whole and in part as outlined in this bid document.
7. MCS shall not be responsible for any cost or expense the bidder incurs during the preparation of this bid.
8. The bid shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the district or intermediate school board, or district or intermediate superintendent (see Attachment G).

9. The bid shall be accompanied by a sworn and notarized statement disclosing compliance with the Iran Economic Sanctions Act (see Attachment H).
10. Proposals must include a letter of transmittal/executive summary, not to exceed two (2) pages in length providing an overview of the proposed services and any information the bidder wishes to bring to the attention of MCS.
11. All prices shall be extended in decimals, not fractions and recorded and submitted on the pricing sheets provided.
12. All questions and communications regarding the specifications of the RFP must be sent via e-mail to lmoore@montroseschools.org or via fax at 810.591.7268 by **12:00 p.m., Wednesday, April 23, 2025**. Bidders that do not comply with this request may be disqualified from the proposal process.
13. Significant dates:

Release of Proposal Document	Friday, May 23, 2025
Mandatory Pre-Bid Conference Walk-Through:	1:00 p.m., Thursday, June 12, 2025
Questions Due:	12:00 p.m., Tuesday, June 17, 2025
Addendum Released	Thursday, June 19, 2025
Proposal Due Date and Opening:	10:00 a.m., Thursday, July 10, 2025
Post Bid Interviews:	Week of July 14, 2025
Board Committee Review:	Week of July 21, 2025
Board Approval/Proposal Award:	July 28, 2025

SECTION 2: GENERAL TERMS & CONDITIONS

1. TAXES

MCS is exempt from paying sales taxes. Exemption certificates will be provided upon request.

2. WITHDRAWAL OF PROPOSALS

Any vendor may withdraw their proposal at any time prior to the opening of proposals. All proposals shall remain firm for acceptance for a period of 180 (one hundred eighty) days beyond the bid opening. The awarded vendor shall honor the proposal pricing throughout the service period.

3. CONTRACT TERMINATION

MCS may terminate this contract for cause on written notice to Contractor if:

- A. Contractor breaches any of its material duties or obligations under the contract, which either cannot be cured or are not cured within the time period specified in the written notice of breach provided by MCS;
- B. Contractor poses a serious or imminent threat to the health and safety of any person;
- C. Contractor's actions pose a serious or imminent loss to any real or tangible personal property;
- D. Contractor is insolvent, bankrupt, or otherwise going out of business.

MCS on thirty (30) days written notice to the Contractor may terminate this contract or purchase order, or any portion thereof, for any reason, including convenience, without incurring any penalty, expense or liability to the Contractor except the obligation to pay for services actually performed under the contract before the date of termination. In the case of non-compliance, termination could be effective immediately.

Regardless of the basis for cancellation, MCS shall not be obligated to pay Contractor for any incidental or consequential damages, lost profits, or costs incurred for services not actually performed.

4. MCS VENDOR PAYMENT POLICY & PROCEDURES PAYMENT

Successful Bidder(s) must submit by the fifth day of the month to MCS Accounts Payable, 300 Nanita Drive, P.O. Box 3129, Montrose, MI 48457. Payment will be made within 30 days after receipt of an invoice for services rendered during the prior month, upon inspection, satisfactory performance of the contract, acceptance and approval of MCS.

5. SELECTION PROCEDURES

MCS may award a proposal to the most responsive vendor who best meets the following criteria: capacity to perform, cost, quality and fitness of company, past performance and/or overall qualifications. MCS may also award without a discussion of such proposal with other competing vendors. MCS may, at its option, elect to conduct oral presentations with selected bidders, request site visits from vendors still under active consideration. MCS is not required to hold such presentations and is not obligated to provide all bidders with such an opportunity.

6. CONFIDENTIALITY

The proposals and supporting materials become the property of MCS and are subject to public access according to the Freedom of Information Act, MCL 15.231. et. Seq. The vendor must ensure that suitable measures will be taken to assure the confidentiality of MCS.

7. NEWS RELEASES

Vendors will at no time make any news or advertising releases pertaining to the bid document for any purpose without the prior approval of, and in coordination with MCS.

8. CONDITIONS OF ACCEPTANCE

Incorporated by reference to the contract between MCS and the Successful Vendor as a result of this bid document will be:

- A. all information presented in or with this bid document and the vendor's response thereto; and,
- B. all written communications between MCS its agents, and the Successful Vendor subsequent to the date of issue of the bid document.

9. SMOKING/ALCOHOL ON SCHOOL PREMISES OR AT SCHOOL FUNCTION

Smoking or the use of alcohol or tobacco products shall not be permitted in any district building, district-owned vehicle, on district grounds or at district functions.

10. FIRM PRICES

Prices quoted by the vendor shall be firm and not subject to increase during the term of any contractual agreement between MCS and the Successful Bidder as a result of this bid document. Should the price of any components covered under this agreement decrease after the award of the contract but prior to installation, the cost to MCS shall reflect that decrease.

11. OPEN PROCUREMENT

MCS reserves the right to accept any item or group of items proposed in any response. MCS reserves the right to purchase more or less of each item or service at the unit price offered in the bidder's response and will discuss such decisions with all parties involved. MCS reserves the right to negotiate with vendors regarding variations to the original proposal(s), which may be in the best interest of MCS.

In the event that the vendor markets materials/products/services that are newer, less expensive, or better suited to the needs of MCS after the date of the contract pursuant to this bid document, MCS shall have the right to cancel any portion of the service under that contract and be granted a credit towards the purchase price of any such newer materials/products/services, as herein specified. The vendor shall provide MCS with timely notice of the availability of such newer materials/products/services.

12. EQUAL EMPLOYMENT OPPORTUNITY/ANTI-DISCRIMINATION

The Successful Bidder hereby agrees to comply with all federal, state and municipal equal opportunity and anti-discrimination guidelines and regulations, and covenants that neither the bidder nor any subcontractors will discriminate against an employee or applicant for employment with respect to hire, tenure terms, conditions or privileges of employment, or in a manner directly or indirectly related to employment, because of race, creed, color, gender, religion, national origin or ancestry, age, height, weight, marital status, disability, or genetic information. Failure on the part of the Successful Vendor to comply with said guidelines and regulations shall, upon reasonable notice, constitute grounds for MCS to revoke and otherwise terminate the contract and all obligations of the School District there under.

13. GUARANTEES BY THE SUCCESSFUL VENDOR

The Successful Vendor guarantees:

- A. That all delivered material, equipment and/or service shall be as bid. No substitutions will be accepted unless prior to delivery material/equipment has been inspected, found to be equal to the item(s) specified, and approved in writing by a MCS representative.
- B. That all materials, products and service offered is standard, new latest model of regular stock product or as required by the specifications type of equipment or furniture offered; also that no products/materials have been submitted or applied contrary to manufacturer's recommendations and standard practice.
- C. That he/she has carefully checked the enclosed figures and understands that he/she shall be responsible for any error or omission in the bid offer.
- D. That he/she has carefully examined the instructions and specifications and will furnish this material/product with such specifications for the price set forth in this bid.

14. INSURANCE REQUIREMENTS TO BE MET BY THE SUCCESSFUL VENDOR(S)

Contractor agrees, at its sole cost and expense, to purchase, prior to the commencement of services, and maintain the following insurance coverage in the minimum amounts indicated for the entire duration of the contract. All coverage shall be with insurance carriers licensed and admitted to do business in Michigan and acceptable to MCS.

Commercial General Liability Insurance: On an "Occurrence Basis" with limits of liability not less than \$1,000,000 each occurrence, \$3,000,000 aggregate, combined single limit, Personal Injury, Bodily Injury and Property Damage. Coverage shall include the following extensions:

- A. Contractual Liability;
- B. Products and Completed Operations;
- C. Independent Contractor's Coverage;
- D. Broad Form General Liability Extensions or equivalent;
- E. Deletion of all Explosion, Collapse and Under group (XCU) Exclusions, if applicable.

Professional Liability Insurance (Errors & Omissions) of \$1,000,000 each occurrence and \$3,000,000 annual.

Workers' Compensation including Employer's Liability Coverage of \$100,000 each accident, \$500,000 annual aggregate, in accordance with all applicable Michigan law.

Motor Vehicle Liability: If Contractor, or its employees, will use motor vehicles to satisfy its responsibilities under this contract, then Contractor must have a minimum amount of \$1,000,000 per occurrence combined single limit including coverage for hired or leased vehicles, and owned and non-owned vehicles with No-Fault coverage as required by law. If an insurance coverage furnished

by Contractor is on a "claims made" basis, the Contractor shall continue the coverage required under this contract for a minimum period of three years after the expiration or termination of this contract.

In addition, Contractor shall include the following as Additional Insured: MCS including its elected and appointed officials, employees, and volunteers.

The required coverage as described above shall include an endorsement stating the following: "It is understood and agreed that thirty (30) days advance Notice of Cancellation, Non-Renewal, Reduction and/or Material change shall be sent to: Montrose Community Schools, 300 Nanita Drive, P.O. Box 3129, Montrose, MI 48457. If such insurance is not in force, MCS may, at its option, terminate and cancel the contract.

15. CONTRACT AWARD

Upon the acceptance of a proposal approved by the Board, MCS may prepare and submit a separate contract or purchase order for the project to the Successful Vendor. In the event that a successful vendor fails, neglects, or refuses to execute said contract, including the delivery of all required bonds and Certificates of Insurance, within ten (10) business days after the mailing of said contract at the address given on the proposal, then MCS may, at its option, terminate and cancel its action in awarding said contract to the vendor. Upon such termination, the agreement shall become null and void and of no effect, and the bidder shall forfeit the bid bond submitted with the bid. MCS will subsequently be free to reconsider other bids or solicit new bids.

16. VOLUNTARY ALTERNATES

Base bids are requested in accordance with the detailed specifications. Voluntary alternates which in the vendor's judgment will result in a better or equally satisfactory job at a lower cost are allowed. Such alternates are to be described in detail, together with any addition or deduction to the base price, to permit proper evaluation.

17. EXAMINATION OF SITE

The vendor shall visit the site to fully inform themselves of the existing conditions and materials and labor required to complete the project. The bidder shall be solely responsible for the accuracy of all measurements and for estimating the material quantities required to satisfy the specifications. No additional compensation will be allowed to complete the work due to the bidder's failure to acquaint themselves with the existing conditions.

18. OSHA/MIOSHA

The Successful Bidder shall abide by all OSHA/MIOSHA Local, State, Federal and Owner's Safety Requirements.

19. CONTRACT DURATION

MCS intends to award a three-year fixed contract, with an option to renew annually for up to three (3) one-year terms. The contract will begin September 1, 2025 and continue through August 30, 2028. MCS will notify the contractor, in writing, no less than 60 calendar days prior to the end of each contract period of their intent not to exercise the next option period.

20. MCS RIGHT TO COMPLETE

In the event the Contractor shall fail, neglect, or refuse to perform any and all services under this Contract, MCS may perform such duties under the Contract and charge the Contractor, or deduct the amount from subsequent payments. In addition, MCS reserves the right to "contract out" for failed services and charge the Contractor for the services rendered.

21. OWNERS REPRESENTATIVE

MCS's representative for administration of this contract shall be the Superintendent or his/her designee.

22. ASSIGNMENT OF CONTRACT

The Contractor shall not assign, transfer, or dispose of the Contract or any part thereof without the written consent of MCS.

23. INDEMNIFICATION AND HOLD HARMLESS

Contractor agrees to indemnify MCS from any and all liability, or loss or damage that MCS may suffer as a result of claims, demands, causes, or judgments against them arising out of custodial services to be performed when the liability, loss or damage is caused by, or arises out of, the actions of the Contractor, his agents or employees.

24. MICHIGAN RIGHT TO KNOW/HAZARDOUS MATERIAL LAW

It is the Contractor's responsibility to comply with the Michigan Right to Know/ Hazardous Material Law. The Contractor is to provide MCS with the following information:

- A. Material Safety Data Sheets (MSDS) on all chemicals your company provides and uses in the MCS Buildings.
- B. An inventory of the types of chemicals used, their purpose, and their location in the building.
- C. All cleaning material containers must be properly labeled.

25. MICHIGAN'S SCHOOL SAFETY INITIATIVE

Contractor shall not assign an individual who is required to be registered under Article 2 of 1994 PA 295, as amended, (Sex Offenders Registration Act) to work within a student safety zone, as that term is defined in 1994 PA 295. Additionally, a Contractor shall not subcontract with a subcontractor who employs an individual who is required to be registered under Article 2 of 1994 PA 295, as amended, (Sex Offenders Registration Act) to work within a student safety zone, as that term is defined in 1994 PA 295.

All personnel of the Contractor or any subcontracted employee assigned to regularly and continuously work under contract at buildings owned or leased by the MCS shall be produced for fingerprinting upon the execution of the contract, or as soon thereafter as they are identified, so that the MCS may request a criminal history check from the Criminal Division of the Michigan State Police and a criminal records check from the Federal Bureau of Investigations, as required by MCL 380.1230(1) and MCL 380.1230g.

The Contractor shall pay the cost of each criminal history and records check performed as related to this contract. The Contractor shall not assign any individual nor allow a subcontracted employee to regularly and continuously work under contract in any of the buildings owned or leased by MCS if the MCS has not received the individuals criminal history check from the Michigan State Police and the FBI or if the criminal history check discloses that the individual has been convicted of a listed offence as defined by the various laws that relate to offenses not permitted in the employment public school employees.

Violation of the above by the Contractor or a subcontractor shall be the basis for immediate termination of the Agreement. The Contractor shall require language similar to the above in all its agreements with subcontractors and/or consultants who will be assigning personnel to work regularly and continuously on the Owner's property.

SECTION 3: SPECIFICATIONS

PART 1

1. SCOPE

The successful bidder will provide the necessary labor, equipment (District will consider alternate bid using our equipment), material, and supervision for all custodial services at the Montrose

Community Schools buildings listed. Our intent is to award to one vendor to provide services for all locations. During the contract period, designated MCS staff will conduct monthly and/or quarterly on-site evaluations of the facility to determine whether proposal specifications have been adhered to. It is also the contractor's responsibility to ensure contract compliance.

2. DEFINITIONS

From this point forward any reference to MCS management of facilities is understood to mean MCS Superintendent, Dr. Linden Moore.

3. AREA

The approximate building square footage follows:

Building	Square Feet
Hill-McCloy High School	107,641
Kuehn-Haven Middle School	104,447
Carter Elementary School	70,300
Choice Alternative Education	6,327
Jennings Library	2,660
Bus Garage	884

4. DAYS/HOURS OF WORK

One custodial service representative will provide services from 6:00 a.m. to 2:30 p.m. at Kuehn-Haven Middle School Monday through Friday each week, except during days when school is cancelled. All other custodial services will normally be performed between the hours of 2:30 p.m. and 11:30 p.m. Monday through Friday each week, except during days when school is cancelled. On cancelled school days, daily services may be modified, reduced, or eliminated. On days when school is cancelled, the contractor shall contact the appropriate school district supervisor to determine what cleaning, if any, is to be accomplished. In the event no cleaning is needed, an appropriate reduction to the monthly contract shall be made. During the summer months, MCS may require the custodial service to operate four days per week, ten hours per day. Overtime will not be paid.

In addition, the school district shall supply the contractor or their building representatives with a schedule of nightly activities for each building. This may require set-up and tear-down for school events. Cleaning of areas of the building used for night activities will be performed after the activities are finished and that the cleaning service will secure the building after everyone using the building leaves. The cleaning service is responsible for nightly security of the building during their shift and to secure the building before leaving. Every attempt will be made to provide for clean buildings for each school day to begin.

MCS reserves the right to specify, modify, and/or change starting time if necessary. Custodial services are provided based on the school year calendar (see Attachment G).

This schedule is subject to change. The Contractor will schedule all work to be done on a non-interfering basis with the building operation as far as practical. The work schedule is to be approved by the MCS Superintendent or his/her designee.

- 5.** The work covered in this specification includes furnishing all labor, equipment (District will consider alternate bid using our equipment), supplies, and supervision necessary for a complete custodial

and grounds service. Successful bidder and MCS may negotiate purchase of equipment currently owned by MCS. It shall be understood that in addition to these services, all tasks incidental to cleaning functions not specifically listed but normally included in general custodial practices will be provided.

6. Cleaning specifications will apply to the present location of rooms and minor alterations in the physical layout or changes in operation will not affect the provisions of the Contract.
7. The custodial task and frequency schedules indicate the minimum acceptable cleaning frequencies.
8. Contractor will employ only personnel who are proficient in performing custodial services using modern equipment, methods, and techniques. All custodial personnel shall present a neat, clean, and well-groomed appearance and be of good moral character. MCS reserves the right to require the replacement of any contractor's employee whose deeds or conduct is determined, by MCS, to be detrimental to the safe, secure and sanitary operation of MCS.
9. Contractor's employees shall not utilize any MCS telephones, office equipment, computers or furnishings. Violation of this subsection may result in a request of removal of said employee and reimbursement for fees associated with any use thereof.
10. The Contractor shall provide the MCS Superintendent or his/her designee and keep current, a list of all employees by name, title, and address for staff who are under the employ of the Contractor and assigned to work at MCS.
11. Contractor employees shall eat and take breaks in assigned areas only.
12. All custodial employees assigned to this facility are required to:
 - A. Wear distinctive and matching uniforms
 - B. Wear clearly readable identification, on the front of their uniform shirt (preferably on a breast pocket)
 - C. In the event that the Contractor shall fail, neglect or refuse to conform with the above requirements, Section III, Part 1, Paragraph 8, 9, 10, 11, 12.A. and 12.B. will be considered gross non-compliance subject to immediate Contract termination.
13. Upon the completion and during the sequence of their duties, custodial personnel will turn off all lights in the unoccupied areas unless otherwise directed. It is also the responsibility of the custodial personnel to check for open or unlocked doors and windows and to close and secure them. When difficulty is encountered in keeping areas locked or windows closed and locked, the MCS Superintendent or his/her designee, or designee, shall be notified.
14. Any conditions in the facility that may require repair shall be reported to the MCS Superintendent or his/her designee. For example, dripping faucets, damaged walls, burned out lights, damaged carpet, etc.
15. The Contractor is responsible for instructing their employees in appropriate safety measures. Custodial employees will not place mops, brooms, machines, and other equipment in traffic lanes or other locations in such a manner as to create safety hazards. Appropriate signs to indicate danger/hazardous floors, walk left or right, etc., shall be provided by the Contractor. Such signs will be displayed at all times in an area where cleaning requires the use of any equipment or supplies such as buckets, water, floor finish, etc., which could cause a traffic obstruction or personal hazard. Cleaning techniques will be implemented to minimize situations where personnel must cross a wet or slippery surface to gain access to other parts of the building.
16. No duplicate keys will be made by Contractor. MCS shall provide all necessary keys. Keys may be obtained from the MCS Superintendent or his/her designee. If this policy is not adhered to, the contractor will be liable for any costs required in lock change and/or re-keying for agency security purposes.
17. All doors are to remain locked during the time the contractor is performing the custodial services in the building. When trash is taken out to the dumpster, the doors are to be closed and locked. The

contractor is to turn off all lights, except those which he/she is instructed to leave on, close all windows and check that all exterior doors are locked before leaving the building each night. No exceptions.

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

PART 2: CONTRACTOR AND EQUIPMENT INFORMATION

1. BUSINESS ENTITY

The bidder shall identify the business entity as individual, assumed name, partnership (naming partners), or corporation. Indicate the official capacity of the person (persons) executing the proposal and bid. The Contractor shall include with the proposal the following information:

- A. The number of years the Contractor has been in business.
- B. The number of full-time hourly employees employed by your company.
- C. The number of part-time hourly employees employed by your company.
- D. The number of salaried supervisory employees employed by your company.
- E. The number of employees assigned to this project.
 - ✓ Hill-McCloy High School
 - ✓ Kuehn-Haven Middle School
 - ✓ Carter Elementary School
 - ✓ Choice Alternative Education
 - ✓ Jennings Library
 - ✓ Bus Garage
- F. A list of not less than five (5) organizations where the Contractor is currently providing custodial services. This list is to include the names and telephone numbers and contact personnel at each organization. At least one of the organizations must be a PK-12 public school or similar client with custodial service contract needs similar to Montrose Community Schools.
- G. A list of three (3) organizations where the Contractor is no longer providing custodial services. This list is to include the names and telephone numbers of contact personnel at each organization.
- H. The number, square footage, and type of facilities presently being serviced.
- I. A complete list of all equipment to be used by your company at this facility. This list is to include the quantity, brand name, type, size and age. The description of currently owned District equipment (if needed) will be supplied to vendors after the initial screening.
- J. A complete list of all materials and/or supplies to be used by your company at this facility. This list is to include brand name and product number.
- K. Hourly rates to be charged for additional requested work not covered by the specifications.
- L. The average daily hours of labor to be provided as a part of this Contract.
- M. Provide a statement regarding any past, present, or pending litigation with any company. Such additional information is required to satisfy the Owner that the bidder is adequately prepared to fulfill the contract.

NOTE: Failure to provide the requested information may result in rejection of the contractor's bid.

2. SUPERVISION AND CONTRACT ADMINISTRATION

- A. CONTRACTOR MUST FURNISH COMPETENT AND ADEQUATE SUPERVISION ON A DAILY BASIS.
- B. Contractor must be able to respond, if necessary, to emergency situations that may arise 24 hours a day, seven days a week, such as:

- 1) Flooding, fire and/or other building maintenance situations.
 - 2) Lack of or failure to properly clean facilities.
- C. Responsibility for inspection and conformance to specifications rests with the Contractor. Bi-weekly inspection reports will be made by the Contractor and given to the MCS representative in writing noting conditions of the building and conformance to the required specifications. Inspections will also be made by MCS Superintendent or his/her designee at any time.
- D. Contractor will supply a high level inspector to inspect the building at least on a monthly basis with a MCS representative and more frequently, if necessary. MCS will set time and date of inspection. Inspection shall be documented and submitted to MCS Superintendent or his/her designee.
- E. The Contractor will correct, within 24 hours, deficiencies for any activity labeled as daily, weekly, or monthly. The Contractor will correct, within 48 hours, any deficiency in any activity noted as quarterly, semi-annually, or annually. Should the Contractor fail to correct these deficiencies within the time stated, the Contractor may be considered in default of the Contract. MCS may take one or all of the following actions:
- 1) For daily deficiencies, correction will be made by MCS and deduction for actual cost will be made from the monthly billing.
 - 2) Procure service for correction of the deficiency from other sources and hold the Contractor responsible for any costs occasioned thereby.
 - 3) Terminate Contract.

3. SUPPLIES

- A. For the treatment of various types of flooring, carpeting, furniture, etc., only such materials recommended and approved by the manufacturers and MCS shall be used. Supplies will be used that are not harmful to the building or furnishings.
- B. Prior to the start of the Contract, the Contractor shall submit to MCS for approval, a complete list of brand names, Michigan Safety Data Sheets (MSDS) and product number of all supplies to be used in fulfilling this Contract.
- C. MCS shall supply the following restroom supplies: paper toweling, toilet tissue, feminine sanitary products, hand soap and restroom aerosol spray. Contractor shall replenish and maintain an adequate supply, in the appropriate areas, of these items at all times.
- D. Contractor shall utilize trash receptacle bags provided by MCS.

4. EQUIPMENT

- A. Prior to start of the Contract, the Contractor shall submit for approval a complete list of equipment by brand name, type, size and age of equipment to be used in fulfilling this Contract. If sub-contractor is utilized for carpet cleaning, contractor shall submit to MCS the name and address of said sub-contractor prior to commencing carpet cleaning. MCS reserves the right to reject any sub-contractor.
- B. All power and hand equipment will be furnished by the Contractor. The Contractor shall be responsible for keeping all equipment and tools in proper repair. Any damage caused to the building or furnishings in the building caused by the Contractor's failure to keep said equipment in proper repair, or damage resulting from use of said equipment shall be the responsibility of the Contractor. The owner shall repair said damage and charge the Contractor that amount. Any equipment found to be defective will be removed from the premises by the Contractor.
- C. Non-expendable items must be identified as the Contractor's through stenciling or other means.

- D. The Contractor is solely responsible for all items stored on the premises. A locked storage area will be provided by MCS.

5. DEFINITIONS

The following definitions will be considered the minimum acceptable standard for the activities performed under this Contract.

- A. Wet Mopping and Scrubbing
- 1) The floors shall be properly prepared, thoroughly swept to remove all loose dirt and debris, gum, tar and other foreign substances.
 - 2) Upon completion of wet mopping or scrubbing, the floor shall be clean, free of dirt, stains, spills, marks, mop marks, and properly rinsed and dry mopped to present a clean appearance.
 - 3) All surfaces shall be dry with corners, cracks, and splice joints clean. Cove base, walls, furniture, doors, etc., shall be wiped clean to remove any streaks or splashes.
 - 4) Germicidal disinfectant cleaner shall be used on all restroom floors, walls, partitions, fixtures and equipment when cleaning.
- B. Floor Finishing and Buffing
- 1) Floor finish shall be applied in a thin, even coat. The number of coats applied will depend on the use and condition of the floor but in no cases will be less than two coats be applied.
 - 2) At the stated frequencies, floors shall be wet mopped and buffed between regular floor finishing operations. The floor shall be properly swept free of all loose dirt prior to mopping.
 - 3) Upon completion of wet mopping, the floor shall be clean and free of dirt, water streaks, mop marks and properly rinsed, and dry mopped to present a clean appearance.
 - 4) All surfaces shall be dry with corners, cracks, and splice joints clean after wet mopping.
 - 5) The floor area will be machine spray buffed to restore the gloss to the floor. Finish floor as necessary to restore floor to clean, bright appearance. Do not allow floor finish buildup at edges or corners and blend floor finish into existing floor finish leaving no demarcation line between the two.
- C. Stripping and Sealing
- 1) There shall be complete removal of all dirt, old floor finish and other substances in returning floor to its original surface. All corners, edges, cracks, splice joints and around other floor mounted appurtenances shall be completely cleaned.
 - 2) Two thin coats of appropriate sealer shall be applied with caution to prevent streaking or bleaching of the floor surface. This application shall be applied in accordance with the manufacturer's recommendation and shall be compatible with the floor finish to be used.
- D. Carpet Shampooing
- All carpets shall be thoroughly cleaned at least once per year (during summer, Christmas or Spring break) by the contractor using dry-cleaning method or a steam-water extraction method with water pick up capable of reducing remaining water to a minimum of 10 percent (10%) by weight moisture content.

SUPERINTENDENT OR HIS/HER DESIGNEE WILL SCHEDULE AREAS TO BE CLEANED WITH CONTRACTOR ANNUALLY.

Prior to cleaning all floors, all severe spots and stains shall be removed so as to present a uniform appearance after cleaning. Contractor is responsible for removing furniture prior to cleaning and replacing furniture to original location after cleaning and carpeting has dried.

- E. Rugs/Mats, Carpets, and Upholstery
 - 1) After vacuuming, all rugs/mats and carpets shall be free from dust balls, dirt and other debris. All areas not reached by vacuum, shall be hand cleaned using appropriate cleaning equipment.
 - 2) Soft upholstery shall be free of all lint, dust and other debris. Fabric or nap shall not be damaged by cleaning procedure.
- F. Dusting
 - 1) Dusting residue shall not be moved from spot to spot but removed directly from the area in which it lies by the most effective means appropriate; treated dusting cloths, hand duster or vacuum tools.
 - 2) There shall be no dust streaks remaining on any surface, including corners, ledges, shelves, molding, etc.
 - 3) There shall be no oils, spots, smudges, or residue from dusting aids on dusted surfaces.
- G. Damp Wiping

This task consists of using a clean, damp cloth or sponge to remove all dirt spots, streaks from walls, glass or other specified surfaces, and then drying to provide a polished appearance.
- H. Furniture Upkeep
 - 1) Desks, files, tables, cabinets, etc., shall be kept free of fingerprints, stains, smudges, etc. Chrome legs and edgings shall be cleaned free of marks and polished to a bright appearance.
 - 2) Water fountains shall be disinfected with germicidal disinfectant cleaner; the chrome, stainless steel and cabinets polished to a clean, bright appearance.
- I. Monthly Tasks

Tasks which are to be completed in their entirety each month. The Contractor is expected to work on part of these tasks daily.
- J. Quarterly Tasks

Tasks which are to be completed in their entirety four (4) times per year, once each quarter. Contractor is expected to work on part of these tasks daily.
- K. Semi-Annual Tasks

Tasks which are to be completed each six (6) months. Contractor is expected to work on these activities each week so as to complete them at the conclusion of each six (6) month period.
- L. Annual Tasks

To be completed in their entirety one (1) time per year. Contractor is expected to work on these activities in an on-going fashion throughout the year.

PART 3: CUSTODIAL CLEANING TASK AND FREQUENCY SCHEDULE

OFFICE/CLERICAL, GYMNASIUM, LIBRARY, MEETING ROOMS AND CLASSROOM AREAS:

- A. Daily Cleaning
 - 1) Empty and reline all wastebaskets with plastic liners.

- 2) Vacuum all traffic areas and any obvious soil in area. Clean and remove all spots, stains, etc. from carpeting.
 - 3) Clean horizontal surfaces of all furniture, ledges, and window sills.
 - 4) Spot clean furniture, walls, partition glass, wall, switch plates and door hardware.
 - 5) Dust mop and damp mop hard surface floors.
 - 6) Clean and disinfect telephones.
 - 7) Sinks shall be cleaned and wiped free of all water marks.
 - 8) Clean and refill paper towel/soap dispensers as necessary.
 - 9) Clean chalkboards and whiteboards (unless in use)
 - 10) Empty pencil sharpeners.
 - 11) Setup meeting rooms, opening/closing wall(s) dividers, wiping off tables and straighten up chairs/tables.
- B. Weekly Cleaning
- 1) Vacuum all carpets thoroughly on a five-night rotation.
 - 2) Dust and damp wipe vertical surfaces of all furniture.
 - 3) Dust and damp wipe all ledges and window sills.
 - 4) Wash or polish all desk tops that are cleared of work papers.
 - 5) Thoroughly clean interior glass.
 - 6) High dust ceilings including vents and walls.
 - 7) Dust computer monitors.
 - 8) Damp mop gym bleachers.
- C. Monthly Cleaning
- 1) Vacuum upholstered furniture and cushions.
 - 2) Wash and dry vents and light fixtures.
 - 3) Auto scrub, burnish and apply two (2) coats of floor finish to classroom floors as requested.
- D. Annual Cleaning
- 1) Strip and refinish all resilient tile floors. Apply minimum of two (2) coats floor finish.
 - 2) Shampoo carpet.
 - 3) Clean chairs and desks, inside and out.
 - 4) Wash all lockers, inside and out.
 - 5) Wash all windows, inside and out.
 - 6) Wash all classroom walls paying particular attention to areas surrounding pencil sharpeners and chalk/white boards.
 - 7) Defrost and clean all refrigerators.

RESTROOMS AND LOCKER ROOMS

- A. Daily Cleaning
- 1) Floors shall be swept and wet mopped with germicidal disinfectant cleaner.
 - 2) Stools, seats, and urinals shall be thoroughly washed inside and out with a germicidal disinfectant cleaner. Seat shall be left in a raised position. Wash basins shall be cleaned and wiped free of all water marks. All mirrors, shelves, chrome fixtures, pipes and dispensers shall be damp wiped and wiped dry. Special attention shall be given to floors around toilets and urinals, for elimination of odors and stains to provide a uniformly clean and sanitary appearance throughout.

- 3) Empty and clean all trash containers using germicidal disinfectant cleaner prior to relining with plastic liners.
 - 4) Clean all furniture using germicidal disinfectant cleaner.
 - 5) Empty and disinfect all sanitary napkin receptacles with germicidal disinfectant cleaner. Reline with bag.
 - 6) Wash and wipe dry all paper dispensers using germicidal disinfectant cleaner.
 - 7) Replenish all paper toweling, toilet tissue, and hand soap. Contractor shall replenish and maintain an adequate supply of these items at all times.
 - 8) Dust window sills, ledges, grills, and partitions, etc. Spot clean with germicidal disinfectant cleaner wall surfaces, partitions, and doors. Splashes about lavatories and urinals shall be removed. Switch plates, door push plates, and kick plates shall be maintained in a polished condition.
 - 9) Floor traps shall be maintained free of odor.
- B. Weekly Cleaning
- 1) Toilet partitions, shower walls, doors, walls, sills, and ledges shall be completely cleaned with a germicidal disinfectant cleaner not harmful to the surface.
 - 2) Fill floor traps with water/disinfectant solution.
 - 3) De-scale toilets and urinals.
- C. Monthly Cleaning
- 1) Machine scrub and wet vac floors using germicidal disinfectant cleaner.
 - 2) Machine scrub all ceramic tile and grout areas.
 - 3) Wash and dry vents and light fixtures
- D. Annual Cleaning
- Strip and refinish resilient tile floors. Apply minimum of two (2) coats of sealer and floor finish.

HALLWAYS, CORRIDORS, LOBBIES, AND ENTRANCES

- A. Daily Cleaning
- 1) Floors shall be dust mopped and wet mopped.
 - 2) Floors to be maintained to a high gloss and uniform appearance. Obvious scuff marks and/or floor damage to be repaired utilizing spot floor restoring or spray buff method.
 - 3) Clean all interior and entrance glass.
 - 4) Clean and disinfect telephones.
 - 5) Clean and disinfect water fountains.
 - 6) All displays, pictures, lockers, and furniture to be cleaned. Vinyl furniture to be damp wiped.
 - 7) Vacuum all rugs/mats and carpeting. Clean and remove all spots, stains, etc., from carpeting and furniture.
 - 8) Remove all litter and debris from exterior entrance approach (front, rear and sides). Empty and reline all trash containers in areas with plastic liners.
 - 9) Empty and reline all wastebaskets with plastic liners.
- B. Weekly Cleaning
- 1) Floors shall be wet mopped, scrubbed, refinished, and spray buffed to create a uniform and high gloss appearance free of any scuff marks, abrasions, etc.
 - 2) Shampoo rugs/mats.
 - 3) Machine scrub and wet vac tile floors.
- C. Monthly Cleaning

- 1) Vacuum upholstered furniture and cushions.
- 2) Pile lift where carpeted.
- 3) Wash and dry vents and light fixtures.
- D. Annual Cleaning
 - 1) Strip and refinish all resilient tile/vinyl sheet floors using a minimum of two coats of floor finish.
 - 2) Shampoo carpet.

DINING/CAFETERIA AND KITCHEN AREAS

- A. Kitchen and serving area (completed by Food Service Staff)
- B. Empty trash as needed (Breakfast, Lunch, and After School)
- C. Clean cafeteria tables (completed by Food Service Staff)
- D. Dust mop and damp mop floor daily (Lunch and After School)
- E. Summer cleaning to be done annually (similar to classrooms) Walls, ceilings, floors, etc.

BLINDS THROUGHOUT BUILDING

- A. Weekly Cleaning
Dust all blinds on a rotation basis.
- B. Quarterly Cleaning
Thoroughly clean all blinds on a rotation basis, taking care not to break or damage fastenings.

DOOR KICK PLATES THROUGHOUT BUILDING

- A. Weekly Cleaning - Clean thoroughly eliminating all scuff marks, etc.

CUSTODIAL CLOSET

- A. Daily Cleaning
 - 1) Empty, clean, and reline all waste containers with plastic liners.
 - 2) Dust mop and damp mop floor.
 - 3) Clean service sinks.
 - 4) Place all supplies in the proper location.
 - 5) Clean all equipment and store in proper location.
- B. Weekly Cleaning
 - 1) Scour service sinks inside and out.
 - 2) Spot clean walls, doors, frames, etc.
 - 3) Wet mop with disinfectant solution.
 - 4) Spray buff floor.
 - 5) Clean and refill paper towel dispensers.

COMPUTER ROOMS

- A. Daily Cleaning
 - 1) Empty and reline all wastebaskets with plastic liners.
 - 2) Clean and disinfect telephones.
 - 3) Clean horizontal surfaces of all furniture, ledges, window sills, and equipment (extreme care/caution shall be exercised when cleaning surfaces to ensure that computer equipment operation is not interrupted, moved, or changed). Feather dust equipment only.
 - 4) Spot clean furniture, walls, carpeting, partition glass, wall switch plates, and door hardware.
 - 5) Dust mop and damp mop (as needed) computer floor. (Extreme caution shall be exercised when damp mopping to ensure that excessive mop water does not leak on to subfloor and wiring).
- B. Weekly Cleaning

- 1) Dust and damp wipe vertical surfaces of all furniture. Feather dust equipment.
 - 2) Dust and damp wipe all ledges and window sills.
 - 3) Wash or polish all desktops that are cleared of work papers.
 - 4) Clean chalkboards and whiteboards (unless in use).
 - 5) High dust ceilings, including vents and walls.
 - 6) Damp mop and buff floor (Extreme caution shall be exercised when damp mopping to ensure that excessive mop water does not leak on to subfloor and wiring.)
- C. Monthly Cleaning
- 1) Vacuum upholstered chairs and cushions.
 - 2) Wash and dry vents and light fixtures.
 - 3) Wash and dry all interior glass.
 - 4) Clean filters in Projectors.

TRASH REMOVAL

The trash is to be removed on a daily basis from the building to a dumpster/trash disposal area located on the site at rear of building.

ON-CALL CUSTODIAL SERVICES

On occasion, MCS may require on an as needed basis custodial services during the week or/weekend. Services shall include the following duties:

- A. Maintain a sanitary and welcoming restroom facility by refreshing bathrooms as often as building usage requires.
- B. Provide assistance to caterers during high capacity building events as well as on the spot requests such as trash removal, additional chairs/table setups, wiping down tables, etc.
- C. Setup meeting rooms, opening/closing wall(s) dividers, wiping off tables and straighten up chairs/tables.
- D. Perform emergency task as assigned, i.e. spills, restroom accidents, etc. Respond to call for biohazard cleanup and emergencies.
- E. Respond to requests made by employees, i.e. refills of facial tissue, need for disinfectant cleaners trash removal, etc.
- F. Other duties as required.

QUESTIONNAIRES/SURVEYS

The awarded contractor shall issue quarterly building service questionnaires/surveys to MCS staff regarding the quality of custodial services provided. Prior approval of the questionnaire/survey must be given by MCS before distribution. The results of such questionnaire/survey shall be given to the Superintendent.

SECTION 4: BID PRICE RESPONSE			
Proposed Cost for Hill-McCloy High School			
YEAR	MONTHLY COST		ANNUAL COST
Year One (1): (9/1/2025 through 8/30/2026)		X 12 =	
Year Two (2): (9/1/2026 through 8/30/2027)		X 12 =	
Year One (1): (9/1/2027 through 8/30/2028)		X 12 =	
TOTAL			
Proposed Cost for Kuehn-Haven Middle School			
YEAR	MONTHLY COST		ANNUAL COST

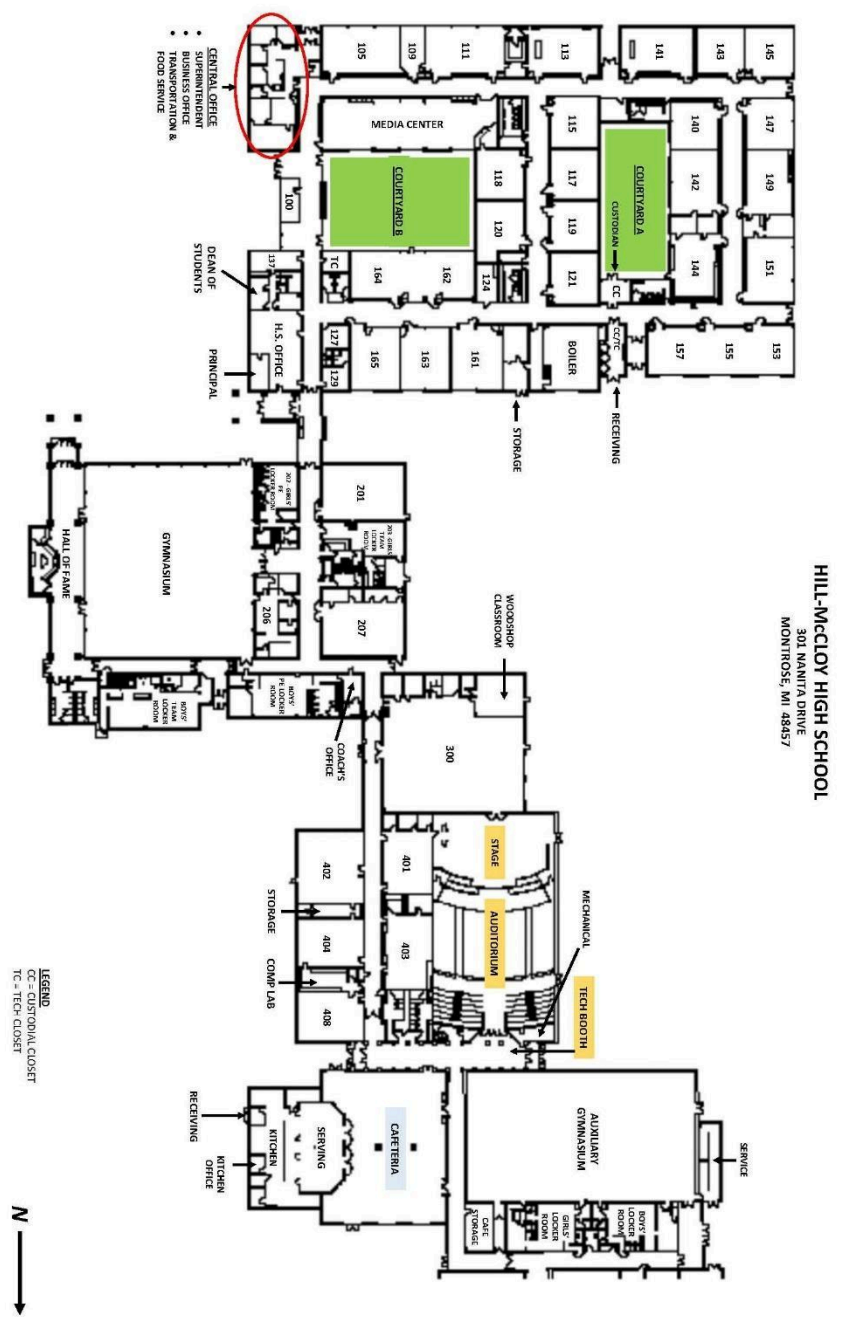
Year One (1): (9/1/2025 through 8/30/2026)		X 12 =	
Year Two (2): (9/1/2026 through 8/30/2027)		X 12 =	
Year One (1): (9/1/2027 through 8/30/2028)		X 12 =	
TOTAL			
Proposed Cost for Carter Elementary School			
YEAR	MONTHLY COST		ANNUAL COST
Year One (1): (9/1/2025 through 8/30/2026)		X 12 =	
Year Two (2): (9/1/2026 through 8/30/2027)		X 12 =	
Year One (1): (9/1/2027 through 8/30/2028)		X 12 =	
TOTAL			
Proposed Cost for Choice Alternative Education, Public Library, and Bus Garage			
YEAR	MONTHLY COST		ANNUAL COST
Year One (1): (9/1/2025 through 8/30/2026)		X 12 =	
Year Two (2): (9/1/2026 through 8/30/2027)		X 12 =	
Year One (1): (9/1/2027 through 8/30/2028)		X 12 =	
TOTAL			
Projected District Total Cost			
YEAR	ANNUAL TOTAL CONTRACT COST		
Year One (1): (9/1/2025 through 8/30/2026)*			
Year Two (2): (9/1/2026 through 8/30/2027)			
Year One (1): (9/1/2027 through 8/30/2028)			
TOTAL PROPOSED COST			
* Bid bond must be 5% of the total first year Proposed District Contract Cost			
Proposed Cost for On-Call Services			
YEAR	Rate per Hour	Indicate Response Time	
Year One (1): (7/1/2020 through 6/30/2021)			
Year Two (2): (7/1/2021 through 6/30/2022)			
Year One (1): (7/1/2022 through 6/30/2023)			

SECTION 5: CONTRACTOR QUALIFICATION FORM		
Company Name:		
Contact Person:	Phone:	
Address:		
City:	State:	Zip:
Website:		
Email:		
Contracting Classification:	Services Provided by Firm:	
€ General	1. Primary Services:	
€ Sub	2. Other Services:	
€ Supplier		

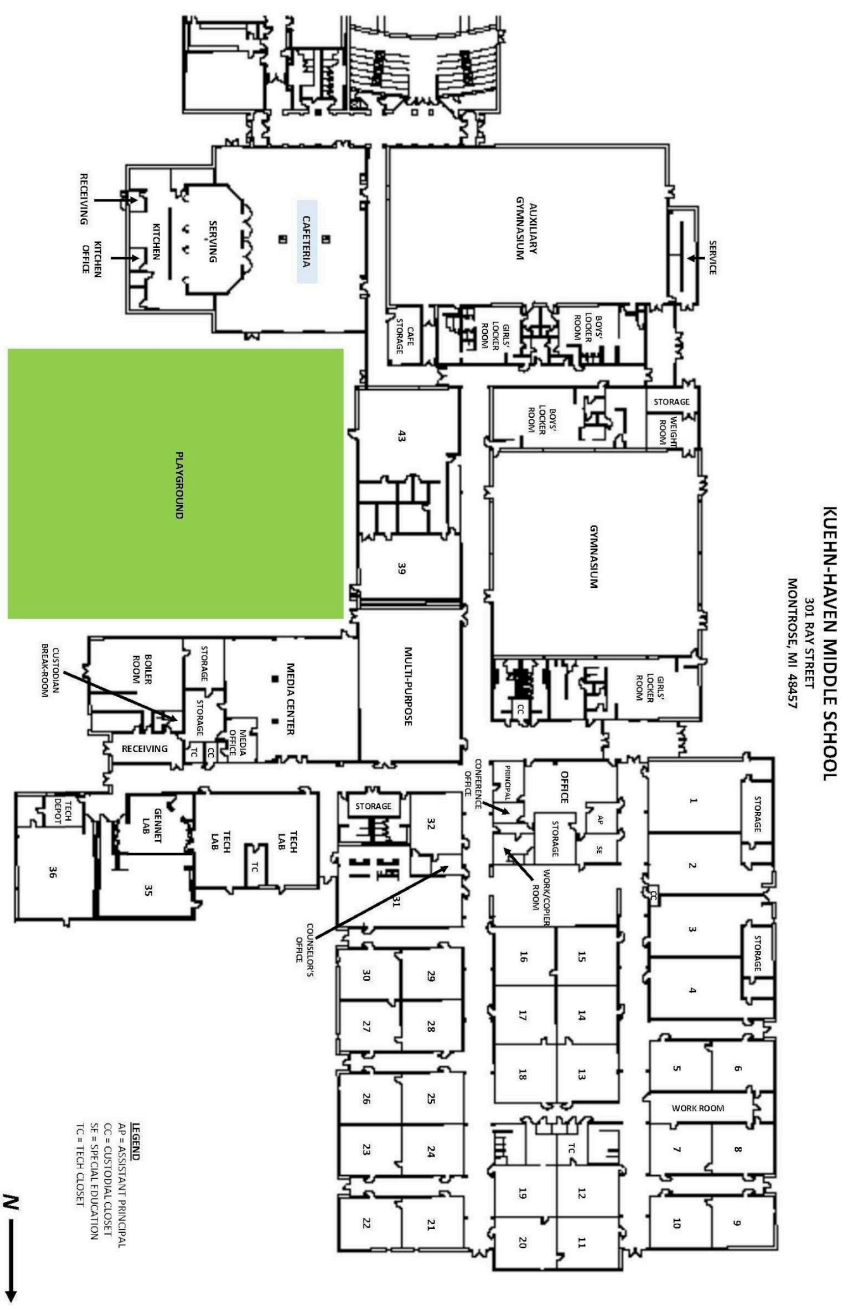
Business Structure: € Corporation € Partnership € Sole Proprietor	Number of Years in Business as the Company Name Above:	Number of Employees: 1. Work Force: 2. Administrative: 3. Field (Avg): 4. Other:
Largest Single Contract Company has Held in \$:		
Acknowledgment of Addenda: 1. Date: Initial: 2. Date: Initial: 3. Date: Initial:	Deviations form Specification? € YES € NO	
Annual Gross Sales for the Last Three (3) Years: • Year: Amount: • Year: Amount: • Year: Amount:	Geographic Area of Operations for Your Firm:	
Insurance Limits (please attach a copy of any current certificate(s) showing limits normally carried):		
Provide Names, Addresses, and Phone Numbers of Reference Types as Follows (preferably in education):		
Business:	Contact:	Phone:
Business:	Contact:	Phone:
Business:	Contact:	Phone:
Supplier Authorization (the undersigned certifies that the above information is true and accurate):		
Signature:	Title:	
Printed Name:	Date:	
SECTION 6: CERTIFICATION		
Contractor hereby certifies to Montrose Community Schools the following. Please respond by checking yes or no by each item.		
	YES	NO
1. The proposal submitted meets or exceeds all of the specifications and addenda set forth in the Custodial Services Request for Proposal Document.		
2. All conditions noted in the proposal are understood and acknowledged.		
3. The Contractor's prices as specified by bidder are true and accurate.		
4. Contractor acknowledges and understands the specifications governing the assignment of personnel and subcontracted employees to MCS properties, as specified under Section II, item 27, Michigan School Safety Initiative.		

5. Contractor's terms as specified are true and correct.			
6. The Contract understands that any misrepresentation or falsification of information in the proposal submitted may result in immediate termination of this Agreement.			
Name	Title		

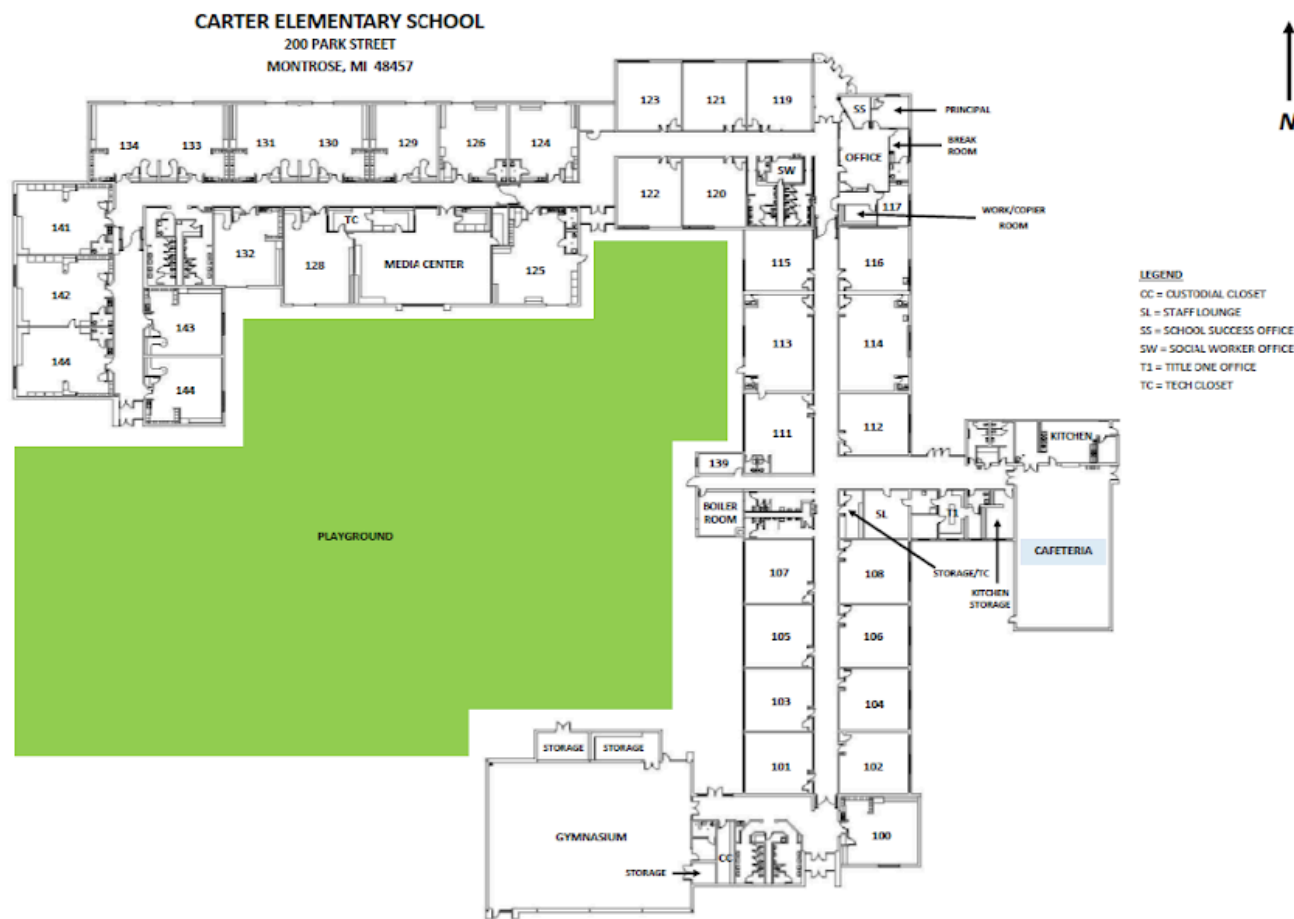
ATTACHMENT A



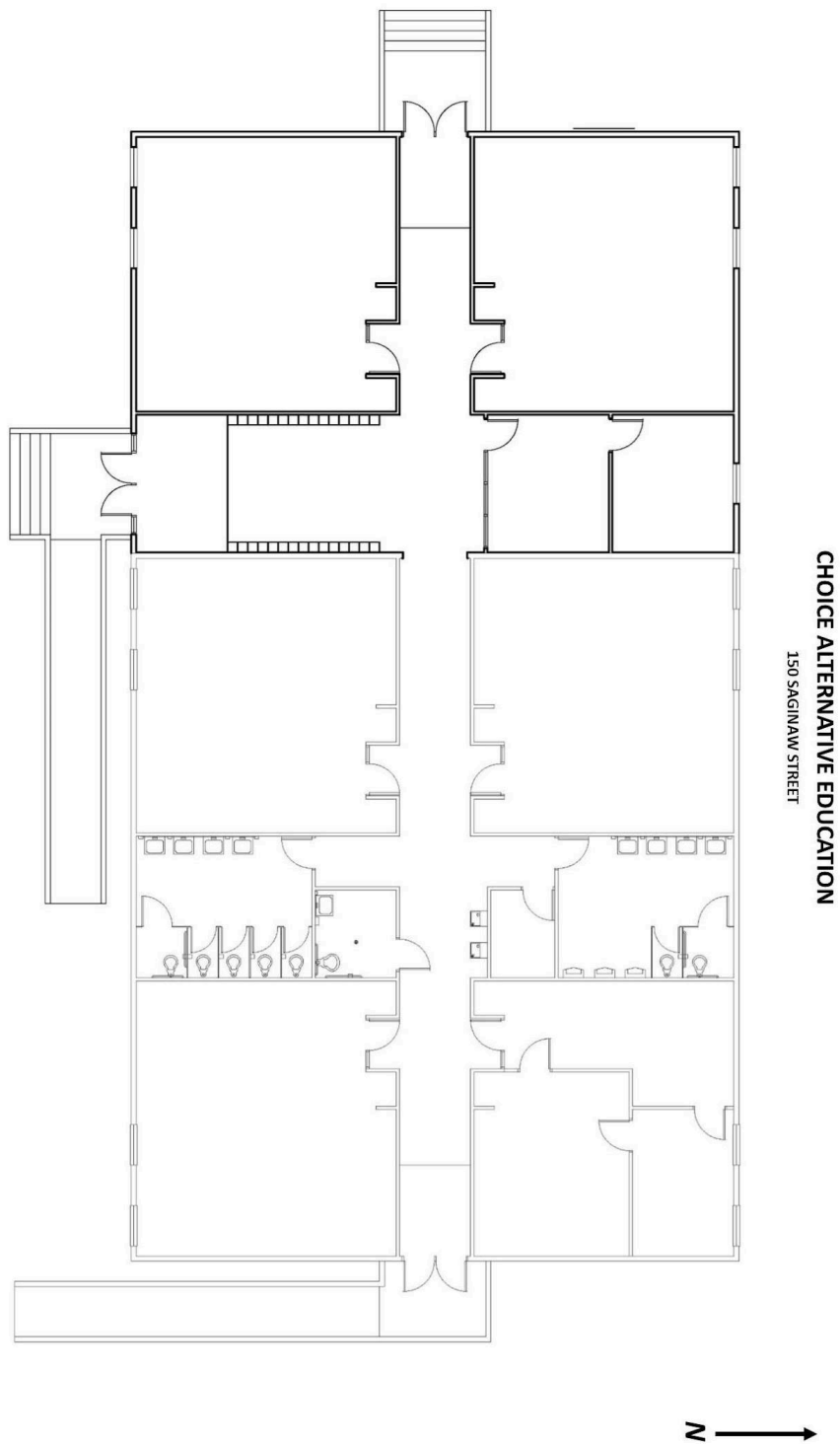
ATTACHMENT B



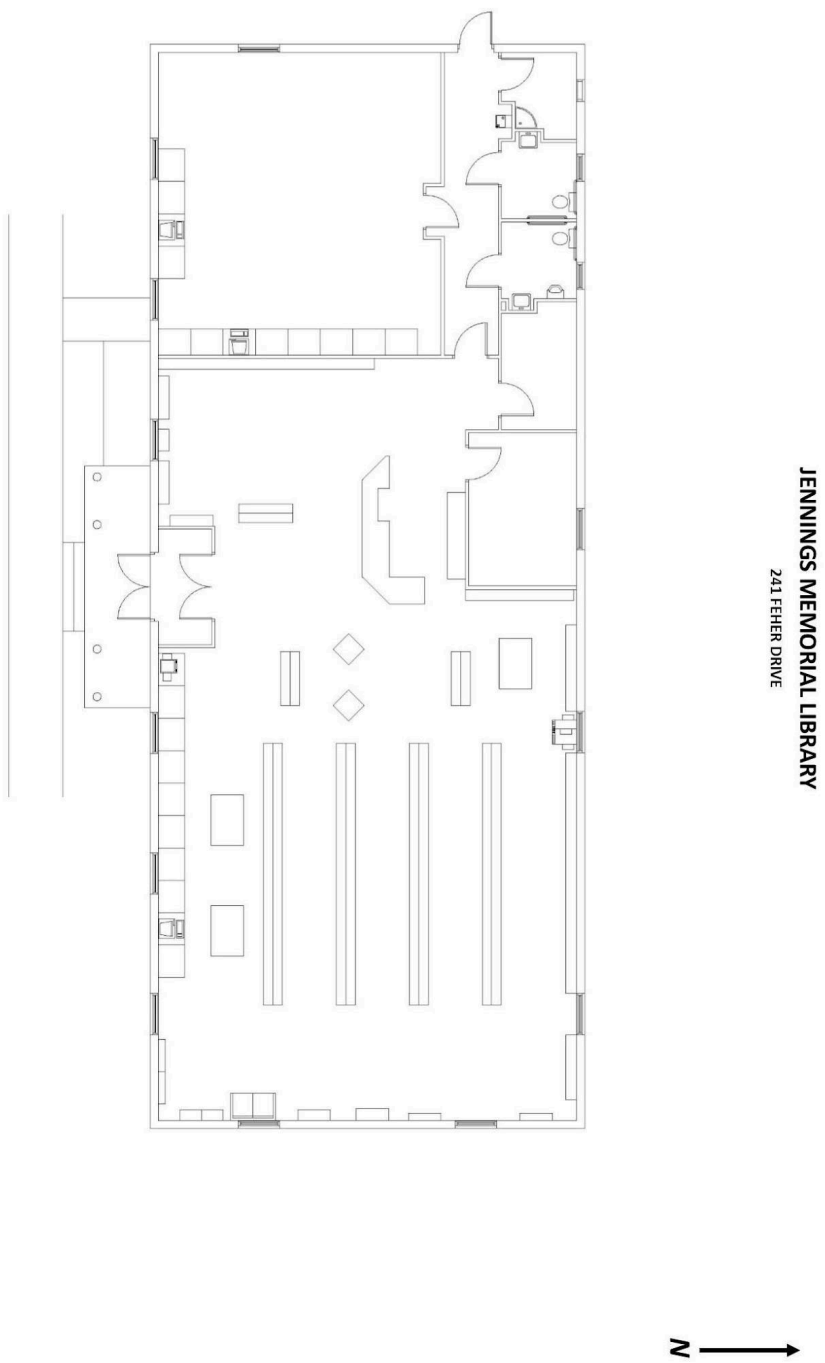
ATTACHMENT C



ATTACHMENT D



ATTACHMENT E



ATTACHMENT F

No building floor plan is available for the Bus Garage. This building is largely unused with the exception of a break room and 4 bathrooms for bus drivers. Total square footage (to be cleaned) is 884 sq. ft.

ATTACHMENT G

FAMILIAL DISCLOSURE STATEMENT

All bidders must complete the following familial disclosure form in compliance with MCL 380.1267 (Public Act 232 of 2004) and attach this information to the bid.

By the attached sworn and notarized statement we are disclosing the following familial relationship(s) that exists between the owner or any employee of the bidder and any member of the board, intermediate school board, or board of directors or the superintendent of the school district, intermediate superintendent of the intermediate school district, or chief executive officer of the public school academy.

Montrose Community Schools shall not accept a bid that does not include this sworn and notarized disclosure statement.

Disclose any familial relationship and complete the form below in its entirety:

The following are familial relationships as described above (provide employee name, family contact name, family contact position, and familial relationship or NONE.)

Signature(s) _____ Title: _____

Name of Firm: _____

State of _____ County of _____

On this _____ day of _____, 20____, before me a Notary Public in and for said

county, personally appeared _____, agent of the said firm

_____ and who acknowledge the same to be his free act and deed as such agent.

Notary Public

Commission Expires

ATTACHMENT H

IRAN ECONOMIC SANCTIONS ACT CERTIFICATION

I am the _____ of _____, or I am bidding in my individual capacity ("Bidder"), with authority to submit a binding bid for Custodial Services for Montrose Community Schools. I have personal knowledge of the matters described in this Certification, and I am familiar with the Iran Economic Sanctions Act, MCL 129.311, et seq. ("Act"). I am fully aware that the school district will rely on my representations in evaluating bids.

I certify that Bidder is not an Iran-linked business, as that term is defined in the Act. I understand that submission of a false certification may result in contract termination, ineligibility to bid for three (3) years, and a civil penalty of \$250,000 or twice the bid amount, whichever is greater, plus related investigation and legal costs.

Any bids that do not include this sworn and notarized Certification shall not be accepted.

Signature(s) _____ Title: _____

Name of Firm: _____

State of _____ County of _____

On this _____ day of _____, 20____, before me a Notary Public in and for said

county, personally appeared _____, agent of the said firm

_____ and who acknowledge the same to be his free act and deed as such agent.

Notary Public

Commission Expires